

# Library Handbook

## 2024-2025



**Washington Heritage University**

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## **STATEMENT OF FAITH**

Washington Heritage University adheres to the following Statement of Faith:

### **· The Bible**

The unique divine, plenary, verbal inspiration and absolute authority of all sixty-six canonical books of the Old and New Testaments as originally given. The Bible is the only infallible, authoritative Word of God and is free from error of any sort, in all matters with which it deals, scientific, historical, moral, and theological.

### **· The Trinity**

The triune, Godhead—one eternal, transcendent, omnipotent, personal God existing in three persons: Father, Son, and Holy Spirit. The Father: God the Father, the first person of the Divine Trinity, is infinite Spirit—sovereign, eternal, and unchangeable in all His attributes. He is worthy of honor, adoration, and obedience.

### **· The Son**

The Perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth.

### **· The Holy Spirit**

The Holy Spirit is the third person of the Godhead who convicts, regenerates, indwells, seals all believers in Christ, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation.

### **· Historicity**

The full historicity and perspicuity of the biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.

### **· Redemption**

The substitutionary and redemptive sacrifice of Jesus Christ for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven.

### **· Salvation**

Personal salvation from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ, to be received only through personal faith in His person and work.

### **· Last Things**

The future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments.

- **Biblical Creation**

Special creation of the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week.

- **Satan**

The existence of a personal, malevolent being called Satan who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.



### **A Message from the President**

Welcome to the Washington Heritage University!

We welcome you to explore what WHU has to offer and pray that you find even more than you expected!

WHU was founded in 1983 for the purpose of training and growing qualified ministry leaders that are wholly committed to the Word of God. Over decades we have become an international biblical seminary with over 200 students from over 24 countries.

The main mission of WHU is to train the Lord's disciples to change the world. We are ready to equip you with a biblically based education and biblically integrated training necessary for service through ministry, missions and professional occupations around the world. We are also continuing to expand education programs for students to serve and raise up local churches.

WHU will equip you to devote all of your gifts to the task of biblically integrated spiritual development.

We will strive to enrich your spiritual lives through classes both theoretical and practical as shared by Jesus Christ.

If you are interested in applying to WHU, or just curious about WHU, do not miss this opportunity!

Would you like to change the world with the word of the Lord? Join WHU and change the World!

In Christ's Grace,

Nam Hong Cho, D.Min. / Provost (Acting President)

Washington Heritage University (former name: Washington Theological Seminary)

**MISSION STATEMENT:** Washington Heritage University provides a biblically integrated education to equip students and His people for works of service, in the name of the Lord Jesus Christ, through ministry and professional occupations.

**INSTITUTIONAL GOALS:** In line with its Mission Statement, Washington Heritage University will strive to achieve the following institutional goals:

Spiritual Understanding and Knowledge of Bible Doctrine and Truth: WHU is committed to providing every WHU graduate opportunities to encounter better academic disciplines, God's wisdom and spiritual challenges through a well-organized curriculum. WHU will help students demonstrate their personal maturity through spiritual and intellectual ways.

Scholastic Excellence: WHU is committed to offering, achieving and maintaining higher academic qualities in teaching, research, and writing. The quality of teaching will be enhanced through varying teaching models, proper evaluation, and feedback. The development of new innovative teaching models and excellent teaching materials will be supported and appreciated.

Competency in Vocational Ministry: WHU is committed to meeting the demands of the present-day Church. WHU will continue to develop programs to provide students opportunities to train for a wide range of Christian service.

Involvement in Christian Service through Church and Society: WHU is committed to demonstrating and calling out a quality of discipleship based on a biblical creationism worldview which applies the biblical standards of love and forgiveness to all human relationships. WHU will help churches establish a relationship between evangelism and social issues based on a biblical creationism worldview.

Spiritual Growth and Leadership: WHU is committed to strengthening the theological foundation and the development of spiritual growth and leadership of faculty members by giving opportunities to integrate ideas, research and current theological topics.

Understanding and Acknowledging Biblical Creationism Worldview: WHU is committed to featuring a series of Biblical Creationism Worldview Programs, such as seminars and public presentations and forums, in order to cultivate the ability of Christians to be scientifically apologetic. WHU will endeavor to provide an atmosphere in which students and faculty can have meaningful interactions through lectures, seminars, and social media.

**EDUCATIONAL OBJECTIVES:** Based on its Mission Statement, Washington Heritage University will endeavor the following educational objectives:

1. Spiritual understanding and growth: To nurture in students the desire for a proper relationship and commitment to Jesus Christ and encourage them to show their desire in oral and/or written format.

2. Knowledge of Biblical doctrine and truth: To assist students in the acquisition of a thorough knowledge of the Bible and its systematized teaching, and to enable them to demonstrate their knowledge of the Bible and the understanding of Christian doctrine.

3. Scholastic excellence: To promote in students the importance of intellectual discipline and attainment through a growing comprehension of truth and to equip them to demonstrate advanced knowledge and skills in a biblical and theological perspective.

4. Competency in vocational ministry: To prepare students to assume professional roles in the ministries and professional occupations that they will be involved in spreading God's Word and to encourage them to demonstrate their skills and knowledge within ministry and/or professional fields.

5. Involvement in Christian Service: To encourage students to use their training through field education to reach others for Christ and to make them actively represent their Christian lifestyles of service and leadership.

6. Spiritual Growth and Leadership: To provide students opportunities that enhance and develop spiritual faith, believe the gospel of Jesus Christ, and evangelical leadership and to help them demonstrate noticeable progression in their spiritual expedition and evangelical leadership formation.

7. Understanding and Acknowledging Biblical Creationism Worldview: To prepare students on how to answer questions regarding faith in Jesus Christ and Biblical Creationism even in the age of advanced science worldviews and to help them demonstrate the proper attitudes base on the Biblical Creationism Worldview on varying issues around the World.

## **Library Contact Information and Hours**

### **Library Staff:**

Robin M. Phillips, MSIS

Librarian

Phone: 703-762-6937

Emails: [library@wtsva.edu](mailto:library@wtsva.edu) / [Robin@wtsva.edu](mailto:Robin@wtsva.edu)

### **Library Address:**

11240 Waples Mill Road, Suite 201

Fairfax, VA 22030

### **Library Hours:**

Monday – Friday 9 AM to 5PM

Closed weekends and holidays

### **Library Staff Responsibilities:**

#### Librarian's responsibilities:

- Ensure that the library meets the needs of students and faculty
- Provide reader's advisory, reference services, and research assistance to students and faculty
- Develop and present information literacy lessons for students and faculty
- Evaluate, recommend, and catalog Library resources
- Develop and enhance the Library's online presence
- Prepare a budget and maintain cost effective acquisition of materials
- Manage the daily aspects of the WHU Library
- Supervise Library staff
- Keep abreast of new literature and developments in theological libraries, information sciences, and online resources

#### Library Student Assistant's responsibilities:

- Help students and faculty locate books
- Assist with the Library Desk duties
- Assist with maintaining the stacks, shelving books, shelf reading, and tidying up
- Other duties as assigned



## Collections and Policies

**Library Collections:** The Washington Heritage University (WHU) Library has robust physical and digital collections. There are approximately 4900 physical items cataloged into the Library's online catalog which can be accessed from the library page on the school's website or <https://wtsva.populiweb.com/router/library/links/index>. The Library has access to over 21,000 e-books through ProQuest's Religion and Philosophy collection. A subscription to the ATLA Religions Database (ATLA) through EBSCO is another key component of the Library's online collections. A subscription to the DBpia is for Korean scholars which includes over 1.7 million articles from 1900 journals and 1918 onwards of Korean scholarly journals in various disciplines including over 9,000 Religious Studies and Theology journals and texts. It is the premier theological database, with a total of 3.4 million records at its users' disposal. WHU's subscription to EBSCO also includes access to their Religion and Philosophy Collection database, which contains hundreds of in-depth, full-text articles on a variety of topics within those two subjects. The WHU Library is continually adding new items and resources to our collections. To download Populi on your mobile device, visit either the App Store or Google Play then log in to your account.

### **Borrowing & Circulation Policies:**

Books from the regular collection have a loan period of three weeks. Items may be renewed once for an additional three-week loan period unless another patron has requested the book. All patrons are limited to four checkouts at a time. Materials written in other languages such as Korean and Mongolian are part of the general collection.

**Classification:** The WHU Library uses the Library of Congress classification system to arrange and shelve the books. Most of our books cover the subjects of Religion and Philosophy and have call numbers that begin with letters from B to BZ. To learn more about the Library of Congress classification system, please visit:

[https://www.loc.gov/aba/cataloging/classification/lcco/lcco\\_b.pdf](https://www.loc.gov/aba/cataloging/classification/lcco/lcco_b.pdf)

**To Check Out a book:** Your WHU ID functions as your library card so be sure you have it with you any time you come to the Library. To check out a book, take the book and your ID to the Library desk and the Library staff will check the book out to you and give you your due date.

- Do not check out items for other people. You will be the one responsible should the items be returned late, or are lost, or are damaged.
- Taking a book without checking it out will result in disciplinary action.
- If you lose your WHU ID card please see the WHU administrative office for a replacement. The Library cannot issue replacement IDs.

**To place a Hold/Request on a book:** Please use Populi place your holds or to request a book.

- Search for the book
- Click on the book title
- Click on the Hold button.
- Holds will be held at the Library for 48 hours.

- If someone already has the item you want checked out, you will receive an email once the item has been returned to the Library and is ready for you to pick up.

**To Renew a book:** Please use Populi to renew your books.

- Go to My Library Account
- Look for the book
- Click on the title and click on Renew
- You may renew the book once if no one else is waiting for it
- If someone else has the book on hold, please return it to the library as soon as possible

**To Return a checked out book:** Please return the book to the Library staff or place the book in the drop box outside of the Library.

**Library Etiquette:** Due to patrons browsing and using the Library, it must remain as quiet as possible. All Library materials, including the computer lab, are property of the Library and must be handled with care. The WHU Library staff ask the following of our students and faculty when they are in the Library and the computer lab:

- Please silence your cell phone while in the Library
- Please take loud conversations outside of the Library area
- No food and drink are allowed in the computer lab to ensure the equipment will remain in prime working condition
- No food is allowed in the library; drinks are allowed as long as they are in a spill-proof container
- DO NOT reshelve any books that you pull; put them on the Library cart or give them to the Library staff to reshelve
- Please hand books and materials gently
- Do not write or highlight in the books
- Do not tear or cut the pages
- Do not try to repair a book; bring the damage book to the Library staff to be repaired

**Course Reserves, Reference Books, and Periodicals:** Course reserves are for the students' required or recommended reading in various courses and are shelved separately from the general collection. They are labeled as "Course Reserves" on the library shelves. Course reserves may be checked out for two hours at a time and read in the library. Course reserves materials may be renewed for an additional two hour period if no other patron has placed that material on hold. Reference books are volumes that cannot be checked out but can be used within the library for study, used for research, and photocopied in compliance with the copyright laws of the United States. Reference items have "Ref" or "Reference" on their spine labels above the call numbers. Similarly, periodicals, such as magazines or print journals, may be read and copied in the library but not checked out.

**Late fees:** Students and faculty will be charged one dollar a day that a book is overdue.

**Lost or Damaged Items:** If a patron loses or damages any Library property, the patron is responsible for reporting it to the librarian immediately and will be charged reasonable fees. The

charging of fees is assessed on a case-by-case basis but generally students will be charged the full price of the book they lost or damaged.

### **Collection Development Policy:**

The Library will acquire information resources (books, articles, databases, etc.) that meet the needs and interests of students and faculty and further the goals of the WHU mission. The Library will either purchase or borrow these materials through the use of the library's budget or via borrowing agreements with other libraries, databases, online resources, and/or consortia.

- **Weeding:** Weeding is the process by which individual Library materials are evaluated based on established weeding criteria and are either kept for continued use in the Library or discarded from circulation. Discarded books may be offered on a free space in the Library for students and faculty to keep.
  - The WHU Library weeding criteria are: **accuracy, currency, and relevancy.**
  - Is the item in question accurate? Does it contain accurate information about its subject?
  - Is the item current? How long ago was the item in question published? What advances have been made in that particular field of study since the item in question was published? Can the Library purchase a more current, up-to-date edition of this book or a book with more updated information?
  - Is this item relevant to the Library collection as a whole? Is this item relevant in furthering the goals of the WHU mission? Is this item relevant to the classes being taught at WHU?
- **Donations:** The Library will accept donations that meet the needs and interests of students and faculty as well as meeting the goals of the WHU mission. If you are interested in making book donations to the Library, please send a list of the books to the Library for review first. The librarian will then review the list and let you know if the WHU Library is interested in the books. The Library reserves the right to decline, give away, or discard any donations.
- **Challenging/Banning Materials:** The WHU Library and its staff do not condone censorship in any way, shape, or form. The WHU Library fully supports each and every student and faculty member's right to read and view materials as they see fit. Due to the nature of academic study, students and faculty will often encounter ideas and resources they deem inappropriate or offensive. However just because one person deems a book or a resource offensive, it does not mean that the book or resource is bad or should be banned from the library. To this end, the WHU challenge policy is as follows:
  - If a student or faculty member encounters a book or other resource that contains content that they deem offensive or inappropriate, they can request a challenge form from the librarian.
  - Upon receiving the completed challenge form, the librarian will examine the material as a whole.
  - The Librarian will then consult with the Academic Dean to share their findings and to determine an appropriate course of action regarding the material in question.
  - The student or faculty member who challenged the material will be made aware of the intended course of action that the librarian and Academic Dean have decided upon.

- There will be a month-long reconsideration period in which the student or faculty member or any other WHU student or faculty member can submit an appeal form to the librarian.
- If there is an appeal filed, then the librarian and the Academic Dean will reevaluate their initial decision.
- If there is no appeal, the decision of the librarian and the Academic Dean will stand.
- **Copyright Law – U.S. Copyright Act, 17 USC #101-801:** Library items are often protected by copyright or by a license agreement. Questions regarding copyright and license agreements should be directed to the librarian before any copies or sharing of such items or information. If the copyright question needs more assessment to answer, the Librarian will consult with other colleagues on copyright law.

### **Confidentiality Policy:**

All checkouts and other private information of students and faculty will be kept in confidence in compliance with local, state, and federal laws.

### **Resources and Services**

**Library Online Resources and Databases:** All of the WHU Library digital resources are available 24/7 via <https://wtsva.populiweb.com/router/library/links/index>. We are constantly updating and evaluating the online materials we make available to our students, which include traditional databases such as ProQuest, RISS, JSTOR, ERIC, in addition to many open access resources.

- **ATLA and Religions and Philosophy Collection:** The American Theological Library Association is the parent organization of ATLA Religion Database. The WHU Library has access to this database through a subscription to the database management service, EBSCO. Through EBSCO, the Library also has access to the Religions and Philosophy Collection. Through both of these resources, WHU students and faculty have access to thousands of journals, articles, and books that contain the most up-to-date theological and philosophical research.
  - 1) The username to use this resource is: wtsstudent
  - 2) The password is: W@plesMillRd!@11240
- **Proquest EBooks:** The WHU Library uses ProQuest specifically to access materials on the subjects of religion and philosophy. ProQuest has thousands of ebooks available and gives users the option to apply multiple filters to their searches to customize their results. In order for students to access ProQuest:
  - 1) Go to <https://ebookcentral.proquest.com/auth/lib/washingtontheological>
  - 2) In the Sign In box where it says email/username type S1234 followed immediately by your Student ID Number e.g. S1234\*\*\*\*\*
  - 3) Click the Sign In button
  - 4) In the top right corner of the screen, click on Settings
  - 5) Click on Profile and fill in your email address
  - 6) You're ready to begin searching and browsing the books.

- **DBpia EBooks:** DBpia is a full-text database of scholarly journals published by major Korean academic societies and research institutes. It includes over 1.7 million articles from 1,900 journals from 1918 onwards of Korean scholarly journals in various disciplines including over 9000 Religious Studies and Theology journals and texts. More than 1,900 scholarly journals published by academic societies and research centers.  
<https://www.dbpia.co.kr/member/login>  
Login ID.: wts  
Login Pass.: wts123
- **RISS:** RISS is a database that provides access to journal articles, theses, dissertations, ebooks, and other materials from Korean universities and scholarly publications. To access RISS, click either of the following links or check the “Links” page on the Library’s page on Populi:  
<http://www.riss.kr/> (Korean interface)  
<http://intl.riss.kr/> (English interface)
- **JSTOR and ARTSTOR:** JSTOR is one of the leading humanities and social sciences digital libraries. The WHU Library offers the open access branch of JSTOR to our students which means that students are guaranteed the free, full text of whatever materials they search. ARTSTOR is a digital library of thousands of images that can be used for teaching and research purposes. To access JSTOR and ARTSTOR, find it on our “Links” page on Populi or click on this link: <https://about.jstor.org/oa-and-free/>
- **ERIC:** The Education Resources Information Center, ERIC, is a bibliographic and full-text database that is dedicated to providing the latest information and research in the field of education. Click this link: <https://eric.ed.gov/?> to access ERIC or find it on our “Links” page on Populi.
- **Open access and other resources:** For a full list of the WHU Library’s open access and other resources, please see our “Links” page on Populi:  
<https://wtsva.populiweb.com/router/library/links/index>

**Readers’ Advisory and Reference Services:** The librarian is available to assist you with any Library and information services including:

- Locating books or online databases
- Suggesting books or materials pertinent to research
- Using online databases and ebook collections
- Utilizing effective research strategies
- Judging the quality of sources
- Formatting in-text citations and bibliographies
- Answering copyright questions

- **Tutorials & Instruction:** The Library will offer a variety of online and in-person tutorials and instruction for the above topics. You may also request one-on-one instruction during library hours by emailing the librarian at [library@wtsva.edu](mailto:library@wtsva.edu).

**Inter Library Loans (ILL):** Interlibrary Loan is a system in which one library borrows material from another library. The WHU Library has a wide variety of ILL options available. Here are our rules concerning ILL:

- Students and faculty may request up to three items at a time.
- Please email the librarian at [library@wtsva.edu](mailto:library@wtsva.edu) if you would like to request a book or would like more information.
- Please be advised that due to lending costs, a pickup fee might be charged to the student when the book arrives.
- The pickup fee will be charged to the student's account if they fail to pick up their loan. Similarly, if the book gets lost or stolen while in the student's possession, they will be charged the full cost of that book.
- Due to mailing constraints, it often takes a week or more for an ILL request to arrive so please plan your requests accordingly.
- Due to the lending policies of other institutions, the WHU Library may not be able to fulfill all requests. Materials in reference, course reserve, audio/visual, and other library use only collections often do not go out through ILL.
- Be sure to check your public libraries for what you need, too!

**Computer Lab:** The student computer lab is right next to the Library and is fully equipped so students can use the internet for research, write papers, print documents, and receive instruction from our librarian.

- Students, please save your work to a USB drive or to a personal cloud-based account, such as Google Drive.
- Library staff will delete files from computer lab hard drives.
- Students will be banned for a period of one day if they are caught doing anything illegal or illicit in the computer lab. More than one infraction will lead to a longer ban.