

Library Handbook

2025-2026



Washington Heritage University

Main Campus: 11240 Waples Mill Road, Suite 201, Fairfax, VA

Extension Site: 1911 North Fort Myer Drive, Suite 108, Arlington, VA

Telephone: 703-712-7888

Email: library@whuva.edu

Website: <https://whuva.edu/library>

Handbook revised July 2025

Library Contact Information and Hours	3
Library Staff Responsibilities	3
Collections and Policies	4
Library Collections (Physical)	4
Library Collections (Digital)	4
Borrowing & Circulation Policies	4
Classification	5
How to Check Out a Book	5
How to Place a Hold/Request on a Book	5
How to Renew a book	5
How To Return a Book	6
Library Etiquette	6
Reference Books	6
Lost or Damaged Items	7
Collection Development Policy and Weeding	7
Donations	7
Book Challenges	8
Copyright Policy	8
Confidentiality Policy	9
Readers' Advisory and Reference Services	9
Tutorials & Instruction	9

Library Contact Information and Hours

Library Staff:

Robin Phillips, Librarian

Phone: 208-215-8017

Emails: library@whuva.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

The responsibilities of the librarian include:

- Ensuring 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 offer instruction in information literacy for students and faculty
- Evaluate, recommend, and catalog Library resources
- Develop and enhance the Library's online presence
- 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, tidying up, and cataloging
- Other duties as assigned

Collections and Policies

Library Collections (Physical)

The WHU library contains approximately 4900 physical items. These are in a variety of languages, mainly in English, Korean, and Mongolian. These titles are indexed in the library's online catalog which, accessible from the library page on the school's website <https://whuva.edu/library>.

Library Collections (Digital)

The Library maintains subscriptions to

- ProQuest's Religion and Philosophy collection, offering access to over 21,000 e-books.
- ATLA Religions Database (ATLA) provided through EBSCO. This is the premier theological database, with a total of 3.4 million records at its users' disposal.
- ATLA's Religion and Philosophy Collection database. This database, also provided through EBSCO, 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.
- DBpia (a premier database for Korean Language research materials)

Instructions for logging in are given in the library section of Populi, which is linked to on the library page of the website.

Borrowing & Circulation Policies

Books from the regular collection have a loan period of three months. Items may be renewed provided another patron hasn't requested the book.

Classification

The WHU library follows the Library of Congress classification system. 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

How 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 staff will check the book out to you. You will receive a receipt that includes 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.

How to Place a Hold/Request on a Book

You can use Populi to place a hold request on 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.

How to Renew a book

Please use Populi to renew your books.

- Go to “My Library” in your account
- Look for the book
- Select the title and click on “Renew”

If you see that someone else has the book on hold, please return it to the library as soon as possible

How To Return a Book

Please return a book, come to the library and give the book to library staff. If no one is available, place the book in the drop box outside of the Library.

Library Etiquette

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 from the shelves. Please leave them on the library table for staff to reshelve.
- Please handle 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

Reference Books

Reference books are volumes that cannot be checked out but can be used within the library for study. You may photocopy sections from these books in compliance with the copyright laws of the United States.

Reference items have “Ref” or “Reference” on their spine labels above the call numbers.

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 and Weeding

Every semester the professors meet with the librarian to discuss new titles required for classes. The librarian works closely with the professors and other subject experts to ensure the collection remains relevant to class offerings. As the librarian also has a Masters in history and theology, he keeps abreast of current developments in these and relevant fields, to ensure continual improvement of the collection. The librarian also visits private collections that are being sold off or donated, in order to acquire new titles.

Weeding, the process by which individual items are removed from the collection, routinely occurs. Discarded books are either thrown away, donated to thrift storers, or offered on a free space in the Library for students and faculty to keep. The WHU 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.

Book Challenges

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 Policy

Library items are often protected by copyright or by a license agreement, specifically the U.S. Copyright Act, 17 USC #101-801.

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.

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 (see contact details above).