

CENSA Library Circulation Policy

Library Patrons

- Students currently enrolled in at least one unit of study with CESNA
- Faculty members of the CESNA
- Adjunct faculty and other lecturers/instructors of the CESNA
- Board/Staff members, and alumni of the CESNA
- Members of Great Los Angeles Chinese Ministerial Committee (GLACMC)
- Students from other seminaries

General Rules

1. Library patrons may apply for their library cards with their (student) ID cards.
2. Library patrons are to follow all the rules of the Library.
3. Reference books, course reserves, and periodicals (except the back issues) are not allowed to be checked out.
4. Any borrowed items lost or damaged beyond repair must be paid for overdue fee if applicable, plus at replacement cost, and \$80 process fee, or patron may return a replacement with \$30 process fee, and overdue fee if applicable. If the item is out of print, besides the overdue fee if applicable, \$80 process fee, and the replacement fee is charged by page, \$1/page.
5. Student with debt outstanding on lost/damaged, or not returning all the items he/she borrowed will not be allowed to register or apply for graduation.

Check-out

1. During the office hours, please bring the items that you want to borrow to the front desk for the library staff to check out for you.
2. The loan period is 3 weeks and can be renewed once online via Populi's system, or in person if no one place the item(s) on hold.
3. If you know the title(s) you want to borrow but is currently checked, you may request to hold the item(s) via Populi online place hold function. The librarian will locate the item(s) and put in the Reserve Item Box for you to pick up within 10 days.
4. Please drop your check-in item(s) in Return Item Box. If after hours, please drop in Return Book Slot on the side door of the Library.
5. Library patrons with debt outstanding on lost or damaged book will have borrowing privilege suspended. Please clear your fine as you return the overdue item(s), \$1/day.

6. Outstanding items allowed for different patron categories:

| Item Type \ Patron | Faculty | DMin/ThM | Master Student | CESNA Board/Staff/ Alumni | Enrolled Extension Student /GLACMC Member and others |
|---------------------------|---------|----------|----------------|---------------------------|--|
| Books | 25 | 20 | 15 | 15 | 5 |
| Back issue of periodicals | 5 | 5 | 3 | 1 | N/A |
| Books | 20 | 20 | 15 | 5 | 5 |
| Back issue of periodicals | 5 | 5 | 3 | 1 | N/A |

Other Services

1. Please abide the general copyright law when copy the library material(s). You may make copies of the materials using scanner free or copier at 15¢ per page.
2. The Library computers provide Internet services. You may use them during library hours.
3. The Library webpage on CESNA’s website (<https://cesna.edu>) provides information of the Library as well as many other resources for biblical and theological study.

Contacts

If you have any questions regarding CESNA library or its services, please contact us by

Phone: (626) 917-9482 x 220, & x 221

Fax: (626) 851-1371

E-mail: cesnalib@cesna.edu

Website: <https://cesna.edu>