CORNERSTONE COLLEGE & SEMINARY

Equipping Students for God's Kingdom Service Since 1969

7501 Graham Street, Suite 120, Spotsylvania Courthouse, Virginia 22553

540-898-5077

Library Handbook

Version 1.2

Effective Date: 12/1/2024
Last Reviewed: 11/1/2024
Next Review Date: 3/1/2026
Responsible Office: Office of the President
Approved by: Executive Working Group for the Board of Directors

Our history:

The CCS library supports the academic and research needs of the students, faculty and staff at Cornerstone College & Seminary. The college library was established in the 1970's with a single dedicated library room with physical book stacks. In 2020, the CCS library was reorganized to better suit the needs of the 21st century student: a dedicated on-campus research library and online electronic research library access on a student's phone or laptop anywhere the student may be studying.

Library mission:

The mission of the CCS library provides resources to support academic and biblical research and study to increase knowledge and equip students to impact others through kingdom work in the church and the world.

Library purpose:

1. Collect appropriate hard copy and electronic copy resources for research and learning for the needs of the college.
2. Library resources are prioritized for students and faculty needs as they arise.
3. Library resources are chosen through the utilization of criteria that fit the college mission, subject matter relevance, author reputation, and the date of publication.
4. Electronic library resources are chosen according to the relevance of Bible and theological material available in the database.

Journey to Accreditation:

Cornerstone College & Seminary is pursuing accreditation with TRACS – Transnational Association of Christian Colleges and Universities. CCS is currently in correspondence status with TRACS. An application will be made with TRACS in February 2025. Pursuing accreditation does not constitute, imply, or presume accredited status at present or in the future.

Statement of Faith:

Cornerstone College & Seminary (CCS) maintains an unqualified commitment to a historic, orthodox position on essential doctrines of the faith, as expressed in this document. CCS's approach to Scripture interpretation is from a grammatical, historical, and contextual viewpoint.

#	Cornerstone College & Seminary Statement of Faith
1	The Bible is the divinely inspired, infallible, inerrant, and revealed Word of God. (2 Timothy 3:16)
2	God is revealed in the Scriptures as God the Father, God the Son, and God the Holy Spirit, commonly referred to as the Trinity. (Colossians 1:15-18; Acts 5:1-4)
3	The Lord Jesus Christ is fully God. He was born of a virgin; He lived a sinless life; He performed miracles; He was crucified under Pontius Pilate; He shed His blood to save sinners; He rose bodily and was seen by eyewitnesses; He ascended to the right hand of the Father, and all the earth will see Him when He returns in power and glory. (John 8:58; Isaiah 9:6; Isaiah 7:14; Matthew 1:18-25; 2 Corinthians 5:21; 1 Corinthians 15:3-7, Acts 1:9-11)
4	The Holy Spirit is the third person of the Godhead and equal with the Father and the Son in every divine perfection. He convicts of sin, regenerates, enlightens, endues for service, comforts, and guides believers. (John 14:16-18, John 14:26).
5	All humanity in its natural state are sinners, lost, alienated from God, and spiritually dead: "All have sinned and fallen short of the glory of God" (Romans 3:23) and, therefore, need salvation.
6	The Bible, inspired by God, is the final authority for all practices of sexuality, and God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Any form of sexual immorality (including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one's biological sex) is sinful and offensive to God. (Genesis 1:26-27; 1 Corinthians 11:12; Leviticus 18:1-30; Leviticus 20:13; Romans 1:26-29; 1 Corinthians 5:1; 1 Thessalonians 4:1-8; Hebrews 13:4; John 3:3-7; Jude 1:7)
7	Salvation is by grace alone, a gift of God, through repentance and faith in the Lord Jesus Christ, who died for our sins according to the Scriptures. (1 Corinthians 15:3) Those who thus receive Christ by faith have their sins forgiven (Ephesians 1:7) and their hearts cleansed (Acts 15:9), become born of the Spirit, become children of God (John 1:12-13) are made new creatures in Christ (2 Corinthians 5:17). They are eternally secure (John 10:28).
8	Only two Scriptural Ordinances exist: Baptism and the Lord's Supper. Baptism is a command of our Lord Jesus Christ. (Matthew 28:18-20) The Lord's Supper is for remembering Christ's death, burial, and resurrection with the anticipation of His return. (1 Corinthians 11:26)
9	Christ personally instituted the Church, which He commissioned to make disciples of all nations, to baptize believers, and to teach them to do all things He had commanded. (Matthew 16:17-18; 28:18-20)
10	There are only two classes of humanity in God's sight: saved and lost. The saved, those "Born Again" through faith in Jesus Christ, go to be with Him in conscious blessedness (Luke 23:39-43) after death and shall be raised bodily to live with Him eternally (1 Corinthians 15:35-49); the unsaved shall be separated from God at death and shall be raised bodily to be placed in eternal torment. (John 5:28-29)
11	"Born again" Christians live a life dictated by the Holy Spirit (Galatians 5:16-25; Colossians 2:6) and yield to God (Romans 6:13). All Christians are called to share their faith with others by word and deed. (Matthew 28:16-20)

Biblical Worldview Notification of Library Material:

Library links, e-books, references, and online resources do not necessarily reflect the position of the college. Read with discernment.

Library goals, outcomes, and assessments:

Library Goal	Outcome	Assessment	Assessment Cycle
The library will provide students research sources to meet the needs of students.	Provide adequate on campus resources for study space and technology.	Library Survey as integrated into the student services survey Library Report to the CCS President	Semi-Annually
The library will provide easy access to student research sources.	Promote library services and availability.	Library Survey	Annually
The library will promote and provide online research and information access.	Support college community awareness of online research library access and use.	Library Survey Electronic library use records	Annually
The library will provide students, faculty, and staff research training and learning skills.	Support individual and group training on library and research resources.	Library Survey After Event Satisfaction Survey	Annually As trainings are provided

Library users:

All CCS students, faculty members and staff members have access to the on campus and online library resources. The purpose of this handbook is to help library users know how to access study and research services and materials.

Online library access:

Online research library access URL and password information is available on bulletin boards throughout campus, on course syllabi, and in course dashboard information in our student information system,
Populi. To access your LIRN subscription go to: https://proxy.lirn.net/CornerstoneCollegeOfVA
Username: 17301 Password: freegiraffe56

Online library resources:

Electronic research databases available through the CCS online library include:

Credo Reference

Gale Cengage (Academic OneFile, eBooks, Religion and Philosophy)

Infobase (Philosophy and World Religions)

Open Access Resources (ERIC, Merck, Open Access Journals)

ProQuest (Multi-disciplinary databases)

Checking out physical books:

Students, faculty, or staff who desire to check out physical books may self-checkout books or ask the On-Campus Library Director, Karen Tate for assistance. Books may be checked out for a period of 21 days. Book stacks are located in the administrative building.

Library patrons can renew library books in Populi or email ktate@cornerstonecollegeva.org to request items be renewed. The renewal period will be for 21 days from the date the renewal is done.

Fines and Replacement Costs:

Overdue books past 21 days: $.50 per day (items over six months overdue are considered lost and the student will be charged the replacement cost of the book).

Lost books will be charged to the borrower based on the replacement price found on Ingram's or Books in Print. Out of print books will be a $50 fee to the borrower.

Reference Desk:

The on-site librarian assists students research requests including requests for finding books and resources at the local public library system and other college research libraries. Students may also request assistance with reference material, style manuals, and accessing the online research library. Appointments may be made for research library assistant at the CCS administration building. Sara Pensgard is the CCS virtual research librarian. Students are encouraged to reach out to Dr. Pensgard for assistance at spensgard@CornerstoneCollegeVA.org.

CCS College Library Hours: Tuesday through Thursday 8:00 am – 4:00 pm

Library resource center facilities are locked outside of the library hours of Tuesday through

Thursday. **Online Research Library Hours:** 24/7 online

Computer Use:

The CCS library has one desktop computer, one printer, and four Chrome books for student, faculty, and staff use. These resources are available for searching the internet, completing writing and research projects, and accessing the CCS online digital library. Student assistance is available in the CCS administrative building for resources, printing, or using the online digital library. During midterm and final exam weeks, access to the computer resources may be limited to two-hour appointments.

Reading and Study Areas:

Students, faculty, and staff may use the administrative building for study. Responsible food and drink consumption is permitted throughout campus. While using computer equipment, please keep drinks securely capped.

Wireless Network:

A public wireless network is available throughout campus. Access passwords are posted in the administration building.

Instructional Technology Support:

CCS administrators assist students, faculty, and staff on a variety of technical issues. Please reach out for assistance if help is needed with computers, printers, copiers, and projectors.

Print Book Stacks On-Campus:

The college strives to collect quality collections of books for scholarly, theological, and biblical research. Books are screened for appropriateness and biblical soundness. All books are available to check out from the library for student, faculty, and staff use except reference books that are appropriately labeled as in-library use only. The library books have been collected from donations from retired pastors' personal libraries. It is the intention of the college to continue to collect donations to add to the college collection as donors are led to give to the college. The college acquires books based on the scholarly nature of the books and the appropriateness for religious, theological, and biblical research. The college retains books that continue to be relevant to current student studies in religion, theology, and biblical research. Books that contain information that is dated or become obsolete are removed from circulation.

College Wide Assignment Formatting

Cornerstone College & Seminary uses MLA formatting guidelines. Students are encouraged to obtain a copy of the latest edition of the MLA Handbook

Students have several avenues for MLA formatting assistance.

1. Search the extensive online database at Purdue Owl .
   https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html
2. Ask the CCS course professor for formatting guidance
3. Call the CCS campus for assistance at 540-898-5077
4. See CCS library services on campus

Programmatic Resources for Students:

The institution offers programs from the certificate level through doctoral level. Students at various levels of degree program have increasing levels of scholarly research. Students are instructed to perform research in various ways.

Degree Program Level	Resources	Assignment Rigor
Certificate	Blue Letter Bible, Hard Copy on Campus books, Online Digital Library	Research paper 4-6 pages in length with citations and references
Associate Degree	Blue Letter Bible, Hard Copy on Campus books, Online Digital Library	Research papers varying 4-8 pages in length with citations and references
Bachelor Degree	Blue Letter Bible, Hard Copy on Campus books, Online Digital Library, public use of the Germanna Community College library and the University of Mary Washington library	Research papers of in depth analysis varying 4-10 pages in length with citations and references
Master Degree	Blue Letter Bible, Hard Copy on Campus books, Online Digital Library with seminal sources, peer reviewed journals, and source documents, public use of the Germanna Community College Library and the University of Mary Washington library	Research papers of in depth scholarly nature. Thesis paper of 35 pages.
Doctoral Degree	Blue Letter Bible, Hard Copy on campus books, Online Digital Library with seminal sources, peer reviewed journals, original sources. Students encouraged to use the local community college library or the library at University of Mary Washington.	Research papers of in-depth scholarly nature indicative of doctoral level research. Dissertation paper of a minimum of 80 pages and 50 research sources.

Library Resources for All Students

Students have access to library resources through a multitude of means:

Student Type	Library Resources
Online	CCS Online Digital Library, Local College Library near student
On Campus	CCS Online Digital Library, On campus CCS Library Resources, Germanna Community College Library and University of Mary Washington Library resources
Hy-Flex	CCS Online Digital Library, On campus CCS Library Resources, Germanna Community College Library and University of Mary Washington Library resources

Off Campus Library Resources:

Two nearby college library facilities are available to students for research.

The University of Mary Washington Simpson Library
1801 College Avenue, Fredericksburg, VA 22401
540-654-1125
umwlibraries@umw.edu Located
10.4 miles from the institution.
The library allows public access to library facilities and librarians are available to assist public users.

Germanna Community College - Fredericksburg Campus
10000 Germanna Point Drive, Fredericksburg, VA 22408
540-891-3015
Located 8.1 miles from the institution.
The library is open to the public and individuals may request a community member borrowing card to check out library resources. Germanna librarians are available to assist public users.