LIBRARY HANDBOOK

2017

Educating ▪ Equipping ▪ Empowering

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WELCOME TO THE NICHOLSON LIBRARY

West-Indies School of Theology (WIST)

We wish to take this opportunity to welcome all students and other users to the Nicholson Library. This library is named in honour of one of WIST's past presidents, Reverend Alvin Nicholson, who served between the years 1979-1986.

The Library's collection numbers approximately 22,000 volumes and this includes books, newspapers, magazines, indexes, and a small collection of videos, recordings, archival collections, and computer resources. We make every effort to ensure that we have the majority of the materials needed for research available. The aim of the library is to provide satisfactory information services as well as scholarly biblical resources that meet the needs of the school's community as well as our extended users. The staff strive to progressively improve the library facility as well as the library collection.

In a society where information is power, we are surrounded by many different avenues to access the information we need: internet, websites, blogs, podcasts to name a few. How to begin looking for information? How reliable is the information found? Is the source an authority in the field? These questions point to the crucial role of the Library. The Library staff is here to guide you as you learn the art of seeking, assessing, and using information, not just to fulfill your classroom assignments, but also to develop the skills you will need to be a wise, informed consumer for a lifetime. Welcome to the journey!

Yours truly,

Gale Ann Joseph-Kerr, BSc
Library Technician II

INSTITUTIONAL HISTORY

In 1946, missionaries of the Pentecostal Assemblies of Canada (PAOC) founded the West Indies School of Theology (WIST) in Trinidad. This school was intended to provide training for people who became pastors in the West Indies District of the Pentecostal Assemblies of Canada. The District currently embraces most of the English-speaking islands in the region and a small part of Venezuela and Brazil. As the vision expanded and the student body increased, classes were moved from the Woodbrook Pentecostal Chapel, its birthplace, to the El Dorado Pentecostal Church.

In 1954, the six-and-one-third-acre campus at Fourth Bridge, Maracas Valley, was purchased, and from that time has been the home of the School. Since its founding, the scope of the School has gone beyond training for pastoral ministry and now includes training for evangelism, missions, counselling, Christian education, leadership in para-church organizations, and general church leadership.

In 1966 the Pentecostal Assemblies of the West Indies (PAWI) became an independent body and four years later, a Caribbean national was appointed as President of the School for the first time. Since then the leadership of the institution has rested entirely in the hands of Caribbean nationals and all Presidents have been WIST graduates. PAWI continues to enjoy fraternal relations with PAOC.

The student population has increased significantly, from six in 1946 to an average of 250 over the past five years. Approximately 85 percent of our students come from member churches of PAWI. The remaining 15 percent comprise representatives from other evangelical church groups. Students are drawn mainly from the English-speaking Caribbean countries.

Graduates of WIST fill 98 percent of the pulpits of PAWI member churches. Other graduates are presently ministering in the United Kingdom, the United States, Canada, Kenya, Zambia, Ghana, Venezuela, Brazil and most of the English-speaking Caribbean islands.

The curriculum of the School has been broadened significantly since its foundation. New undergraduate offerings include Sociology, Social Work, Curriculum Development, Computing, Educational Technology, Sound Engineering, Audio-Visual and Performing Arts, and Psychology.

Students are now able to read for the Certificate programme through Extension Schools in Grenada, St. Vincent, Antigua, St. Lucia, Montserrat, North, South and Central Trinidad, and for the Interdisciplinary Diploma programmes through Extension schools in Tobago, Barbados and St Vincent, as well as the main campus. They are also able to pursue the Interdisciplinary Bachelor programmes at the main campus and the South Trinidad site. Facilities exist in some PAWI Districts to allow persons who are unable to reside in Trinidad to read for a degree through a modular programme that involves specific arrangements to instruct them in their home Districts.

WIST participates online in a Master's programme in Interdisciplinary Studies, in association with the Caribbean Graduate School of Theology (CGST). Several WIST graduates have gone on to earn Master's and Doctoral degrees abroad. The School also offers Honorary Doctorates during its graduation exercises to persons who have made outstanding contributions to the spread of the Gospel regionally and internationally.

Currently, WIST enjoys dual accreditation with the Accreditation Council of Trinidad and Tobago (ACTT), and the Caribbean Evangelical Theological Association (CETA), of which WIST is a member. WIST is also a member of Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE) and the Association of Caribbean Tertiary Institutions (ACTI). Students who are nationals of Trinidad and Tobago have access to the Government Assistance for Tertiary Education (GATE) programme which allows them to apply for 100% tuition assistance.

Presidents

NAME	YEARS
Rev. A. T Jacobson	1946-1955
Rev. Robert Eames	1956-1964
Rev. C.A. Barker	1964-1970
Rev. Dennis White	1970-1974
Rev. Thomas Maginley	1974-1979
Rev. Alvin Nicholson	1979-1986
Rev. Cecil Vincent	1987-1988
Rev. Lew Thomson	1989-1990
Rev. Pat Glasgow	1991-present

GUIDING STATEMENTS

The following are the institution's key guiding statements

Vision Statement

A leader in biblically-based ministerial training for the Caribbean and beyond.

Mission Statement

Providing higher education to equip Christians to be godly servant-leaders for the fulfilling of the Great Commission.

Motto

Serving the World

Core Values

1. Bible-Centredness

2. Excellence

3. Integrity

4. Life-long Learning

5. Team Work

Quality Policy Statement

WIST is committed to maintaining a quality management system that ensures all programmes and services meet or exceed the expectations of our stakeholders. It is also our policy to maintain a process of continual improvement that is accomplished in part through diligent follow-up on stakeholder feedback, employee suggestions, internal and external audits and through management review of the quality system.

INTRODUCTION

This handbook seeks to provide a guideline for WIST's library services. Whilst focus is given to the main library at the 4th Bridge Maracas Campus, the policies apply to library services at all branch campuses as well.

GENERAL INFORMATION

Purpose Statement

The primary goal of the Nicholson Library is to assist students, faculty and staff of the West Indies School of Theology (WIST) in their academic and spiritual pursuits by providing accurate, adequate, relevant and contemporary resources in an atmosphere that facilitates research and development.

Objectives

Our primary objectives are to provide:

- State-of-the-art technology to our users with a speedier and wider access to needed information.

- Quality, excellence and user service satisfaction.

- A collection of material that supports WIST's academic programmes.

- Equity and diversity in the services that we offer to our users.

Collection Development

The Library attempts to acquire and maintain a well-balanced collection of books and other resources for curricular needs, intellectual and spiritual development, and leisure reading. This includes materials with doctrinal or philosophical viewpoints that may differ from those of the individual library user. The library staff will be happy to give assistance in locating and using resources. While the process of developing the collection is a joint endeavor of the library and faculty, students are also invited to recommend specific titles for purchase.

Library Catalogue

The Online Public Access Catalog (OPAC) is a computerized online catalogue of the materials held in the Library. This is located at the main entrance to the library at the circulation desk. Searches on OPAC can be done by author, title, subject, keyword, or any other type of search method available on your OPAC.

Classification System

The Nicholson Library uses the Dewey Decimal Classification System in which books are grouped by subject and shelved according to their call numbers, located on the spine of the books. A summary of the Dewey Decimal System is as follows:

000-099: General Works (for example, General Encyclopedias)

100-199: Philosophy (including Psychology and Ethics)

200-299: Religion (Bible commentaries, Theology, Christian Education, Church History)

300-399: Social Science (Sociology, Education, and so on)

400-499: Language (Grammar books, Dictionaries, and so on)

500-599: Science (Biology, Astronomy, and so on)

600-699: Technology (Applied Science, for example Medicine)

700-799: Fine Arts (Painting, Photography, Music, and so on)

800- 899: Literature (including Speech)

900-999: History (including Geography and some Biographies)

General Reference

General Reference includes encyclopedias and dictionaries, handbooks, concordances, bibles, bibliographies, indexing and abstracting sources, dissertations, statistical and demographic materials, atlases, and archival materials. The material in this collection is for Library use only.

Non-Print Material

Audio and videocassette tapes, DVDs, CDs, records, transparencies are kept on reserve. Students can consult with library staff for the use of these materials.

Subscription Services

The Library provides remote access to EBSCO*host* research databases to support the information needs and research activities of faculty and currently enrolled students of WIST. Students, faculty and staff have access to full-text databases from EBSCO*host*. This service is accessible to the user with internet access both on and off campus. All students and faculty members are given the user name and password to access this service upon registration with the library.

http://search.ebscohost.com/

Academic Search Complete

Academic Search Complete is the world's most valuable and comprehensive scholarly, multi-disciplinary full-text database, with more than 8,500 full-text periodicals, including more than 7,300 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 12,500 journals and a total of more than 13,200 publications including monographs, reports, conference proceedings, etc. The database features PDF content going back as far as 1887, with the majority of full text titles in native (searchable) PDF format. Searchable cited references are provided for more than 1,400 journals.

Religion and Philosophy Collection

Religion & Philosophy Collection™ provides extensive coverage of such topics as world religions, major denominations, biblical studies, religious history, epistemology, political philosophy, and philosophy of language, moral philosophy and the history of philosophy. With more than 300 full text journals, the Religion & Philosophy Collection is an essential tool for researchers and students of theology and philosophical studies.

Caribbean Search

Caribbean Search is a multidisciplinary database that provides a comprehensive guide to English-language articles pertinent to the countries and people of the Caribbean region. The collection contains over 730 Caribbean focused scholarly journals, magazines, newspapers, reports and reference books making this the largest collection of full text content available to academic, school and public libraries in the region. This database is updated weekly on EBSCOhost.

Business Source Elite

This business database provides full text for over 1,000 business publications. The rich collection of titles in *Business Source Elite* provides information dating back to 1985. More than 10,100 substantial company profiles from Data monitor are also included. This database is updated on a daily basis via EBSCOhost.

Regional Business News

This database provides comprehensive full text coverage for regional business publications. *Regional Business News* incorporates coverage of more than 80 regional business publications covering all metropolitan and rural areas within the United States.

The Library's business hours are posted at the entrance to the library. The hours are set by the Administrative Committee and are occasionally amended. Students are advised in advance if there are going to be any scheduled changes to the established hours of operation. All transactions at the circulation desk should be done at least 15 minutes before closing time.

GENERAL POLICIES

The Library is a multipurpose facility serving students, staff, faculty, continuing education schools, branch campuses, the administration of the West Indies School of Theology and friends of the library.

Library staff endeavour to make the library an efficient and effective service organization. They can be referred to for assistance to understand and use all resources and services. Please cooperate with them by following the policies outlined in this handbook.

Conduct

The aim of the Nicholson library is to create an atmosphere the is conducive for learning. All patrons at he library are expected to abide by the West Indies School of Theology code of conduct.

While using the Nicholson Library, all guidelines must be followed:

- Food and beverages are not allowed in the library.
- All bags must be placed in the designated area of the library.
- Users must not deface books by writing, underlining, creasing and folding of the pages.
- Users must at all times secure their personal belongings when using the library.
- The library furniture must not be removed from the library.
- Cell phones must be put on vibrate or silent mode and be answered outside the library. All other electronic devices must be muted. Where audio is needed, students are responsible for providing a headset or earbuds.
- Students are reminded to be considerate of those who want to study and to keep the level of noise at a minimum.
- Students should not enter areas of the library that are restricted to authorized personnel only. All signage within the library must be observed.

- Dress Code: No bare feet; No revealing or tight-fitting clothes, high slits or short pants; No tank tops.

- Patrons are asked to help keep their study area clean by disposing of their trash before leaving the library.

- Patrons are not allowed to change any computer setting or download files to the hard disk of the computers.

- Patrons are not to re-shelve any item they may use. All materials used should be placed on the study carrel, at the circulation desk or placed in designated areas.

Note: Users of the library must be mindful that the rules are there to help in providing the quality, excellence and user satisfaction that the Library aims to achieve.

Circulation Policies

The circulation desk is located at the entrance of the library. Staff members are available during business hours to offer assistance to patrons. All questions can be addressed to library staff in a bid to meet your library needs. Loan periods for library items will vary with user status. Loan periods may be extended at the discretion of the Librarian. All library material is subject to recall if required by another user, or for the Reserve Collection.

Masters Students	–	Maximum 10 items
Bachelor Students	–	Maximum 8 items
Diploma Students	–	Maximum 6 items
Faculty	–	Maximum 10 items
Staff	–	Maximum 4 items
External users	–	Maximum 3 items
Friends of WIST	–	Maximum 4 items

All patrons are entitled to four renewals per item, providing that the item is not placed on reserve.

Note: WIST faculty and students have priority when reserving items.

Borrowing Guidelines

These guidelines explain the responsibilities of those members of the Library who wish to borrow items, and the procedures which must be followed.

1. All patrons must present their WIST identification card to check items out of the library. A valid WIST identification card serves as a library card for all library users. If this card is lost or misplaced a report must be made to the circulation desk promptly. You may purchase a replacement card to avoid interruption in your library services.

2. Circulation procedures must be completed before any material is removed from the library by patrons. All library materials and equipment must go through the proper check-out process or other official authorization before they can be removed from the library.

3. All patrons are responsible for material for which their ID cards have been used. Material which has been borrowed is the responsibility of the borrower until the item is returned and the record of the loan is cancelled**.** Patrons are responsible for all material checked out on lost ID cards until the loss is reported to the library. **Please remember that many of the library materials are irreplaceable and must be treated with care. See: "Fines and Replacement Cost"**

4. **Lost or Damaged materials: All materials damaged or lost while in a patron's possession will have to be replaced by the patron. The patron will be required to pay the replacement cost of the item along with a processing fee of $75.00. Note: All fees as well as replacement of materials must be cleared before graduation.**

5. **Patrons are required to replace lost or damaged materials with the latest edition. (See Librarian for information)**

6. Books may be renewed for a further period if they have not been requested by other readers, and provided that the borrower has not reached their maximum period of loan. This can be done face to face or via the phone or email. Note: Items will not be renewed via the phone or email if they are already overdue.

7. Overdue Materials: All overdue notices are sent via email to library users as courtesy reminders. Users will be held accountable for all items that are overdue on their account. All overdue materials are subject to a charge. These charges are based on two categories "General Collection $1.00 per day and Reserve Collection $24.00 per day or any part thereof. Failure to pay fines will result in a block being placed on the user's record. If a user is blocked, he or she will not be able to check out items from the library.

8. To reserve/hold a book that is currently out on loan, users may complete a WIST Book Hold Slip form at the circulation desk. (Note: WIST faculty and students have priority when reserving items.)

9. Returns: Items are to be checked-in on or before the due date. Overnight items are due for return at 5.00 p.m.

Course Reserve Policy

Course Reserve/Reserved items

1. Reserved items / Course reserve is located at the circulation desk. This include items place on the shelf by both faculty and library staff. Loan periods are determined by library staff. These items are all items listed on course outlines for the semester. The items may be owned by the Library or by the faculty member. Generally, these are high-use items with shorter circulation periods to accommodate high demand and there are fines for late returns. Books may be placed in this collection for a semester or an academic year. If more than one course requires the same title, a maximum of four copies of any one title will be placed in the Collection.

2. Students are allowed two hours library use for items in the Collection, which can be extended for another two hours if the book has not been requested.

3. Students may borrow reserved materials overnight.

4. Books checked-out on Friday and Saturday are due on Monday.

5. Students are allowed three renewals, provided the material has not been placed on hold or requested by a faculty member or another student. This can be done via email, phone call or face to face.

6. Late fees on these materials are calculated per day or any part thereof. These items are held at the library's circulation desk and are coded as follows:

   YELLOW------------------ not to be removed from library or 2-hour loan
   RED ------------------------ 3-day loan
   BLUE----------------------- overnight or 2-hour loan
   GREEN -------------------- 7-day loan
   ALL RESERVED books late fines are $24.00 per day or any part thereof **(See overdue materials)**

Reserved Materials - Lecturers

1. Personal copies of books and articles may be placed on reserve. However, it is strongly recommended that irreplaceable, fragile or valuable material *NOT* be included among reserved materials since the library assumes no liability for loss or damage to such.

2. A percentage of copied material from any book which does not exceed copyright limits is acceptable as course reserves.

3. The Library retains the right to determine the suitability of any material that is to be placed in this collection.

4. The Library staff will make every effort to have all requested material available for use in a timely fashion. To ensure that your material is available for use on the first day of class, a list of the books recommended for the class must be submitted to the library for processing one month before the beginning of the semester.

5. All folders of material and personal copies of books placed on course reserves must be collected at the end of each semester by the respective Faculty member/and or Instructor.

Items not eligible to be placed on Course Reserves

- Copies of chapters from books owned by the library. These books can be reserved for the semester. Refer to Overnight/Reserve Collection policy for complete guidelines.

- Copies of journal articles available in full text in any of the databases to which the library subscribes.

- Copies of articles from print journals available in the library.

- Copies of full text articles which can be freely accessed and downloaded from the web.

- Copies of material from any book which exceeds the **20% maximum mandated by Copyright.**

Guidelines for placing items on Course Reserve

1. A course outline or booklist **must** be submitted by the lecturer requesting these materials for their classes.
2. All material **must** be labelled with the **course code and lecturer's name** on the folder.

3. A cover page containing the **full bibliographic details** of the book from which the chapter has been extracted must be attached to the copy of the item.

LIBRARY SERVICES

Copy Service

One photocopy machine is located in the library for the convenience of the library users. There will be an additional charge for all photocopies done by library staff. The library also provides a three-hole punch and a stapler, at the circulation desk. User must conform with the copyright act when doing copies.

Computer Services

There are computers located in the computer lab for use by patrons. All printing must be done at designated location (see computer use policy). The cost for printing varies depending on colour, and should be paid for at the circulation desk prior to printing.

Computer Use Policy

This policy outlines the regulations for use of the Online Public Access Catalogue (OPAC) and the computer lab located on the ground floor.

WIST – Online Public Access Catalogue

One computer is available to access the Library collection. This computer can be found in the library and is to be used **ONLY** to search the library's online catalogue and other e-resources. Students are **NOT** to use this machine for any reason other than that specified above. This includes the preparation of assignments; browsing the internet; and accessing social networking sites.

Nicholson Library's Computer and Internet Acceptable Use Policy

Users of public computers in the Nicholson Library are responsible for reading and understanding this policy.

1. The Library's computers are provided for the purpose of information retrieval. Acceptable use includes use of the internet and e-mail for academic purposes, downloading full-text articles using Adobe Acrobat software and accessing other library catalogues, databases and indexes.

2. Uses NOT permitted include (but are not limited to): playing computer games, accessing material on the internet that may be offensive to other people in the work area, use of computers for commercial purposes.

3. No software may be loaded onto the Library computers' hard drives.

4. Tampering or attempting to tamper with computer hardware or software applications is prohibited.

5. The Library reserves the right to impose time limits on the use of computers. Such time limits may be changed from time to time without notice. It is expected that public users will normally limit their use of the Nicholson Library computers to a maximum of two hours per session.

6. Access to the internet is provided in connection with the Library's mission of supporting the teaching and research activities of the West Indies School of Theology.

7. Access to information on the internet is governed by Trinidad and Tobago's laws relating to copyright, privacy, and obscenity. Use of the internet to transmit material that would violate any applicable laws or regulations is prohibited.

8. Subject to adherence to any copyright restrictions, files and software located on the internet may be downloaded to portable electronic media or public printers, but NOT to the hard drive of the Library's computers.

9. Although the Library supports freedom of access to all legally available information, there may be material on the internet that is not appropriate for display in a public place. Internet users may be required to cease displaying material if it is offensive to other library patrons or staff.

10. No food or drink of any kind is permitted in the computer lab, and students are asked to observe it as a "Quiet Zone". Failure to observe all the rules in relation to the use of this facility could result in the student being asked to leave the lab.

11. All printing must be done in the designated area.

12. From time to time the lab is used for teaching purposes and is therefore unavailable to students. A notice that indicates lab unavailability will be posted on the door.

13. It should be noted that the network automatically checks individual workstations when connected to the internet. Patrons found accessing sexually explicit or other inappropriate sites on either their own computers or library computers will face appropriate disciplinary action that may include expulsion from the library and having all privileges revoked.

14. **Designated areas:** There will be designated areas in the Computer Lab for laptop use and for printing.

15. **Failure to observe this policy:** Failure to observe this policy will result in library privileges being revoked, access to the library facility being denied, and/or further appropriate action which may include a formal complaint to the Vice President Academic Affairs

Archive Collection

Elton Rouse Archival Center

Strategic Goals /Objectives

- Provide access to information in all formats

- To preserve the history of the West Indies School of Theology (WIST) and Pentecostal Assemblies of the West Indies

Collection

CHURCHES - PENTECOST ASSEMBLIES OF THE WEST INDIES (PAWI)

- Historical backgrounds

- Pastors and denominational leaders

- Congregations

- Church governance, including districts and general conferences

- Denominational ministries, including education, publication, mission, specialized work and charities

- Denominational institutions

- Foreign missions

SCHOOL - WEST INDIES SCHOOL OF THEOLOGY(WIST)

- Institutional development

- Academic programs

- Faculty and students

- Governance

- Buildings and grounds

The Archive is a valuable addition to the institution and will serve as a repository for records of enduring and historical value to the institution. The Archive currently houses information on the history of the school; such as school yearbooks, book of remembrance, valedictorian speeches, past assignments from students, theses from lectures and past presidents, PAWI's bylaws and constitution, General Conference annual meeting minutes, photos, graduation ceremonies. A copy of the institution's vital records will also be kept in the archive.

Retrieval Procedure for Archival Materials

Only the person in charge of archival records can provide access to records. Some of the material in the archive will be restricted from the public and other unauthorized staff.

Visits

All archival visits are by appointment only. This can be done via the telephone, email or face to face. Users must adhere to all archival rules when using the archive. The archive is closed on all public holidays

Useful Links

1. WIST's website: http://wistef.com/
2. EBSCO*host*:   http://search.ebscohost.com/
3. National Library: http://www2.nalis.gov.tt/
4. Reference Material: http://biblicalstudies.org.uk/
5. Open access journals: http://www.doaj.org;
6. Citation guides: http://www.landmark.edu/Library/citation_guides/apa.cfm

                          http://owl.english.purdue.edu/owl/

Donations

The Nicholson Library welcomes all donations from persons who are willing to contribute to the school's mission of :

"Providing higher education to equip Christians to be godly servant-leaders for the fulfilling of the Great Commission".

We accept donations of books that:

- Are relevant to current theological education.
- Fill a need of the Nicholson Library.

If you wish to donate materials, please contact the library at 663-1501 Ext 5004 or email wistlibrary@wistef.com

APPENDIX A

RESEARCH GUIDELINES

The Research Process

<u>Selecting a Topic</u>

Before beginning to write a paper or speech, select a subject to research. Sometimes instructors will have assigned a topic. However, if you have to select your own topic, here are some tips:

- Know what the instructor wants. Is this paper a brief introduction, or an in-depth analysis? Are you trying to inform, or to persuade someone of your opinion?

- Choose a topic that interests you. Ideally, this would be a subject that you would like to learn more about. You will have to spend a good deal of time thinking about the subject you select, so you might as well enjoy it.

- No ideas come to mind? Try skimming your textbook for something that catches your eye. If you have to write about a current issue, try reading through recent newspapers or magazines for ideas.

<u>Gathering Background Information</u>

When you have a general idea of a topic in mind, you should start looking for introductory information. When you don't know much about a subject, you will want to start by gathering background material. The best place to begin is the Reference area. Try some of the following sources.

- General Encyclopedias: The Nicholson Library has several sets of general encyclopedias that provide information about most topics. For help in locating appropriate subject encyclopedias, ask a member of the Library staff for assistance.
- Biographical Sources: These are works that give brief information about people's lives. One example is "Who's Who in Christian History."

<u>Focusing on Your Topic</u>

After you have learned a little about your overall subject, you should start to think about the exact topic that you want to focus on. Your topic should not be too broad, or you will be faced with mountains of information, much of which is not helpful. For example, the subject of **Divorce** is too general. One way to help you narrow down a topic is to put it in the form of a question. You could focus on a specific aspect of divorce, such as:
- How has divorce affected the church?
- How do Christians feel about divorce?
- Is divorce an inevitable phenomenon?

<u>Finding Other Material</u>

The type of resources you need will vary, depending on the subject matter, and on your instructor's restrictions. Some lecturers may require that you use a specific type of source. You can choose other reference materials mentioned earlier to complete your assignments.

Types of Sources and Criteria

Type of source	Good for:	To locate, use:
Books	In-depth coverage of a topic Historical information	The online library catalog available on all the computers in the Data Center, as well as the two standing stations. Searchable by author, title, subject, or keyword.
Periodical	Current information from reliable sources	
Newspaper Articles	Current information. Finding specific cases to use as examples Showing a regional pattern	
Internet	Up- to- the- minute information Personal opinions Government Documents	Web browser. Available on all computers in the Data Center
Pro and Con Sources	Arguments "for" or "against" a side of an issue	
Statistics	Illustrating a point Finding facts to back up an opinion	Reference books.

Now that you have located information on your topic, you should decide if the material is valid. Just because you found the information in a library does not mean that it is necessarily accurate, appropriate, or timely. The following are some resources and evaluation criteria you should consider.

Criteria	Questions to Ask	How to Find Answers	How important is it?
Authority	Is the author an expert in this field? Has he/she used reliable sources for the{unclear}information	Look for biographical information about the author in the book jacket, or beginning or end of a journal article. Check the bibliography to determine if their sources are reliable.	Depends on the requirements your instructor has stated. If they have asked for "professional sources" only, then it is crucial.
Bias	Does the author have political or religious beliefs that would cause a biased explanation of the topic?	Look to see if the source published is by an organization that is promoting a particular agenda.	You can use "biased" sources, if you are doing a persuasive speech or paper, but you should be *aware* when reading that the author is only presenting one side of the issue. Check other sources for a balanced view.
Currency	When was the source published or updated?	Look at the title page of a book, for relevant information. If the source is a periodical, the date should be given on the cover; for a web site, look at the bottom of the page. If no date is given on a web page, there is no way to know when it was last updated.	If you are researching a "current issue", you would not want to write a paper about cloning with sources from 10 years ago. However, if you are writing a history paper, this is not important. You may even want some sources written from a different time to illustrate a different way of looking at an issue or person.

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