
LIBRARY USE POLICIES: SPECIAL STUDENTS

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ABOUT SPECIAL STUDENTS

Besides the Traditional Undergraduates (TUG), Online Undergraduates (OUG) and Graduate (GRAD) programs in the five colleges of Hope International University, there are a number of Institutes (<http://www.hiu.edu/institutes/>) and special partnerships operating within HIU. This document spells out library policies regarding the use of the Darling Library by these special students.

Special students addressed in this document include:

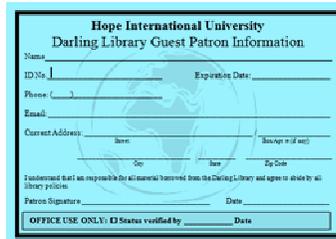
- Apostolic School of Theology (AST)
- Dongseo University (DSU/ESL)
- Instituto Biblico Crossmont (Spanish Track)
- Londen Institute for Evangelism
- Reasons Institute/ Reasons To Believe (RTB)
- School of Advanced Leadership Training (SALT)

CIRCULATION

In *most* cases, they may be permitted to borrow books as **Guests** in WMS upon verification of enrollment and entry into WMS. Few will have regular **Student** status. There is no charge for circulation privileges. Refer to Special Student Group Policies for specific applicable circulation policies.

These students are not automatically imported into WMS from the Campus Management system with traditional undergraduate students. Since WMS only allows the Circulation Supervisor to manually enter new patrons into the system, these special students must first *apply for borrowing*

privileges. It could take two or three business days for processing. The ***Darling Library Guest Patron Information form*** must be completed with the following information:

The image shows a form titled "Hope International University Darling Library Guest Patron Information". The form has a light blue background with a globe graphic in the center. It contains several fields for personal information: Name, ID No. (with a note "Expire Date:" next to it), Phone (with a note "()"), Email, Current Address (with sub-fields for Home, Business, and Office), and Zip Code. At the bottom, there are fields for Patron Signature and Date, and a section for "OFFICE USE ONLY" with fields for ID Status verified by and Date.

- Name
- Address
- Phone number
- Email address
- ID number*
- Verification of enrollment**

*WMS requires an ID number in order to input a patron record. Student guests who do not have a University ID number may use their **driver's license, state ID, or passport number** as their library ID number.

**Program enrollment will be verified by the Circulation Supervisor before entry into WMS.

INFORMATION COMMONS AND ONLINE RESOURCES

In *general*, these are not “degree seeking” students at Hope, do not pay regular student fees, and are not counted in the University’s FTE (full time equivalent) enrollment numbers. Since the Library pays for research databases subscriptions based upon this FTE, our license agreements prohibit us from permitting them to have remote access to the online resources. They may use our research databases from the Information Commons if they are given access.

Students in most of these programs are like library Guests. They are not assigned hiu.edu email addresses and do not have a University ID number which is required to access online library resources, the Information Commons computers, and campus WiFi.

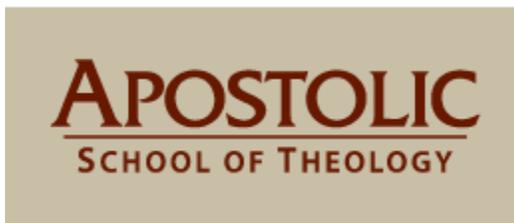
There are some exceptions. Refer to specific student group policies below.

ID CARDS

A University ID number is required to create an ID in the *IdentiCard* system. Since *most* of these students do not have a University ID numbers, they are treated as Guests and will not be printed an ID card.

Again, there are some exceptions. Refer to specific student group policies below.

APOSTOLIC SCHOOL OF THEOLOGY (AST)



AST merged with Hope International University in 2008 and offers a Bible/Ministry Certificate, an AA, BS, and a MA in ministry to apostolic Pentecostals associated with the Worldwide Pentecostal Fellowship and the United Apostolic Church (<http://www.goast.org/>). All AST students are online only and counted with OUG students.

Paul Baumeister is the Executive Director of AST which operates under the umbrella of the Pacific Christian College of Ministry and Biblical Studies of Hope International University. Dr. Joe Grana is the Dean.

CIRCULATION

Because they are all online students, they do not usually frequent the library to borrow books. However, those in *degree* programs may apply for *borrowing privileges* as **Students** in WMS. Those in the Bible/Ministry *Certificate* program may apply for *borrowing privileges* as **Guests**. See application procedures under Circulation in the General Policies section, above.

The Circulation Supervisor will verify enrollment, add them to the WMS Library circulation system, and contact the student. It could take two or three business days for processing.

INFORMATION COMMONS AND ONLINE RESOURCES

Those that are degree seeking students have hiu.edu email addresses and HIU ID numbers and *should have full remote access to library research databases* as well as the Information Commons and HIU WiFi.

However, those enrolled only in *Certificate programs* are *not* able to log in to the Information Commons or have remote access to subscription Research Databases. Librarian approval is required to be logged in to the IC as library Guests.

ID CARDS

AST students are completely online and generally have no need for an ID card. However, as with other HopeOnline students, they may apply for a student ID card. Their HIU ID number and passport type photo are required. Refer to our ID Card Policy for more information.

AST SUMMARY

Status (Patron Type): Student
Hold? Yes
Renew? 2
ILL? Yes
IC Computer Use? Yes
Database Access? Yes
HIU Wireless? Yes – student hiu.edu login

DONGSEO UNIVERSITY (DSU)



Dongseo University in Busan, Korea sends 100 students to participate in the English as a Second Language (ESL) program at HIU annually. They are **Dorm Residents** for a year. Their library privileges are the same as other dorm residents with one exception. Dr. Joseph Jung is the Dean of the US Regional Campus of Dongseo University which operates under the College of Education with Dr. George West as Dean.

CIRCULATION

As dorm residents, Dongseo University students may apply to borrow books as **Guests** in WMS. (See application procedures under Circulation in the General Policies section, above.)

INFORMATION COMMONS AND ONLINE RESOURCES

Although they do not have a hiu.edu email account, they do have HIU ID numbers which work to log in to the **Information Commons computers** and the **HIU wireless network**. (If they have trouble logging in, refer them to Information Systems to reset their password.)

Research databases may be used *only while they are in the library*. The one exception is that DSU students should have remote access to **Mango Languages** which has an ESL module for native Koreans. (No other dorm residents have remote access to any Darling Library research databases.)

ID CARDS

As **Dorm Residents**, DSU students are assigned a Hope International University ID number and will need an ID card for using various on campus amenities. Processing is usually part of their induction activities upon arrival to campus.

DSU SUMMARY

Status (Patron Type): Guest
Hold? Yes
Renew? 0
ILL? No
IC Computer Use? Yes – generic login IF they are current in WMS
Database Access? In Library Only
HIU Wireless? Yes – generic login IF they are current in WMS

INSTITUTO BIBLICO CROSSMONT (A.K.A., SPANISH TRACK)

Spanish track students are enrolled in the Instituto Biblico Crossmont headquartered in Montclair, California. They are not in a degree program at Hope, do not count in our FTE (full time equivalent) student count, and do not have ID cards or University ID numbers. However, the Institute, administered by Enrique Gonzalez, grants Certificate of Ministry programs under the umbrella of the Pacific Christian College of Ministry and Biblical Studies of Hope International University. Dr. Joe Grana is the Dean and IBC classes meet on the main HIU campus and several churches throughout the area.

CIRCULATION

Instituto Biblico Crossmont students may apply to borrow books as **Guests** in WMS. (See procedures in the General Policies section, above.)

INFORMATION COMMONS AND ONLINE RESOURCES

IBC students are not assigned hiu.edu email accounts or University ID numbers and won't be able to log in to the Information Commons computers, the HIU wireless network or the research databases.

Librarian approval is required to be logged in to the IC as library Guests.

ID CARDS

IBC students are not assigned an HIU ID number and have no need for an ID card.

IBC SUMMARY

Status (Patron Type):	Guest
Hold?	Yes
Renew?	0
ILL?	No
IC Computer Use?	Yes – generic login IF they are current in WMS
Database Access?	In Library Only
HIU Wireless?	Yes – generic login IF they are current in WMS

LONDEN INSTITUTE OF EVANGELISM

The Londen Institute of Evangelism provides evangelism and church planting materials in a variety of accessible formats—conferences, seminars, online courses, and other resources.

Participants are not HIU students and do not have library privileges. Refer to Community Guest policies.

REASONS INSTITUTE



The Reasons Institute is a distance-learning program from Reasons to Believe (RTB) that provides Christians with practical, Bible-based coursework primarily in the area of science and apologetics. Hope International University has entered into a partnership with RTB that allows students taking coursework through the Reasons Institute to receive academic credit for those courses from Hope International University. This arrangement creates additional elective options for Hope students while also providing credit options for Reasons Institute students.

CIRCULATION

They do not usually live locally and probably won't be frequenting the library to borrow books. However, Reasons Institute students may apply to borrow books as **Guests** in WMS. (See procedures in the General Policies section, above.)

INFORMATION COMMONS AND ONLINE RESOURCES

They are not generally counted in the University's FTE (full time equivalent) and do not have remote access library research databases. Because of their focus on practical ministry skills they do not generally *need* access to research databases.

However, they have the flexibility to earn accredited undergraduate or graduate credit using the coursework taken in SALT so some are in a gray area of degree seeking status. There may be exceptions on a case-by-case basis.

ID CARDS

Reasons Institute students are not assigned an HIU ID number and have no need for an ID card.

REASONS INSTITUTE SUMMARY

Status (Patron Type):	Guest
Hold?	Yes
Renew?	0
ILL?	No
IC Computer Use?	Yes – generic login IF they are current in WMS
Database Access?	In Library Only
HIU Wireless?	Yes – generic login IF they are current in WMS

SALT

The School of Advanced Leadership Training (SALT) is an HIU partnership with churches that offers a ministry certificate program. Students meet in their local churches and have an on-site mentor. Other than that, they are HopeOnline students taking courses within eCollege.

Phil Towne is the administrator for this program under the umbrella of the Pacific Christian College of Ministry and Biblical Studies of Hope International University. Dr. Joe Grana is the Dean.

CIRCULATION

They do not usually live locally and probably won't be frequenting the library to borrow books. However, SALT students may apply to borrow books as **Guests** in WMS. (See procedures in the General Policies section, above.)

INFORMATION COMMONS AND ONLINE RESOURCES

They are not generally counted in the University's FTE (full time equivalent) and do not have remote access library research databases. Because of their focus on practical ministry skills they do not generally *need* access to research databases.

However, they have the flexibility to earn accredited undergraduate or graduate credit using the coursework taken in SALT so some are in a gray area of degree seeking status. There may be exceptions on a case-by-case basis.

ID CARDS

SALT students are not assigned an HIU ID number and have no need for an ID card.

SALT SUMMARY

Status (Patron Type):	Guest
Hold?	Yes
Renew?	0
ILL?	No
IC Computer Use?	Yes – generic login IF they are current in WMS
Database Access?	In Library Only
HIU Wireless?	Yes – generic login IF they are current in WMS