

# NOBEL UNIVERSITY

# LIBRARY HANDBOOK 2024-2025



LOS ANGELES  
BUENA PARK

**NOBEL UNIVERSITY  
LIBRARY HANDBOOK 2024-2025**

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Compiled and edited by Nobel University

This handbook is updated annually. Annual updates may be made by the use of supplements or inserts accompanying the handbook. If changes in educational programs, educational services, procedures, or policies required to be included in the handbook by statute or regulation are implemented before the issuance of the annually updated handbook, those changes shall be reflected at the time they are made in supplements or inserts accompanying the handbook.

This handbook is available in print at both Nobel University locations. An electronic copy may be obtained by request or can be downloaded from the Nobel University website ([www.nobeluniversity.edu](http://www.nobeluniversity.edu)).

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## **PREFACE**

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The purpose of the library is to provide students, faculty, and staff with the bibliographic resources, research tools, and study environment necessary to develop students' professional acumen as experts in their specific field. The library exists to ease and improve learning by supporting and expanding the instructional capabilities of Nobel University and providing students with the opportunity to develop information-seeking skills for self-directed studies and lifelong learning. This is done in a Christian environment.

## WELCOME

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### PRESIDENT'S MESSAGE

As the President of Nobel University, I welcome you to our school and congratulate you on your decision to seek higher education.

At Nobel University, we are committed to practical education, one that fosters creative problem solving and effective communication. We recognize now, more than ever, that many different academic disciplines are essentially interrelated. Our challenge is to prepare students in specialized disciplines while accommodating a multi-disciplinary approach.

During your studies at Nobel University, I encourage you to draw upon a wide range of fields, disciplines, and perspectives. Your ability to make reasoned choices by connecting information from a wide variety of sources will be of vital importance to you. Helping you learn how to make those connections – how to fit the pieces together – is a major thrust of our educational approach.

At Nobel University, you will find dedicated professors, administrators, staff members, and students; all of whom care about higher education and the opportunities it affords. Nobel University is proud of its strong academic tradition and cooperative campus environment, which complement one another in facilitating learning and growth. Today you embark upon a new educational path. I look forward to sharing with you the rewarding days ahead on our campus and wish you much success in your educational endeavors.

Sincerely,



Chong S. Kim  
CEO/President

## **INSTITUTIONAL INFORMATION**

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### **MISSION**

The mission of Nobel University is to advance responsible business practice through pragmatic education that is entrepreneurial in nature, Christian in focus, and global in orientation.

### **PURPOSE**

Nobel University seeks to create a learning environment, in which the educational needs of every student are met, especially those students who also work. Nobel recognizes that efficiency and practicality in course delivery must be paramount in today's competitive educational environment.

### **EDUCATIONAL OBJECTIVES**

In support of the mission statement, Nobel University is dedicated to:

1. Acquaint students with the most contemporary theories, principles, and concepts in its program offerings.
2. Seek to enhance the intellectual and social development of each student.
3. Develop an attitude of independent thinking and a quest for knowledge among the Nobel community.
4. Develop a sense of professionalism, including values, ethics, and the necessary judgment to function effectively in their chosen field.
5. Instill the ability to assume responsibilities and the leadership required in the workplace.
6. Utilize interactive methods of instruction that promote student-student and student-faculty interaction, endorse the convening of study groups, and encourage the use of community resources.

The Bachelor's, Master's, and Doctoral degree programs at Nobel University are designed to provide students with the knowledge, skills, ethics and professionalism necessary to become an active contributor to their community and beyond.

## LIBRARY OBJECTIVES

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The Nobel University Library gathers, organizes, preserves and provides access to the information resources necessary for Nobel to fulfill its educational, research, and service and religious goals. Rapid technological advances are making it possible to access a world of information beyond the library's walls. The Nobel University Library is committed to its students' success by staying abreast in the latest technology to provide the tools necessary for academic excellence. The Nobel University Library is available to students and faculty during normal school hours.

### LIBRARY AND MEDIA OBJECTIVES

1. To provide organized collections of print, media, and digital/online resources that will reflect Nobel University's worldview and meet instructional requirements as well as the individual needs of students.
2. To create an environment in which resources are made readily accessible to students, not only through the provision of convenient library hours but also through the efficient operation of circulation, reference use, and library loans, website, photocopies, etc.
3. To facilitate library services to students by providing a sufficient number of competent and well-trained staff support staff who will work under the leadership of the professional librarian, who is to be given the faculty status and should partake in major academic activities of faculty members, such as curriculum planning and faculty meetings, and who should also receive the opportunity for professional development.
4. To enhance the librarian's interaction with Nobel's students by training the librarian to provide students with information literacy instruction within the curriculum in cooperation with faculty members so that the students may obtain the necessary skills to be lifelong learners.
5. To create an environment in which the librarian interacts both internally and externally; internally the librarian works with faculty regarding collection, assessment/weeding, and information literacy instruction; externally the librarian cooperates with other libraries for resource sharing and interlibrary loans.
6. To secure a clean, safe and pleasant learning environment in which students' learning outcome can be maximized, such as good quality shelving for collections, efficient technology, comfortable staff space, efficient lighting, air conditioning, ventilation, ascetics, signage, study seating, etc.

## LIBRARY INFORMATION

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### LOCATION

In the Los Angeles Main Campus, the Library/Computer Learning Resource Center is in Room #122.

**Description** (as of January 2015)

Library Size: 1,175 square feet

Student seating: 32

Computers: 8 desktop computers for Internet resource

Volumes catalogued: 1,890

In the Buena Park Branch Campus, the Library/Computer Learning Resource Center is in Room #109.

**Description** (as of January 2015)

Library size: 800 square feet

Student seating: 35

Computers: 12 desktop computers for Internet resource

Volumes catalogued: 1,200

### HOURS OF OPERATION

The library will be open during the following hours:

**Monday to Friday 9 a.m. – 6 p.m.**

**Closed Saturday and Sunday**

The library will be closed all day, Saturday and Sunday. The library is also closed during school holidays and has reduced hours during “break” weeks.

The librarian's contact information is as follows:

**Name:** Alida M. Salas

**Email:** [amsalas@nobeluniversity.edu](mailto:amsalas@nobeluniversity.edu)

**Phone:** 213-382-1136



## **LIBRARY POLICIES & PROCEDURES**

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### **LIBRARY PERSONNEL**

#### **DUTIES OF THE LIBRARIAN**

The librarian, in collaboration with the Department Chair and Teaching Faculty is responsible for adequate provision of library resources and information services, appropriate to the academic level and scope of an institution's programs, is essential to teaching and learning. This individual is also responsible for overseeing the library facility, materials, service, and operations on the Nobel University campus. The librarian is responsible for:

##### Duties and Responsibilities

1. Serves as the chairperson of the Library Committee.
2. Evaluates library resources and information services on a regular basis.
3. Processes library materials used by Nobel University students and faculty.
4. Provides training to users to better use library resources.
5. Develops library policies and procedures.
6. Inputs data needed for catalog system and records of circulation and materials.
7. Compiles lists of materials on specific subjects.
8. Develops and indexes databases that provide information for library users.
9. Evaluates materials to determine which items are to be discarded.
10. Helps maintain the appearance and functionality of the library by organizing its materials for convenient access.
11. Maintains library supplies, equipment and the catalog systems in the library.

#### **LIBRARY ASSISTANT DUTIES**

The library assistant, under the guidance of the librarian, handles performing routine clerical duties and assisting the users with the technical, circulation, and reference functions of the library. The library assistant reports to the librarian. The library assistant is responsible for:

##### Duties and Responsibilities

1. Processes library materials used by students and faculty.
2. Assists library users with any questions or services.
3. Assists library users with basic reference work as time and training permits.
4. Sorts and shelves items according to established procedure.
5. Inputs data needed for catalog system and records of circulation and materials.
6. Assists the Librarian in the preparation of book displays.
7. Helps the Librarian in the maintenance of library supplies and equipment.

8. Performs additional tasks as assigned by the Librarian.

## **LIBRARY COMMITTEE**

The purpose of the Library Committee is to function as a channel of communication and dialogue between Nobel University and its patrons. The Committee's main objective is to aid in the establishment of a bridge between the library and its stakeholders. The Library Committee meets once per semester and may be gathered for additional purposes. The members of the Committee are as following:

- Chairperson: Librarian
- Chief Academic Officer
- Chief Operating Officer
- Department Chairs
- Administrator of Student Services

## **ALLOCATION OF BUDGET**

The Nobel University Library has a yearly budget for buying books, serials, audiovisual and electronic resources. The Library Committee is responsible for deciding how funds will be distributed within the materials budget. Funds are allocated for reference and general materials, acquisitions, cataloging and processing, as well as a fair distribution of funds for subject materials in all areas of the Nobel.

The allocation of funds and the comprehensiveness of the collection will reflect the patrons' demand for materials and the discipline areas. Consideration will be given to the materials available in other area libraries in the other area libraries. The Nobel University Library collection is not designed to support all research needs in any area but provides at least basic information support in all the Nobel disciplines. Each subject area allocation includes funds for print materials, including serials, audiovisual and electronic materials.

## **COLLECTION DEVELOPMENT RESPONSIBILITY**

The Library Committee supervises collection development. Although the Library staff are responsible for the overall development of the library collections, faculty is expected to take an active role in selecting library printed and electronic materials.

Students and administrative staff are also encouraged to make recommendations for purchases. Requests for purchase of library materials will be considered according to this document and in relation to the overall instructional and educational purposes of Nobel University.

After a request has been made, an order will be placed if funds are available, and the request is related to collection development criteria. The request can be placed in a future-orders file for such a time when funds will allow it to be reconsidered for purchase.

## **SELECTION AND EVALUATION OF MATERIALS**

Materials for the Library will be selected in the following order of priority:

1. Curriculum support.
2. Outstanding items in other fields of knowledge; and
3. Materials for professional growth of faculty and staff.

Materials considered for addition to the collection will be evaluated with attention given to:

1. Written reviews.
2. Size and adequacy of the current collection.
3. Potential use of materials by students and faculty.
4. Appropriateness Nobel use; and
5. Currency (current material is given high priority)

## **SELECTION RESPONSIBILITY**

The Library Committee supervises the collection development process. Although Library faculty are responsible for the overall development of the library collections, faculty in all disciplines of the Nobel are expected to take an active role in selecting library print and media materials. Library faculty act as contact persons for each of the academic areas and assist students with library resource selection and use.

Students, Nobel staff, and administrators are also encouraged to make recommendations for purchases to the library staff. Requests will be considered considering this document and in relation to instructional and educational purposes. After a request meeting these criteria has been made, an order will be placed for the materials if funds are available, or the request will be placed in a future-orders file for such a time when funds will allow it to be reconsidered for purchase.

## **COMPUTER DEVELOPMENT**

Computers are required to access e-resources, so the library maintains and supports workstations. The library seeks to provide e-resources that are compatible with the various computing platforms used by its patrons. The Library Committee recommends updating its workstations and software at least every four (4) years.

## **LIBRARY DATABASE**

A new library database subscription, LibraryWorld, was bought in November 2016 and the conversion of all library records into the database took place in 2017. LibraryWorld is a cloud-based system that allows the import of Library of Congress records for cataloging,

gives improved searching capabilities for library materials, and gives direct access to online research databases. The new database is available at Nobel University's website.

### **COLLECTION MAINTENANCE/WEEDING**

The librarian will withdraw Library materials when, in their professional judgment, such a course of action is necessary to remove unneeded material. The weeding list will be then reviewed by the Library Committee and appropriate action will be taken. Continuous evaluation of holdings is an essential ongoing routine, in which unneeded materials are removed permanently from the library collection. Examples of unneeded materials which might be targeted for withdrawal could include multiple copies, badly damaged or deteriorated materials, out-of-date or chronically unused materials, dated periodicals, and obsolete media materials. The librarian may also withdraw materials because of a shortage of shelf space or other serious constraints.

Whenever possible, faculty members and other subject specialists should be invited to participate in the weeding process to ensure that materials of historical or research interest are not inadvertently removed. Weeded materials are officially withdrawn from the collection and disposed of by direct sale, by discard, or other appropriate means. Library materials reported missing are not replaced automatically. Instead, potential replacements are evaluated using the same criteria for selection as regularly purchased items. Heavily used materials, determined to be necessary for teaching or research, will be replaced as quickly as possible if they are still available. If after two years an individual bibliographic item is still missing and cannot or will not be replaced, it is to be considered permanently lost and all records of it will be eliminated from the catalog.

The collection development will be evaluated and changed as necessary by the Library Committee activated by the librarian, based on the growing and changing needs of Nobel University and the library.

## CONFIDENTIALITY AND PRIVACY

California Government Code sections 6250 through 6270 ensure “the right of individuals to privacy . . .” This section is considered the “California Public Records Act.” Sections 6254 (j) and 6267 (a), (b), and (c) refer specifically to registration and circulation records. Registration records are the patron library card records and circulation records are the items checked out on patron library cards.

1. The library will protect the essential confidential information which exists between the patron and the library.
2. The Nobel University Library will protect the confidentiality on the following information:
  - a. Circulation records.
  - b. Registration records.
  - c. Materials request records.
  - d. Reference search records.
3. The Nobel University Library will not reveal to any outside source any information from these records which may lead to individual identification, except:
  - a. When compelled by legal authority such as a subpoena.
  - b. When authorized in writing by the individual concerned.
  - c. When performing a loan transaction with another library on behalf of the individual concerned.
  - d. Nothing in this policy shall restrict the rights of Nobel University to use these records in accordance with its own lawful policies and procedures.

## COPYRIGHT LAW

Copyright Law stimulates the development of creative works by protecting rights to that work, including the right to receive financial remuneration from the reproduction and distribution of that work. In general, Copyright Law protects literary works, musical works, dramatic works, choreographic works, artistic works, audiovisual works, sound recordings, and software. Copyright Law gives the copyright owner the exclusive right to reproduce, distribute, modify, and publicly display the works.

Use of copyright materials by educators is governed by the statute itself, and by guidelines that have been developed to interpret the Fair Use exception that is set forth in the statute. The provisions for Library copying are found in Section 108 of the Copyright Law Title 17 of the United States Code.

Students and staff shall always follow the provisions of the Copyright Law when using materials for instructional and educational use. There are stiff penalties and fines associated with copyright violations.

Copyright issues can be complex, and this document is not the appropriate source to answer questions related to the law. Legal consultation is required.

Nobel University Library patrons who need further copyright information should feel free to contact the Librarian at [amsalas@nobeluniversity.edu](mailto:amsalas@nobeluniversity.edu).

## USE OF COMPUTERS AND THE INTERNET

Appropriate and primary uses of Library computers include searching of library catalogs, online databases, and the Internet. A wireless network is available for access to the Internet. Library computers use rules:

1. Software may not be downloaded on Library computers.
2. Library computers are intended for research and curriculum support. Gaming, gambling, illegal, illicit or commercial activities are not permitted.
3. Users should understand that all computer activity can be monitored.
4. During peak periods, a thirty-minute time limit will apply. If patrons are waiting, nonlibrary-related use of computers must stop immediately upon request of the library staff. Patrons needing extended time should use the computers in the Computer Lab (NU 120).
5. Nobel University patrons have priority in computer use.

The Nobel University Library provides access to its electronic databases as part of the reference services. The following policy is intended to provide the fairest and broadest access to these services for its patrons, consistent with efficient use of the resources.

1. The Nobel University undertakes to make database searching freely and equally available to all Nobel University students, staff, and faculty.
2. Electronic database searching is free of charge to Nobel University students, staff and faculty.
3. Any search, for which the Nobel University Library incurs a database searching fee, shall be performed by designated staff only. Searches which are free, or which incur a minimal charge may be performed by the patron.

Those who violate Library policies while using the Internet will be subject to disciplinary action in accordance with the Student Code of Conduct.

## **LIBRARY SERVICES**

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### **USE OF LIBRARY**

Use of the Library is a privilege given by Nobel University to its students, faculty and staff members. Patrons who are not affiliated with Nobel University must have valid permission from the library for its use. Students are encouraged to use the library for individual research and study purposes and are expected to always maintain a quiet atmosphere conducive to study. There is no public-use telephone available in the library. Any person whose conduct in the library or treatment of the library collection or furnishings is not in accordance with Library policies will be asked to leave the facility and may be subject to disciplinary action. Library privileges may be revoked for repeated offenses.

### **LIBRARY CARDS**

A Student Identification Card is necessary to check-out materials at the Nobel University Library. Any person who wants to borrow Library resources needs to apply for a Student Identification Card.

### **REFERENCE SERVICES**

A librarian and/or library assistant is on duty to assist patrons during all hours of operation. Patrons can get help in locating needed information in the library or in outside sources. Instruction in the use of the reference tools, audio-visual materials and equipment, the online library catalog, web periodical databases and Internet research is also available.

### **REQUESTING MATERIALS**

Patrons can request the purchase of books that are not held by the Nobel University Library. Use Library Material Request Form to recommend items to add to the library's collection.

### **INTERLIBRARY LOAN**

If the Nobel University Library does not have a book a patron needs, with a valid Student ID card, the patron may request an interlibrary loan between the Los Angeles main campus and the Buena Park branch campus libraries by submitting the Interlibrary Loan Request Form. Please remember to allow enough lead time before the assignment is due. It usually takes up to two (2) weeks to receive loan materials. Requested books are checked out to the patron from the circulation desk upon arrival and must be returned by the due date.



## **LIBRARY COMPUTERS**

The library computers consist of desktop computers with programs to support students' academic work, including Microsoft Office, Internet Explorer, and Excel. All currently registered Nobel University students may use the computers. If a patron wishes to print, he or she must pay a print fee of 10 cents per page to the librarian at the front desk.

## **PHOTOCOPIER**

A photocopier is located at the front desk. Payment of 10 cents per copy must be made. Users are advised to have the exact payment with them. If the photocopier is not working properly, students should not attempt to adjust it but should ask the librarian for assistance.

## **CHECK-OUT & CIRCULATION PROCEDURES**

When a patron is ready to check-out Library materials, he/she must present a valid Student Identification Card to the librarian or library assistant. The librarian/ library assistant will check his/her enrollment status and then record his/her check-out material. Materials are not to be carried out of the library unless they have been properly checked out.

## **RETURNING AND RENEWING BOOKS**

All Library materials should be returned by the due date assigned and can be renewed one time, in person at the circulation desk or by sending an email to [amsalas@nobeluniversity.edu](mailto:amsalas@nobeluniversity.edu). A person who retains Library materials past the due date or has outstanding fines will have their checkout privileges rescinded until the materials are returned and the fine is paid. Additionally, their circulation privileges will be restricted for the same number of days that their items were returned late. A patron who continues to have overdue materials may have restricted use of the library. No student who has overdue materials or an unpaid fine may graduate.

The following items CANNOT be renewed:

1. Items that have been requested by another patron. These items should be returned immediately to the library on their due date.
2. Reserve items.
3. Overdue items.

## **FINES PER ITEM**

Books and other printed materials: \$0 .25 per day

Audio/Visual materials: \$1.00 per day

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A fine accrues to a maximum charge equal to the current cost of the item, except for the reserve books. The fine accrues until the reserve book is returned with no maximum charge. While overdue notices are typically sent to students as a courtesy, it is the student's responsibility to return materials on time and to pay the fine.

### LOST OR DAMAGED MATERIALS

A patron who damages Library materials will be charged for the repair of these materials. If a patron sees that the material has been damaged in some way, he or she should inform the librarian prior to check-out. Patrons will be held responsible for replacing and processing costs for borrowed materials that are lost or not returned by the end of the semester.

### **CLASSIFICATION SYSTEM**

Nobel University uses the Dewey Decimal Classification (DDC), or Dewey Decimal System. A Dewey Decimal number is used to find a particular volume in a position relative to other books in the library. This makes it easy for patrons to find any book and return it to its proper place on the library shelves.

The Dewey System first organizes all books into ten (10) main subject classes. These are:

000 Generalities

100 Philosophy and Psychology

200 Religion

300 Social Science

400 Language

500 Natural Science and Mathematics

600 Technology (Applied Sciences)

700 Arts

800 Literature

900 Geography and History

### WHAT IS A CALL NUMBER?

A call number is a number placed on the spine of all books and media. This is the number the library uses to file the material in the correct order on the shelf. This call number is found by searching the catalog on the library's website.

### LIBRARY LOG SHEET

To help the library keep track of patron usage, a Library Log sheet is kept at the library counter for patrons to sign whenever the library is accessed.

## **LIBRARY COLLECTIONS**

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### **AUDIO / VIDEO RESOURCES**

The library will purchase audiovisual materials needed to support the curriculum in all formats for which it has equipment or facilities. Current formats include disc recordings, CDs and DVDs. These formats may expand as technology changes. The library normally acquires audiovisual materials at the request of faculty members. Requests for more expensive material will be scrutinized more closely than requests for inexpensive material. Factors such as potential use, published reviews, the quality of the product, and overlap with material already owned will be considered. The library may choose to purchase an item for which demand is great even if the item is available from a free loan source.

A patron who uses videos, cassette tapes and compact discs must request at the circulation desk by call number. Videos, cassette tapes, and compact discs are available only at a particular site in the library. They cannot be taken out of the library. Audio-visual workstations are equipped with CD/DVD players with headphones. Everyone must sign in at the circulation desk before using the CD/DVD player on one of the audio-visual workstations. Materials can be checked out of the library by instructor's request for teaching purposes. Follow the procedure used for books.

### **BOOKS**

Patrons may use the Library Online Catalog to search for these materials. Most of the books in the general collection may be checked out for a designed period according to types of patrons and may be renewed one time only. No person who has overdue books or unpaid fines may check out or renew materials.

<b>Type of Patron</b>	<b>Borrowing Limit</b>	<b>Loan Period</b>
Undergraduate	5	1 Week
Graduate	10	2 Weeks
Faculties	20	4 Weeks
Administration	10	4 Weeks

### **ELECTRONIC RESOURCES**

Nobel University provides online workstations to help students fulfill their academic expectations. The workstations are readily available with Internet access, MS Office software, and audio-visual equipment. These workstations provide the students with the proper tools to achieve their academic goals, complete assignments, and enhance communication with faculty and peers. The workstations are available during normal library hours.

The following electronic resources are available at the library's website:

### **ONLINE RESOURCES**

This resource provides a link to an encyclopedia and newspapers, and to business journals and research websites for business and economics, labor, employment, and entrepreneurship.

### **E-BOOKS**

This is a resource that provides electronic access to business books and various other subjects.

### **ONLINE REFERENCE RESOURCES**

1. globalEDGE is a comprehensive research tool for anybody interested in business. It connects with over 47,000 people using the globalEDGE Network while tapping into a directory of over 5,000 resources. Created by the International Business Center and the Eli Broad College of Business at Michigan State Nobel (IBC), globalEDGE is a knowledge web-portal that connects international business professionals worldwide to a wealth of information on global business activities.
2. U.S. State Dept. Investment Climate statements provide country-specific information on the business climates of more than 170 countries and are prepared by economic officers stationed in embassies and posts around the world.
3. CED - The Committee for Economic Development of The Conference Board is a nonprofit, nonpartisan, business-led public policy organization that delivers well-researched analysis and reasoned solutions to our nation's most critical issues in the form of reports.
4. ERIC is a government sponsored online index of journal articles, reports, and conference papers. There are three major types of ERIC content contributors: journal publishers, grey literature and book sources, and individuals submitting materials through ERIC's online submission system.
5. IMF – International Monetary Fund provides in-depth, independent analysis on the financial crisis, development, macroeconomics, poverty reduction, trade, globalization, etc.
6. The Conference Board - Provides authoritative economic data using the widely quoted Consumer Confidence Index<sup>®</sup> and the Leading Economic

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Indicators, which The Conference Board took over from the US government in 1995. It also provides actionable data on the business cycle and labor trends as well as structural underpinnings of sustainable growth.

### **FICTION**

The library will buy fiction when it is of sufficient literary merit and contributes to the overall enrichment of the library collection. Routine expenditure of limited Library funds for popular fiction will not be made because of the proximity of the Los Angeles public libraries. However, efforts will be made to provide a balanced and representative selection reflecting the cultures of the world and the world's major literary figures, along with the supporting biographical and critical studies.

### **FOREIGN LANGUAGE MATERIALS**

Foreign language material will not be acquired, except those materials, whether in monograph, serial or audiovisual format, which supports the foreign language teaching programs of the Nobel.

### **GIFTS**

The selection of materials received as gifts will be governed by the same criteria that govern the selection of purchased items. The library reserves the right to dispose of duplicate and unwanted material. Disposal may be by direct sale, by discard, or other appropriate means. The library is not responsible for a monetary statement to the donor for tax purposes but will acknowledge receipt of the gifts. The library assumes no responsibility for the use donors make of such acknowledgments.

### **PERIODICALS**

The library subscribes to magazines and journals which are listed in the Nobel University Library. Magazines & newspaper holdings lists are updated yearly.

Magazines and journals may not be taken from the library. Current issues are on display shelves and should be returned to the same location from which they were taken.

Serials include journals, magazines, newspapers, newsletters, print and electronic abstracts and indexes. Since every journal title represents an expense, titles will be added very selectively. Gift subscriptions will be accepted if they meet the criteria of this collection development policy. However, serials older than four years will not be accepted.

### **REFERENCE**

The reference collection is composed of information sources that are most successfully used in the library to assist in responding to information requests. Reference materials

include, but are not limited to, indexes, encyclopedias, handbooks, directories, dictionaries and compilations of statistics.

Reference material is chosen because of its authority, scope, treatment, arrangement, cost and need. It must be as up to date as is necessary for the provision of current and reliable information. Superseded editions that are removed from the reference collection may be added to the circulating collection if the information in them is not obsolete or likely to be misleading to users. At least one general encyclopedia shall be replaced each year on a rotating basis. Specialized atlases will be bought and maintained in the reference collection.

### **TEXTBOOKS**

The library will buy every textbook that is being used for courses taught at Nobel. The library may accept as gifts relevant texts that are current editions.

## **APPENDIX A: LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community through the library services. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on a fair basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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*Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996*