Welcome to Biola University Library. We expect that many will have questions about using the library. Please call 562-903-4834 or visit our website at www.biola.edu/library for more information.

**Library Hours**
Please see the library website for regular hours and exceptions: www.biola.edu/library.

**Library Access**
Your Biola ID is your library card. It will allow you entrance into library via use of the turnstile entrance card readers. Simply scan the barcode on the back of your card and the turnstiles will release to allow you entrance into the building. You must have your Biola ID card with you to check out items from the library. Employee family members may obtain a free library card. Please check the library website for details and to download a Library Card Application. Children under 12 years of age must be accompanied by an adult at all times.

**Library Account**
Once you set up your library account, you can see what items you have checked out, place holds, renew your items, use LINK+, access course reserves, and see any fines or fees accrued. From the library website, click on My Library Account and follow the instructions for setting up your PIN.

**Returns and Renewals**
Return all books and media to the return slot at the Circulation Desk or to the separate return slots outside the library. You may renew your books online by logging into your library account. You can also renew items in the library by using the Self Check machine or by going to the Circulation Desk for assistance.

**Finding Books, Media, and Periodicals**
Use the Library Catalog to search for books, media, or periodical titles. You can search the Library Catalog from the library website or by using the terminals near the Reference Desk. We use both Dewey Decimal and LC classifications systems. Check the Library Catalog for the location, call number, and availability of the item before looing on the shelves.

**Finding Articles**
If you do not have a specific periodical in mind but need articles on a topic, use the Library Databases link from the library website. To access databases from off-campus, use your NetID and password.

**Course Reserves**
From the library website, you can search Course Reserves by course name or instructor and then request materials at the Reserves Desk. Some reserves are available online. Guidelines for instructors wishing to place a course reserve can be found on the library website.

**Borrowing from Other Libraries**
LINK+ and Interlibrary Loan (ILL) are services that allow you to borrow books, medial, or journal articles that are unavailable at the Biola Library. See the library website for details.
Borrowing Exchange
Biola Library has reciprocal agreements with many local colleges, university, and seminaries so you may also use other libraries to do research. See the Reference Desk for details.

Library Network
Library computers provide access to the internet, Microsoft Office, subscription databases, and other library resources. When computer labs are not being used for class instruction, they are open for library use. Class schedules may be posted by the door.

Group Study
Group study rooms are available on the upper and lower levels of the library. Whiteboard markers and erasers may be checked out from the RSA Desk. Group student rooms may not be reserved.

Printing and Copying
Printing is available from library computers and copy machines are located on all three levels of the library. You may print and copy using your NetID and password. Please visit the RSA Desk for help with printing or copying.

Library Code of Conduct
The Library Code of Conduct was created to ensure a safe and quiet environment for all library users to enjoy. Bring your Biola ID each time you use the library. Please do not talk on your phone inside the library building. Drinks are permitted inside the library, but food may only be consumed in the designated areas (Food Court and Outdoor Study Terrace). Laptops may be used throughout the library, except the Reading Room and Mezzanine. Never leave your items unattended, even for a few minutes. The posting of flyers, invitations, etc. is prohibited. See the library website for a complete version of the Library Code of Conduct.