



Library Information Brochure

Library Hours & Contact

3000 W. MacArthur Blvd
KWave Building, Suite 220
Santa Ana, CA 92704

P: 714-966-8500 / F: 714.966.8510
ddelargy@ves.edu

Hours: Monday through Friday - 9am to 5pm.
Closed Saturday, Sunday, and holidays.

Keys to the Library

1. A VIU Student/Staff ID card (or student number) is required to check out materials. Current address, a valid phone number, a valid photo ID, such as Driver's license or passport, must be on file.
2. Guests can apply for a minimum subscription fee:
 - One month use \$10.00 (with TWENEL - \$20)
 - Six month use \$30.00 (with TWENEL - \$50)
 - One year use \$50.00 (with TWENEL - \$70)
 - Clergy (one year) \$25.00 (with TWENEL - \$50)
3. Alumni may use the library free of charge, but must be a member of VIU Alumni Association (VIUAA) and have submitted current address, phone, and email contact information.

The William E. Nix Electronic Library (TWENEL)

TWENEL is the electronic library of Veritas International University. It is the joint digital initiative of Dr. William E. Nix and VIU to improve access for students and faculty to thousands of full-text e-sources such as digital books, rare collections, MP3, and Video files:

1. Nearly 100,000 online searchable full-text books, MP3 (audio), and video files.
2. TWENEL is password protected. All passwords issued by the Registrar.
3. Institutions may subscribe to TWENEL on an annual basis for \$2500 per year (January 1 through December 31). Some access restrictions may apply.

Borrowing Privileges & Overdue Charges

1. All but reference & reserved items can be checked out. Each person can borrow up to 3 books and 3 media.
2. All learning resources must be checked-out at the library desk with VIU personnel.
3. The loan period is two weeks with a one-week renewal request at the library or by phone. Unpaid overdue fines must be paid before any renewal is granted.
4. Late fee is \$0.50 a book a day from the due date. Maximum \$20, \$1.00 per media item a day from the due date. Maximum of \$20. Fines apply to all patrons.

VIU Distance Learning

1. Distance learning students who live more than 50 miles away from the main campus may check-out books via phone or email request to ddelargy@ves.edu
2. You must provide the book author, title, and decimal number in your correspondence.
3. The books will be shipped to you.
4. Same library rules apply.

Replacement Charge for Lost and Overdue Items

1. All items that exceed 40 days past due date will be considered as lost and replacement charges will be applied. In addition, you are still be responsible for the over-due fines of 40 days, i.e. \$20.
2. All lost items must be replaced either by an exact copy or an actual replacement cost determined by the VIU Librarian.
3. Materials not returned and/or fines not paid will cause a suspension of borrowing privileges.
4. All fines and returns of library items must be resolved two weeks before the end of each semester.
5. All accounts that are not resolved at the end of the semester are placed on administration record and must be settled prior to the issuing of a degree or transcripts.
6. If a lost item is found after you paid your replacement cost and over due fines, you can bring the item back for a refund if the book is still in good condition to be used again. But the over-due fines will remain.

Damaged Items

The library staff will evaluate the degree of damage. If the item can be repaired, \$7.00 will be charged. If it is beyond repair, a full replacement cost will be charged up to a maximum of \$10.

Library Objectives

- Increase depth and breadth of the collection, in a variety of formats, by continuous evaluation and improvement of the library's resources.
- Create an environment that promotes study and research by maintaining and improving the physical environment of the holdings and use of the library.

- Improve access to the library collections and promote library services to students and faculty.
- Develop instruction for lifelong learning and critical thinking skills.
- Continue systematic updates of computer hardware and enhance access to new software technologies.
- Develop and increase as needed a quality staff in the service and operations of the library.

Services

The VIU Library provides the following services to students, faculty and staff:

- Information and reference/research assistance for individuals and groups
- Library research instruction (Information Literacy)
- Useful, dynamic library website that provides 24/7 access to sources and service
- Remotely accessible research database
- Online and remotely accessible library catalog and research engine
- Course reserves
- Computers and WiFi access
- Photocopying, printing & scanning (\$0.10 per copy)
- Regularly updated website
- Posted library hours