



THE SAINT JOHN'S BIBLE

Heritage Edition
At St. Edward's University

A selection of books from the Heritage Edition of the St. John's Bible will be on loan to St. Edward's University for approximately one year. The Pentateuch will be delivered to the Munday Library on August 1st and returned at the end of the Fall semester. The Gospels and Acts will be delivered to The Munday Library at the beginning of the Spring semester and returned at the end of the Spring semester.

Policies and Procedures

This loan was arranged by St. Edward's University Department of Arts and Humanities. While on loan to the university, the Munday Library is responsible for its care. As a fine, sacred art book, which is on loan to St. Edward's University, special handling and access permissions are required. The replacement cost is \$22,000 for each volume. These policies are designed to ensure equitable access and preserve the Bible for long-term use.

Members of the St. Edward's University community are encouraged to interact with the St. John's Bible in the Library. Requests to check the St. John's Bible out for special events will be considered on a case by case basis.

When not in use, the Heritage Edition will be on display in the Tocker Reading Room during normal library hours. One page will be turned per day.

A weekly *Turn and Reflect* event will be held on Tuesdays at 1:00 in the Tocker Reading Room. These events will feature a guest speaker who will lead a short prayer or close reading activity with the St. John's Bible.

Patrons are encouraged to turn pages and explore the volume. The taking of photographs is also welcomed and encouraged. Specific instructions on the use of the Bible are included in this document.

Access for Individuals and Groups of Five or Less:

- Walk-in viewings are available between 8:30am and 4:30pm Monday-Friday but may be limited based on staff availability. To ensure access for an individual or small group, submit a request on the Archives website (www.archives.library.stedwards.edu) with 72 hours notice.

- Appointments outside of the hours listed above require a minimum of one week's notice and may be limited based on staff availability.
- Anyone may request access to the Heritage Edition.
- Staff will advise patrons on proper handling of the Heritage Edition and will remain available for the duration of use.
- Patrons will adhere to all Munday Library Archives & Special Collections policies. These policies are available online and upon request.

Access for Groups of Six or More:

- Requests of this kind must be submitted with a minimum notice of two weeks. Access may be limited based on staff availability.
- Any group may request access to the Heritage Edition.
- Access will be arranged in the Tocker Reading Room or other Munday Library Facilities. Access outside the Munday Library is considered on a case by case basis. Please contact Travis Williams (twilli17@stedwards.edu) for more information.
- An individual designated by the Munday Library will remain in the room for the duration of the class or event to answer questions and assist with handling.

Loans

- Requests for a loan of the Heritage Edition, or its use at an event, will be considered on a case by case basis. The evaluation of the request will consider the length of the loan, the type of event, staff availability, and potential risks to the item.
- Requests of this type must be made with a minimum of three weeks notice.
- In the event of a loan a contact must be designated as the primary responsible party. This individual must sign a waiver and complete a training session with a Munday Library staff member in the proper care and use of the Bible.
- The Munday Library reserves the right to revoke the loan of the Bible at any time if it deems the item to be at risk.

Care and Use of the Heritage Edition

- Gloves should NOT be worn, as they can lead to more damage than they prevent.
- Page Turning Rule #1: Clean hands with soap and water and dry them thoroughly
- Page Turning Rule #2: Be gentle. Slow down. Handle with Care.
- Page Turning Rule #3: Turn from the page corners

- Store the volumes flat, not on edge.
- Do not place in direct sunlight.
- Taking photos is encouraged!

Points of Contact

Nicole Oglesby (noglesby@stedwards.edu): Events, publicity

Travis Williams (twilli17@stedwards.edu): Individual or group viewings, loans of item

Pongracz Sennyey (pongacz@stedwards.edu): Dean of the Library

Richard Bautch (richardb@stedwards.edu): Curricula, Pedagogy