



# Urbana Theological Seminary Library Handbook Fall 2011

## Fall 2011 Hours

SUN	CLOSED
MON	10:00am – 7:00pm
TUE	10:00am – 7:00pm
WED	10:00am – 7:00pm
THR	10:00am – 7:00pm
FRI	10:00am – 5:00pm
SAT	12:00pm – 3:00pm

(first and third Saturdays of each month)

The library may have limited hours when classes are not in session or when the Seminary office is closed. Announcements of any unusual closings will be made through Populi. The library will be open but may not be staffed at all times, please contact the librarian by phone or by email if you need additional assistance.

## **Contents:**

### **Welcome to the Urbana Theological Seminary Library**

- Library Mission
- New for Fall 2011
- Strengths and Weaknesses
- Contact Information

### **Library Policies**

- Computer Access
- Food and Drink
- Persons with Disabilities
- Photocopying
- Privacy Policy
- Work-Study Opportunities
- User Fees

### **Using the Library**

- Library Reference
- Checking Out & Returning Books
- Overdue Materials
- Materials:
  - Populi Account

### **Library Material Types**

- Reference
- Class Reserves
- Commentaries
- Audio-Visual
- Journals and Periodicals
- Remote Storage
- Donations

### **Finding Materials**

- Finding Materials Online
- Understanding LC Call numbers

### **Quick Tips**

- Starting your Research
- Style Guides and Writing

## Welcome to the Urbana Theological Seminary Library

This booklet outlines Urbana Seminary Library policies and procedures as well as providing general information about the library and research. We consider the library and the resources available to you as a central component of your studies at Urbana Seminary. Please do not hesitate to come by in person or contact the library via phone or e-mail with any questions, concerns, and suggestions you have.

### Library Mission:

The mission of the Urbana Theological Seminary Library is to support the teaching, research and public service activities of Urbana Theological Seminary students, faculty, and community as they engage in graduate theological education. The Seminary Library will accomplish this by:

- ✓ Providing a welcoming environment conducive to scholarly research and personal inquiry
- ✓ Acquiring and maintaining current as well as historically foundational resources in areas integral to a seminary education.
- ✓ Assisting patrons in their research and information inquiries.

### New for Fall 2011:

This semester the library will begin using software that is integrated with the Populi College Management Software currently used by the seminary. It is hoped that this new software choice will:

- ✓ Improve catalog searches
- ✓ Allow students to view and manage their library account on Populi.
- ✓ Automatically send reminder emails about library due dates.
- ✓ Make accessing materials stored off-site easier for students.

Thank you in advance for your patience with us as we make this transition and work through new procedures.

### Strengths and Weaknesses:

Most research projects for Urbana Seminary classes can be adequately completed using the resources of our library. However, for some special topics, you may find the seminary library's resources inadequate. We are a young library, still growing, and this is to be expected. This difficulty is most likely to occur when a research topic needs to access sources from a secular field of thought like philosophy (as is often the case in systematics) or history (as is often the case for background materials in church history topics) or accesses academic journals. When this happens, please do two things: (1) please tell the library – we need as much available information as possible when making decisions about collection development and (2) sign up for UIUC courtesy card or explore Inter-Library Loan options at your local library. Luckily, the University Library at UIUC is the largest public university library in the United States. Also for serial research, UIUC subscribes to ATLA Serials (ATLAS) which offers full text access to over 500 theological journals. So, when our library collection comes up short, there are millions of books just down the street.

### Contact Information:

The Urbana Theological Seminary Library is located on the 3rd floor of the University Baptist Church at 314 E. Daniel Street, Champaign, IL 61820.

Seminary Phone: 217-365-9500

Library Email: [librarian@urbanaseminary.org](mailto:librarian@urbanaseminary.org) or [kcard@urbanaseminary.org](mailto:kcard@urbanaseminary.org)

Library Websites: [www.urbanaseminary.org/library/](http://www.urbanaseminary.org/library/) and <https://urbanaseminary.populiweb.com/library>.

## **Library Policies**

### **Computer Access:**

The library offers computer access for those without a computer and wireless internet access for students with WiFi-enabled notebook computers. The password for the library's internet access is presently 94B883B3DC.

### **Food and Drink:**

Drinks are permissible in the library provided they are stored in containers with sealable lids. Please do not bring food into the library.

### **Persons with Disabilities:**

The Urbana Seminary Library is currently housed at a third floor location. Access to this floor is only available via stairs. Arrangements can be made for materials to be brought to a first floor study area for individuals unable to reach the library's current location. Please e-mail or call the librarian to make these arrangements.

### **Photocopying:**

The library has a photocopier available for patron use. The copy machine may also be used to print from the student computer. Copies are 10 cents per page. You may either pay for copies at the time you make them by putting money in the copier money box or by filling out the photocopy charge sheet. Charge sheet copying fees will be billed during the semester. Both box and sheet are located next to the copying machine.

### **Privacy Policy:**

The Urbana Seminary Library observes all state and federal laws (including the Illinois Library Records Confidentiality Act) regarding the disclosure of personal information in library records. The library will not publically disclose information regarding a patron's registration or circulation records unless required by law to do so.

### **Work-Study Opportunities:**

The Urbana Seminary Library offers students the opportunity to earn work-study tuition credit by working short shifts in the library during the afternoons, evenings, and on Saturday. Please see the Dean of Administrative & Student Services if you are interested in pursuing library work-study for more information. Volunteers are also welcome.

### **User Fees:**

For Seminary Students:

A student Library Fee is built into the registration fee assessed to each student on a semester basis. Students are able to use the library as well as check out materials. Students must have an Application for Library Borrowing Privileges on file in order to check out materials.

For Community Members / Non-Urbana Theological Seminary Students:

*Free Access:* Community Members have access to the library. Materials may only be used in the library, books and audio/visual materials may not be checked out.

*Paid Access:* Community members may pay for the privilege of checking out materials. Individuals must have a valid identification, fill out an Application for Library Borrowing Privileges, and pay a \$25 per year user fee.

*Pastors and Staff from Partnering Churches or organizations:* Pastors and church staff members from Champaign-Urbana community churches may use the Urbana Seminary Library without charge. These individuals must fill out an Application for Library Borrowing Privileges.

## Using the Library

### **Library Reference:**

Reference requests may be placed in person, by e-mail, or phone with the librarian. Writing assistance and citation inquiries may also be directed to the librarian.

### **Checking Out & Returning Books:**

When checking out a book when no library staff are present, please write the date, your name and email, the title, and the library bar code number on the self-check out sheet in the library. Please note that you should record the barcode id number from the back of the book and not the call number on the sheet. Community members may not take materials from the library before completing a library borrowing application.

Most materials are checked out for three weeks and may be renewed for an additional three week period provided there are no requests for the book. Commentaries and audio-visual items may be checked out for one week with one renewal. If the due date falls on a holiday, materials are due the next day the library is open. Materials do not need to be brought back to the library to be renewed. Items may be renewed online using a Populi account or by contacting the library through phone or e-mail.

When returning books please put the book in the box labeled “Returns”. Please do not reshelve library materials after use—they can simply be placed in the box labeled “Returns.”

Items marked “**REF**” for reference and journals may not be removed from the library without special arrangement. All class reserve items are considered reference materials and may not be removed from the library.

### **Overdue Materials:**

Materials are due one or three weeks from the date they are checked out, unless the item is renewed or special arrangements have been made. A late fine of 10 cents per day per item will be charged to overdue items (with a maximum late fine of \$10 per item). All library fines are now a part of a student’s Populi account and should be paid by the end of the semester.

### **Lost and Damaged Materials:**

If an item is reported lost or returned with substantial damage the user is responsible for replacement and processing costs. All library replacement fines must be paid by the end of the semester.

### **Populi Account:**

As the library transitions to using the Populi software for library management, students will be able to track their library circulation using their Populi account. On the library’s new Populi page, tabs are provided for the library catalog, recommended links, and library accounts. Clicking on the “My Profile” tab will bring you to your account information. The “Circulation” sub-tab will display your library loans, account summary, contact information and hold requests. Your library loans include the items that you currently have checked out, have fines for, or have returned and can display any combination of this information. Items can also be renewed from this screen. The “Review” sub-tab will allow you to manage any book reviews or recommendations you have made.

## **Library Material Types**

### **Reference:**

Materials in the Reference section (including Journals and Class Reserves) may only be used in the library. Reserve materials can be photocopied. Materials unable to be checked out are labeled with a “Reference” or “REF” sticker.

### **Class Reserves:**

All materials required for courses at Urbana Theological Seminary are on reserve in the library. Upon entering the library, these items can be found on the shelves near the librarian’s desk. The books are separated by course and **may not be checked out or removed from the library**. Please feel free to copy or scan reserve materials using the library’s photocopier.

### **Commentaries:**

Commentaries are the most commonly used items in the library’s collection. In an effort to make them equally accessible to all students, a new policy was put into place in the fall of 2010 limiting commentaries to a checkout period of one week with one renewal. Commentaries that have been placed on Class Reserve may not be checked out.

### **Audio-Visual:**

The library has a small but growing collection of audio-visual materials. These items are located near the Class Reserves and may be checked out for one week.

### **Journals and Periodicals:**

The library has a small collection of current periodicals and journals (including Biblical Archeology Review, Christianity Today, Leadership, and Scottish Bulletin of Evangelical Theology, among others.) These are located on the shelves by the librarian’s desk and may not be removed from the library. Older journals are located at the beginning of the reference section. Some journals are available in digital form on the student computer. The library does not currently subscribe to any online databases but is pursuing the option. For help finding a specific resource please check the library catalog or email the librarian. Many electronic resources are available for in-house use from the University of Illinois libraries.

### **Remote Storage:**

The library has a limited amount of space for books and maintains offsite storage for a portion of the collection. An effort has been made to keep the most often used books here in the library while storing items less frequently needed. Older journals and periodicals are also stored if they are available in a digital form. Materials can be retrieved from storage as needed. Please let the librarian know if you would like an item that is currently shown as being in storage or place a hold on the item using Populi. Retrieval will take time so please be patient and let the library know when you need the item by. Items retrieved from storage will circulate as normal and will be shelved in the main stacks rather than being returned to storage.

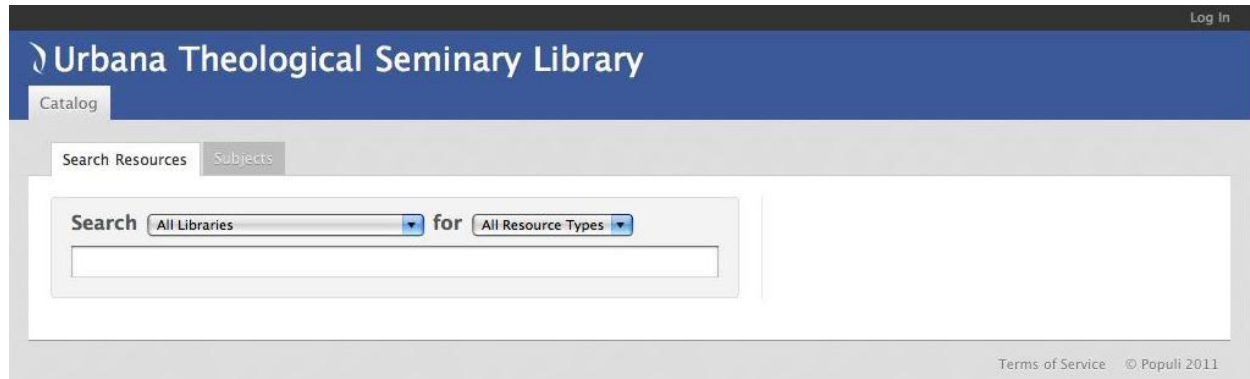
### **Donations:**

The Urbana Seminary Library welcomes donations. Materials will be accepted if they support the Mission of the Library. Parties interested in making a donation to the library are encouraged to contact the librarian for more information.

## Finding Materials

### Finding Materials Online:

The library's online catalog is available at <http://urbanaseminary.populiweb.com/library/catalog> or by using the library link in Populi. From the library's Populi page click on the Catalog tab to search for materials. Materials can then be searched for individually or browsed by subject. Searches can also be limited by location (seminary library or storage) or by material type. Clicking on a title will bring up that resource's page, which shows basic bibliographic information and location information. Items that are located in Remote Storage can be retrieved by the librarian upon request.



### Understanding LC Call numbers:

The Urbana Seminary Library uses the Library of Congress (LC) classification system. Many research and academic libraries use this system but some, including the University of Illinois and most public libraries, still use the Dewey Decimal System of classification. Consequently, you may be unfamiliar with how the Urbana Seminary Library arranges materials. In general, the LC system arranges materials thematically in a hierarchy that narrows the subject gradually as one reads the call number

Example: George Ladd's *A theology of the New Testament* (Eerdmans, 1993).

BS      General subject heading (Bible)  
 2397.3    Specific topic (Theology of the New Testament / Collections)  
 .L33      Main entry: Author's name or title (Ladd)  
 1993      year published  
 c.2      c.\_ denotes copy number/ v.\_ denotes volume number

The most frequently used initial two letters of the call number in the library are:

BR	Christianity (usually historical topics)
BS	The Bible
BT	Doctrinal theology
BV	Practical theology
BX	Christian denominations
M	Music
PA	Greek language materials
PJ	Hebrew language materials

Reference items are also arranged by call number and are located on the first eight shelves in the library.

## Quick Tips

### **Starting your Research:**

Please visit the library in person, e-mail, or call with research questions.

Things to remember when you **START** your research:

**S**tart early. Usually easier said than done, beginning the research process early allows you to have enough time to work with your topic, changing course as needed. It allows time for revisions and editing.

**T**ake a look at general resources, like Bible Dictionaries and Bible Encyclopedias if applicable. What do these sources say about your topic? How do they approach your area of interest? These resources often provide useful background information and serve as a useful starting point when conducting library research.

**A**lways evaluate your sources. It is important to evaluate the quality of the information used, be it in a book, journal, online or other. Taking into consideration questions like the author's purpose, intended audience, format, use of references/citations, among others can help provide a useful source evaluation.

**R**eferences and recommendations. Do not forget to take a look at citations and bibliographies. Bibliographic information (the resources referenced in or after the text) can point to other resources of value. Ask your professor for additional recommendations of materials worth consulting.

**T**ake clear notes. When brain-storming, researching, or discussing your topic with your professor do not forget to take notes. Doing so helps identify areas you may want to focus on. Also, clear note taking during the research process will allow you properly cite others' ideas when you begin synthesizing your research. You want to avoid plagiarism at all cost.

GN 500: Introduction to Graduate Research, a required course for Seminary Program students, provides a useful introduction to graduate level study, research/tools, and writing. Materials provided to students in this course will provide more detailed information regarding researching and writing expectations at Urbana Theological Seminary.

### **Style Guides and Writing:**

The Urbana Theological Seminary does not require students to cite work in a specific format, however, individual professors may specify a particular format. The following is a list of style manuals and writing aides. These resources are available in the Urbana Seminary Library.

Booth, Wayne C. *The Craft of Research* (2nd edition). Chicago: University of Chicago, 2003.

*The Chicago Manual of Style* (15th edition). M. Mahan, rev. Chicago: University of Chicago, 2003

Core, Deborah. *The Seminary Student Writes*. St. Louis, MO; Chalice Press, 2000.

Harnack, A. and Kleppinger, E. *Online! A Reference Guide to Using Internet Sources*. Boston, Mass.: Bedford/St. Martin's, 2003. <http://www.bedfordstmartins.com/online>

*Publication Manual of the American Psychological Association* (5th edition). Washington, DC: American Psychological Association, 2001

*The SBL Handbook of Style for Ancient Near Eastern, Biblical, and Early Christian Studies*. P. Alexander et al., eds. Peabody, MA: Hendrickson, 1999

Strunk, W., Jr. and White, E. *The Elements of Style* (4th edition). New York: Longman, 2000.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations* (6th edition). Revised J. Grossman and A. Bennett. Chicago: University of Chicago, 1996.

Vyhmeister, Nancy J. *Your Indispensable Guide to Writing Quality Research Papers: for Students of Religion and Theology*. Grand Rapids, Mich.: Zondervan, 2001.