
BORROWING BOOKS

Who can borrow books?

- RTS students, faculty, & staff
- RTS alumni
- Local ordained clergy
- Students and faculty from Washington Theological Consortium member institutions

How do I check out a book?

Copies of the **Book Checkout Form** can be found on the counter below the library windows. Please complete the form with your contact info and the book barcode numbers, then place the it in the drop box. You will receive an email confirmation with book due dates.

You may check out **15 items at a time, for 28 days**, with one renewal. To renew, log into the library catalog (<http://library.rts.edu/>) with your 5-digit student ID number. Your PIN is the last 4 digits of your ID number.

Return items to the box below the library windows. Please do not re-shelve books!



HOURS & CONTACT

Mon-Fri: 8am-7:30pm
Sat: 7am-5pm | Sun: Closed
Contact librarian for door access code

Kimberley Stephenson
(703) 448-3393 x5113
kstephenson@rts.edu





FINDING BOOKS

Books are arranged by the Library of Congress system. The circulating collection begins behind the reserve shelves and continues into the office hallway.

Out of respect for your classmates, **please do not check out commentaries**. A copier/scanner is available for student use.

Copies of required textbooks can be found on the reserve shelves in the main reading room. **Reserve items can only be used in the library.**

BROWSING GUIDE

Frequently-used books can be found in the following call number ranges:

- B: Philosophy
- BM: Judaism
- BR: Church history and early church writings
- BS: Bible commentaries
- BT: Doctrinal and systematic theology
- BV: Practical theology (inc. preaching & counseling)
- BX: Christian denominations (inc. Reformed creeds and confessions)

ADDITIONAL RESOURCES

Electronic Collections

The ATLA Religion Database is RTS's primary resource for locating academic journal articles. It can be accessed through the library website (rts.edu/academics/library/databases/) using your student.rts.edu user name and password.

Interlibrary Loan

To request free mailing of books and articles from other RTS campuses, please email the librarian. Items usually arrive within 1-2 weeks. You will be notified by email when they arrive.

Washington Theological Consortium

RTS Washington students have access to the libraries of the Washington Theological Consortium, an interfaith group of theological schools in the Washington, D.C. area.

You will need a student ID card and authorization form in order to visit member libraries. For more information, contact the librarian.