

RTS Atlanta Library Manual

"The mission of the libraries of RTS is to provide resources and services to support the curriculum of the institution, the research interests of the faculty, and the general needs of the local Christian community. The libraries seek to serve in the implementation of the seminary's commitments to the inerrancy of Scripture and the Reformed faith as set forth in the Westminster standards."

Website: library.rts.edu

Phone #: (770) 952-8884

Email: library.atlanta@rts.edu

Hours of Operation

Typically staffed 9am-5pm on Monday, Tuesday, Thursday, and Friday and 9am – 3pm on Wednesday.* Library is accessible during evening and weekend courses.

**hours subject to change during breaks and holidays.*

Library Staff

Paula Start, Library Supervisor, pstart@rts.edu

Eugene McKinnon, Collections Specialist, emckinnon@rts.edu

Chris Shepherd, Work Study Library Assistant, cshepherd@rts.edu

Joseph Matsiko, Work Study Library Assistant, jmatsiko@rts.edu

When you need help, we encourage you to come to the front hall and chat with us. We are here to help you. You can also check out some of the LibGuides on our website. These guides provide useful research tips and detailed instructions on finding and using library resources. Our LibGuides can be found at <http://rts.libguides.com/>.

Locating Books

The online catalog (<http://library.rts.edu/>) allows you to search the library's holdings by author, title, keyword, subject, etc. The catalog will tell you the status and location of the item as well as the call number. Please ask for assistance if you have difficulty finding what you need. An explanation of the arrangement of the library is at the end of this document.

Circulation Policy (students only)

Any circulating item may be checked out for a period of 28 days. This may be done with a staff member, or when the library is not staffed by using one of Library Book Remote Check Out Forms located at the front desk. Books may be renewed as long as another patron has not requested it. Renew items by asking at the library desk, calling the library (770-952-8884), or emailing (library.atlanta@rts.edu). Late fees are \$.10 a day per item. A processing fee of \$10 plus the replacement cost of the book is charged for any lost item. Students may check out up to 15 books at a time. You must return all overdue books and pay any outstanding fine(s) before you may check out more books. Once the overdue items are returned the amount due will be added to your student account. Allow a few days for it to appear. All fines are paid through Self Service (<https://selfservice.rts.edu>). We will not mail any library material to you; however, you are allowed to mail books back to us. Any items including reserves, interlibrary loans, or regularly circulating items may be recalled at any time. It is the borrower's responsibility to return any recalled item in a timely manner.

Reserve Policy

Books that are required for classes are placed on reserve near the front library desk. Patrons may check them out for 2 hours at a time and use at the campus.

Electronic Resources

The library subscribes to many electronic resources such as ATLA, ProQuest, the Karl Barth Digital Library, The Encyclopedia of Islam, and several other resources which give you access to thousands of scholarly articles in religious studies, psychology, sociology and several other disciplines. This is a resource for students. Others may gain access on the library network only.

ATLA Journal Database

The library offers you the keys to the kingdom of research in the American Theological Library Association index. ATLA is a searchable database which indexes theological journals, books, and essays. Some full text articles are available, and the index is searchable by subject, scripture reference, author, etc. Ask a librarian for assistance on using this valuable tool.

Access

To access ATLA and our other subscription databases, click on this link: <https://rts.edu/academics/library/research-tools/> and click on any of the databases listed. If you are on campus, you will be automatically logged in. If you are off campus, you will be asked to enter a user ID and password. Your credentials are the same that you use for Canvas. If you forget your credentials, you will need to reset them at the RTS website. If you need assistance resetting your credentials, please contact password.reset@rts.edu

GALILEO

<https://www.galileo.usg.edu/>

Galileo can be accessed at your local public library or from home with a current public library card. A password is required but this too can be found on your local library website when you log in.

If you don't have a card you can request one at your county library. You can also request a PINE card (learn about the Georgia PINE card here: <https://georgialibraries.org>); however not **all** libraries systems participate in the PINE system especially in the greater Atlanta metro area.

Other Library Policies

All library policies are subject to alteration at the Library Director's discretion.

You are allowed to leave books on tables in the library overnight if you are going to be using them again when you return. You must leave a note that includes your name, the date, and a request to leave them on the table. The library staff does not guarantee that books will remain on the tables if left.

In order to protect the library materials, eating is not allowed in the library but you may have drinks that are covered.

Holds can be placed on library books that are currently checked out. Request the hold at the library desk or by calling (770-952-8884). You will be contacted for pick up when the book is available.

Children are welcome in the Library but those under 17 must be closely supervised by an adult at all times. Children under the age of 17 are not allowed to use the library computers.

Inter-Library Loan (students only)

- Any book or journal article that our campus library does not own may be requested through the ILL program. ILL requests are limited to the holdings within the RTS library system.
- Please check to make sure that we do not own the item before requesting it. We cannot request books that we own, even if they are currently checked out.
- You may email the author, title, and any other bibliographic information to Paula Start at pstart@rts.edu
Items usually arrive in one week and may be held for a month. You will be contacted when the item is ordered and when the item arrives.
- This is a free service, and there is no limit to how many items you may request, however the lending branch has final say on what they will lend.
- Use ATLA to find journal articles that may be held by other libraries.
- There are many good ways to find books for your research needs. Here are a couple.
 - o Find a quality book on the subject and look at its bibliography.
 - o Use Google books not only to find titles, but to receive full-text access to certain titles and partial text access to other titles. <http://books.google.com/>

Copier

The photocopier is located in a small room located near the reference section. There are printers available near the wall with glass windows of the reference room as well. Instructions are by the copier.

Scanner

The library has a scanner located in the reference room near the windows (next to the printers). You can scan items for free to your email, Google docs, smart phone, or USB drive.

The library staff are available to make scans for Atlanta students that live out of the Atlanta area. To request a scan, email library.atlanta@rts.edu. Include detailed information such as title, author and page numbers in your request. Be aware that scans are limited by copyright law and the staff will limit accordingly. Global campus students should contact Michael Farrell (mfarrell@rts.edu) for all library help related to their virtual studies.

IT

The seminary offers free wireless internet access in the library. If you have difficulty using the wireless, we cannot offer our assistance with your computer. If the wireless is down, we will contact IT to solve the problem. The library does not offer printing services, however a printer for student use is in the reference area by connecting a laptop via USB to one of the printers.

Arrangement of Library

A - BS are all together on the side near the main hall.

BT – Z and Reference are in the North Wing of the building

B	Philosophy (General)
BC	Logic
BD	Speculative philosophy
BF	Psychology The other place to look for counseling books are HQ, RC, and BV
BH	Aesthetics
BJ	Ethics
BL	Religions. Mythology. Rationalism
BM	Judaism
BP	Islam. Bahaism. Theosophy, etc.
BQ	Buddhism
BR	Christianity: This is most of your church history. Would include things like the writings of the early church fathers, Luther, etc.
BS	The Bible: this is where commentaries are. They are arranged in order.
BT	Doctrinal Theology / Systematic Theology
BV	Practical Theology Devotional books, prayer, church membership, the sacraments, preaching.
BX	Christian Denominations Also biography. This is where things like the Westminster Confession of Faith would appear as well as the collected writings of many of the famous figures from church History.

EMORY Pitts Theological Library

Individuals who have no affiliation with Emory may purchase borrowing privileges for Pitts Theological Library and Woodruff Library. It is \$100 for a one year membership or \$75 for a six month membership. Up to 25 items at one time may be borrowed throughout the term of the membership, and may be renewed up to 4 times if that have not been recalled and the membership remains current. Membership does not include remote access to online resources.

WOODRUFF LIBRARY at the Atlanta University Center

The Atlanta University Center Robert W. Woodruff Library is open to visitors M-F, 7:30 a.m. – 7 p.m. All visitors entering the library must show a valid, government-issued photo identification (e.g. driver's license, military ID, passport). Visitors are defined as individuals without a valid institutional identification card from either one of RWWL Atlanta University Center member institutions (Clark Atlanta University, the Interdenominational Theological Center, Morehouse College, Spelman College). Visitors will be required to sign in/out with Security Services. Visitors do not have borrowing privileges.