

# RTS Orlando Library Manual **Hybrid Students**

*"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](http://library.rts.edu)

Phone #: (321) 244-3823

Email: [library.orlando@rts.edu](mailto:library.orlando@rts.edu)

## Hours of Operation

### Fall & Spring Semesters

8am-10pm, Monday – Thursday

8am-5pm, Friday

10am-2pm, Saturday

### Summer & Winter Semesters

8am-5pm, Monday - Friday

Hours subject to change during breaks and holidays.

## Library Staff

Michael Farrell	Library Director - <a href="mailto:mfarrell@rts.edu">mfarrell@rts.edu</a> ; (407) 278-4635
Joe Gigante	Library Assistant – <a href="mailto:ggigante@rts.edu">ggigante@rts.edu</a> ; (407) 278-4483
Library Front Desk	(321) 244-3823

## 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)

We strongly encourage hybrid students to use the library while they are on campus for courses. You may check books out while you are here and mail them back to us via USPS media mail. Please package items securely. The student is responsible for any damage to books including damage incurred during shipping. Our mailing address is on the first page of this document. We will not mail any library material to you. Up to 15 circulating books may be checked out for a period of 28 days. A book may be renewed by phone as long as another patron has not requested it. Renew items by asking at the library desk, calling the library (321-244-3823), or emailing Tyler Freire. You can also renew your books by logging into your account on the library website. (call the front desk for details on how to do this). Students are allowed 3 renewals. Late fees are \$.15 a day per item. A processing fee of 10 dollars plus the replacement cost of the book is charged for any lost or damaged item. You must return all overdue books and pay any outstanding fine before you may

check out more books. Any item including reserves, ILL's 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. Hybrid students should also visit their hometown public libraries to learn what types of library services may be available to them, including interlibrary loan, which would allow you to request books from libraries all over the country.

### **Reserve Policy**

Books that are required for classes are placed on reserve behind the library desk. Patrons may check them out for 2 hours at a time and use them in the library. They may be checked out overnight during the last hour before the library closes and must be returned during the first hour of the next open day. This is the only time a reserve book may be removed from the library. Copies of articles are sometimes available on reserve and may also be checked out for two hours at a time. You must sign the article out. A \$5.00 fine is assessed for any missing or torn page or a removed staple. Articles may never leave the library even during the last hour.

### **Electronic Resources**

The library subscribes to many electronic resources such as ATLA, the Karl Barth Digital Library, The Religion and Philosophy Collection, 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 in the library 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. Any article found in ATLA or from any other source may be requested if not available full text. To request an article, please email the bibliographic information to Michael Farrell.

#### **Access**

To access ATLA and our other subscription databases, go to <http://www.rts.edu/site/resources/library/research.aspx> 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. Use the same credentials you were given for Self-Service. If you forget your credentials, you will need to reset them on the RTS website. Please contact [password.reset@rts.edu](mailto:password.reset@rts.edu) if you have problems resetting your password.

#### **Other Resources**

A great place to find free digital books is <http://oadtl.org/> This is a catalog of books and periodicals that are in the public domain and have been scanned. Most are pre-1923 and all are full text-available. Much of the material comes from reputable publishers such as Brill, Oxford, and Cambridge.

## 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 use them again when you return. We ask that you check these books out at the front desk first so that we can keep track of who is using them. You must also 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. Reference books will be collected.

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

Please do not adjust the blinds. They break easily. Library staff adjusts the blinds according to a schedule that will help protect the books and make the library comfortable.

Holds can be placed on library books that are currently checked out. Request the hold at the library desk or by calling 321-244-3823. You will be contacted for pick up when they become 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.

## Copier

The photocopier is located beside the bound periodicals near the windows. Instructions are by the copier. Copies cost 10 cents per page.

## Scanner

The library has a scanner located by the bound periodicals near the windows (separate from copier). 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 Orlando students that live out of the Orlando area. This service is mainly intended to aid students on the Hybrid track who are not regularly on campus. To request a scan, email Tyler Freire ([tfreire@rts.edu](mailto:tfreire@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 Tyler will limit accordingly.**

## IT

The seminary offers free wireless internet access in the library. You can login to the RTS Student Wi-Fi network with the password emailed to you when you began taking classes. Or you can login as an RTS guest. 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 student commons. You can print to the student commons via the wireless network, or you can use one of the library computers. **WARNING!!!** If you store documents on one of the library computers, they will be deleted.

## **Arrangement of Library**

(please don't hesitate to ask for assistance when locating items)

### **General Collection**

The library is classified by the Library of Congress System. The reference books are on the shorter shelves at the front of the library. The circulating collection starts behind the reference section with the oversized books and then moves on to the A-BS1000s. BS2000s-Z are found on the shelves perpendicular to the A-BS section and stretch the length of the library.

### **Periodicals**

The current year's periodicals are arranged alphabetically along the front two walls of the library. Past periodicals are bound and housed in the shelves to the left of the general collection. For a complete listing of periodicals refer to the library website at

<http://www.rts.edu/resources/library/documents/orl-periodicals.pdf>

## **ATLA Reciprocal Borrowing Program**

The ATLA Reciprocal Borrowing Program will allow you to check-out books at local participating libraries. You can find participating libraries at <http://tinyurl.com/ATLAMap>. You will be asked to show proof of current enrollment. Lending periods are determined by each participating library. You are responsible for adhering to local library policy and returning the materials in a timely fashion. For more information about this program, contact Michael Farrell at [mfarrell@rts.edu](mailto:mfarrell@rts.edu)

### **Learn More**

We have created a website which includes research tips, videos, and other resources teaching you how to make the most of your library. Please go to <http://rts.libguides.com/> to explore this website. You will find the link "The Hybrid Guide" to be most useful for your studies.