

RTS Orlando Library Manual – MAC 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

Phone #: (321) 244-3823

Email: 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 - mfarrell@rts.edu; (407) 278-4635

Joe Gigante Library Assistant – ggigante@rts.edu ; (407) 278-4483

Library Front Desk (321) 244-3823

Please ask a library staff member or one of our student desk workers for assistance. When you need help, we encourage you to come into the library, pull up a chair, and chat with us. We are here to help you. You can also check out some of the libguides on our website. These provide useful research tips and detailed instructions on find 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 and renewed by phone or in person 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. 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 item.

Students may check out up to 15 books at a time. You must return all overdue books and pay any outstanding fine before you may check out more books. We will not mail any library material to you; however, you are allowed to mail books back to us. 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.

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.

Electronic Resources

Psychology and Behavioral Sciences Collection

The most important resource for MAC students is the "Psychology and Behavioral Sciences Collection" via EBSCO. This resource is only available to Jackson and Orlando students and is listed with all of our other databases here: <https://rts.edu/academics/library/research-tools/>.

As with all of our databases you will be automatically logged in while on campus. If you are off campus,

Go to: <http://search.ebscohost.com>

User ID: s8988388

Password: Pwd@2020

PsycARTICLES

This is another database for MAC students to use; it was put together by the APA and hosts many more journals than the above database. You can search both databases at the same time. To do this, log on to EBSCO following the directions above. Then, above the search box, select the "Choose Databases" link and check the box next to PsycARTICLES. Leave the box next to Psychology and Behavioral Sciences Collection checked as well. Click "Okay" and your search terms will now yield results from both databases.

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.

Inter-Library Loan (students only)

- **Any** book or journal article that our campus library does not own may be requested through the ILL program.
- Audio-visual material cannot be requested.
- 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 Michael Farrell (mfarrell@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. Journal articles usually arrive within 24 hours, but it may take as long as a week. Give yourself time!
- This is a free service, and there is no limit to how many items you may request.
- Use ATLA and the Psychology and Behavioral Sciences Collection to find journal articles that may be held by other libraries.
- There are many good ways to find books for your research needs.
 - Use www.worldcat.org to find books held by other libraries. Worldcat is a catalog of all books held by hundreds of participating libraries around the world including RTS.
 - Find a quality book on the subject and look at its bibliography.
 - 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 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.

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 attending 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 can be found 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 in the library.

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>