

RTS Orlando 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 #: (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 Greg Gale. You can also renew books by logging into your library account at library.rts.edu. 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. Instructions for using the printer can be found near the library computers

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

The library subscribes to several databases such as ATLA, Proquest E-Books, EBSCO E-Books, and several others. These databases give you access to thousands of scholarly articles and books in a variety of disciplines.

Access

To access our subscription databases, go to <https://rts.edu/academics/library/databases/> 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 bdewitt@rts.edu

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.

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.
- This is a free service, and there is no limit to how many items you may request.
- 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.
 - 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/>

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 is 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 Joe Gigante (ggigante@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 Joe 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 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 has a printer which you can use for small print jobs from your computer.

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.

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. Bahaim. 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...genesis, exodus, Leviticus.

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.

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>