



RTS Jackson

Library
User
Guide

2024

1. Library Staff

John Crabb
Library Director
jcrabb@rts.edu
601-923-1618

David Jackson
Assistant Librarian
djackson@rts.edu
601-923-1622

2. Library Hours

Monday, Tuesday, Thursday 8:00 am – 9:00 pm

Wednesday 8:00 am – 5:00 pm

Friday 8:00 am – 4:00 pm

Saturday 9:00 am – 2:00 pm

Sunday Closed

During reading week, Spring break, etc. the library will often close at 5 pm Monday to Thursday and be closed on Saturday.

3. Online

home page: <https://rts.edu/academics/library/jackson/>

catalog : library.rts.edu

4. Borrowing Items

How do I check out library materials?

Library items are checked out at the library's front desk. You will not be allowed to check out any items if you have 5 or more overdue items. Library items are checked out for the following loan periods.

Books: 3 Weeks

Reserve Books: 3 hours

How do I access Reserve Course Readings?

Reserve books are checked out at the library's front desk for 3 hours. Books on reserve are library use only.

Can I renew items?

- Yes. You can renew each item twice.
- You can renew items at the circulation desk in the library.
- You can also renew your items online by accessing your account from the Library Catalog. The **Renew Books** option is in the upper right of the catalog search screen. You will need your **library card number and PIN** number to access your account. Your default PIN # consists of the last four digits of your library card number.

Where and when can I return items?

Return items at the circulation desk during normal operating hours of the library.

How much are overdue fines?

Students at RTS Jackson are not charged overdue fines. You will not be able to check out materials, however, if you have 5 or more overdue books.

5. Library Home Page

The Jackson Library Services page (<https://rts.edu/academics/library/jackson/>) is the key to accessing and finding library resources. The library's online site provides you links to,

- All of the library's online databases
- Inter-library loan request forms
- Instructions for accessing each resource
- An index of the library's print journal collection
- An extensive list of Internet links to theology, church history, and counseling sites, and
- Detailed answers to common library questions, including how you to renew your books online

A current image of the Jackson Library Services page is provided below for reference.

The logo for RTS (Reformed Theological Seminary) is displayed in white text on a dark red rectangular background.

Jackson Library Services

The RTS Jackson library is dedicated to serving the research needs of our students, faculty, alumni, and staff. If you have any questions, or need assistance with any of the library's services, please call 601-923-1618, e-mail library.jackson@rts.edu, or use the **contact** form at the bottom of this page.

If you are a currently enrolled RTS Jackson student, please refer to the **Jackson Library User Guide**. This guide provides answers to common questions, such as check-out limits, duration, fines, etc.

Library Catalog

EBSCOHost

6. Databases and Off-Campus Access

The following databases are available on-campus and remotely to all Jackson RTS students.

The EBSCOHost Platform includes access to 1-7.

1. ATLA Religion Database with ATLA Serials PLUS
2. ATLASerials, Religion Collection
3. Old Testament Abstracts
4. New Testament Abstracts
5. Psychology & Behavioral Science Collection (see below)
6. PsycARTICLES (see below)
7. EBSCO eBook Collection
8. Loeb Classical Library (Full-Text)
9. Digital Karl Barth Library
10. ProQuest Religion Collection (e-books)
11. Thesaurus Linguae Graecae
12. Trismegistos

When you are not on campus, you will be prompted for a login to use these databases.

- Your Username and Password are the same as your **@rts.edu** or **@student.rts.edu** login.
- You must use the links to the databases from <https://rts.edu/academics/library/databases/>

MAC STUDENTS: The *Psychology and Behavioral Science Collection* and *PsycARTICLES* databases require a separate set of login credentials to access remotely. Please call 601-923-1618 or contact library.jackson@rts.edu for those credentials.

7. How do I find books?

Search the Library's Online Catalog

Our online library catalog lists books and other items available for check-out, as well as books that might be available at the Charlotte and Orlando campus libraries. You can access the catalog over the Internet at <http://library.rts.edu>

Some search tips:

- Expand your search terms: If you are not finding any matches for your search, you may want to expand your search by using less terms or broader terms. For example, instead of "Gothic Bible Development," you may want to just use "Gothic Bible"
- Use the right terms: You'll need to identify the proper terms for the subject you are searching. Book catalogs use a limited vocabulary, so you'll need to match your subject with the term used in the catalog. Looking through the alphabetically arranged Library of Congress Subject Headings is one way to become familiar with the proper terms. Another method is to write down the subject headings for a book you have already found on your subject and use those terms, in various assortments, in your search. The online catalog also provides Subject heading hyperlinks that will list other items with the same subject heading.
- Verify correct spelling of terms and look for variant spellings. For example, John Calvin is usually listed as Jean Calvin, Francis Turretin as Francois Turretini.
- Omit general terms and use specific terms: Do not include articles, "the", "a", "an" in your search. Also, leave out prepositions, "in", "of", etc. and conjunctions, "and", "or", etc. Use a combination of two or three proper nouns, such as "Calvin Biography," or "Switzerland Reformation".

When you search the library catalog, each search result will identify the campus location and the collection where the item is located. For the Jackson library, the below table describes each collection's call number prefix and where it is located in the library.

Call # Prefix & Location

CALL # PREFIX	DESCRIPTION / LOCATION
DISS.	RTS Dissertation collection / East-wall on campus
MAIN	Circulating collection / Library stacks on campus
MAIN (Off Site) *	Circulating collection / Library Off-site
MICROFICHE	Microform collection / Cabinets by the computer stations
REFERENCE	Reference collection / South-east stacks on campus
REFERENCE (Off-Site) *	Reference collection / Library Off-site
RESERVE	Reserve books / Behind the Circulation desk
SOUTHERN	Rare book collection / Rare Book Room on campus
SPECIAL	Rare book collection / Rare Book Room on campus
TREN	Microform collection / Cabinets by the computer stations

* If you are searching for an item that is listed as “Main (Off Site)” or “Reference (Off Site)” that item is still available. Please request it at <https://rts.edu/academics/library/offsite/> or contact a library staff member and we will retrieve it for you.

8. How do I find journal articles?

The following databases help you search and find a combination of journal citations and full-text articles on your search subject. Each database has a specific subject focus, although you may search all of the databases available on the EBSCOHost platform simultaneously.

DATABASE	FULL TEXT	SUBJECT FOCUS
EBSCOHost Platform		
ATLA Databases	Yes	Theology, Church History, Biblical Studies
New Testament Abstracts	No	Biblical Studies
Old Testament Abstracts	No	Biblical Studies
Psychology and Behavioral Science Collection	Yes	Counseling, Psychology, Marriage and Family Therapy, Sociology
PsycARTICLES	Yes	Counseling, Psychology, Marriage and Family Therapy, Sociology
Loeb Classics Digital Library	Yes	Complete Loeb collection of Greek and Latin texts alongside English translations
Digital Karl Barth Database	Yes	Works of Karl Barth

9. How do I use Inter-library loan?

Inter-library loan is a nationwide service among participating libraries that allows a member of one library, you, to borrow items or receive article scans from a library where you are not a member.

When and how do I make an ILL request?

When you cannot find an item in the RTS library, you may submit an inter-library loan request for it.

ILL request forms are available at https://rts.edu/academics/library/jackson/jackson_ill/

Prior to submitting a request, make sure you have as much information as possible, including,

- Author's full name
- The full book or journal/article title (no abbreviations)
- Date of publication (month and year for journals)
- Volume/number for journals.

Once you have completed and submitted the form, you will be contacted by e-mail with a response to your request.

If the item you are requesting is available, book requests may take up to two weeks, and article request make take up to one week.

You pick up any book requests at the library front desk under your last name, and any article requests will be e-mailed to you.

10. What other resources are helpful?

1. Visit the [RTS Libraries Research Site](https://rts.edu/academics/library/research-tools/) : (<https://rts.edu/academics/library/research-tools/>) includes,

- Links to [LibGuides](#) on how to use the various databases, as well as subject specific research guides.
- Links to the best free [biblical and theological research sites](#) available online.

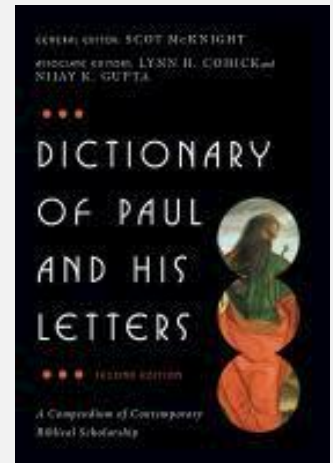
2. Search worldcat.org

WorldCat is the world's largest network of library content and services, and provides a single online catalog to search the collections of libraries throughout the country at the same time. Although the RTS Library will not own most of the books present in the worldcat.org catalog, it is an excellent source for research and finding books that may be available through inter-library loan.

3. Search Dictionaries and Encyclopedias

- Dictionaries and encyclopedias are located in the Reference section of the library.
- They are helpful in identifying search terms to use when searching the library catalogs and databases, as well as for compiling a list of people, places, and events related to your topic.
- References provided in encyclopedias are often definitive and respected sources, such as biographies, and you will want to track them down. These sources, in turn, will contain helpful bibliographies.
- Excellent reference sources include,

1. *Anchor Bible Dictionary*: Ref. **BS440.A54 vols. 1-6**
2. Cambridge Handbook series
3. *Dictionary for Theological Interpretation of the Bible*: Ref. **BS440.D495 2005**
4. *Dictionary of Jesus and the Gospels*: Ref. **BS2555.2 .D53 1992**
5. *Dictionary of New Testament background*: Ref. **BS2312 .D53 2000**
6. *Dictionary of Paul and his letters*: Ref. **BS2650.2 .D53 1993**
7. *Dictionary of the Old Testament: historical books*: Ref. **BS1205.55 .D53 2005**
8. *Dictionary of the Old Testament: Pentateuch*: Ref. **BS1225.52 .D53 2003**
9. *Dictionary of the Old Testament: wisdom, poetry & writings*: Ref. **BS440 .D53 2008**
10. *New Dictionary of Biblical Theology*: Ref. **BS440 .N437 2000**
11. *Oxford Dictionary of the Christian Church*: Ref. **BR95.O8**
12. Oxford Handbook series
13. *The IVP Dictionary of the New Testament*: Ref. **BS2312 .I89 2004**
14. *The Oxford Dictionary of the Christian Church*: Ref. **BR95 .O83 2005**
15. *The Oxford Handbook of Systematic Theology*: Ref. **BT75.3 .O94 2007**
16. *The Zondervan Encyclopedia of the Bible*: Ref. **BS440 .Z63 2009 vols. 1-5**
17. *The IVP Bible background commentary : Old Testament*: Ref. **BS1151.2 .W35 Copy 1 2000**
18. *Theological Dictionary of Old Testament*: Ref. **BS440.B5713**
19. *Encyclopedia of Christianity*: Ref. **BR95.E8913**
20. *Encyclopedia of Psychology*: Ref. **BF31.E52**



11. Research Workshop

The RTS Jackson Library provides a research workshop by appointment throughout the semester. If you need assistance with a research project, please feel free to contact David Jackson at djackson@rts.edu to schedule an appointment, or to answer any questions you have regarding the workshop.

- The workshop lasts approximately an hour and a half, and covers the entire process of taking your topic to creating a working thesis.
- Assistance and advice will be offered for your actual research project, including helping you find resources in the library and online databases.
- The text for the workshop, *From Topic to Thesis: a guide to theological research*, is available as an e-book. The Call # for the print copies is BR118 .K53 2016.



eBook



From topic to thesis : a guide to theological research (2016)

By Kibbe, Michael

Downloadable

More Options

Add To List