

## LIBRARY SERVICES FOR DENVER SEMINARY STUDENTS

The Carey S. Thomas Library and its staff serve the Denver Seminary community by providing and facilitating access to information in support of the Seminary's curriculum, research, and training.

### GENERAL INFORMATION

#### Contact Information

Library direct phone line: 303-762-6962

Library email: [library@denverseminary.edu](mailto:library@denverseminary.edu)

Reference Office email: [libref@denverseminary.edu](mailto:libref@denverseminary.edu)

Reference Office phone: 303-762-6961

Interlibrary Loan email: [libill@denverseminary.edu](mailto:libill@denverseminary.edu)

Interlibrary Loan Phone: 303-762-6956

#### Library hours

Monday through Thursday: . . . . . 7:30 a.m. - 10:30 p.m.

Friday . . . . . 7:30 a.m. - 6:30 p.m.

Saturday . . . . . 9:30 a.m. - 5:00 p.m.

Closed major holidays. Other schedule changes will be posted.

#### Classification System

The books are classified according to the Library of Congress System of Classification.

#### Library / I.D. Cards

Denver Seminary students must have a current Denver Seminary Photo I.D. card in order to check out library materials. **New Students:** The library issues student ID cards at the beginning of each Semester and attaches library barcodes for new library accounts. Students who do not yet have a patron record in the library database can complete an application form online at <http://denver-seminary.tlcdelivers.com:8086/onlineBorrowerRegistration.html> or on the public access computers at the OPAC station near the library circulation desk.

**Returning Students:** Present your Denver Seminary Photo I.D. to the library circulation desk staff to have your I.D. validated and your library privileges renewed. Name or address changes updated with Seminary Administration will be reflected on your library account.

**A student's library card is for use by that student only.** If a student allows another person to check out books on his/her library card, the student's library privileges may be suspended. Guests from the local community may purchase a library card in order to have check out privileges, or they may go to their local (Colorado) public library and request books from Denver Seminary library through Interlibrary Loan.

#### Checking Out Books

Books to be taken from the library may be checked out at the circulation desk by presenting a validated Denver Seminary I.D. card to the desk attendant. Books from the stacks may be checked out anytime during library hours and may usually be kept for four weeks with the possibility of one renewal for four additional weeks. **Exceptions:** If several students have placed holds on the same book, the check out period for the book will be reduced to two weeks. If a book is needed for Reserve, the library may recall the book immediately. Recalled books incur a fine of \$1.00 per day if not returned by the recall date.

Students may renew their books (one renewal) by accessing their record through the My Account tab in the online catalog. **Exception:** If the book has a hold on it, the student will not be able to renew it.

Denver Seminary students may have up to 26 books checked out at any time. Because of Colorado "right to privacy" law, it is unlawful to disclose who has a particular book checked out.

Periodicals are not available for check out. They may be used within the library only. Please see the "Periodicals" section under "Special Collections" below for more information.

#### Library Fines

Late fees for overdue general collection books are 25 cents per book per day for Denver Seminary related patrons (students, faculty & staff). Fines for overdue Reserve items are \$1.00 per hour overdue per item. In most cases, a lost or damaged item results in a fine of \$80.00.

Fines will be charged on any items not properly checked-out from the library. Fine notices will be sent via email or via US Mail (if the email address is not on the patron record). Refusal to pay fines or habitual violation of library policies may result in suspension of library privileges as well as a delay in receiving your diploma at graduation.

## **REFERENCE SERVICES**

### **Reference Office**

The Reference Office is located between conference room 113 and the water fountains in the front of the library. Regular hours are posted but appointments are also available. Email: [libref@denverseminary.edu](mailto:libref@denverseminary.edu) or call 303-762-6961.

The library page of the Seminary's website provides links to passworded academic research databases as well as links to many helpful websites. The Reference staff can provide assistance in the use of ATLAS Religion Databases, Old & New Testament Abstracts, Religious and Theological Abstracts, PsycINFO & PsycARTICLES, Philosopher's Index and other research tools. Print and video tutorials for the databases are also posted on the library website.

The Ready Reference page (reached through a link on the Library website) provides links to the online catalogs of other local academic libraries. Please contact the Reference staff for more information or to request access codes for the online databases. Email: [libref@denverseminary.edu](mailto:libref@denverseminary.edu)

### **Online Catalog**

The library's online catalog is available continuously (24/7), except for occasional system maintenance times. It may be accessed through the main library web page at: <http://www.denverseminary.edu/resources/our-library> and can be used to search for library materials, placing holds on checked out books, and personal library account access – such as renewing books, checking fines, etc. Appointments may be made with [Reference staff](#) for a tutorial on the use of the online catalog.

## **INTERLIBRARY LOAN SERVICES**

Interlibrary loan (ILL) is the process of requesting materials from and supplying materials to another library. ILL allows you to broaden the scope of your research by facilitating use of materials not owned by Carey S. Thomas Library.

### **Materials Offered**

Books, theses and dissertations may be borrowed. Photocopies of non-circulating materials, primarily periodical articles, may be requested in accordance with the copyright law. Items missing from the Library may also be obtained from other libraries.

### **Cost**

The library will seek to find items at no cost to students. Students should note on the request form the maximum amount they are willing to pay in case the lending library does charge fees.

### **How It Works**

Make sure that the item is not located at our library before submitting a request. Also check the holdings at University of Denver, Iliff School of Theology, and Cardinal Stafford Theological Library at St. John Vianney Seminary since it is faster to retrieve items directly from them. (A DU library Referral form signed by our library staff is required in order to enter DU's library).

Plan to allow 2-3 weeks for in-state requests to arrive at the library. Loan periods are set by the lending library. In some cases, conditions of use may be imposed by a lending library and must be strictly observed. Photocopies do not need to be returned.

Submit online requests via the interlibrary loan webpage at: <http://www.denverseminary.edu/resources/our-library/carey-s-thomas-interlibrary-loan-ill/ill-request-form/> (A direct link to the ILL webpage is located on the main library webpage.)

Please provide complete bibliographic information in order to insure the fastest service. Patrons will be notified by phone or email when requested items are received. Questions should be directed to the Interlibrary Loan Department at 303-762-6956 or by email: [libill@denverseminary.edu](mailto:libill@denverseminary.edu)

## **SPECIAL COLLECTIONS**

### **Archives**

The library maintains the Denver Seminary archives which contains information about Denver Seminary including historical documents, photographs and slides. For more information, contact the Library Director.

### **EBooks/EReaders**

The Library has a small but growing collection of EBooks and EReaders for students. See our EBook page for more information. <http://www.denverseminary.edu/e-books/>

### **Grounds Collection**

Books from the Vernon Grounds library are indicated as "Grounds Collection" in the Copy/Holding Information in the online catalog. Grounds Collection books are located in the Vernon Grounds Reading Room at the west end of the library. This collection is being cataloged as staff time permits. The "Grounds Collection" books which have been cataloged are available for checkout. The uncataloged volumes may be used in the library only.

### **M.A. Theses and D.Min. Projects**

Denver Seminary Master of Arts Theses and Doctor of Ministry Projects are available in hard copy in the library's Reference Lab. The print copies may be checked out. Denver Seminary M.A. Theses and D.Min. Projects and Theses are available for purchase through TREN (Theological Research Exchange Network). [www.tren.com](http://www.tren.com)

### **Oversize Books**

Books that are too large to fit in the regular stacks are designated "Oversize" in the online catalog. These books are shelved in the stacks on either side of the entrance to the Vernon Grounds Reading Room.

### **Periodicals**

Current periodical issues are arranged in alphabetical order by publication title on the periodical display shelves. Recent back issues may also be found under the display shelves by lifting the bottom front of the display shelves. Periodical issues may not be taken from the library. Please leave periodical issues on the tables after using them. Library staff will reshelve the issues after logging use statistics for them.

Bound periodical volumes are located in the open room on the north side of the library between the Student Lab and the Archives. Bound periodicals are available for use in the library and may not be checked out. Periodical titles are listed on the main library webpage and in the online catalog. Bound periodicals are arranged by Library of Congress call number. Title listings in alphabetical order may be found at the OPAC station near the circulation desk as well as on the blue book return cart located near the bound periodicals.

### **Reference Books**

Reference books are designated by the letters "Ref" above the spine call number, and by "Reference" in the Collection field in the online catalog. The Reference books are shelved in the open room to the left of the circulation desk. These books may be used in the library and may not be checked out. As with current and bound periodicals, Reference books should not be reshelved by users. Place them on the "Reshelving Carts" so library staff can log usage statistics.

### **Reserve Materials**

Reserve materials are those which have been withdrawn from regular circulation at the request of professors for students' special collateral assignments. These materials, including books, periodical volumes, sample papers, and media are available at the circulation desk. A student may present his/her Denver Seminary Photo I.D. card to the circulation desk attendant and request the needed Reserve item. The desk attendant will check the item out to the student and will print a check out receipt showing when the item is due. Materials are due within 2 hours of the exact check-out time. Reserve items must be used in the library during library hours. No more than two Reserve items at a time may be checked out by a student. The user is responsible for Reserve books until they are returned to the circulation desk attendant and checked in. A fine of \$1.00/per hour is incurred for Reserve materials that are not returned on time. A student may check out up to two Reserve items overnight (within two hours of closing time). The items are then due back within 2 hours of opening on the next day the library is open. Fines for late overnight Reserve items are the same as for Reserve items that are not returned on time during library hours. There is no overdue grace period on reserve materials.

## **HELPFUL TIPS**

### **Book Adoption Zone**

A Book Adoption Zone, located on shelves directly across from the circulation desk, is available to both the Denver Seminary community and the general public. Used and donated materials are added to the shelves on a regular basis. Hardbacks are available for a \$4.00 donation and paperbacks for a \$2.00 donation

### **Carrels with Lockers**

Lockers are available for use (by semester) upon submission and approval of an application form and payment of a \$20.00 deposit. Any remaining lockers may be rented on a daily or weekly basis upon payment of a \$5.00 or 10.00 deposit. The deposit will be refunded when the locker key (and attached lanyard) is returned to the library circulation desk on time at the end of the lease. Library materials stored in carrel lockers must be checked out to the student leasing the locker. Library books found in carrel lockers that have not been checked out will result in immediate termination of the lease and loss of locker deposit.

### **Cell Phones**

In order not to disturb other students' study, please set cell phones to vibrate rather than to ring while in the library. If a call is received, please ask the caller to hold in order to exit the library before conversing. Your student colleagues will appreciate it.

### **Conference Rooms**

Conference rooms are available in the library by reservation. Please see the circulation desk attendant to make a reservation for a meeting. These rooms are not for private study use, but may be used by students meeting together for study, media viewing, mentor meetings, etc. for up to 2 hours. 15 minutes after the reservation start time, a reservation may be cancelled if the reserving parties have not picked up the room key at the circulation desk.

### **Copy Machines**

Photocopiers are available for use in the library. Students access copy machines by keying in their Student I. D. number on the Equitrac pad next to each machine.

At the "Billing Code" prompt, press ENTER. Money may be added to a student's copy account in the Business Office in the Graber Administration Building during weekday Business Office hours or at the library circulation desk. Paper copies cost 10 cents per page. Students may scan materials and send to their personal email addresses at no charge.

Please make sure the copier lid is down while copying and after finishing copying. Leaving the copier lids open can cause damage to the machines resulting in more 'down time' for the copiers and inconvenience for students. Ask staff for assistance with copier problems/questions. Do not try to clear paper jams yourself. All users are responsible to abide by copyright laws.

### **Copyright**

Denver Seminary intends to be in full compliance with copyright laws. All students, staff and faculty are to stay informed of current copyright statutes and abide by them.

### **Food and Drink Policy**

For the preservation of books and computers, please do not bring food into the main library. A beverage in a covered container is allowed.

### **Internet Access**

Wired and wireless internet access is available throughout the library along with power receptacles.

### **Loss or Damage**

Report any loss or damage of library materials to library staff promptly so that the matter can be resolved in a timely manner. In most cases, a lost or damaged item results in a fine of \$80.00.

### **Other Large Seminary Library Collections in Denver**

Denver Seminary students have free check out privileges at the Ira J. Taylor Library of the Iliff School of Theology and at the Cardinal Stafford Library of the St. John Vianney Theological Seminary. Please present your validated Denver Seminary Photo I.D. card in order to obtain a free library card at these libraries.

Iliff's Ira J. Taylor Library: [http://www.iliff.edu/taylor\\_library/index.htm](http://www.iliff.edu/taylor_library/index.htm)

St. John Vianney's Cardinal Stafford Library: <http://www.sjvdenver.edu/library/>.

### **Other Local Libraries**

Arapahoe Community College, our neighbor across Santa Fe, permits check out of 2 books when guest users present their Colorado public library card and their Colorado Driver's license. Check their website for library hours. <http://www.arapahoe.edu/lrc/>

The Auraria Library is located at 1100 Lawrence St., Denver. Auraria Library is the shared library for the Community College of Denver, Metropolitan State College of Denver and the University of Colorado at Denver. <http://library.cudenver.edu/>

Bemis Public Library is located at 6014 S. Datura Street, Littleton. <http://www.littleongov.org/bemis/>

Denver Public Library has a number of branch locations in addition to the central library which is located at 10 W. Fourteenth Ave. Pkwy., Denver. <http://www.denver.lib.co.us/>

University of Denver's Penrose Library is located at 2150 E. Evans Ave., Denver. <http://library.du.edu> Note: Access to this library is restricted. Ask Denver Seminary Library Reference Desk staff to sign the DU Referral form - ([http://library.du.edu/site/sites/default/files/Visitors\\_Referral\\_Card.pdf](http://library.du.edu/site/sites/default/files/Visitors_Referral_Card.pdf)) in order to enter DU's Penrose Library.

### **Printing**

Wireless printing is available to students in the library. Instructions on how to utilize this capability can be found on MyDenSem under the Help Desk Tab. Under "Documents for Students" is a section entitled "DSnet Library Printing". The student must have a balance in their printing/copy account. Money may be added to the account in the Business Office in the Graber Administration Building during weekday Business Office hours or at the library circulation desk. Printing, as with copying, costs 10 cents per page. The printers are located in the Student computer lab.

### **Security**

A student may request a Campus Security Escort to his/her campus apartment or car in the evening. A request form is available at the library circulation desk.

Do not leave wallets, purses, laptops, or other valuables unattended in the library. The library cannot guarantee security for unattended items.

**Student Computer Lab**

The computer lab, located in the library, is available for student use. It is furnished with computers and laser printers. Contact technology services (x 2020) for details.

**Study Environment**

In order to maintain an atmosphere conducive to study, prolonged conversations should not be carried on in the library. Please keep brief conversations as quiet as possible. Students who wish to study together may reserve one of the library conference rooms for group study.

**Telephone**

A public phone is available on the wall in the Student Center.

**Writing Center**

The Writing Center is located in conference room 113 in the library. To schedule an appointment, sign-up on the clipboard outside the door or email the Writing Center at [writing.center@denverseminary.edu](mailto:writing.center@denverseminary.edu).

**REMEMBER.....We are here to help**

Please do not hesitate to ask the library staff for assistance. The library can provide access to a multitude of materials and resources for your research. Library staff members want to help students connect with the resources they need. The Lord has blessed Denver Seminary with an excellent library. We trust that students will enjoy using it and benefit from it.