

Tips for Finding What You Need in the Library

WESTERN SEMINARY

CLINE-TUNNELL LIBRARY

HANDBOOK AND INFORMATION RESOURCES

(503-517-1840)

09/16

INTRODUCTION

Welcome to the facilities in Western's Cline-Tunnell Library. "The Western Seminary Library exists as a central support of the academic programs of the Seminary for the purpose of providing appropriate library facilities, materials, equipment, and services to the Seminary academic community and to the fullest extent possible, to other interested patrons."
(From the Self Study, 1992)

The following pages describe our various services and policies. All policies are offered in the spirit of Western's "Philosophy of Responsibility for Divinity Students" as defined in the student handbook. Please feel free to speak with the library staff if you have suggestions for new ways to better our services.

DIRECTORY

LIBRARY DIRECTOR

Robert Krupp.ext. 1838

AUDIOVISUAL, CIRCULATION & PERIODICALS

Vivian Woo.ext. 1843

Student Assistants.ext. 1840

CATALOGING

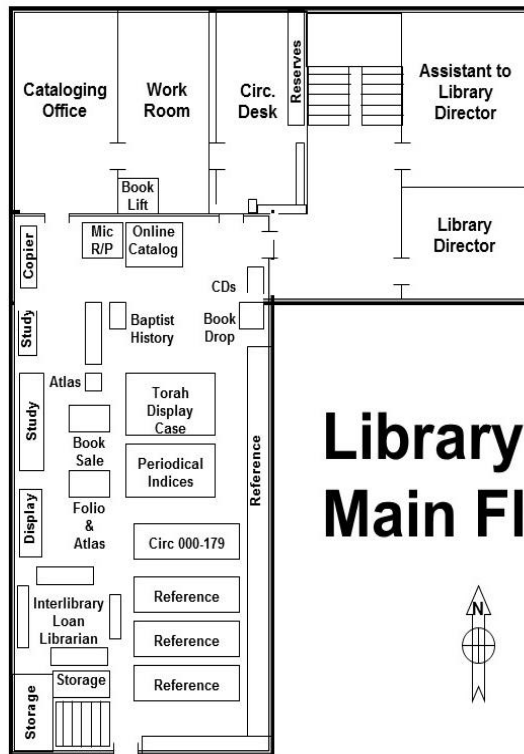
Karen Arvin.ext. 1841

INTERLIBRARY LOAN

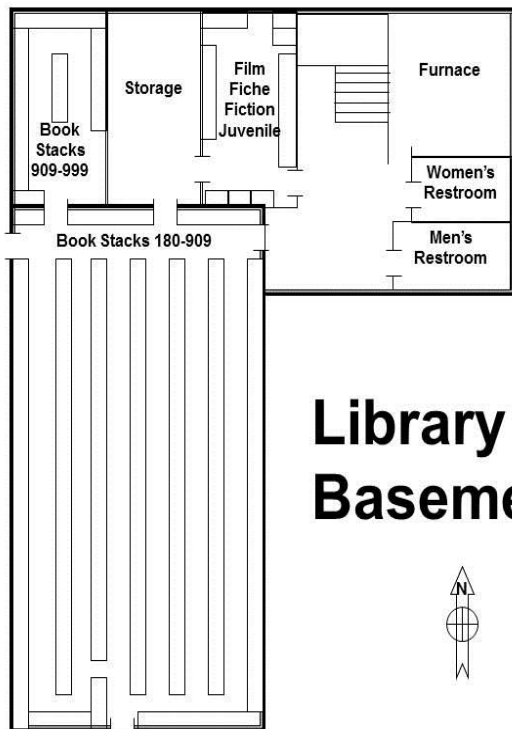
Sherry Atkins.ext. 1842



Library Mezzanine



Library Main Floor



Library Basement



LIBRARY HANDBOOK OUTLINE

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 - B. Microform/Reader-Printer
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SELECTED SUBJECT AREAS BY DEWEY NUMBER

- 000 - GENERAL KNOWLEDGE**
 - 013 - Lists of theses
 - 016.2 - Bibliographies of religious topics
 - 020 - Library arts
- 100 - PHILOSOPHY, PSYCHOLOGY AND RELATED DISCIPLINES**
- 200 - RELIGION**
 - 200-219 - Religion in general
 - 220 - Bible as a whole
 - 221-224 - Old Testament
 - 225-229 - New Testament
 - 230-241 - Theology
 - 242-249 - Personal religion
 - 251-252 - Preaching, sermons
 - 253.5 - Pastoral counseling
 - 253-259 - Church administration
 - 260-265 - Worship and ordinances
 - 266-267 - Missions; religious associations
 - 268 - Christian education
 - 269 - Organized evangelism
 - 270-289 - History of Christian church and related sects
 - 270-279 - Early history and geographical treatment of later history
 - 280-289 - Denominational history
 - 290-299 - Other religions
- 300 - SOCIAL SCIENCES**
 - 370-379 - Education
 - 390-399 - Customs (cultural anthropology)
- 400 - LANGUAGES**
 - 420 - English
 - 480 - Greek
 - 492 - Hebrew
- 500 - PURE SCIENCES**
- 600 - APPLIED SCIENCES**
 - 616.89 - Psychiatry
- 700 - THE ARTS**
 - 780-789 - Music, Hymnals
 - 790-799 - Recreation, drama, camps
- 800 - LITERATURE**
- 900 - GENERAL GEOGRAPHY AND HISTORY**
 - 910-919 - Geography
 - 920-929 - Biography
 - 956 - Middle East history
 - 970-979 - U.S. history

FINDING A BOOK

1. Consult **our online catalog (PRIMO)** on the Internet by going to **westernseminary.edu—Students—Libraries—Portland--<Go to Primo directly>**. Default searching is Keyword, but you may specify author or title in Advanced Search. Click “Search scope—Portland Library Catalog” to see if Western Seminary has a copy. If not found, ask the Library staff for help. If found, continue. . .
2. Copy **Call Number** (i.e. 220.93/L345) on slip of paper. Lower number designates author, editor or, in the case of biography, name of biographee. Note “**Available at**”—Main Stacks [Reference, Microform, Reserves, etc.]
3. You may retrieve Reference books and circulation books (000-179) on the main floor; books (180-999), microfilm and microfiche in the basement yourself.
4. If the book you need is not on the shelf, and you wish to check it out as soon as it is returned, copy the information onto a **Reserve Hold Slip** and leave it at the circulation desk. You will be notified to pick up the book just as soon as it comes in.
5. If the book is only held by another library, you may request it by filling out the interlibrary loan form found on the Western Seminary Library homepage: <http://westernseminary.edu/students/portland/library/loan-request>
The online catalog reveals whether or not the library has books by a certain author, books relating to a particular subject, a book with a particular title, a book in a certain series or sponsored by a scholarly society.
Books are available for use soon after they arrive. **See New Book** section of this handbook under **Regular Circulation**.

I. LIBRARY MATERIALS

A. Regular Circulation

Classifications (according to the Dewey system) can be found beginning on the main floor and continuing in the basement.

1. Theses

Western's students give one copy of their thesis to the library. It becomes part of the circulation collection and is filed in regular Dewey order without regard to the superimposed "T" in the call number. Theses are also available for viewing on microfiche or electronically through the Theological Research Exchange Network (TREN).

2. New Books

If a title in the online catalog indicates *Acquisitions*, it has just been received, but is not yet cataloged. If you would like to check it out, fill out a Reserve Hold Slip at the Circulation Desk.

B. Reference Collection

Reference books, coded with an "R" above the call number on the books, need to be accessible for quick reference by everyone. Reference books are shelved in Dewey order on the main floor. Other reference materials may be found in the Baptist History area near the copier and the Atlas Case on the main floor. Please reshelve the reference items used when done.

C. Reserve Shelf

The reserve shelf is located behind the circulation desk on the main floor. Books, periodicals or AV (audiovisual) items requiring frequent use for specific assignments are placed "**On Reserve**" each semester by the instructors. Items on reserve are also indicated in the online catalog. Ask a library worker at the circulation desk for the book or other audiovisual item you need for a short-term loan. A 3-ring notebook is at the circulation desk containing lists of reserve items by professor and course.

D. Periodicals

Most of our periodicals are located in Milliken Hall. Some of the more popular periodicals are located on the mezzanine in the library. Newspapers are located on the mezzanine. A printed list of our periodical holdings by title is in a green binder near the computers. This list indicates if we have hard copy under "Holdings" and if some may be on the mezzanine. It also shows dates we have on microfilm or microfiche, which are housed in the basement room to the right at the bottom of the stairs. To see periodicals under "Holdings" please fill out the half sheet "Request Form for Periodicals" near the computers and give to the library staff, who will retrieve the periodical from Milliken.

E. Audiovisual

CDs and DVDs are located on the small bookshelf opposite the circulation desk. Some CDs and DVDs are on reserve and accessible through the online catalog.

II. LIBRARY OPERATIONS

A. Library Hours

Library hours change frequently to accommodate class schedules. The hours are posted on the library door. The library is closed on Sundays and these holidays: New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas.

B. Patrons

1. Regular Western Students

Regular Western students are those students who are registered and enrolled for any current semester. Their name and ID# are entered in the computer. See check out procedures under "C" below.

2. D. Min. & D. Int. St. Students

Doctoral students are granted the same checkout privileges as regular students.

3. Alumni

Alumni may register for loan privileges at the library as off-campus patrons. They may check out six books per loan period, six periodicals, as well as six audiovisual items. Alumni must ask for assistance at the circulation desk when checking out items. Alumni who are not local may request items from Western Seminary via interlibrary loan through their local public or school library.

4. Non-Western Patrons

Non-Western patrons must fill out the online guest registration form on the patron computers to obtain privileges and be entered in the database. Six books, six periodicals and six audiovisual items may be checked out at a time. All items must be checked out with assistance from the library staff.

C. Checkout Procedures

1. Regular Books

Books are loaned out for a **three-week period**. If a patron is not registered, he/she will need to be added to the computer. We will scan in the book barcode at the circulation computer. Then take pre-dated "Date Due" cards and place one in each book. **The maximum number of books that may be checked out from one subject classification at one time is six per patron.**

2. Periodicals

Periodicals are in closed stacks in the basement of Milliken Hall. It will be necessary to fill out a request form for the title and issue of the periodical needed. Requests will be filled within two hours. Periodicals, with the exception of the most current issue, may be check out for **three weeks**. There is a limit of six unbound and one bound periodical per patron. Please sign out each periodical in the blue notebook located at the main circulation desk. Place returned periodicals in the box on the table near the west windows.

3. Reference Books

Ordinarily, reference books are to remain in the library. However, **two** reference books per student may be checked out overnight if permission

is given by a library staff member. The book may be taken **two hours before the library closes** (but not before), and it must be returned to the circulation desk by 9:00 a.m. the following morning the library is open.

4. Reserve Books

Most reserve materials are limited to a **two-hour loan period** and may be used anywhere provided they are returned on time. These books are kept behind the circulation desk. Find the book you need in the Reserve Item notebook at the front desk. Give the call # for the book you want to read to a library staff at the circulation desk. Staff will check it out to you on the computer. Two reserve materials may be checked out overnight two hours before closing and are due by 9:00 a.m. the following morning the library is open. Return the item to the counter within 2 hours to be checked in. Items may be renewed for another 2 hours if no one else is waiting for them.

5. Audiovisual

Checkout period for CDs and DVDs is **three weeks**. There is a limit of six items per person per checkout period.

D. Renewals

Books, AV items and periodicals may be renewed **twice** (total of 9 weeks) if no reserve hold has been placed on the books. Students may renew items once themselves online by logging into their patron account with their student ID#. Otherwise, please ask for assistance to renew items. Any fines should be paid before items are renewed.

E. Fines **Note:** Maximum fine on late items is \$10.00 per item

1. Regular Books

Amount: **\$0.25 per day per book.** (Not including holidays and any day we are closed).

Grace period: Two days, after that fines are retroactive to first day overdue.

Note: If a book is reported lost, the fine stops as soon as it is reported and the patron must pay the current replacement cost of the book plus a processing fee of \$5.00. However, if the "lost book" is found, the overdue fine assessed from the first day must be paid.

2. Periodicals

Amount: **\$0.25 per day per book.** (Not including holidays and any day we are closed).

Grace period: Two days, after that, fines are retroactive to first day overdue.

3. Reference

Amount: **\$0.25 per book for every hour or any part thereof** that the book is late. Total per day per book is \$3.00.

Grace period: **None.** Reference books are **due one hour after the library opens** in the morning following the day of checkout.

Note: Two reference books per patron may be taken out of the library two hours before closing.

4. Reserve

Amount: **\$0.25 per item for every hour or part thereof** that the

item is late. Total per day per item is \$3.00.

Grace period: **None.** Reserve books are **due one hour after the library opens** in the morning following the day of check out.

Note: Two reserve items may; be taken out per patron two hours before closing.

5. Audiovisual Items

Amount: **\$0.25 per day per item**, unless these items are on Reserve.

Grace period: Two days, after that, the fines are retroactive to first day overdue.

F. Reserve Hold Slips

These slips are available at the circulation desk and are used for reserving items for use at a specified time. You will be notified when checked-out items are returned and ready for use. Reserve books with hold slips will be released if not picked up within 15 minutes.

III. RESEARCH HELPS

A. Periodicals

Please ask library staff to assist you with questions related to the periodical collection and the use of the indexes.

1. Periodical List

This is the “Card catalog” to titles in our periodical collection and indicates what holdings we have for a particular title and where it is located in the library. A copy in a green binder is kept near the computers on each floor. Ask for help if needed.

B. Databases

1. Online Catalog

Everything in our book, microfiche, CD/DVD collections, may be accessed through our online catalog here in the library or from home on the Internet by going to **westernseminary.edu—Students—Libraries—Portland--<Goto Primo directly>**

2. EBSCOHOST’s Religion, Psychology and E-Book Databases

Access to the ATLA Religion Database and several psychology databases through EBSCOHOST is available through the Internet at **westernseminary.edu—Students—Libraries—Portland—EBSCOHOST** (under Research Databases)

3. Counseling Video Collection Online

Counseling students may view counseling sessions online through Alexander Street Counseling’s collection of videos. Access this database **westernseminary.edu—Students—Libraries—Portland—Alexander Street Counseling Videos** (under Research Databases)

4. Worldcat.org lets you search the collections of libraries in your

community and thousands more around the world. You may access this site by going to <http://worldcat.org>. Once you find an item, you can check to find holdings nearest to your zip code location. Or, fill out the online form found on the Western Seminary home page:

<http://westernseminary.edu/students/portland/library/loan-request> for library staff to request the book on interlibrary loan.

IV. SPECIALIZED SERVICES

A. Copy Machine

The library has a copier on the main floor available for patron use. The cost is \$0.05 per copy. Please pay in the change box at the circulation desk. **The copier is turned off 10 minutes before closing.** Students are responsible to pay for photocopying at the time of copying. The amount may be added to their library account on the computer if they are unable to pay at the time. Students are expected to pay for “errors” and for copies made on personal stationery or paper. Please ask for assistance if the copier malfunctions. **Do not** try to fix the problem yourself.

B. Microforms Reader/Printer

A reader-printer for microfilm and microfiche is on the main floor of the library. Ask the library staff for needed assistance. Please pay \$0.05 per copy in the change box at the circulation desk. Directions are posted on the machines. Books, theses and periodicals are available in fil or fiche in the microform room. All are accessible through the online catalog or the periodical list.

C. Inter-Library Loans

Books not available from Western’s library may be secured from other libraries via interlibrary loan. Copies of articles from journals may also be obtained through this service. Fill out the online form found on the Western Seminary home page: <http://www.westernseminary.edu/students/portland/library/loan-request> for library staff to request the book or article on interlibrary loan.

D. Computer Service

IBM computers are available for student use at no charge except the use of paper for printing. The cost of the paper is \$0.05 per sheet. Please pay in the change box at the circulation desk. There are several computers located in the Computer Lab for student use. There are also 2 computers on the main floor for patron use. These computers are mainly used to look up books, but also available for students to use when the Computer Lab is being used for a class. **Computers are turned off 10 minutes before closing.** Privately-owned portable computers should be used in the study areas of the library. Western provides wireless access to patrons with portable computers and a wireless network card. Students need to get access information from staff in Armstrong Hall. Off-campus patrons should see library staff to review the wireless access policy and obtain access information. Patrons may borrow headphones at the circulation desk in order to listen to CDs and DVDs on the computers.

E. Book Sale Shelves

Shelves located on the mezzanine offer used books for sale at reasonable prices – priced as marked. Half-price books are on shelves on the main floor. The collection is continually changing.

F. Study Rooms

Two rooms are available for small group study on the mezzanine in the northwest corner and off the Computer Lab.

OTHER LIBRARIES IN THE AREA

CONCORDIA UNIVERSITY***

2811 NE Holman
Portland, OR 97211
503-280-8507

CORBAN UNIVERSITY

5000 Deer Park Dr. SE
Salem, OR 97317-9392
1-503-375-7016

GEORGE FOX UNIVERSITY PORTLAND CAMPUS

12753 SW 68th Ave.
Portland, OR 97233
503-554-6100

LEWIS & CLARK COLLEGE

(private, Presbyterian)
0615 SE Palatine Hill Rd.
Portland, OR 97219
(Study privileges unrestricted except during peak service hours; Interlibrary loans through Western) 503-768-7274

MOUNT ANGEL ABBEY

(follow signs to Abbey)
One Abbey Drive
St. Benedict, OR 97373
503-845-3317

(Limited hours, study privileges. Unrestricted, borrow books through Western interlibrary loan)

MULTNOMAH COUNTY LIBRARY

801 SW 10th Ave
Portland, OR 97201
503-988-5234

(County residents qualify for free loan privileges, others pay \$15 family fee)

MULTNOMAH UNIVERSITY***

8435 NE Glisan St.
Portland, OR 97220
503-251-5321

OREGON HEALTH SCIENCES CENTER

3181 SW Sam Jackson Park Rd.
Portland, OR 97239
503-4949-3460

(Restricted to M.Div. Counseling, Chaplaincy & M.A. Ed.Min. students with Western ID card)

OREGON HISTORICAL SOCIETY

1230 SW Park Ave.
Portland, OR 97205
503-222-1741

(Books, manuscripts and more than 1 million photographs for study, NO LOANS)

PORTLAND STATE LIBRARY***

1875 SW Park Ave.
Portland, OR 97201
Library Hours: 503-725-2399
Library Circulation: 503-725-4424

REED COLLEGE LIBRARY

(private, secular)
3203 SE Woodstock Blvd.
Portland, OR 97202
503-777-7702

UNIVERSITY OF PORTLAND

(Roman Catholic)
5000 N. Willamette Blvd.
Portland, OR 97203
503-943-7111
(Privileges with Western ID card for theses or senior papers only)

WARNER PACIFIC COLLEGE

(Church of God)
2219 SE 68th St.
Portland, OR 97215
503-517-1102

*****Restricted privileges with Western ID card**