**Western Seminary Sacramento**

**Library Handbook**

To access the library catalog and research databases, please visit our website at <http://www.westernseminary.edu/students/sacramento/library/home>

**Staff**  Librarian: Donna Greenhut, M.S.L.S.

 For research assistance, please email dgreenhut@westernseminary.edu

**Library Hours**

All students have access to the library during the seminary’s regular hours of 10 am to 6 pm (Monday through Friday) and all evenings and Saturdays when the building is open for classes.

Click the “Calendar” link on the library homepage for a continuously updated calendar of the librarian’s hours. This is especially useful to check during holidays and semester breaks, when the building may not be open.

**Library Facilities and Collections**

The library shares space with the Student Commons, making drinks and snacks readily available along with study tables and comfortable seating.

Included in the library’s approx. 3700 items are:

* All Required and recommended readings for all courses. All required readings for classes in session are on **Reserve** for use in the library only. Recommended books may be checked out.
* Reference materials (also for library use only.)
* Curriculum-related DVDs and VHS tapes.

**Search the library catalog** **online** from the [library’s webpage](https://www.westernseminary.edu/students/sacramento/library/home) or use the library’s computers.

**A computer and a printer/scanner/color copier** are available in the library for student use (copies are 5 cents / 10 cents for color). Wi-fi is available. Students may print from their laptops with the use of a flash drive (instructions and flash drives to borrow are near the copier).

**Digital Academic Resources**

**\*Please note: Databases are for use by Western students, faculty, and staff only.**

Through the internet, students can access the library’s book catalog as well as a virtual library of thousands of ebooks, several research databases containing journal articles and other scholarly information in theology and psychology, and a database of counseling videos. To access these electronic resources, see the links under **Research Databases** on the library homepage.

*Please contact the librarian for additional instruction or assistance*

*with using the databases.*

**Borrowing Books**

* Library materials are checked out for 21 days (3 weeks). *Please email the librarian if you need to renew your books.*
* Library materials may be renewed two (2) times, unless they are requested by another student.
* There is a 15-item per card limit.
* Reference and reserve books may not leave the library.

*When the librarian is not present,* students must check out books using the **circulation sheet** located on the circulation desk. Please list:

* your name and student ID number
* book title
* book barcode number (labelled on the bottom of the back cover or inside on the title page)

**Holds** : Students can request a hold on resources not currently on the shelves. We will email you when the book is returned and hold it for you at the circulation desk for up to two weeks.

**Overdue Items** : Students with overdue items will be notified by email. At the end of the semester, the student will be notified of the outstanding items and their replacement value. If not returned, the student’s account will be fined, and students cannot check out additional items or register for new classes until the outstanding items are returned or replaced.

**Lost and Damaged Items** : Students who lose or damage items beyond repair are required to replace them. They may pay the library (via cash or check) for the cost of the item or replace the lost item with a new copy of the same title. If an item is no longer available for purchase, the librarian will select an equivalent title as a replacement option.

**Inter-Library Loans (ILLs)**

To borrow a book or article from another library, fill out the ILL form available on the library’s webpage, or email the librarian.

**Requests**

The library is happy to accept recommendations for future purchases. All requests are evaluated against the library’s selection criteria before a decision to purchase is made.

**Donations**

We are happy to accept donations for our collection, according to our collection policy. Donations not accepted into the collection will be offered for sale to our students.