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# LIBRARY GUIDE

Welcome new students and congratulations on beginning your learning journey at Garrett-Evangelical! The United Library has traditionally been an important learning companion in the academic and social lives of students, and we are dedicated to continuing to be your best partner in your research and truth seeking efforts. We provide you with a variety of resources and services as described below to meet your academic, social, and spiritual needs. Visit the library for studying or checking out a book. Navigate the new website and browse e-resources. Attend library workshops or bring your children to our story time program. Do you have any questions, suggestions, or concerns? Feel free to contact us. We look forward to the great opportunity to serve and work with you during your stay at Garrett-Evangelical.

## LIBRARY RESOURCES

### 1. Print Resources

- a. Circulating Books
- b. Reference Materials
  - Encyclopedias and dictionaries
  - Bibles (18 Bibles available for three-day check out on the “marble topped” bookcase in the Reference room)
  - Commentaries and concordances
  - Atlases and maps
- c. Periodicals
  - Current journals in the Methodist Reading Room
  - Past journals bound in the regular stacks
- d. Theses and Dissertations
- e. Special Collections and Archives
  - Yi Family Bible Collection Room – rare Bible collections
  - Methodist and Episcopal rare books collection
  - Institutional records and papers from Garrett Biblical Institute, Evangelical Theological Seminary, Chicago Training School, and Garrett-Evangelical Theological Seminary

- Faculty manuscripts and publications
- United Methodist Church Northern Illinois Conference Archives

## **2. Electronic / Digital Resources**

- a. Electronic journals
- b. Databases
- c. Electronic books
- d. Digital Collections

## **3. Audiovisual and Other Materials**

- a. CDs
- b. DVDs
- c. Microfilm

## **4. Physical Space for Studying or Group Meeting**

- a. Purple Conference Room – 6 seats with a TV and DVD player
- b. Annex – 8 seats with a TV and DVD player
- c. Ott Library Lounge – 8 seats
- d. 20 study carrels – unrestricted, not dedicated to one person's use
- e. Study Suite for PhD students (To apply, email [united.library@garrett.edu](mailto:united.library@garrett.edu))

## **5. Equipment**

- a. 7 public computers
- b. B/W printer, color copier/printer, and Zeta book scanner
- c. 6 laptops available for 3-hour checkout at the circulation desk for the main GETS building use only
- d. 2 sets of headphones available for 3-hour checkout
- e. Video camera available for 3-day checkout
- f. 10 thumb drives available for 5-day checkout

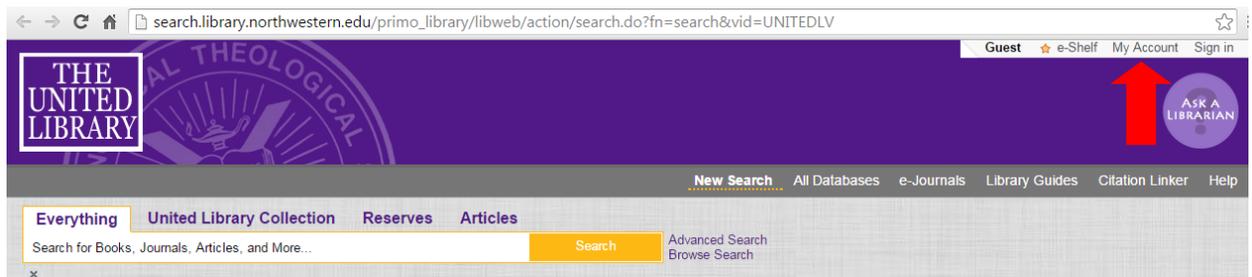
# LIBRARY SERVICES

## 1. Library Card for Checking Out Library Materials

- Your school ID is your library card.
- USearch, our new library search and discovery tool, is shared with the Northwestern University Library. It can be found [here](#).
- Your ID also works as a library card at Northwestern's library.
- See the Quick Tip Video "[Using USearch](#)" on the United Library home page.

## 2. Renewing Library Items Online

- Borrowed library materials can be renewed online by clicking on "My Account" located in the upper-right corner of a USearch page.



- Log in using your NetID and password, which you will receive along with your student id during orientation.
- You may also renew items by phone (847-866-3909) or email ([united.library@garrett.edu](mailto:united.library@garrett.edu)).

## 3. Printing/Copying/Scanning

- Do you need to print your paper or copy/scan an article from a book? Come to the library. Printing and copying at the library are available for .05/page BW, .08/double-sided BW, .25/page color or .48/double-sided color. You can also scan documents to a USB or your email account for free.
- At your first visit, you will receive a microchip to be attached to the back of your ID card, and the circulation desk staff will activate your Papercut account. Cash funds can be added to your account at the circulation desk.
- Remote printing is available by using the "Print Services" button on the lower right corner of the library home page.
- If you have further questions about our printing and payment system, contact the access services librarian Mary-Carol Riehs at 847-866-3868 or [Mary-Carol.Riehs@garrett.edu](mailto:Mary-Carol.Riehs@garrett.edu).

## 4. Interlibrary Loan

- a. What if the library does not own the item that you need? We will gladly get it through Interlibrary Loan service.
- b. Fill out the ILL request form at the circulation desk and give it to the desk staff, submit the request via email to [united.ill@garrett.edu](mailto:united.ill@garrett.edu), or fill out and submit the form online by going to [Interlibrary Loan](#) (Go to library home page, then Services, then Interlibrary Loan).
- c. It may take from a few days to two weeks for the requested item to be available.
- d. Renewal and length of loan are subject to the lending library's policies.
- e. All ILL items should be returned to the United Library, not to the lending library.
- f. You will be responsible for damage, loss, and overdue charges of the ILL items.
- g. If you live out of state or it is hard to visit the campus, we strongly recommend you use your local public library's ILL service since it is faster and you don't have to pay return postage.
- h. For further inquiries contact us at 847-866-3868 or [united.ill@garrett.edu](mailto:united.ill@garrett.edu).

## **5. Mailing Service for DMin and Distance Education Students**

- a. If you need a regular circulating book in our collection, we will mail it to you. Contact us with the title, author, call number if possible, and the address to which you want us to mail it.
- b. You will be responsible for returning the book to campus by its due date as well as return postage.
- c. We can neither mail rare items/non-circulating items nor items from the Northwestern Library.
- d. To request a book to be mailed to you, call us at 877-600-8753 (toll-free) or 847-866-3909 or email us at [united.library@garrett.edu](mailto:united.library@garrett.edu).

## **6. Use of Other Chicago Area Theological Libraries**

- a. ACTS (Association of Chicago Theological Schools) has a reciprocal borrowing agreement as does Loyola University Chicago.
- b. Before visiting an ACTS library, please get an ACTS borrower card at the circulation desk of the United Library. At any of the ACTS libraries, you will need to show your ACTS card as well as your current Garrett ID.
- c. In order to be set up with borrowing privileges at Loyola, only a current Garrett ID is needed.
- d. Cards need to be renewed every Dec. 31<sup>st</sup> and June 30<sup>th</sup> at each ACTS library which you wish to use. Loyola may have different dates.

## **7. Accessing Electronic Databases Off Campus**

- a. Off campus access to many of our library resources is by your NetID and password. (This is usually alphanumeric like: ABC321)
- b. RENEW YOUR NET ID! For security, you will be prompted to renew your NetID password once a year. Failure to do so will cause loss of access to the library online resources.

- c. When you click on a database of interest on the databases page of the library website, you will see a prompt screen as below. Simply enter your NetID and password to have access to the database.

NetID:

Password:

[Trouble Logging In?](#)

**Please note:** To protect the security of your NetID, be sure to close the browser window to complete the logout process.

 Information Technology 1800 Sherman Avenue Evanston, Illinois 60201 | [Contact Us](#)  
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## 8. Reference Help

- Do you have an exegesis paper due soon and need help finding proper reference resources? Are you trying to search for journal articles and wondering where to start? The library is here to provide support for any kind of search and research questions you may have.
- Bring your questions to the library circulation desk and ask for the reference librarian, or make an appointment with the reference librarian via phone (847-866-3870) or email ([kathleen.kordesh@garrett.edu](mailto:kathleen.kordesh@garrett.edu)).
- Ask a question using our chat service located on most pages of the library website. [Chat service](#) is available Monday – Friday, 8:30am to 4:30pm.



## 9. Endnote Citation Software

- Endnote software is helpful for managing bibliographies and creating correctly formatted citations.
- A brief description of Endnote and instructions on how to get the software may be found on the [Citing Sources Library Guide](#).
- The library provides basic help with Endnote. Attend a library workshop or contact Kathleen Kordesh at [kathleen.kordesh@garrett.edu](mailto:kathleen.kordesh@garrett.edu) or 847-866-3870.

## 10. Public Outreach Services

- a. Library workshops on catalog and database searches, Endnote, and citation styles.
- b. Library orientation and tours for new students
- c. PhD and DMin workshops on library research
- d. Online tutorials and videos
- e. Library events such as “Breakfast Break during Finals,” “Christmas Coloring Contest,” “Easter Egg Hunt,” and “Theological Library Month Celebration”
- f. Thematic library displays throughout the year
- g. [New Arrivals](#)
- h. [Facebook](#)

## **LIBRARY USE POLICIES**

### **1. Policy on Library Reserves**

- a. The library places class required readings on reserve upon faculty request.
- b. Reserve items are available at the circulation desk for 2-hour checkout. Please note that reserve items are for in library use only.
- c. Reserve items checked out two hours before the close of the library can be kept overnight and must be returned by the time the library opens next day.

### **2. Policy on Fines and Fees**

- a. Library fines and other charges must be paid in the library.
- b. If a lost item is found after you have been charged a replacement fee, there may be still “overdue charges” owed. Returning the book will not wipe out all the overdue charges. Check with the circulation desk to see if your account has been cleared.
- c. For a full explanation of fines and fees including late charges on overdue materials, refer to the “Policies” page on the library website.

### **3. Policy on Food and Drink**

- a. Food and drink are allowed in the library except in the rare book area.
- b. Please clean up any spills and use the trash cans.
- c. Coasters are provided for the antique wood tables to help prevent “drink rings.”

### **4. Policy on Noise**

- a. Reading room is the "quiet" room.
- b. If you need space for a group project, you may reserve either the purple conference room (6 seats) or the Annex (8 seats) and close the doors to those respective areas to reduce noise.

- c. Reference room is our service area. Please talk in moderate tones. There will be significant "background noise" from copiers and the circulation desk. If you need a quiet space to study, please relocate to other areas of the library.
- d. During finals, the reference room will be also designated as a "quiet" area for study.

## **5. Policy on Seating and Personal Belongings**

- a. All library seating is available based on "first come, first served" policy.
- b. Occasionally, the round table near the circulation desk is reserved for the visitor(s) for Garrett Archives. If you see the paper sign, "Reserved," please find your seating at other places.
- c. Do not leave personal belongings unattended at your seat when you go to class or chapel. If you have lost personal items in the library, you may want to check "Lost and Found" at the circulation desk, but remember that we are not responsible for the loss or theft of your personal belongings.
- d. Books left in study carrels will be reshelved. If you need a book, check it out and take it with you.

## **CONTACT INFORMATION**

- Mailing Address: The United Library, 2121 Sheridan Road, Evanston, Illinois 60201
- Phone: 877-600-8753 (toll-free); 847-866-3909 (local)
- Email: [united.library@garrett.edu](mailto:united.library@garrett.edu)
- Website: <http://library.garrett.edu>
- Facebook: <http://www.facebook.com/unitedlibrary>
- Blog: <http://theunitedlibrary.blogspot.com/>
- YouTube: <http://www.youtube.com/unitedlibrary>
- Director: Dr. J. Lucy Chung ([jaeyeon.chung@garrett.edu](mailto:jaeyeon.chung@garrett.edu) or 847-866-3877)