

General Reference Service Policies

The United Library provides students, faculty, and staff of Garrett Evangelical and Seabury Western Theological Seminaries with reference and research services to support their academic work and enhance their learning and research experience. We also extend our services to the Northwestern University community and other general public for inquiries on the collections of the United Library.

Services Offered:

- Assisting patrons in finding items of their interest
- Providing ready reference assistance (brief pieces of factual information)
- Answering questions about the collections
- Training patrons to use the library resources including library catalog, reference sources, and electronic databases
- Offering workshops hosted by the library twice a year, in the fall and spring
- Providing demonstrations or talks about library resources, citing sources, or research skills in the classrooms or group meetings
- Making online tutorials, library subject guides, and “library help sheets” available (<http://library.garrett.edu>)
- Offering library tours during the orientation and upon request
- Reference help provided by email or phone or in person
- Online chat service

How to Request Services:

- Email or call with your questions. You will be contacted within 24 hours of receipt on business days.
- Drop by the library between 8:30 am and 4:30 pm on weekdays.
- To make an appointment, call or email.
- Online chat service

Fees:

- There is no fee for reference services offered to the Garrett Evangelical, Seabury Western, and Northwestern communities.
- We accept donations from researchers in other institutions or general public for the reference services provided, however (\$30.00 for recommended donation).

Contact Information:

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- For reference and research services on Archives, contact Lucy Chung at 847-866-3877 or jaeyeon.chung@garrett.edu