Library Guide

The Styberg Library
Garrett-Evangelical Theological Seminary
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library.garrett.edu

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Overview

The Styberg Library

- Physical access to Styberg Library’s and Northwestern University Libraries’ extensive in-house circulating collections, reference materials, special collections, and archives.

- Online access to thousands of resources such as eBooks, eReference books, journals, databases, articles, and streaming media through our discovery search tool.

- Tutorials & instruction in online format and in person.

- Reference help in person, via our online reference form, through chat service, by phone, or by scheduled meeting.

- Reciprocal borrowing with Association of Chicago Theological Schools (ACTS) & American Theological Library Association (ATLA).

- Interlibrary Loan Service.

- Mail delivery loan for distance students.

- Printing, copying, & scanning services.

- Study spaces, group meeting spaces, & PhD Suite.

- Public computers.

- Loanable laptops & other electronic equipment.

More @ library.garrett.edu
Access Credentials

Garrett ID Card
Your Garrett ID card is also your library card & your print card. Use it to gain access to the physical collections at The Styberg Library & Northwestern Library.

NetID
Your NetID is your passport to accessing all online library materials. Use it to sign into online resources when prompted. Use it to sign into your library account from the search page. Use it to sign into the Northwestern WiFi when on campus. Activate your NetID following the steps in your welcome letter!

When using library subscription databases, ebooks, and journals, you’ll be asked to log in, or authenticate, with your NetID and NetID password. The Online Passport page is being upgraded — look for one of these:

After July 1, 2020, a two-step authentication process will be required to access library resources. Download the Duo Mobile app and follow these instructions:

1. Go to northwestern.edu/mfa-register
2. Log in using your NetID and NetID password.
   a. To register your smartphone, you will be guided to download the free Duo Mobile app, activate the app from a text message, and approve a test login.
   b. To register any other phone, you will be guided to answer a phone call and press any button on your phone to approve a test login.
Physical Item Access

Borrowing Periods

<table>
<thead>
<tr>
<th>User Group</th>
<th>Loan Period</th>
<th>Max # of Renewals</th>
<th>Max # of Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Styberg Students</td>
<td>16 Weeks (112 Days)</td>
<td>3 renewals (365 days total)</td>
<td>250 items</td>
</tr>
<tr>
<td>Styberg Staff</td>
<td>16 Weeks (112 Days)</td>
<td>3 renewals (365 days total)</td>
<td>250 items</td>
</tr>
<tr>
<td>Styberg Doctoral Students</td>
<td>All items due 5/31</td>
<td>Unlimited renewals</td>
<td>500 items</td>
</tr>
<tr>
<td>Styberg Faculty</td>
<td>All items due 5/31</td>
<td>Unlimited renewals</td>
<td>500 items</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Item</th>
<th>Loan Period</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserves</td>
<td>2 Hours</td>
<td>In-library use only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Overnight checkout begins two hours before closing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Due back when library opens the following morning</td>
</tr>
<tr>
<td>DVDs &amp; CDs</td>
<td>7 Days</td>
<td></td>
</tr>
<tr>
<td>Laptops</td>
<td>3 Hours</td>
<td>In-building use only</td>
</tr>
</tbody>
</table>

Overdue, recall, and fine notices are sent to your Garrett email. You are responsible for keeping track of items and their due dates. Renew items online by logging into your account through the library website.

Reserve Items

Materials noted on G-ETS syllabi as required reading for a course are pulled from the regularly circulating stacks and placed “on reserve” behind the circulation desk.

See circulation attendant for reserve items
First come, first served
$1.00 per hour/per item late fee

Loan Period: 2 hours in-library use

Overnight Check-Out: If you check out a reserve item within 2 hrs of the library closing time, the item will not be due back until the next time the library opens.
Physical Item Access

**Fines & Fees**

<table>
<thead>
<tr>
<th>Item</th>
<th>Late Fine</th>
<th>Max Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve</td>
<td>$1.00/hr or part thereof</td>
<td>$30.00</td>
</tr>
<tr>
<td>Laptops</td>
<td>$1.00/hr or part thereof</td>
<td>$30.00</td>
</tr>
<tr>
<td>Recalled Item</td>
<td>$1.00/day after recall due date</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

**Lost Item Fees:**
Assessed after an item is 30 days past due. There are no daily late fees for items, except those detailed above.

- $125.00 Lost item replacement fee
- $10.00 Lost item processing fee

Replacement fee may be removed if item is returned or replaced. Processing fee will be removed if lost item is returned.

**Student Account Holds**

Holds will be placed on your G-ETS student account for:

- Fines equal or greater than
  - Returning Students: $10.00
  - Graduating Students: $1.00

**Blocked Borrowing Privileges**

- Overdue recalled items
- Fines in excess of $100.00
- More than the max # items currently checked out

**Requesting**

Items from other Northwestern libraries may be requested via call slip online, or in person at the Circulation Desk.
Account Management

Managing Loans & Renewals Online

Click on “My Account” from the library’s website home page.

Sign in with your NetID

Renew items and view current loans from My Account

Need more help? Ask at the Circulation Desk, or Call, Chat, or Email Us!
Physical Item Access

Real Books in Your Hands

Borrowing From Us & Northwestern

**Come on in!**
Stop on by to borrow from our circulating collection of books, dvds, cds, & equipment. Reserve items can be checked out, but are generally for in-library use only.

**Mail Loans**
Distance students have the option to request items from our stacks to be mailed to their homes when they live more than 50 miles from campus.

Borrowing From Our Partner Libraries

**ACTS Libraries**
The Association of Chicago Theological Schools welcomes & encourages you to borrow materials from any of ACTS locations that fit your needs.

*You'll need an ACTS borrower's ID card to borrow items from other ACTS libraries. (It’s easy to get, contact us.)

**ATLA Reciprocal Borrowing**
This American Theological Library Association program grants you access to over 60 theological libraries across North America. Use the links on our website to locate the library closest to you, bring proof of current enrollment, and you’re set.

**Interlibrary Loan**

**ILL**
If we do not have an item you need, we’re happy to borrow it from another library outside our institution via Interlibrary Loan. Restrictions apply.

**More @ library.garrett.edu/ILL**

**WorldCat**

**Find Your Item In Any Library**
If you’re interested in a specific resource and would like to find out what library has it, have a look in WorldCat. WorldCat is an online database that searches the collections of over 10,000 libraries worldwide.

http://www.actschicago.org/
Articles & Databases

Finding Articles

Library Search is the library’s discovery tool that allows you to search through our physical catalog, and most of our electronic resources, including databases, all from one search box.

Highly Recommended Religion Databases

There may still be times when you want to go directly to a database and use its interface to search for resources.

ATLA Religion Database with Serials
Ministry Matters
Online Academic Video Collection
ProQuest Dissertations & Theses
Research in Ministry Online

More @ library.garrett.edu/databases
EBooks

Finding eBooks

1. Enter a keyword, title, author, or subject.
2. Narrow search using the 'Availability' filter. Select 'Full Text Online.'
3. Narrow further using the 'Format' facet. Select 'Books.'

Using eBooks

The eBooks in the library search results are available through various collections, each with slightly different loan periods & viewing requirements. Below are details on ProQuest Ebook Central & EBSCOhost eBooks.

**Online Reading**

- Log in with NetID
- Create Local Account (free)
- No Loan Periods for Reading Online

**Downloading**

- Create a Local Account (free)
- Download Adobe Digital Editions (free)
- Create a Local Account (free)
- Download Bluefire Reader App (free)

**Loan Periods**

<table>
<thead>
<tr>
<th></th>
<th>ProQuest Ebook Central*</th>
<th>EBSCOhost eBooks*</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 days— Multi-user eBooks</td>
<td>14 days— Multi-user eBooks</td>
<td>1-7 days, varies</td>
</tr>
<tr>
<td>7 days—Single-user eBooks</td>
<td>7 days—Single-user eBooks</td>
<td></td>
</tr>
</tbody>
</table>

* Check individual eBook record for availability & loan period information.

More @ library.garrett.edu/ebooks
EReference Books

Reference Books Online

Even when you’re not physically in the reference room, you still have access to excellent reference books online. Go to our website for direct links to these resources.

Collections
- Blackwell Reference Online: Religion
- Oxford Reference Online
- Oxford Bibliographies Online

Individual Titles
- Encyclopedia of Religion
- New Catholic Encyclopedia
- Encyclopedia of American Religions
- Britannica Academic

More @ library.garrett.edu/ebooks

Electronic Document Delivery

Articles & Book Chapters in Your Inbox

Want just an article or a portion of an item sent to you electronically? We’ve got you covered. Whether we have the book on our shelves, or at one of our ILL partners, we’re happy to get you a scanned chapter electronically. Head over to our website and fill out the Electronic Document Delivery form.

Service is limited to students living more than 50 miles away from campus.

More @ library.garrett.edu/edelivery
Printing, Copying, & Scanning

Print Accounts

PaperCut Print Accounts
The Styberg Library’s copying and printing services are managed through a web-based payment system called PaperCut. With this system, users can check their printing balance from any internet-capable device, see their environmental impact, and even use the copy/printers without having their physical print card with them. Follow the link on the library website to check your balance at any time.

More @ library.garrett.edu/print

Getting Started
To activate your print account, stop by the library with your Garrett ID card to receive a microchip and to change your password.

Cost

<table>
<thead>
<tr>
<th>Type</th>
<th>Single-sided</th>
<th>Double-sided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black &amp; White</td>
<td>$0.05</td>
<td>$0.08</td>
</tr>
<tr>
<td>Color</td>
<td>$0.25</td>
<td>$0.48</td>
</tr>
<tr>
<td>Scanning</td>
<td>free</td>
<td>free</td>
</tr>
</tbody>
</table>

Money must be added (cash or check) to your print account to use it. Add funds to your print account at the circulation desk. Money on your account rolls over from semester to semester.

Sending & Releasing Print Jobs
You may send print jobs from:
- The library’s public computers
- Your own device through the link on the library’s home page
Documents are released directly from the printer/copier with your print card
Reference & Instruction

Reference

Need help getting started with research or have a question about finding/using library resources?
Want to learn about using EndNote Citation software?
We’re here for you!

library.garrett.edu
Chat service available Monday – Friday | 8:30 a.m. – 4:30 p.m.
Workshop Schedule, Video Tutorials, Research Guides, & more

Contact Us

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Dr. J. Lucy Chung</td>
<td><a href="mailto:jaeyeon.chung@garrett.edu">jaeyeon.chung@garrett.edu</a></td>
<td>847-866-3877</td>
</tr>
<tr>
<td>Research, Instruction, and</td>
<td>Daniel Smith</td>
<td><a href="mailto:daniel.smith@garrett.edu">daniel.smith@garrett.edu</a></td>
<td>847-866-4541</td>
</tr>
<tr>
<td>Digital Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access and Public Services</td>
<td>Mary-Carol Riehs</td>
<td><a href="mailto:mary-carol.riehs@garrett.edu">mary-carol.riehs@garrett.edu</a></td>
<td>847-866-3868</td>
</tr>
</tbody>
</table>

Phone: 847-866-3909 || 877-600-8753 (toll-free)
Email: styberg.library@garrett.edu

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