



Information Desk

Need help getting started with research or have a question about finding/using library resources?

We're here for you!

In-person hours at the Circulation Desk:

M-F 10:00am-11:00am
2:00pm-3:00pm

Find us online: library.garrett.edu

Workshop Schedule
Video Tutorials
Research Guides
& more

Chat service: M-F 8:30 a.m. – 4:30 p.m.

Phone: 847.866.3909 or 877.600.8753 (toll-free)

Email: styberg.library@garrett.edu

Instagram: www.instagram.com/styberglibrary

Facebook: www.facebook.com/styberglibrary



Garrett-Evangelical Theological Seminary

Library Guide

2023-2024

The Styberg Library
Garrett-Evangelical Theological Seminary
2121 Sheridan Road
Evanston, Illinois 60201
styberg.library@garrett.edu
847-866-3909

Overview

Access

- Styberg and Northwestern University Libraries' in-house circulating collections, reference materials, special collections & archives
- Online: e-Books, eReference books, journals, databases, articles, & discovery search tool (for streaming media)

Borrowing

- Reciprocal borrowing with Association of Chicago Theological Schools (ACTS) & American Theological Library Association (ATLA)
- Interlibrary Loan Service, mail delivery loan for distance students, & curbside pickup of checked out materials

Services

- Printing, copying, & scanning
- Study spaces, group meeting spaces & Ott Lounge
- Public computers, loanable laptops & other electronic equipment
- Reference help in-person or online (via our online reference form, chat service, phone call)
- Scheduled meetings for tutorials & instruction (in-person & online)

Printing, Copying, & Scanning

PaperCut

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

Type	Single-sided	Double-sided
Black & White	7¢	5¢/side (10¢/page)
Color	30¢	30¢/side (60¢/page)
Scanning	free	free

Cost

- Add money to your account at the circulation desk so you can use it
- Money on your account rolls over from semester to semester

Sending Print Jobs

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



Fines & Fees

No daily late fees for items except:

Item	Late Fine	Max
Reserve	\$1/hr	\$30
Laptops	\$1/hr	\$30
Recalled Item	\$1/day after recall date	\$30

Lost Item Fees:

- Assessed for items 30 days past due
 - \$125 replacement fee
 - \$10 processing fee
- Replacement fee removed if item is returned/replaced
- Processing fee removed if item is returned

Student Account Holds:

Holds placed on G-ETS student accounts for:

- Fines greater than or equal to
 - Returning Students: \$10.00
 - Graduating Students: \$1.00
- Books not returned by graduation or leaving the Seminary

Blocked Borrowing Privileges:

- Overdue recalled items
- Fines greater than \$100.00
- More than the maximum number of items currently checked out

Renewals

- Overdue, recall, and fine notices are sent to your Garrett email
- Renew items through your account on the library website

Borrowing Basics

From Us & Northwestern

Come on in!

Stop by to borrow from our circulating collection of books, DVDs, CDs, & equipment

Mail Loans

Students living 50+ miles from campus can request stacks items to be mailed to their homes (students mail them back when due)

Curbside Pickup

Students who cannot visit the library during open hours can request to pick up library items in our outdoor curbside pickup box.

Scanning

Students living 50+ miles from campus can request scanned chapters or articles sent via e-mail.

**Curbside Pickup and Scanning services are also available for those who feel uncomfortable entering the library for health and safety reasons.*

From Partner Libraries

ACTS Libraries

The Association of Chicago Theological Schools welcomes & encourages you to borrow materials from any of their locations

* An ACTS borrower's ID card is necessary to borrow items from other ACTS libraries, contact us to get one

ATLA Reciprocal Borrowing

The American Theological Library Association grants you access to theological libraries across North America

* Bring proof of current enrollment to whatever theological library you wish to borrow from, 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 ILL (restrictions apply)

WorldCat

Find Your Item In Any Library

WorldCat is an online database that searches the collections of over 10,000 libraries worldwide

* Use to find out what library has a specific resource you're interested in

Access Credentials

Garrett ID Card (also library & print card)

⇒ Accesses Styberg & Northwestern Library physical collections

NetID (to access most online library materials)

⇒ Some online resources will prompt you to enter NetID & NetID password from the Northwestern Passport page

⇒ Includes library subscription databases, e-Books, and journals

⇒ Signs into your library account from search page



⇒ Accesses Northwestern WiFi on campus

⇒ Activate it following the steps in your welcome letter!

* Note: A two-step authentication process is required to access library resources. Download the Duo Mobile app & follow these instructions:

Get Started

1. Go to northwestern.edu/mfa-register
2. Log in using your NetID and NetID password.
3. Press **Begin Registration** and follow the step-by-step instructions.
 - 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.



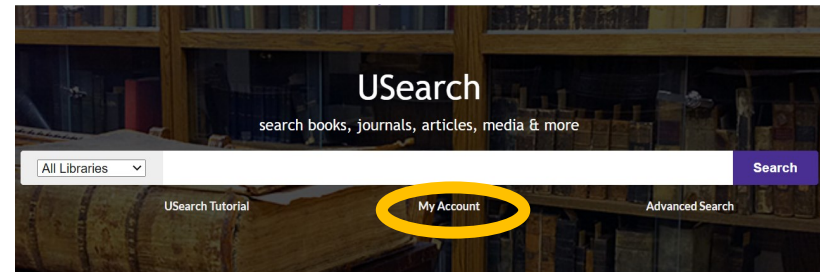
Garrett e-Books

⇒ Available to Garrett Community only (mostly Course Reserves)

⇒ Special login: use Moodle/Outlook credentials for access


Managing Loans/Renewals Online

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



Sign in with your NetID

Login using:

Northwestern Users 

Northwestern faculty, students, and staff with an active NetID



>

Registered Borrowers

Sign In with username and password

>

Renew items/view current loans from My Account



Your Name Here

<— First Click Here!

Signed in as: Smith, Daniel

SIGN OUT

<— It'll lead you here! (click on My Account)

My Account

My Loans

My Requests

Saved items

Search history

Physical Item Access

Requesting

Items from other Northwestern libraries may be requested online or in-person at the Circulation Desk

Borrowing Periods

User Group	Loan Period	Max # Re-newals	Max # Items
Students	16 Weeks	3	250
Staff	16 Weeks	3	250
Doctoral Students	All items due 5/31	Unlimited	500
Faculty	All items due 5/31	Unlimited	500

Special Items

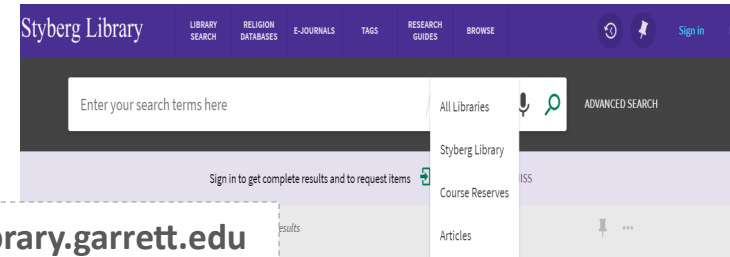
- Course Reserves: First come, first served required readings for Garrett courses.

Special Item	Loan Period	Note
Print Reserves	2 Hours	In-library use only * Overnight checkout begins 2hrs before closing, due when library opens the following morning
DVDs & CDs	7 Days	N/A
Laptops and other equipment	3 Hours	In-building use only

Online Item Access

Finding Articles

Library Search allows you to search through our physical catalog & most of our electronic resources (including databases)



Recommended Religion Databases

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

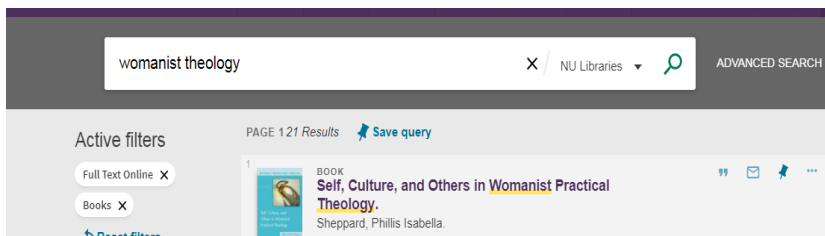


Examples:

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

e-Books

Finding e-Books



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 e-Books

eBooks from various collections have different loan periods/viewing requirements. Below are details on ProQuest e-Book Central & EBSCOhost e-Books:

Online Reading

Log in with NetID or Garrett credentials for Garrett-only books

Create Local Account (free)

No Loan Periods for Reading Online

Downloading

Create a Local Account (free)

Download Adobe Digital Editions or Bluefire Reader App (both free)

Loan Periods

ProQuest Ebook Central*	EBSCOhost e-Books*
14 days– Multi-user eBooks	1-7 days, varies
7 days—Single-user eBooks	

e-Books (Part 2)

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.

Select Collections

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

Select Individual Titles

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

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 Scan Request Form.