



## 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](http://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](mailto:styberg.library@garrett.edu)

**Instagram:** [www.instagram.com/styberglibrary](https://www.instagram.com/styberglibrary)

**Facebook:** [www.facebook.com/styberglibrary](https://www.facebook.com/styberglibrary)



Garrett-Evangelical Theological Seminary

# Library Guide

## 2025-2026

The Styberg Library  
Garrett-Evangelical Theological Seminary  
2121 Sheridan Road  
Evanston, Illinois 60201  
[styberg.library@garrett.edu](mailto: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

### uniFLOW

Activate your unifiow print account

- Scan your Garrett ID badge at any library printer.
- Enter the last 4 digits of your ID's barcode (on the back) as your PIN.
- Once registered, your name and print jobs will appear, choose to print one or all.

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

- Add funds to your uniFLOW account online using PayPal, credit, or debit card.
- Funds on your account roll over from semester to semester
- Printing service are available exclusively for Garrett students, faculty, and staff.

### How to print

Send print jobs by selecting GETS Secure Printing as your printer

- ⇒ The library's public computers
- ⇒ Your own device using the uniFLOW online App via office.com or directly through this link <https://garrett.us.uniflowonline.com>

# 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 card)

⇒ Accesses Styberg & Northwestern Library physical collections

⇒ Access all Styberg online resources

## NetID (to access NU online library materials)

⇒ Online resources (restricted to the NU community) 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

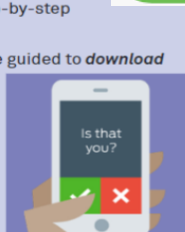
1. Go to [northwestern.edu/mfa-register](http://northwestern.edu/mfa-register)

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.



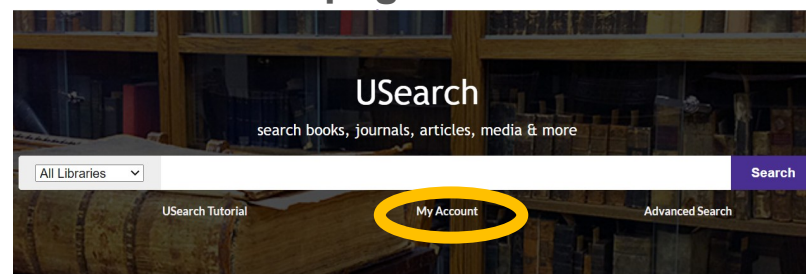
## Garrett e-Books

⇒ Available to Garrett Community only (particularly Course Reserves)

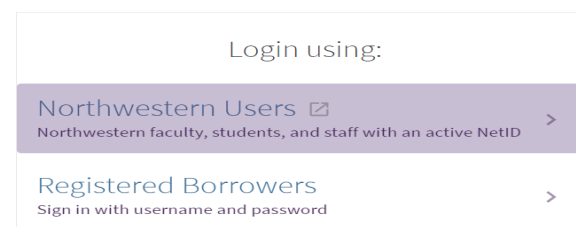
⇒ Special login: use Garrett credentials for access

# Managing Loans/Renewals Online

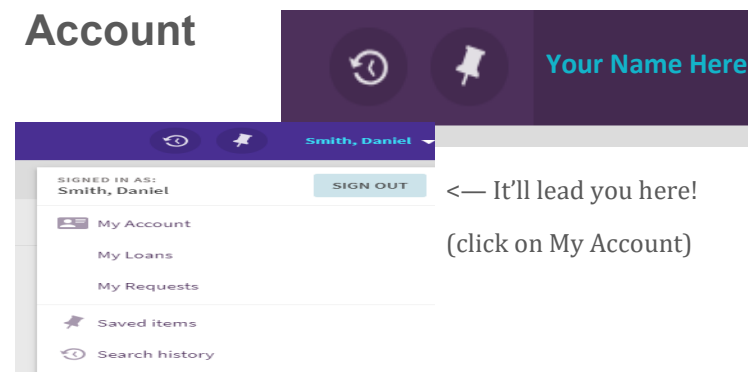
Click on “My Account” from the library’s website home page



## Sign in with your NetID



## Renew items/view current loans from My Account



← First Click Here!

← It'll lead you here!

(click on My Account)

# 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

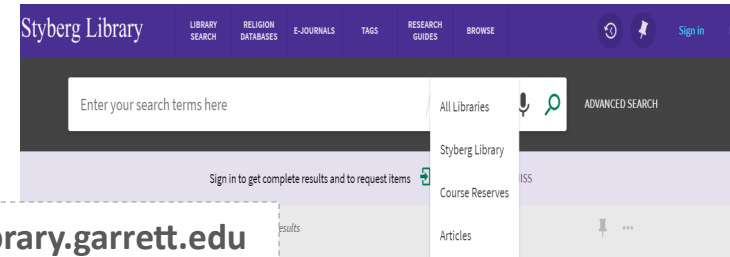
- Course Reserves: First come, first served required readings for Garrett courses.

| Special Item                | Loan Period | Note                  |
|-----------------------------|-------------|-----------------------|
| Print Reserves              | 2 Hours     | * In-library use only |
| 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

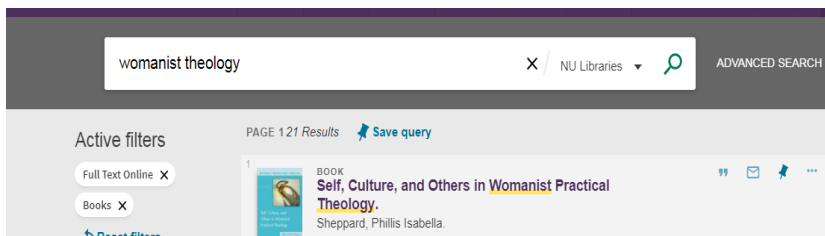


Examples:

- 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 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.