

Chicago Theological
Seminary
Learning Commons

Handbook

Spring 2012

The Learning Commons

Chicago Theological Seminary

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Chicago, IL 60637

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Staff

The Rev. Dr. Neil Gerdes, Librarian

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773 896 2451

Evan Boyd, Assistant Librarian

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Academic Year Hours

Monday, Tuesday, and Wednesday 8:30am – 10:00pm
Thursday 8:30am – 8:00pm
Friday 8:30am – 4:30pm
Saturday 12:00pm – 4:00pm

January Term Hours

Monday – Friday, 8:30am – 8:00pm

See the website for hours during break periods.
Hours may change based on use.

Locating Materials

Books

Online Catalog

The Learning Commons recently implemented an online catalog. Access the catalog at <http://cts.kohaLearning Commons.com/> or from the “Online Catalog” link on the Learning Commons website. Ask a staff member for a tutorial about the system.

WorldCat

WorldCat is an online group catalog of books and other materials in libraries around the world, including CTS. Patrons can access WorldCat from the computers in the Learning Commons or from home. WorldCat is helpful for knowing what books are in other libraries. It will give you links to the other libraries’ catalogs.

To access WorldCat, go to <http://www.worldcat.org/> or access it through FirstSearch:

1. Go to <http://firstsearch.oclc.org/>.
2. The authorization number is 100-111-548.
3. The password is august.
4. Click on “Databases”
5. Click on WorldCat

Finding materials in the Learning Commons

Because of the limited space on the third floor, only some of the collection is available for browsing. The following collections are located on the third floor:

- Current thesis & dissertation collection
- Folio-sized materials
- Worship/preaching resources
- Current periodicals

- Reference collection
- Circulating books with call numbers between:
 - A – HQ

All other materials (back runs of periodicals, circulating books with call nos. between HR and Z) are located in compact storage. These materials can be retrieved by Learning Commons staff. After locating a book you would like via the online catalog, write down the title and call no. of the item you'd like to check out and hand this slip to a Learning Commons staff member. Books can be retrieved within an hour.

Periodicals

Sadly, periodicals have not yet been added to the online catalog. However, our current periodical holdings *are* in WorldCat.

ATLA Religion Database with ATLASerials

The ATLA Religion Database contains religious and theological literature and is available through EBSCO. It can help you find articles, reviews and essays in books. Many articles and reviews are available in full text (ATLASerials), ready to be read or printed from the computer. Others are only the citation; the ATLA Religion Database can help you determine which Learning Commons or libraries have the volumes you need. Use the CTS catalog or WorldCat to locate books that have essays you are interested in.

1. Go to <http://search.ebscohost.com/>.
2. The authorization number is s6054631.
3. The password is august.
4. Choose "Selected - Hammond Library"
5. Select "ATLA Religion Database with ATLASerials"

Circulation Policies

CTS Students, Faculty, and Staff will automatically be registered with the Learning Commons's online system for checking out books. **Please note that the paper cards are NO LONGER AN OPTION for checking out books.**

Students who remove materials from the Learning Commons without checking out the materials with the Learning Commons staff will be reported to the Dean's office for further action. Removing materials from the Learning Commons without checking them out is an act of theft.

- Students from ACTS (Association of Chicago Theological Schools) need to have a valid ACTS Library card and a valid student ID in order to register.
- Individuals from the University of Chicago need to show a valid UofC ID. Registration is also subject to verification of status with the University Libraries.
- UCC and local area ministers are given limited borrowing privileges.
- Alumni and clergy are requested to limit their use to ten books at a time.

Checkout Procedures

Circulating Books

Beginning this fall, circulation will be completed through the online system. This requires students, staff, and faculty to bring their CTS I.D.'s.

Reserve Materials

Reserve items are shelved behind the Circulation Desk and must be obtained and checked out for you by a Learning Commons staff member. Reserve materials cannot leave the Learning Commons. However, reserve materials may be checked out of the Learning Commons 30 minutes before closing and are due 30 minutes after opening. Overdue fines for reserve material accrue at \$3.00 per day.

Circulation Periods

Reference materials and periodicals do not circulate. Due dates for interlibrary loan items are set by the lending library. CTS circulation periods are:

Books	90 Days
AV Equipment	Overnight
Cassette Tapes, Kits, Videos	One Week
Curriculum	Special Arrangement

Fines

Patrons are responsible for remembering when their materials are due. Failure to return, renew or pay fines on overdue materials will result in a hold placed on the student's registration and transcript. The student will not be permitted to borrow from any other ACTS libraries.

Reserve Books	\$3.00/day
Recalled Books	\$3.00/day
InterLearning Commons Loans	\$0.25/day
Circulating Books	\$0.25/day

Materials returned more than one month past their due date will be billed the cost of the book plus a \$10 processing fee

Recalls

Any book may be recalled after 2 weeks; books needed for reserve can be recalled at any time. A recalled book is due within 1 week; fines accrue at the rate of \$3.00 per day.

Renewals

Books

Books may be renewed through your online Learning Commons account. A list giving author, title, and call number can also be submitted to the Learning Commons by email or in person. There is a limit of two renewals for CTS students and staff. Books that have been out for a year must be returned to the Learning Commons. They can usually be re-checked out at that time. Non-CTS patrons may renew materials only once.

Interlibrary Loans

Interlibrary Loan items may possibly be renewed, but a request must be made to the Library Assistant one week before the due date. Renewals are at the discretion of the lending Learning Commons.

Additional Services

Interlibrary Loan (ILL)

If an item is needed from a Learning Commons that the patron cannot visit in person or at which the patron does not have circulating privileges, she or he is encouraged to request it through Interlibrary Loan (ILL). You can now request an ILL through the online catalog. Look for the "Interlibrary Loan" link on the left. Forms are also available on the Learning Commons website. A request can also be emailed to the Learning Commons staff. Please keep in mind that receiving material through Interlibrary Loan can take up to four weeks. Patrons are responsible for keeping track of when their ILL materials are due and all fines for late returns or lost materials.

New Books

New books are shelved near the thesis collection found in the Learning Commons. The Library Director will consider your requests for new books. The Request Form is available through the Learning Commons website.

Study Carrels

Unfortunately, the Learning Commons does not have individual study carrels for Ph.D. student use. Fortunately, the Learning Commons does have locking cabinets that Ph.D. students can reserve at the

Circulation desk for the semester. These cabinets are similar to graduate student lockers at Regenstein Library.

Computers

There will be computers available for student use in the Learning Commons. All computers have Microsoft Office and Excel, Internet Explorer and BibleWorks. The manual for BibleWorks is kept in the Library Office. Printing is \$0.10 per page. Patrons must pay for all printed pages, including errors.

Photocopier

Copies are \$0.10 per page. Patrons must pay for all copied and printed pages, including errors.

Using Other Libraries

ACTS Libraries

CTS faculty, students, and students have Learning Commons privileges with the libraries of the Association of Chicago Theological Schools (ACTS). An ACTS Library Card (called a borrower identification card) is needed to check out materials. Cards can be obtained in the Learning Commons office. The card should be renewed by 6 months.

A complete list of member libraries, their locations and hours can be found through the ACTS website.

University of Chicago Libraries

Privileges for the University of Chicago Libraries require CTS users to bring their CTS ID card to Regenstein Library. CTS users will automatically have privileges to enter the Library, but if there is a problem, please see the UofC ID & Privileges office.

University of Chicago policies will apply to University of Chicago loans, including policies for handling overdue materials, fines, lost material, claims returned items, and recalls.