

Library Services

Library – General Information

The Carey S. Thomas Library and its staff serve the Denver Seminary community by providing and facilitating access to information supporting the Seminary's curriculum, research, and training.

Contact Information

Library direct phone: 303-762-6962

Library email: library@denverseminary.edu

Reference email: libref@denverseminary.edu

Interlibrary Loan email: libill@denverseminary.edu

Interlibrary Loan phone: 303-762-6956

Library Hours of Operation

Monday through Thursday..... 7:30am – 9:00pm

Friday..... 7:30am – 6:00pm

Saturday 9:30am – 5:00pm

Closed major holidays. Other schedule changes will be posted on the [library webpage](#).

Library / I.D. Cards

Denver Seminary students must have a current Denver Seminary Photo ID card in order to check out library materials. Using another student's ID card for any purpose, including checking out library material, is prohibited.

ID cards can be obtained free-of-charge at the Library front desk or by completing an online [application form online](#).

New students should obtain their ID card at the beginning of their first semester. Returning students must renew their library privileges each semester, which can be accomplished by presenting their Denver Seminary Photo ID to the library circulation desk staff.

Checking Out Books

Books may be checked out anytime during library hours. Periodicals are not available for check out, and no more than 26 books may be checked out at any one time. Students may renew their checked out books one time by accessing their record through the "My Account" tab in the [online catalog](#). However, if another student has placed a hold on the same book, the checkout period for the book will be reduced to two weeks. If a book is needed for Reserve, the library may recall the book immediately. Students in possession of books needed for Reserve must return the book by the date requested or be subject to a fine of \$1.00 per day.

Fines

Late fees for overdue general collection books are 25 cents per book per day, \$1.00 per hour per Reserve item, and \$1.00 per day for Kindle E-Readers. Fines will also be charged on items not properly checked-out. In most cases, a lost or damaged item results in a fine of \$80.00. Refusal to pay fines or habitual violation of library policies may result in suspension of library privileges as well as a "hold" being placed upon the student's diploma.

Reference Services

Reference Assistance

Appointments for reference assistance may be made by contacting the library circulation desk by phone (303-762-6962) or email: libref@denverseminary.edu

Off campus access to online databases or online journals is authenticated by entering your Student ID in the username box and your my.densem password in the password box on the Denver Seminary EZproxy page. You will see this page after choosing the database or journal from the Library Database page, the online catalog or a link on Moodle. Access to the Digital Theological Library requires your Library barcode for authentication. For detailed instructions, click [here](#).

The Reference staff can provide assistance in the use of ATLAS Religion Databases, Old & New Testament Abstracts, Religious and Theological Abstracts, PsycINFO & PsycARTICLES, Philosopher's Index and other research tools. Print and video tutorials for the databases are also posted on the [library webpage](#). The Ready Reference page (reached through a link on the Library website) provides links to the online catalogs of other local academic libraries. Please contact libref@denverseminary.edu for more information.

Online Catalog

The library's online catalog may be accessed through the [main library webpage](#). Through this site, students can perform library-related functions such as search library materials, place holds on checked out books, renew books and find out if they have any fines. Appointments may be made with [Reference staff](#) for a tutorial on the use of the online catalog.

Interlibrary Loan Services

Interlibrary loan (ILL) is the process of requesting books, theses, dissertations, and periodical articles (subject to copyright laws) from another library. Since requested material may take two to three weeks to arrive, students are encouraged to first check and see if the material is available at Iliff School of Theology or Cardinal Stafford Theological Library at St. John Vianney Seminary.

Interlibrary loan requests can be submitted online [here](#). Patrons will be notified by phone or email when requested items are received. Questions should be directed to the Interlibrary Loan Department at 303-762-6956 or by email: libill@denverseminary.edu.

Special Collections

Archives

The library maintains the Denver Seminary archives which contains information about the Seminary, including historical documents, photographs and slides.

EBooks/EReaders

The Library has a collection of EBooks and EReaders for students. Additional information can be found on the [Library webpage](#).

Grounds Collection

Books from the Vernon Grounds library are indicated as "Grounds Collection" in the Copy/Holding Information in the online catalog. Grounds Collection books are located in the Vernon Grounds Reading Room at the west end of the library.

M.A. Theses and D.Min. Projects

Denver Seminary Master of Arts Theses and Doctor of Ministry Projects are available in hard copy in the library's Reference Lab. Denver Seminary M.A. Theses and D.Min. Projects and Theses are also available for purchase through the Theological Research Exchange Network at www.tren.com.

Oversize Books

Books that are too large to fit in the regular stacks are designated "Oversize" in the online catalog. These books are shelved in the stacks on either side of the entrance to the Vernon Grounds Reading Room.

Periodicals

Current periodical issues are arranged in alphabetical order by publication title on the periodical display shelves. Recent back issues may be found under the display shelves by lifting the bottom front of the display shelves. Bound periodical volumes are located in the open room on the north side of the library between the Student Lab and the Archives. Periodicals are available for use in the library but may not be checked out. Periodicals should not be reshelfed by users; rather, they should be placed on the "Reshelving Carts."

Reference Books

Reference books are shelved in the open room to the left of the circulation desk and are designated by the letters "Ref" above the spine call number, and by "Reference" in the Collection field in the online catalog. These books must be used in the library and may not be checked out. Reference books should not be reshelfed by users; rather, they should be placed on the "Reshelving Carts."

Reserve Materials

Reserve materials include items such as books, periodicals, and sample papers that are withdrawn from regular circulation at the request of professors. Students may check out up to two reserve items from the circulation desk for a period of two hours. A fine of \$1.00 per hour will be assessed for each item returned late. A student may, within two hours of closing time, check out up to two Reserve items for overnight usage. These items are due back the next business day within two hours after the library opens.

Helpful Tips

Carrels with Lockers

Lockers are available for use (by semester) upon submission and approval of an application form and payment of a \$20 deposit. If available, lockers may be used on a daily or weekly basis upon payment of a \$5 or \$10 deposit. Library books found in carrel lockers that have not been checked out will result in immediate termination of the lease and loss of locker deposit.

Personal Electronic Devices

All personal electronic devices should be set to silent or vibrate while in the library. Individuals must exit the library before making or receiving phone calls.

Computer Lab and Wireless Printing

The Library houses a computer lab available for use by students. Wireless printing is also available in the Library at ten cents per copy to students who have money on their student printing/copy account.

Conference Rooms

Groups of students can make reservations at the circulation desk to use library conference rooms for up to two hours. The reservation will be cancelled if the reserving party has not picked up the room key at the circulation desk within fifteen minutes of the appointment.

Copy Machines

Students may use copy machines in the library at a cost of ten cents per page or may scan and email material at no charge. Students should contact library staff for assistance with copier problems or questions.

Copyright

Denver Seminary expects all students, staff and faculty to stay informed of current copyright statutes and abide by them.

Food and Drink Policy

For the preservation of books and computers, food should not be brought into the library; however, beverages in covered containers are allowed.

Loss or Damage

Report any loss or damage of library materials to library staff promptly so that the matter can be resolved in a timely manner. Making notes in print books, bending corners, spilling liquids, etc. defaces books. In most cases, a lost or damaged item results in a fine of \$80.00 or more..

Other Large Seminary Library Collections in Denver

Current students may present their valid Denver Seminary ID at the Ira J. Taylor Library of the Iliff School of Theology and at the Cardinal Stafford Library of the St. John Vianney Theological Seminary and check out materials. More information on other local libraries can be found online [here](#).

Study Environment

In order to maintain an atmosphere conducive to learning, conversations should be brief and kept as quiet as possible. Students who wish to study together are encouraged to reserve one of the library conference rooms for group study.