

LIBRARY SERVICES FOR DENVER SEMINARY GUESTS

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

GENERAL INFORMATION

Contact Information

Library direct phone line: 303-762-6962

Library email: library@denverseminary.edu

Reference Office email: libref@denverseminary.edu

Reference Office phone: 303-762-6961

Interlibrary Loan email: libill@denverseminary.edu

Interlibrary Loan Phone: 303-762-6956

Library hours

Monday through Thursday: 7:30 a.m. - 9:00 p.m.

Friday 7:30 a.m. - 6:00 p.m.

Saturday 9:30 a.m. - 5:00 p.m.

Closed major holidays. Other schedule changes will be posted.

Classification System

The books are classified according to the Library of Congress System of Classification.

Library Cards

All Denver Seminary Library patrons must have a current library card in order to check out library materials. Guests from the local community may purchase a library card for \$25/yr in order to have check out privileges. Discounted rates may be available for students studying at Christian Colleges or ATS Seminaries. Check for details at the circulation desk. An application form is available on the public access computers near the library circulation desk or online at <http://denver-seminary.tlcdelivers.com:8086/onlineBorrowerRegistration.html>

A library card is for use by that patron only.

If a patron allows another person to check out books on his/her library card, library privileges may be suspended. Guests from the local community may purchase a library card in order to have check out privileges, or they may go to their local (Colorado) public library and request books from Denver Seminary library through Interlibrary Loan.

Checking Out Books

Books to be taken from the library may be checked out at the circulation desk by presenting a validated Denver Seminary library card to the desk attendant. Books from the stacks may be checked out anytime during library hours and may usually be kept for four weeks with the possibility of one renewal for four additional weeks. **Exceptions:** If other patrons have

placed holds on the same book, the check out period for the book will be reduced to two weeks. If a book is needed for Reserve, the library may recall the book immediately. Recalled books incur a fine of \$1.00 per day if not returned by the recall date.

Patrons may renew their books (one renewal) by accessing their record through the My Account tab in the online catalog. **Exception:** If the book has a hold on it, the patron will not be able to renew it.

Denver Seminary Library patrons may have up to 5 books checked out at any time. Because of Colorado "right to privacy" law, it is unlawful to disclose who has a particular book checked out.

Periodicals are not available for check out. They may be used within the library only. Please see the "Periodicals" section under "Special Collections" below for more information.

Library Fines

Late fees for overdue general collection books are 25 cents per book per day. In most cases, a lost or damaged item results in a fine of \$80.00.

Fines will be charged on any items not properly checked-out from the library.

Fine notices will be sent via email. Refusal to pay fines or habitual violation of library policies may result in suspension of library.

REFERENCE SERVICES

Reference Help

The library page of the Seminary's website provides links to academic research databases as well as links to many helpful websites. These databases are available to all patrons for use within the library. Remote access is not available for guest patrons. 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.

The Ready Reference page (reached through a link on the Library webpage) also provides links to the online catalogs of other local academic libraries. Please contact the Reference staff for more information. Email: libref@denverseminary.edu

Online Catalog

The library's online catalog is available continuously (24/7), except for occasional system maintenance times. It may be accessed through the main library web page at: <http://www.denverseminary.edu/resources/our-library> and can be used for searching for library materials, placing holds on checked out books, and personal library account access – such as renewing books, checking fines, etc. Appointments may be made with [Reference staff](#) for a tutorial on the use of the online catalog.

SPECIAL COLLECTIONS

Archives

The library maintains the Denver Seminary archives which contains information about Denver Seminary including historical documents, photographs and slides. For more information, contact the Library Director.

Audiocassette Tapes

The library has a collection of messages and lectures on audiocassette, including many Denver Seminary chapel messages. Copies may be requested for check out by anyone who has a Denver Seminary library card. Tape and CD copies may only be purchased if the library has written copyright permission from the speaker. Unauthorized taping of chapels (or classes) is not permitted.

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. This collection is being cataloged as staff time permits. The "Grounds Collection" books which have been cataloged are available for checkout. The uncataloged volumes may be used in the library only.

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. The print copies may be checked out. Denver Seminary M.A. Theses and D.Min. Projects and Theses are available for purchase through TREN (Theological Research Exchange Network). 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 also be found under the display shelves by lifting the bottom front of the display shelves. Periodical issues may not be taken from the library. Please leave periodical issues on the tables after using them. Library staff will reshelve the issues after logging use statistics for them.

Bound periodical volumes are located in the open room on the north side of the library between the Student Lab and the Archives. Bound periodicals are available for use in the library and may not be checked out. Periodical titles are listed on the main library webpage and in the online catalog. Bound periodicals are arranged by Library of Congress call number. Title listings in alphabetical order may be found at the OPAC station near the circulation desk as well as on the blue book return cart located near the bound periodicals.

Incomplete volumes of periodicals (not ready for binding) are kept in a storage room. The circulation desk attendant will procure these issues upon request for use in the library. After use, patrons should return the issue(s) to the circulation desk attendant.

Reference Books

Reference books are designated by the letters "Ref" above the spine call number, and by "Reference" in the Collection field in the online catalog. The Reference books are shelved in the open room to the left of the circulation desk. These books may be used in the library and may not be checked out. As with current and bound periodicals, Reference books should not be reshelfed by users. Place them on the "Reshelfing Carts" so library staff can log usage statistics before reshelfing them.

Reserve Materials

Reserve materials are those which have been withdrawn from regular circulation at the request of professors for students' special collateral assignments. These materials are not available for checkout by guest patrons.

HELPFUL TIPS

Cell Phones

In order not to disturb other patrons' study, please set cell phones to vibrate rather than to ring while in the library. If a call is received, please ask the caller to hold in order to exit the library before conversing.

Copy Machines

A photocopier with a vending unit is available in the current periodicals section of the library. Paper copies cost 10 cents per page. Patrons may scan materials and send to their personal email addresses at no charge.

Please make sure the copier lid is down while copying and after finishing copying. Leaving the copier lids open can cause damage to the machines resulting in more 'down time' for the copiers and inconvenience for users. Ask staff for assistance with copier problems/questions. Do not try to clear paper jams yourself. All users are responsible to abide by copyright laws.

Copyright

Denver Seminary intends to be in full compliance with copyright laws. All patrons are to stay informed of current copyright statutes and abide by them.

Food and Drink Policy

For the preservation of books and computers, please do not bring food into the main library. A beverage in a covered container is allowed.

Internet Access

Wireless internet access is available throughout the library along with power receptacles, at no cost.

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

Iliff's Ira J. Taylor Library: http://www.iliff.edu/taylor_library/index.htm

St. John Vianney's Cardinal Stafford Library: <http://sjvdenver.edu/about-the-seminary/library>.

Other Local Libraries

Arapahoe Community College, our neighbor across Santa Fe, permits check out of 2 books when guest users present their Colorado public library card and their Colorado Driver's license. Check their website for library hours. <http://www.arapahoe.edu/lrc/>

The Auraria Library is located at 1100 Lawrence St., Denver. Auraria Library is the shared library for the Community College of Denver, Metropolitan State College of Denver and the University of Colorado at Denver.
<http://library.cudenver.edu/>

Bemis Public Library is located at 6014 S. Datura Street, Littleton.
<http://www.littletongov.org/bemis/>

Denver Public Library has a number of branch locations in addition to the central library which is located at 10 W. Fourteenth Ave. Pkwy., Denver. <http://www.denver.lib.co.us/>

University of Denver's Penrose Library is located at 2150 E. Evans Ave., Denver.
<http://library.du.edu> Note: Access to this library is restricted.

Security

Do not leave wallets, purses, laptops, or other valuables unattended in the library. The library cannot guarantee security for unattended items.

Study Environment

In order to maintain an atmosphere conducive to study, prolonged conversations should not be carried on in the library. Please keep brief conversations as quiet as possible.

Telephone

A public phone is available on the wall in the Student Center.

REMEMBER.....We are here to help

Please do not hesitate to ask the library staff for assistance. The library can provide access to a multitude of materials and resources for your research. Library staff members want to help users connect with the resources they need. The Lord has blessed Denver Seminary with an excellent library. We trust that all our patrons will enjoy using it and benefit from it.