

0.1 Library

0.1.1 Eligible Users

All currently enrolled credit students have library privileges according to circulation policies below. Students who are only auditing courses have limited checkout privileges for that semester. Members of the community who are not enrolled may use library resources on site but may not take materials outside of the library (unless otherwise arranged with the librarian). Eligibility will be determined on a semester-by-semester basis. RTS graduates may borrow materials upon verification of degree completion, with the library reserving the right to limit the number of items checked out and length of checkout. Special borrowing privileges may be arranged only by permission of the library director. Abuse of library privileges may result in the temporary or permanent suspension of borrowing privileges.

0.1.2 Arrangement of the Library

The library is classified by the Library of Congress System. The **RESERVE** books are on three top shelves of the wooden bookcase outside the Librarian's office. The bottom two shelves of this case are for oversized books from the general collection. The circulating collection is kept on the library metal shelves. It begins on the shelves that are against the wall (across the room from the office of the Librarian). It starts with A-B (Library of Congress classification) and moves on to the parallel shelves in an orderly way. If you need help locating an item please ask the librarian for assistance.

0.1.3 Library Databases

The library offers you the keys to the kingdom of research in the American Theological Library Association index. ATLA is a searchable database which indexes theological journals, books, and essays. Some full text articles are available, and the index is searchable by subject, scripture reference, author, etc. ATLA database is available online at RTS website (<https://rts.edu/academics/library/databases/>). To access the electronic databases you will use the same log-in credentials as the ones for Self Service/Canvas. Ask a librarian for assistance on using this valuable tool.

In addition to ATLA database, RTS offers access to a vast collection of e-books. They can be accessed either through **EBSCO** e-books collection or **ProQuest** e-books collection. The e-books can be found following the direct links to the e-book collections on <https://rts.edu/academics/library/databases/>.

For updates on availability of books as well online access to e-books and databases please check the RTS Libguides (<https://rts.libguides.com>).

The library subscribes to several **JSTOR** collections, the **LOEB** Classical Library, and many other electronic resources. To see other electronic collections go to the web link mentioned above.

0.1.4 Locating Books

At this time RTS Dallas campus library is not part of the global RTS library catalog. The RTS Dallas library online catalog (<http://dallaslibrary.rts.edu/>) allows you to search the library's holdings by author, title, keyword, subject, etc. The catalog will tell you the status (available or checked-out) of the item, as well as the call number which helps you locate a book on the shelves. Please ask for assistance if you have difficulty finding what you need.

0.1.5 Circulation Policies

Every library book has a white book card inside a book pocket located at the last page of the book. To check a book out a student needs to print his/her name on the card and leave it in the box at the table outside the librarian's office. Any item may be checked out for a period of 28 days (4 weeks) and renewed online or in person as long as another patron has not requested it. A processing fee of \$10 plus the replacement cost of the book is charged for any lost item. Students may check out up to 15 books at a time. You must return all overdue books and pay any outstanding fine before you may check out books. You can request a renewal of items as long as they have not been requested by another patron.

0.1.6 Other Library Policies

You are allowed to leave books on the tables in the study area overnight if you are going to be using them again when you return. You must leave a note on the books that includes your name, the date, and a request to leave them. The library staff does not guarantee that books will remain on the tables if left.

In order to protect the library materials, eating is not allowed in the library but you may have drinks that are covered.

0.1.7 Using TexShare network

[TexShare](#) is a state sponsored program that enables Texas academic libraries to join together in order to share both print and electronic resources with patrons of participating libraries. RTS Dallas library is a member of the TexShare program. Please contact RTS Dallas librarian to request a TexShare card, which gives access to all the libraries in the state of Texas that are part of the TexShare network. The list of participating libraries can be found at the [TexShare](#) website. The libraries of both Dallas Theological Seminary and SMU Perkins School of Theology are TexShare members.

When you are using TexShare affiliated libraries please make sure you follow their rules and regulations, especially regarding timely return of the borrowed books.

0.1.8 Inter-Library Loan (ILL)

1. Any book or journal article may be requested through the ILL program. Use the RTS Library database (<http://library.rts.edu/>) to find the location and availability of the wanted book.
2. Please check to make sure that we do not own the item before requesting it. We cannot request books that we own, even if they are currently checked out. If the book is available as e-book through either EBSCO or ProQuest e-book collections, we encourage you to use the e-book version instead of requesting Inter-Library Loan.
3. You may email the author, title, and any other bibliographic information to Bogdan Witecki (bwitecki@rts.edu).
4. Items usually arrive within a week and may be held for a month.
5. This is a free service, and there is not limit to how many items you may request.
6. Use ATLA ([ATLA Database](#)) to find theological journal articles that may be held by other libraries.

0.1.9 WiFi Network

The seminary offers free wireless internet access on the whole campus. This network is unique to RTS Dallas campus only and is not a part of RTS computer network. The access parameters are available on

campus. Once logged on to the WiFi network, the student has access to the campus printer. If you have difficulty using the wireless, we may be able to offer our assistance with your computer.

To preserve bandwidth so that everyone may enjoy quick access and acceptable levels of service, please avoid using file-sharing services and initiating large downloads (ex: iTunes movie).

0.1.10 Network Printers

There are two network printers available to the students. For printing on CANON printer there are following fees:

BLACK AND WHITE

Single-sided 10 cents per page

FULL COLOR

Double-sided 15 cents per page

For printing on Hewlett-Packard printer the cost is 5 cents per page. This printer prints on one side only (no duplex printing). The students are encouraged to use the Hewlett-Packard printer, unless there is a real need for duplex or color printing. Payment is by cash only (there is a cash box located next to the printer(s)).

The CANON printer can function also as a copier or scanner. The cost of photocopying is the same as the cost of printing on the CANON printer. Scanning is provided free of charge. Should you need help either with a configuration of the network printer(s) or with copying/scanning ask the librarian for assistance.