

LIBRARY GUIDE

rts.edu/academics/library/

BORROWING BOOKS

Use the **self-checkout kiosk** to scan your student ID card and the barcodes inside the books' back covers. Paper forms are available as a backup. You will receive an email confirmation with book due dates. To request a student ID card, contact the librarian.

You may check out **15 items at a time, for 28 days**, with one renewal. To renew, log into the library catalog (<http://library.rts.edu/>) with your 5- or 6-digit student ID number. Your PIN is the last 4 digits of your ID number.

Books are arranged by the Library of Congress system. Copies of required textbooks can be found on the reserve shelves in the main reading room. **Reserve items can only be used in the library.** The circulating collection begins behind the reserve shelves and continues into the office hallway.

Out of respect for your classmates, **please do not check out commentaries.** A copier/scanner is available for student use.

ADDITIONAL RESOURCES

ELECTRONIC COLLECTIONS

The ATLA Religion Database is RTS's primary resource for locating academic journal articles. It can be accessed through the library website (rts.edu/academics/library/databases/) using your student.rts.edu user name and password.

INTERLIBRARY LOAN

To request free mailing of books and articles from other RTS campuses, please email the librarian. Items usually arrive within 1-2 weeks. You will be notified by email when they arrive.

WASHINGTON THEOLOGICAL CONSORTIUM

RTS Washington students have access to the libraries of the Washington Theological Consortium, an interfaith group of theological schools in the Washington, D.C. area.

You will need a student ID card and authorization form in order to visit member libraries. For more information, contact the librarian.



LIBRARY ACCESS

LIBRARY HOURS

- Monday - Friday: 7am - 7:30pm
- Saturday: 7am - 3pm
- Sunday: Closed
- Contact librarian for door access code

WHO CAN BORROW BOOKS?

- RTS students, faculty, staff, & alumni
- Local ordained clergy
- Students and faculty from Washington Theological Consortium member libraries



KIMBERLEY STEPHENSON

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