



UNION  
PRESBYTERIAN  
SEMINARY

Library

*Faculty Library Guide  
for the Richmond Campus*

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Seminary Librarian  
804-278-4311

# *Guide to Our Circulation Services*

## **BORROWING PHYSICAL MATERIALS**

<b>Items</b>	<b>Limits</b>	<b>Loan Periods</b>
Books	100 Books	Until June 1
DVDs/Videos	6 Videos	3 weeks
CDs/Cassettes	20 Audios	3 weeks
IRC Curricula	15 Titles	3 weeks
IRC Kits	3 Kits	3 weeks
IRC Games	3 Games	3 weeks
ILLs		Variable

Materials may be placed on hold; those requested items will be available at the circulation desk for one week. Loan periods can be renewed online or by calling the circulation desk. Renewals are not automatic.

### **Exceptions**

- ◇ The Library may recall materials loaned to a faculty member if they are needed by another patron and have already been borrowed for at least 3 weeks.
- ◇ If another patron has placed an item on hold, then a faculty borrower may not renew it.

## **Overdue and Other Circulation Fines**

- ◇ ILL materials: \$1.00 per day, and privilege suspension after 7 days. Renewals may only be approved by contacting Mengistu Lemma (not the circulation desk!)
- ◇ Improper use of materials in a carrel: \$5.00 per item, and carrel privileges will be revoked after the second offense. Please see the rules for carrel usage on the application form for more specifics.
- ◇ Not returning recalled materials: \$1.00 per day
- ◇ Lost or damaged materials: Replacement fees will be charged by the Library

## **BORROWING MATERIALS FROM OTHER INSTITUTIONS**

### **Interlibrary Loan (ILL)**

Faculty members who are able to come to Morton Library to pick up and return materials may request both books and articles through our ILL service. They must be picked up at from the Library. Things to remember:

- ◇ This is not instantaneous, so requests should not be made at the last minute.
- ◇ These materials are owned by another library, therefore we do not control due dates or circulation restrictions.
- ◇ We are limited in some of what we can borrow by agreements, copyright law, and loaning restrictions.
- ◇ Requests should be made online. Questions should be directed to Mengistu Lemma.

### **Reciprocal Borrowing From Other Colleges, Universities, and Seminaries**

Faculty members have the privilege of borrowing items from partner libraries in the Richmond area and around the state, as well as from other seminary libraries around the country. You will be asked to provide proof of your affiliation with the Seminary before they provide you with a library card. Since these libraries are providing actual circulation cards, their policies control what faculty members borrow using that card.

## *Placing Materials On Course Reserve*

Books will be placed on Library reserve for use in courses when faculty members so request. Lisa Janes will contact faculty before the start of each academic term, asking for Course Reserves lists. Lists can be sent to her by email. The books will be placed in the Reserve Room, organized by call number. Students can read them, make photocopies or scans, or borrow them under certain conditions (usually overnight). Faculty are encouraged to place all required reading for their courses on reserve, so that at least one copy of each resource will be accessible to students.

Faculty members may make a reasonable number of photocopies consistent with copyright laws for personal academic use free of charge. Additionally, they may contact Robin McCall to coordinate the scanning of single book chapters and print articles. They may also authorize students to make a reasonable number of photocopies of material for use in class free of charge. Please contact Dora Rowe with copyright concerns or questions.

## *Reserving Library Spaces*

### **Research Carrels**

Assignment of study carrels in Morton Library is made on the basis of an application that sets forth a specific project involving the use of the Library's resources. Applications are available at the Circulation Desk.

- ◇ In terms of availability we normally reserve carrels first for Th.M and D.Min. students. We then review faculty requests for study carrels.
- ◇ Carrel expiration dates are normally on June 30.
- ◇ Faculty should email Lisa Janes regarding their inquiries about carrel use.

### **Reserving Rooms for Classes**

Faculty members may reserve a study room or one of our classrooms on a first-come, first-served basis. Please contact Lisa Janes for more information.

## *Requesting the Library Purchase New Titles*

The best way that faculty can help us is by recommending both print and media materials in their fields. This allows us to build a more useful collection for you and your students to use.

### **NEW PRINT AND EBOOK TITLES**

New titles can be suggested through the Library's website or by emailing Irina Topping.

### **NEW PHYSICAL AND STREAMING AUDIOVISUAL MEDIA**

To request new titles, please email Dora Rowe.

## *Using Your Library Card to Access Our Electronic Services*

Using the library's online resources when you are on campus should not require any passwords. Off-campus, however, will require a username and password. Your username is your account barcode and your password defaults as the first three letters of your last name. If you need help, please contact Ryan Douthat.

## *Frequently Contacted Library Staff Members*

<b>Name</b>	<b>Contact Information</b>
Ryan Douthat Director of Public Services and Electronic Resources Director of Archives and Special Collections	804-278-4217 <i>rdouthat@upsem.edu</i>
Lisa Janes Circulation Supervisor	804-278-4335 <i>ljanes@upsem.edu</i>
Mengistu Lemma ILL, Technical Services Assistant	804-278-4337 <i>mlemma@upsem.edu</i>
David Mayo Library Director — CHARLOTTE	980-636-1665 <i>dmayo@upsem.edu</i>
Robin McCall Reference Librarian	804-278-4333 <i>rmccall@upsem.edu</i>
Christopher Richardson Seminary Librarian	804-278-4311 <i>crichardson@upsem.edu</i>
Dora Rowe Director of the Instructional Resource Center Instructional Services Librarian	804-278-4324 <i>drowe@upsem.edu</i>
Irina Topping Head of Technical Services	804-278-4314 <i>itopping@upsem.edu</i>

## *Fall Hours of the Library*

**Monday**      8 am — 8 pm

**Tuesday**     8 am — 8 pm

**Wednesday** 8 am — 8 pm

**Thursday**    8 am — 8 pm

**Friday**       8 am — 6 pm

**Saturday**    1 pm — 6 pm

While the Library is open during the evening, many of the departments are not staffed after 5 pm. However, we will often adjust our hours if you need us.

### DEPARTMENTS NOT STAFFED AFTER 5 PM:

- ◆ Library Administration
- ◆ Reference Room
- ◆ IRC
- ◆ Technical Services
- ◆ Archives