

HANDBOOK OF LIBRARY ACCESS AND SERVICES FOR DISTANCE EDUCATION STUDENTS

Union Presbyterian Seminary
2021

TABLE OF CONTENTS

The Mission and Core Values of Union Presbyterian Seminary	4
The Mission of the Union Presbyterian Seminary Library	4
Introduction to Library Access and Services for Distance Education Students	5
Off-Site Access to Electronic Resources	6
Accessing Your Library Account Information	8
Access to Books and eBooks	9
Finding and Using Physical Books	9
Finding and Using eBooks	13
Using Different eBook Platforms	17
Ebook Central (ProQuest)	17
EBSCO eBooks	20
Oxford/University Press Scholarship Online	23
Bloomsbury eBooks	26
Brill eBooks	29
HathiTrust eBooks	31
Ministry Matters	33
Oxford Biblical Studies Online	35
Oxford Islamic Studies Online	37
Project MUSE eBooks	39
Digital Reference eBooks	41
Access to Journal Literature	42
E-Journals Full Text Finder	42
Access to Research Databases	44
Finding and Using Research Databases	44
Library Database List	45
Using the ATLA Religion Database with ATLA Serials PLUS	49
Finding Articles in a Specific Journal in ATLA	49
Searching for a Specific Passage of Scripture in ATLA	50
Find the Full Electronic Coverage for any Journal in the Database	51
How to Change or Combine Databases	52
The “Refine Your Results” box	53
Different digital formats	54
Looking for Book Reviews in ATLA	54
Filtering a Large Set of Results	55
Saving, Emailing or Printing Your Search Results	57
Add Records to Your "Folder"	57
Saving, Emailing or Printing Your Selected Records	58

Access to Streaming Content	60
Access to Research Guides	62
Access to Interlibrary Loan Services	66
Borrowing From Partner Libraries	67
VIVA Cooperative Borrowing Program	67
Carolinas Theological Library Consortium	67
ATLA Reciprocal Borrowing Program	68
Access to Reference, Research, and Instructional Services	69

THE MISSION AND CORE VALUES OF UNION PREBYTERIAN SEMINARY

Mission Statement

Union Presbyterian Seminary equips people in the ways of Jesus to witness, teach, and live into the movement of God's Reign through their ministry in the church and world—a sacred vocation that requires deep learning, commitment to service, and an ability to read cultures and circumstances in the light of the rich resources of Scripture and theological tradition.

Core Values

We believe that Jesus is God in the flesh, the Son of that One whom he called Father. His life, ministry, death, and resurrection have transformed the world. As the risen and living Lord, Jesus has called us to bear witness to and participate in the Spirit's transformative presence in the world.

We provide, using the best available technology, innovative and effective programs of theological education, grounded in the Reformed theological tradition, that inspire and empower learners for bold service to God's Reign in the world through individual, congregational, and community ministries.

We nurture increasingly diverse and inclusive learning communities for service in the world.

We serve as a theological resource for church and society in partnership with other institutions, organizations, and faith communities.

THE MISSION OF THE UNION PRESBYTERIAN SEMINARY LIBRARY

The Union Presbyterian Seminary Library provides print and electronic resources as well as Library instruction to support the curricula and research needs of Union Presbyterian Seminary. Within the bounds of its curricular focus, the Library also offers resources to church leaders, congregations, and visiting researchers for their study and growing understanding of Christian faith and practice.

By participating in three cooperative/reciprocal borrowing programs (through the Virtual Library of Virginia, the Carolinas Theological Library Consortium, and ATLA), our students and faculty also have circulating privileges at 51 other academic libraries in Virginia, 15 academic libraries in North and South Carolina, and 119 theological libraries throughout the United States and Canada.

INTRODUCTION TO LIBRARY ACCESS AND SERVICES FOR DISTANCE EDUCATION STUDENTS

The Union Presbyterian Seminary Library, with service locations in Richmond, Virginia and Charlotte, North Carolina, is committed to providing students and faculty with access to robust resource collections and timely support services regardless of their physical location. This commitment includes:

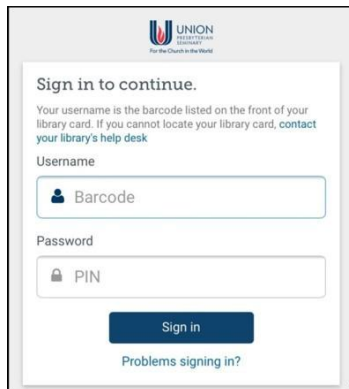
- Timely access to relevant books, both in print and in electronic format
- Timely access to key journal literature, both in print and in electronic format
- On-site and remote access to a large collection of research databases
- Access to a growing collection of online research guides
- Access to Interlibrary Loan Services
- Access to timely reference services and research assistance

All students and faculty, regardless of physical location, are encouraged to make use of the links, tools, and services provided through the Union Presbyterian Seminary Library's home page at <https://library.upsem.edu>

OFF-SITE ACCESS TO ELECTRONIC RESOURCES

When attempting to access the Library's electronic resources from off campus, you will be prompted to sign in with a barcode and PIN associated with your Library account. Your barcode is the entire number located at the bottom of your Library card and your PIN is the first three letters of your last name.

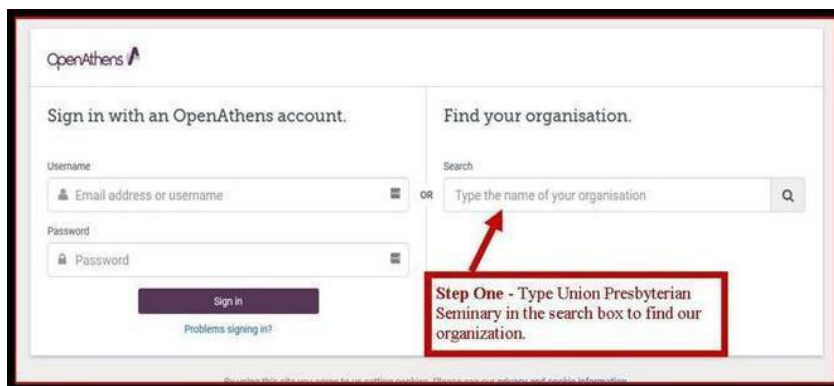
Most off-campus login prompts will look like this:



The screenshot shows a login page for the Union Presbyterian Seminary. At the top is the logo with the text "UNION PRESBYTERIAN SEMINARY For the Church in the World". Below the logo, it says "Sign in to continue." and provides instructions: "Your username is the barcode listed on the front of your library card. If you cannot locate your library card, [contact your library's help desk](#)". There are two input fields: "Username" with a placeholder "Barcode" and "Password" with a placeholder "PIN". A blue "Sign in" button is below the fields, and a link "Problems signing in?" is at the bottom.

A few electronic resource platforms, however, require an additional step on the login screen:

1. Type "Union Presbyterian Seminary" in the "**Find your organisation**" search box.



The screenshot shows the OpenAthens login page. On the left, under "Sign in with an OpenAthens account.", there are fields for "Username" (with a sub-label "Email address or username") and "Password". A "Sign in" button and a link "Problems signing in?" are below. On the right, under "Find your organisation.", there is a search box with the placeholder "Type the name of your organisation" and a magnifying glass icon. A red arrow points from a red-bordered box containing the text "Step One - Type Union Presbyterian Seminary in the search box to find our organization." to the search box.

2. Select **Union Presbyterian Seminary** from the search results.

The screenshot shows the OpenAthens login interface. On the left, there is a 'Sign in with an OpenAthens account' section with fields for 'Username' (Email address or username) and 'Password', and a 'Sign in' button. On the right, there is a 'Find your organisation' section with a search bar containing 'Union Presbyterian Seminary'. Below the search bar, it says '1 organisation found:' and lists 'Union Presbyterian Seminary' with a 'Sign in' button next to it. A red box highlights the search results, and a red arrow points to the 'Union Presbyterian Seminary' entry. A text box next to the arrow says: 'Step Two -- Select Union Presbyterian Seminary from the search results.'

3. In the Username and Password fields to the left, login with your barcode and PIN as usual and click **Sign in**.

The screenshot shows the OpenAthens login interface. On the left, there is a 'Sign in via your organisation' section with fields for 'Username' (Barcode) and 'Password' (PIN), and a 'Sign in' button. On the right, there is a 'Find your organisation' section with a search bar containing 'Type the name of your organisation'. A red box highlights the 'Sign in' button, and three red arrows point to it from a text box that says: 'Step Three - In the username field type your library card barcode and in the password field your PIN then click sign in.'

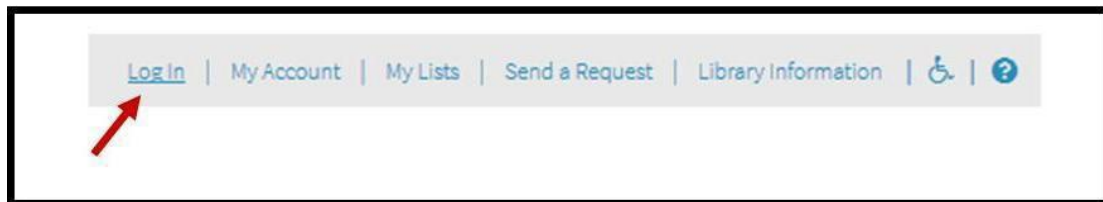
If you attempt this process and are still experiencing trouble, please contact our Director of Public and Electronic Resources, Ryan [Douthat](mailto:rdouthat@upsem.edu), at (804) 278-4217, or rdouthat@upsem.edu.

ACCESSING YOUR LIBRARY ACCOUNT INFORMATION

Your Library account information includes your contact details, checkouts and holds information, renewal options, and an option to allow SMS notifications to receive Library notices via text messaging. Use the same barcode number and PIN you used to access the Library's electronic resources to access your Library account. You can access your Library account in a couple of different ways. From the Library website homepage, click the **My Account** link located under the "Search Library Collections" box.



You can also access your account from any catalog search results page. At the top-right of the page is a gray toolbar. Click the **Log In** option to sign into your account.

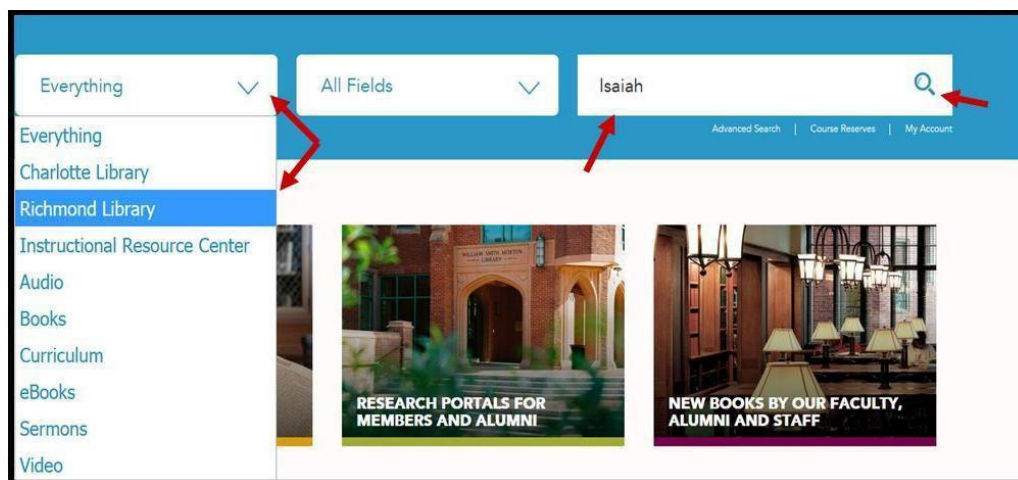


ACCESS TO BOOKS AND EBOOKS

Finding and Using Physical Books

The Union Presbyterian Seminary Library home page (<https://library.upsem.edu>) contains links to all library resources and services as well as a search box with advanced search options. Starting here, you can search the online catalog for all books (physical and electronic), journal titles, curriculum resources, DVDs, and other media owned by the library.

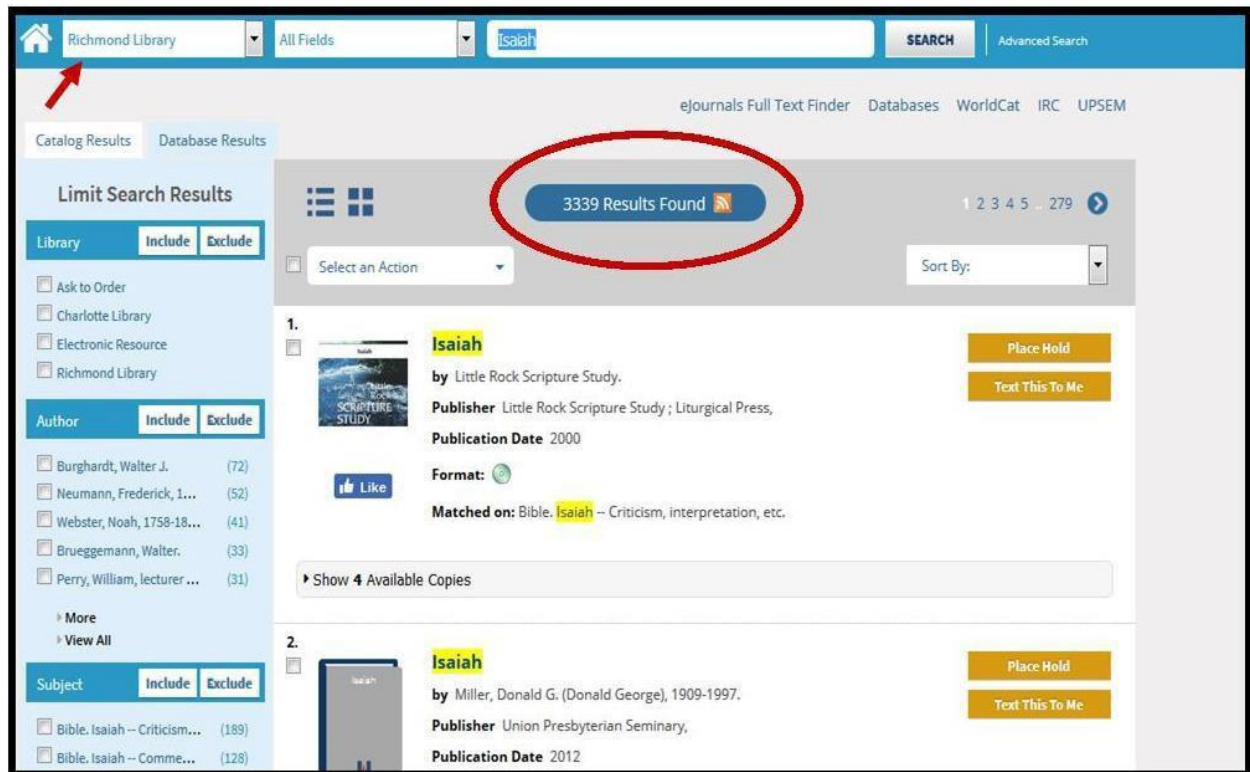
The search box on the Library's home page is the best place to begin your search for physical books. Enter your search term(s) in the box labeled "Search Library Collections", then click "Enter" or the magnifying glass icon shown below to begin your search. To narrow your search at this stage, pick one of the options from the **Everything** or **All Fields** menus to the left of the search box. In the example below, "Richmond Library" has been selected from the **Everything** menu, so the search will be limited to items located in Richmond.



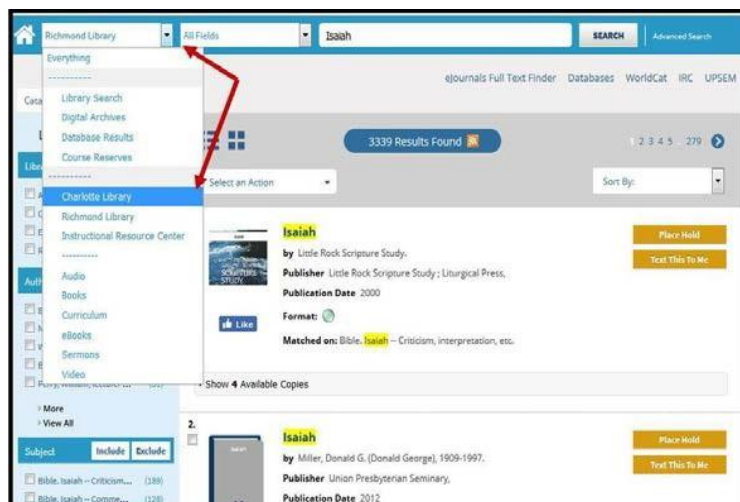
The **All Fields** menu enables you to narrow your search by Author, Title, Subject, ISBN, Series but for this example Richmond Library will be sufficient.



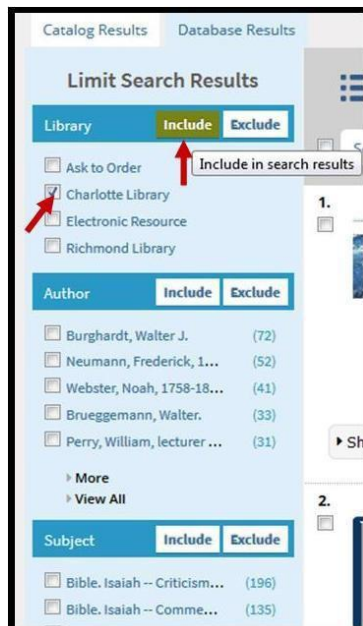
After searching for *Isaiah*, your search results will appear on the screen. Note that "Richmond Library" is selected in the **Everything** menu and that the search yielded 3,339 results.



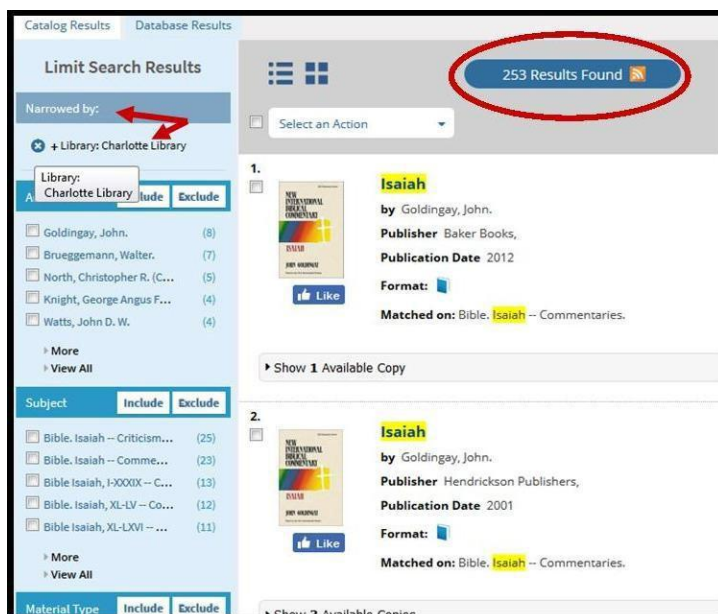
If you decide that you do not need Richmond Library items on *Isaiah* but would instead like to search Library items in Charlotte, you can do this in a couple of ways. A first option is to select "Charlotte Library" from the **Everything** dropdown menu, as shown below.



A second option is to use the facet limiters on the left side of the screen. Under "Limit Search Results" the first option is "Library". Click the check box next to "Charlotte Library" and then click the "Include" box on the Library menu header.



Your results have now been narrowed to include the Charlotte Library, as shown below. Note the phrase "Narrowed by: Library: Charlotte Library" under Limit Search Results and the change in the number of results reported. You can remove any facet from a search by clicking the blue circle with an x in the center located beside it.



When you have found a promising title, how do you know where to find it? At the bottom of the title's brief record is a bar labeled "Click to show holdings". Click anywhere on this bar to open it.

2.
☐


Like

Isaiah

by Goldingay, John.

Publisher Hendrickson Publishers,

Publication Date 2001

Format: Books

Matched on: Bible. Isaiah -- Commentaries.


Place Hold

Text This To Me

Permalink

Click to show holdings

This holdings widget gives you details on which Library has the item, the item's Call Number, Material Type, Status and Item Holds information. Status is very important as it will let you know if the item has been checked out, or if it's on hold or on reserve. In the example below, the item's status is Stacks which means it is available to check out.

2.
☐


Like

Isaiah

by Goldingay, John.

Publisher Hendrickson Publishers,

Publication Date 2001

Format: Books

Matched on: Bible. Isaiah -- Commentaries.

Place Hold

Text This To Me

Permalink

Hide

Library	Material Type	Call Number	Status	Item Holds
Charlotte Library	Non-Circulating Item	221.7 N42 V.13	Reference Material	Reserve This Copy
Charlotte Library	Regular Item	224.1077 G5692I	Stacks	Reserve This Copy
Richmond Library	Regular Item	BS1515.53 .G65 2001	LC Stacks	Reserve This Copy

Finding and Using eBooks

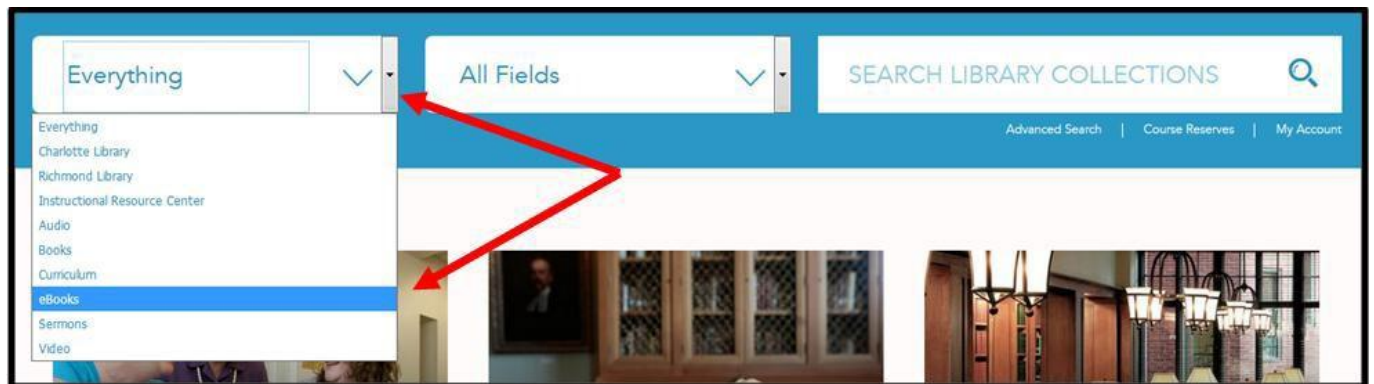
In addition to collections of physical books in Richmond and in Charlotte, the Union Presbyterian Seminary Library has been acquiring eBooks from a variety of academic publishers for several years. These eBooks are hosted on a number of vendor platforms and, since each vendor platform is different, we've created a **Finding and Using eBooks Research Guide** (<https://upsem.libguides.com/eBooks>) to provide detailed instructions for viewing, printing, copying and downloading eBooks on different platforms.

If you are unable to access an eBook, another patron may be using it. Many of our eBooks are limited to one user at a time though it is possible to increase this number if needed. If you find that an eBook is already in use, please allow approximately one hour before trying to access it again.

If you would like to find an eBook in the Union Presbyterian Seminary Library collection, the main catalog search box on the Library homepage is a good place to begin.

Finding eBooks through the Library Catalog

1. Visit the Union Presbyterian Seminary Library home page at <https://Library.upsem.edu/>. From there, you can do a basic search by selecting “eBooks” from the **Everything** dropdown box.



2. Search the catalog using keywords. You can also search by title, subject, author, etc., using the **All Fields** dropdown.

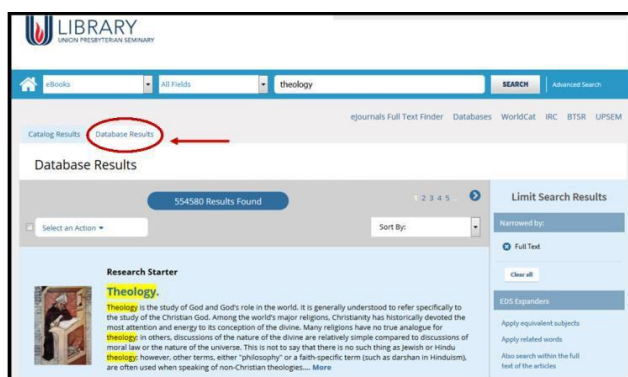


3. On the search results page, click the eBook access link that is listed with each item.



Finding eBooks through the Catalog's "Database Results" Tab

1. After you've entered your search terms and pressed Enter, click the "Database Results" tab next to the "Catalog Results" tab.



2. Using the **Limit Search Results** tools on the right-hand side of that results page, click “HathiTrust” located under the **Content Provider** limiter at the bottom of the list.



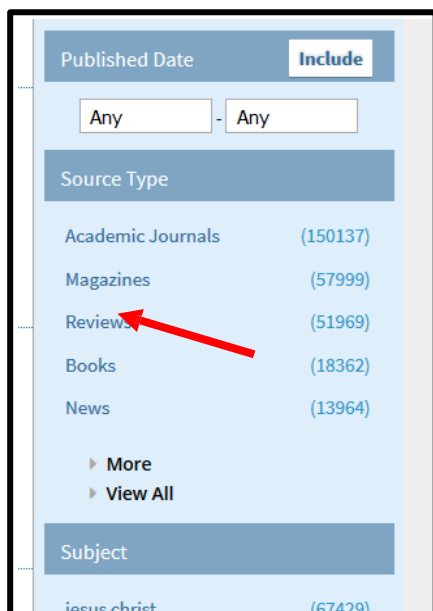
3. To access a desired eBook from “HathiTrust,” click the **Details** button in the eBook record.



4. In the “Detailed Record” display click **View record in HathiTrust** found on the left-hand side of the page to open the eBook on the “HathiTrust” platform.



Another way to find eBooks using the **Limit Search Results** tools on the right-hand side of the Database Results tab is to select "Books" within the "Source Type" limiter, as shown below.



USING DIFFERENT EBOOK PLATFORMS

A. Ebook Central (ProQuest)

Viewing:

Union Presbyterian Seminary Library's Ebook Central eBooks can be viewed and read by only one user at a time. When viewing an Ebook Central title, a percentage of the eBook can either be copied or printed. If a title is already in use, wait approximately one hour before trying to access it again.

Proquest Ebook Central eBooks can be viewed in their entirety online within the browser or you can download to your bookshelf for more features. Most of the functionality of the reader has now been moved to the browser version. For more information please visit ProQuest's Ebook Central Support Center (<https://ebookcentral.proquest.com/lib/upsce-ebooks/readerSupportHelp.action>).

Printing:

When you access an Ebook Central title, you are given a limit for printing for that title per log in. It looks something like this:

Understanding the Pentateuch As a Scripture
James W. Watts

Availability
Your institution has access to 1 copy of this book.

Online Reading	→	17 pages remaining for copy (of 17)
Full Download Check out this book for up to 1 day.	→	67 pages remaining for PDF print/chapter download (of 67)
PDF Chapter Downloads		

Description
A cutting-edge scholarly review of how the Pentateuch functions as a scripture, and how it came to be ritualized in this way. Understanding the Pentateuch as a Scripture is a unique account of the first five books of the Bible, describing how Jews and Christians ritualize the Pentateuch as a scripture by interpreting it, by...

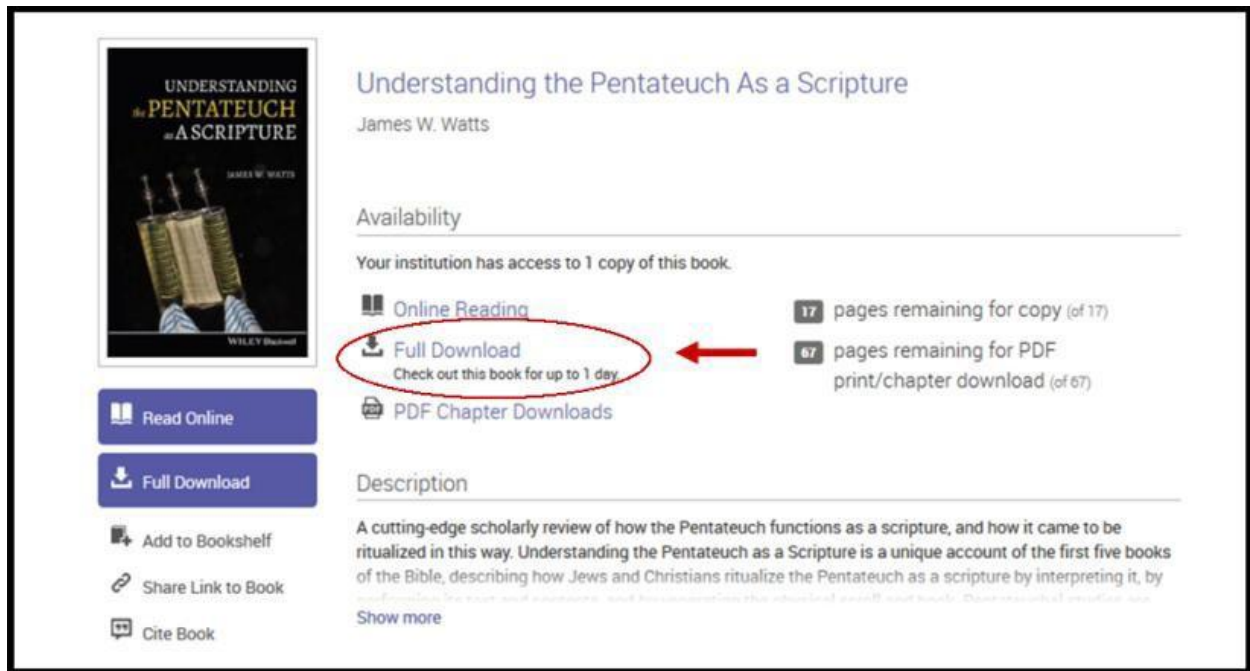
[Show more](#)

Actions:
 Read Online
 Full Download
 Add to Bookshelf
 Share Link to Book
 Cite Book

When you click the print icon it will create a PDF that you can either save or print.

Downloading:

Most eBooks are available for full download for one day:



Downloading to Desktop or Laptop

- You will need to download the free [Adobe Digital Editions](http://www.adobe.com/solutions/ebook/digital-editions/download.html) software (<http://www.adobe.com/solutions/ebook/digital-editions/download.html>)
- If reading on a different device, you will also need a free [Adobe ID](#)

Downloading to a Mobile Device

- Will need to download the free Bluefire Reader (for iOS and Android devices)
- Will need a free Adobe ID

Benefits of an Ebook Central Account

With an Ebook Central Account, you will be able to:

- Search for eBooks on your laptop, tablet or phone and download for offline reading.
- Organize saved titles into folders arranged by subject.
- Annotate within saved titles with notes and highlights.
- Share annotated text with other Ebook Central users.

Creating an Ebook Central Account

1. From a page on the Ebook Central platform, click "Sign In" in the upper right corner.
2. On the Sign In page, click "Join Ebook Central".
3. Complete the form, and then click "Join Ebook Central".

For More Assistance

- Check out the [ProQuest EBook Central LibGuide](https://proquest.libguides.com/ebookcentral) (<https://proquest.libguides.com/ebookcentral>)
- Contact Ryan Douthat, (804) 278-4217 or at rdouthat@upsem.edu.

B. EBSCO eBooks

Viewing:

EBSCO eBooks can be viewed from any browser and read online by one user at a time. If a title is already in use, wait approximately one hour and try accessing it again.

Printing:

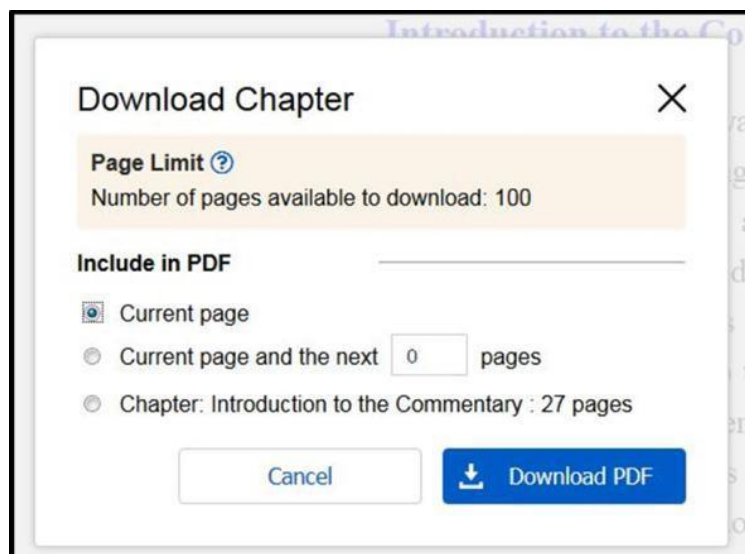
You may print up to 100 pages of an EBSCO eBook though some publishers may limit this further. To print, first navigate to the chapter you are interested in and then click on the **Printer icon** at the top of the page. A dialog box similar to the one displayed below will pop up allowing you to print from a PDF.

Downloading:

Creating an image PDF of a specific chapter or page range

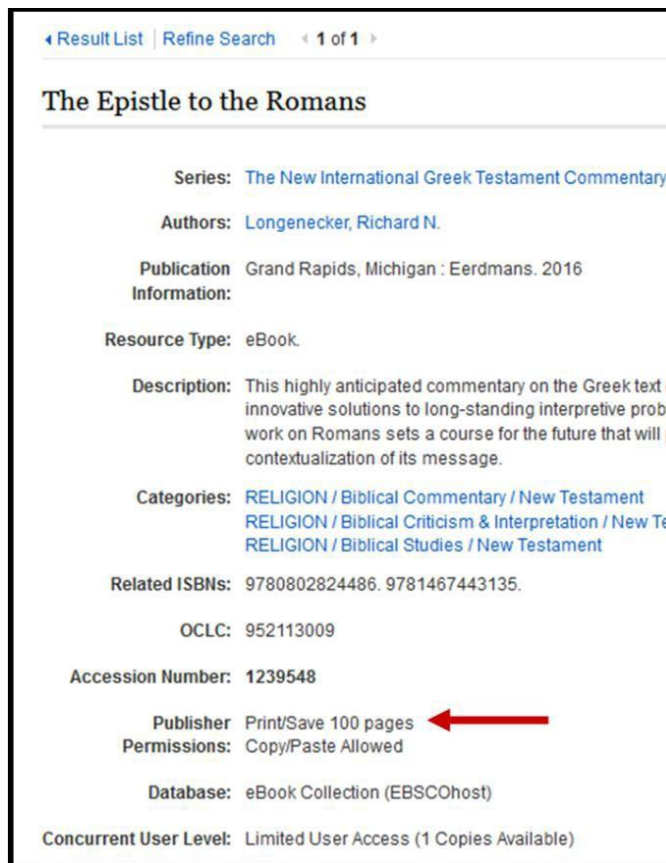
For most eBooks, you can download a segment of a title (100 pages or fewer) as a PDF to keep; alternatively, you can choose to download a single chapter. *If the chapter's length exceeds 100 pages, you'll get an error message—in that case, select a 100-page range from the chapter in the **Download** dialog.*

- Navigate to the chapter you wish to download. Click on the **Download Chapter** icon to the right of the chapter you wish to download. The following box will appear:



- Click on **Download PDF** and you will get an option to **download the PDF to your** computer or device.

Information pertaining to the number of pages that can be printed or downloaded can also be found in the eBook's **Detailed Record** under **Publisher Permissions**.



The screenshot shows the 'Detailed Record' for the eBook 'The Epistle to the Romans'. At the top, there are links for 'Result List' and 'Refine Search', and a page indicator '1 of 1'. The title 'The Epistle to the Romans' is prominently displayed. Below the title, the following information is listed:

- Series:** [The New International Greek Testament Commentary](#)
- Authors:** [Longenecker, Richard N.](#)
- Publication Information:** Grand Rapids, Michigan : Eerdmans. 2016
- Resource Type:** eBook
- Description:** This highly anticipated commentary on the Greek text of the Epistle to the Romans offers innovative solutions to long-standing interpretive problems. The author's new work on Romans sets a course for the future that will provide a fresh contextualization of its message.
- Categories:** [RELIGION / Biblical Commentary / New Testament](#), [RELIGION / Biblical Criticism & Interpretation / New Testament](#), [RELIGION / Biblical Studies / New Testament](#)
- Related ISBNs:** 9780802824486, 9781467443135
- OCLC:** 952113009
- Accession Number:** 1239548
- Publisher:** Print/Save 100 pages (indicated by a red arrow)
- Permissions:** Copy/Paste Allowed
- Database:** eBook Collection (EBSCOhost)
- Concurrent User Level:** Limited User Access (1 Copies Available)

Benefits of Creating an My EBSCOhost Account

- You may define a list of favorites
- You may record notes in individual eBooks
- You may customize your account preferences

To Create a My EBSCOhost Account

From any EBSCOhost database

- Click on "Sign In"
- Click on "Create a new Account"

- Complete the fields on the “Create a New Account” screen and then click the “Save Changes” button. If all the information is accepted, a message displays informing you that your account has been created.
- Click “Continue” to complete the account creation and log in to your account. When you are logged in your first name will appear above “Sign Out” on the top blue bar.

Online Help:

- [EBSCO eBook Accessibility User Guide and FAQs](https://connect.ebsco.com/s/article/EBSCO-eBook-Accessibility-Guide?language=en_US)
(https://connect.ebsco.com/s/article/EBSCO-eBook-Accessibility-Guide?language=en_US)
- Contact Ryan Douthat at (804) 278-4217 or rdouthat@upsem.edu

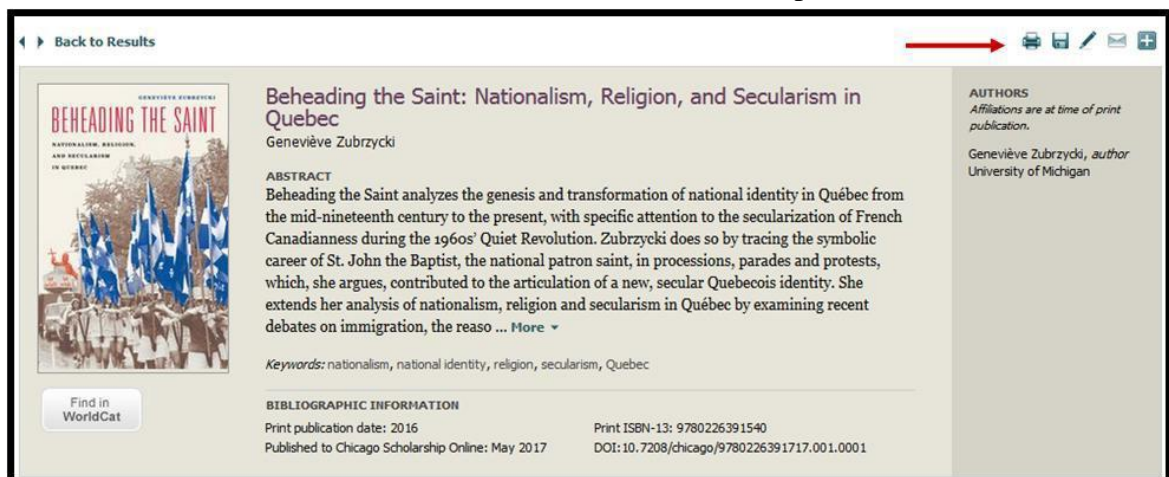
C. Oxford/University Press Scholarship Online

Viewing:

- eBook chapters are in PDF format.
 - Oxford Scholarship Online books are available to one user at a time. If you are unable to access a particular title, wait for approximately one hour and try again.
 - Can be read in the browser by one user at a time using the Adobe reader or other PDF reader plugin.
 - Chapters may also be downloaded and printed.

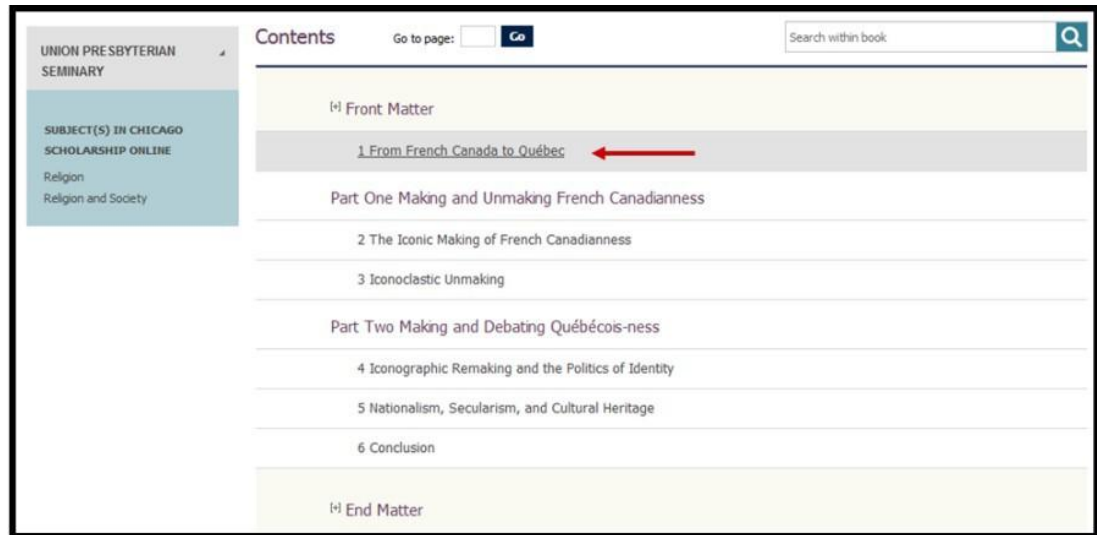
Downloading and Printing:

- Can only download or print a chapter at a time.
 - Oxford Scholarship Online does not intend for entire eBooks to be downloaded and printed.
 - The Oxford Scholarship Online privacy policy and legal notice explains how downloaded material may be accessed and used, under the heading “Subscriber Services”.
 - Particular titles may have further download or print restrictions, found on the individual pages of that particular eBook.
- Above each eBook title there are Print, Save, Citation, Email options and more.



- **Downloading:**

- Individual chapters may be selected in the **Contents** section of each eBook and downloaded in PDF format.



Highlighting and annotating:

- This can be done using comments on your saved PDFs.

Mobile Access:

- Downloaded PDFs of book chapters can be read on devices that support PDFs, i.e. compatible with: Android®, Kindle®, Nook®, iPad®, iPhone, iPod Touch®, Bluefire Reader app.
 - Using the iBooks app, one may read PDFs on an iPad®, iPhone® and other Apple® devices by following these directions: <https://support.apple.com/en-us/HT205751>.
 - The [Adobe Reader app](#) is freely available on the Android® Apps site.

Availability:

When searching in University Press Scholarship Online, use the availability feature on the left to see what titles Union Presbyterian Seminary Library has access to.

You are looking at 1-10 of 2,458 items for: Religion x Clear All

Search within results

View: — Items per page: 10 Sort by: Title - A to Z Starting with: Go Page: 1 2 3 4 5 6 7 ... 245 246

UNION PRESBYTERIAN SEMINARY

Narrow Your Choices

AVAILABILITY

- ☐ Unlocked
- ☒ Free
- ☐ Open Access
- ☐ Restricted

Submit

REFINE SEARCH

Recently Published

UNIVERSITY PRESSES

American University in Cairo Press (12)

A. J. Appasamy and his Reading of Rāmānuja: A Comparative Study in Divine Embodiment
Brian Philip Dunn

Published in print: 2016 Published Online: December 2016 Publisher: Oxford University Press
ISBN: 9780198791416 eISBN: 9780191833885 DOI: 10.1093/acprof:oso/9780198791416.001.0001
Item type: book

This book is a comparative study exploring the writings of an Indian Christian theologian named Ayadurai Jesudason Appasamy (1891–1975) and his comparative theological interaction with the ... More

A. J. Tomlinson: Plainfolk Modernist
Roger Glenn Robins

Published in print: 2004 Published Online: April 2005 Publisher: Oxford University Press
ISBN: 9780195165913 eISBN: 9780199835454 DOI: 10.1093/0195165918.001.0001
Item type: book

This book explores the life of Ambrose Jessup Tomlinson, chronicling his childhood and family life, spiritual journey, missionary work, and his role in establishing the Church of God. Its main ... More

University Press Scholarship Online Account

An account is not required, but consider signing up for a free account if you would like to:

- View your “Most Recent” search activity on a tab
- Save book titles and/or chapters to a “My Content” tab
- Save search terms to a “My Searches” tab
- Add personal tags
- Create RSS feeds

Browse by Subject

Anthropology
Archaeology
Architecture
Art
Biology
Business and Management
Classical Studies
Computer Science

Earth Sciences and Geography
Economics and Finance
Education
Environmental Science
Film, Television and Radio
History
Information Science
Law

Linguistics
Literature
Mathematics
Music
Neuroscience
Palliative Care
Philosophy
Physics

Political Science
Psychology
Religion
Social Work
Society and Culture
Sociology

My Content (0) **My searches (2)**

Recently viewed (2)

- Judaism (17 Results) (+)
- abraham (4 Results) (+)

Saved (0)

My Work

MOST RECENT (0) **MY CONTENT (0)** **MY SEARCHES (0)** **MY ACCOUNT**

Online Help:

Link to "[Help](#)" at top of the page on the Oxford Scholarship website.

Need more help? Contact Ryan Douthat (804) 278-4217 or rdouthat@upsem.edu.

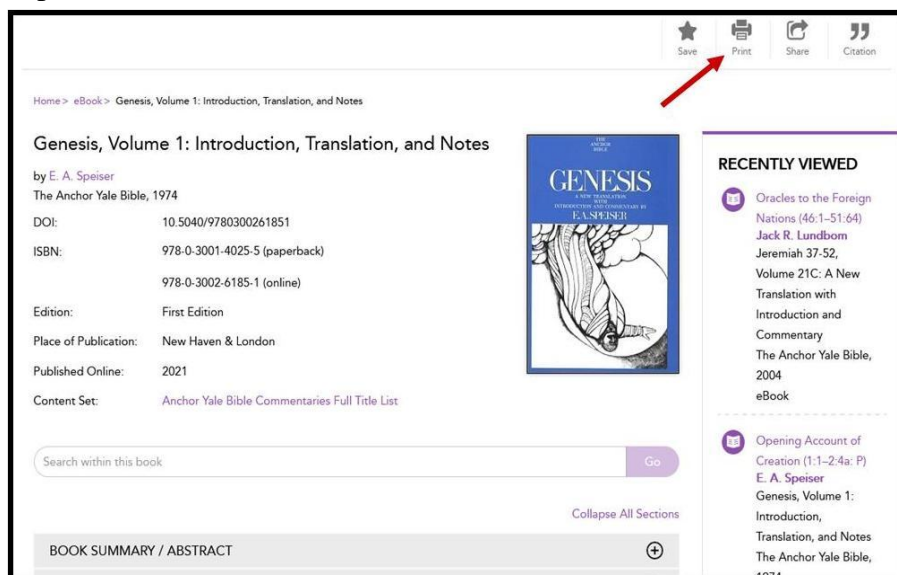
D. Bloomsbury eBooks

Viewing:

The Anchor Yale Bible Commentaries and Dictionary series eBooks available on Bloomsbury's Theology and Religion Online platform may be viewed and read by an unlimited number of users at one time.

Printing and Downloading:

Print options are available in the toolbar at the top of each title. Once you've selected the section of the eBook you wish to print from the contents section click the Print icon button. You then have the option to either save the full text portion of the eBook selected to a PDF for download or print it.



Benefits of a Bloomsbury Account:

- Users can save books, chapters, images or other items to view later.
- Organize your saved items into folders
- Email and export citations
- Save searches and receive search alerts

Creating a Bloomsbury Account:

1. On any Bloomsbury Theology and Religion Online platform page click the **sign in** option at the top right corner.

2. Click the **Sign up now** option at the bottom of the **Sign in to Your Personal Account** popup box.

Online Help

- Check out the **How to use** option from the **About** section of the main menu at the top of each page.
- Click the **Help** option located on the menu at the bottom each page for more information on content, access and functionality.

Additional Assistance

- Contact Ryan Douthat, (804) 201-5823 or at rdouthat@upsem.edu.

E. Brill eBooks

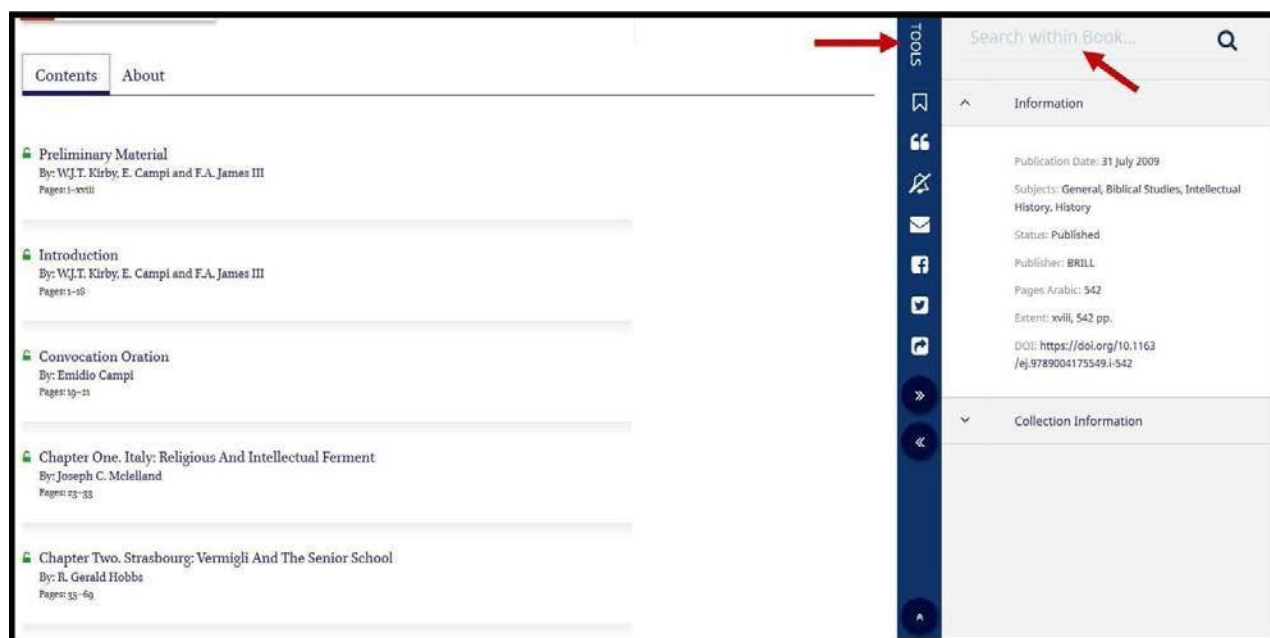
Viewing:

Brill eBooks may be read on any browser by one user at a time. To read online, use the **Download PDF** button under the **Full Access** options, below and right from the title. You can also just read individual chapters by selecting them from the **Contents** tab below the book information. If the title you're interested in is already in use, allow approximately one hour before accessing it again.



Tools and searching:

If you are looking for a particular keyword or subject in an eBook use the search box labeled "**Search within Book...**" located to the right of the book information and content. You can also find and download citation information, email an eBook link and find information on sharing an eBook in the blue **Tools** ribbon located between the eBook Contents and Information section. To utilize the **save** tool, you will need to create your own Brill account.



Downloading

The entire book can be downloaded as a PDF by clicking the **Download PDF** button as illustrated in the **Viewing** section above.

Printing

You can print the PDF of an eBook by first downloading the PDF then clicking the printer icon in your Adobe Reader or pressing Ctrl-P.

Highlighting and annotating

This can be done using comments on your saved PDFs in the Adobe Reader.

Online Help

[Help and FAQ](https://brill.com/page/faq) (<https://brill.com/page/faq>)

Additional Assistance

Contact Ryan Douthat (804) 278-4217 or rdouthat@upsem.edu

F. HathiTrust eBooks

Overview and Access:

The HathiTrust (pronounced 'hah-tee') is a partnership of libraries and research institutions that have come together to build and share a digital repository of print works. Begun in 2008, the goal of the partnership is to build a comprehensive archive of published literature from around the world. The HathiTrust has pursued this goal chiefly by digitizing materials like books and journals from major Library collections and other partners, such as Google, the Internet Archive, and Microsoft. Currently, eighty academic libraries and other major research institutions are members of HathiTrust.

HathiTrust eBooks may be viewed in any web browser and may be accessed by more than one user at a time. Members of HathiTrust partner institutions can download public domain works in their entirety as well as works made available in under Creative Commons licenses. **Union Presbyterian Seminary users are guest users and can download one page at a time of all public domain works or an entire work that doesn't have download restrictions (e.g., works digitized by Internet Archive and other organizations, works that have been opened with a Creative Commons license).** There is significant overlap of volumes in HathiTrust and Google Book Search, and if a work is "full view" in HathiTrust, it is possible that the work can be downloaded from Google Book Search.

Tools:

The HathiTrust eBook platform provides several tools for the reader, including search options located in the top toolbar, full screen and magnification options on the right and available download options on the left.



Online Help:

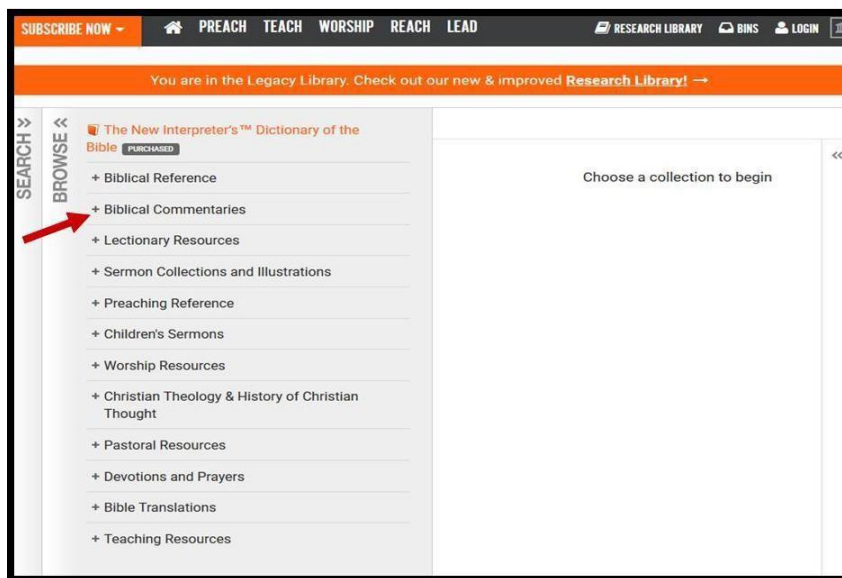
- There is a ["Help"](#) link located at the top of the HathiTrust eBook browser page.
- Contact Ryan Douthat at (804) 278-4217 or email at rdouthat@upsem.edu.

G. Ministry Matters

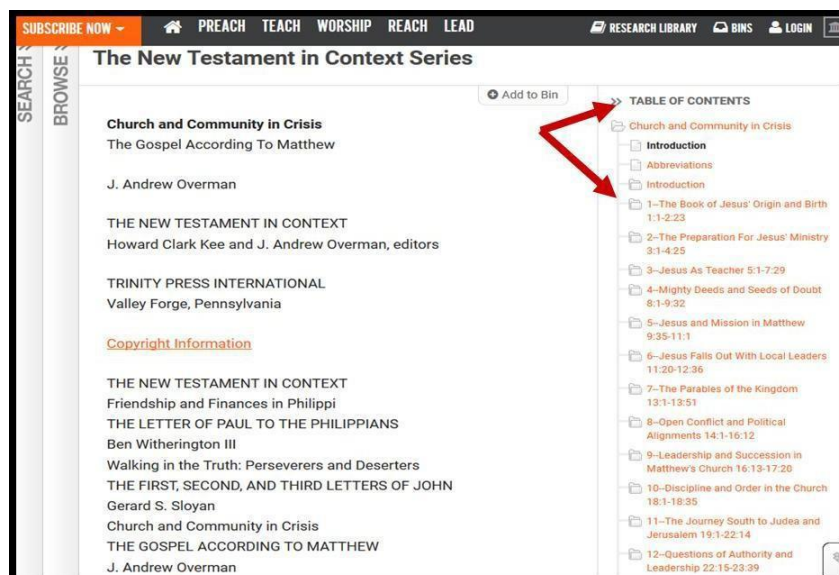
Viewing:

Ministry Matters integrates a variety of worship service resources intended to assist church worship leadership teams. Ministry Matters titles are not discoverable in the Library catalog but instead are found on the [Ministry Matters website](#) accessible through the Library's [online databases page](#).

To view individual titles, use the **Browse** window and choose the appropriate worship resource category.



Once you have pulled up the desired title, use the **Table of Contents** window on the right to navigate to the desired chapter or section.



Printing and Downloading:

There is no built-in functionality for printing or downloading Ministry Matters resources, but you can copy and paste text or print from your browser.

Online Help:

- There is an "[FAQ](#)" link located at the bottom of each Ministry Matters page.
- Contact Ryan Douthat at (804) 278-4217 or rdouthat@upsem.edu.

H. Oxford Biblical Studies Online

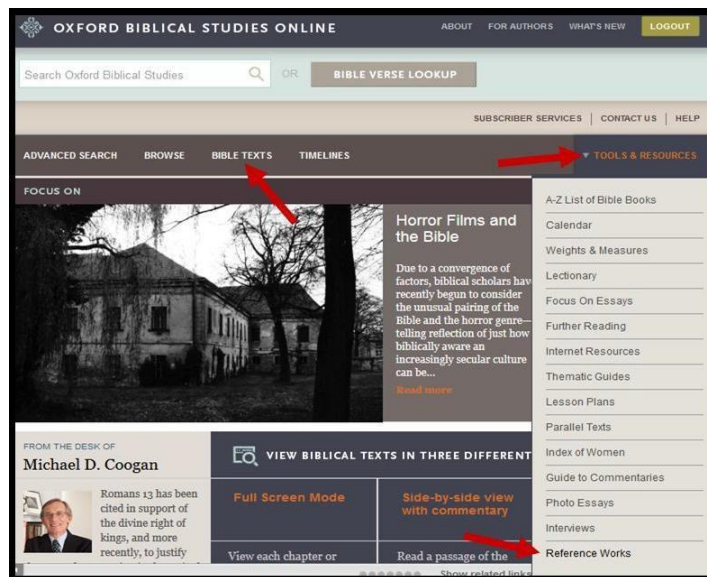
Viewing:

Oxford Biblical Studies Online integrates authoritative scholarly texts and reference works and provides a comprehensive resource for the study of the Bible and biblical history. There are no restrictions on the number of users per title as in traditional eBook platforms.

Oxford Biblical Studies Online articles are discoverable using the **Database Results tab** in a Library catalog search and access is also available through the [Oxford Biblical Studies Online website](#) located on the Library's [online databases page](#).

Access:

From the Oxford Biblical Studies Online homepage, you can navigate to the digital reference titles using the **Tools & Resources** dropdown box. You can also find useful Biblical texts and translations from the **Bible Texts** menu.



Printing:

You can print any Oxford Biblical Studies Online article using the print icon in the toolbar located near the top of the page. To print, first navigate to the article you are interested in and then click on the **Printer icon** at the top of the page. A separate browser window will pop up allowing you to print the article with citation information from both MLA and Chicago styles included.



I. Oxford Islamic Studies Online

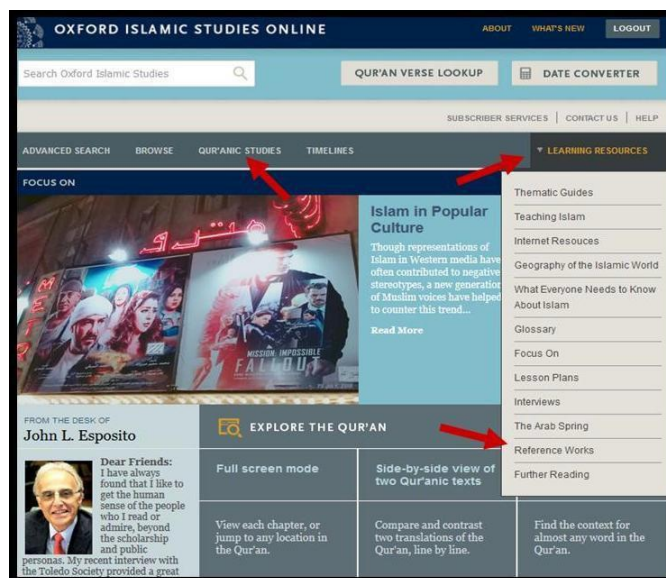
Viewing:

Oxford Islamic Studies Online integrates authoritative scholarly texts and reference works and provides a comprehensive resource for the study of the Qur'an and Islamic history. There are no restrictions on the number of users per title as in traditional eBook platforms.

Oxford Islamic Studies Online articles are discoverable using the **Database Results tab** in a Library catalog search and access is also available through the [Oxford Islamic Studies Online website](#) located on the Library's [online databases page](#).

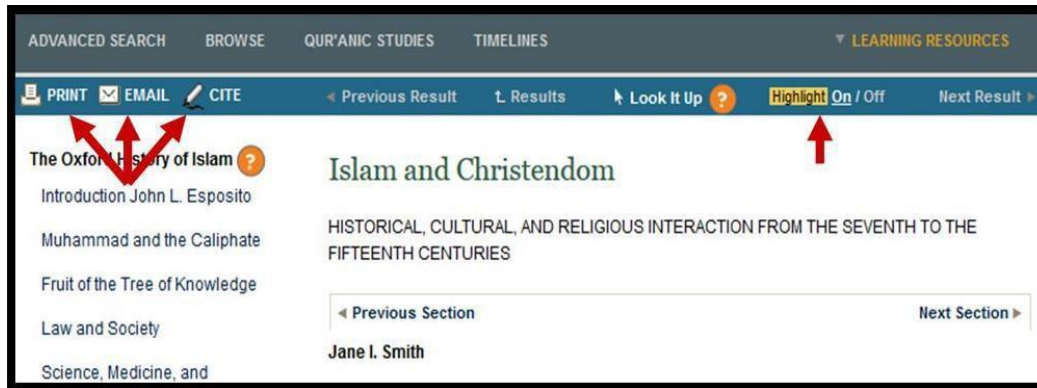
Access:

From the Oxford Islamic Studies Online homepage, you can navigate to the digital reference titles using the **Learning Resources** dropdown box. You can also find useful Qur'anic texts from the **Qur'anic Studies** menu.



Printing:

You can print any Oxford Biblical Studies Online article using the print icon in the toolbar located near the top of the page. To print, first navigate to the article you are interested in and then click on the **Printer icon** at the top of the page. A separate browser window will pop up allowing you to print the article with citation information from both MLA and Chicago styles included.



Online Help:

- There is a link to "[Help](#)" in top right corner of Oxford Biblical Studies Online page
- Contact Ryan Douthat at (804) 278-4217 or rdouthat@upsem.edu.

J. Project MUSE eBooks

Viewing:

Project MUSE eBooks may be read on any browser by multiple users at one time. To read online, simply click the section name you wish to view or click the **Download PDF** button under the Table of Contents. Both options require either Adobe or another PDF reader. You can also **Save** sections of the title to your **MyMUSE Library** account to view at another time.




Table of Contents	
Front Cover, Flaps	Download Save
Editorial board, Title Page, Copyright, Dedication pp. ii-iv	Download Save
About the Author p. vi	Download Save
Contents pp. vii-viii	Download Save
Foreword pp. ix-x	Download Save

Downloading and Printing:

Click **Download** located under the desired section to download it. You may only download one section at a time. To **Print**, use the print tools located in the Adobe reader.

Citation Tools:

Click the “View Citation” link next to the E-book title image. Citations are provided for MLA, APA and Chicago style.

Book

Published by: Augsburg Fortress Publishers

Series: Hermeneia: A Critical and Historical Commentary on the Bible

Viewed | Save

View Citation

Klein brings to lively expression the unique theological perspective of the Bible, demonstrating there have been far fewer secondary assumptions.

Additional Information

Table of Contents

Front Cover, Flaps

Download | Save

Editorial board, Title Page

Download | Save

About the Author

Download | Save

Contents

Citation

MLA

Klein, W. & Kruger, Thomas. *1 Chronicles: A Commentary*. Augsburg Fortress Publishers, 2006. Project MUSE.

APA

Klein, R. W. & Kruger, T.(2006). *1 Chronicles: A Commentary*. Augsburg Fortress Publishers. Retrieved May 20, 2019, from Project MUSE database.

Chicago

Klein, Ralph W. and Kruger, Thomas. *1 Chronicles: A Commentary*. Augsburg Fortress Publishers, 2006. <https://muse.jhu.edu/> (accessed May 20, 2019).

Endnote

TY - BOOK T1 - 1 Chronicles: A Commentary A1 - Klein, Ralph W. A1 - Kruger, Thomas PY - 2006 PB - Augsburg Fortress Publishers SN - 9781506421087 UR - <https://muse.jhu.edu/book/45958> ER -

Always review your references for accuracy and make any necessary corrections before using. Pay special attention to personal names, capitalization, and dates. Consult your library for more information on citing sources.

Online Help:

[FAQ and Help](#)

Additional Assistance:

Contact Ryan Douthat (804) 278-4217 or rdouthat@upsem.edu

K. Digital Reference eBooks

The Union Presbyterian Seminary Library has a large collection of digital reference sources that reside on a number of the vendor platforms listed above. Digital reference sources are accessible to all Library users on campus and to active academic users off campus. Use the navigation menu found in the [Digital Reference Sources Research Guide](#)

(<https://upsem.libguides.com/dig-ref/>) to explore the different types of materials available.

Although links are provided for the reference eBooks in this guide, it is not a comprehensive list and other useful reference eBooks are discoverable through a Library catalog or database search.

Although links are provided for the reference eBooks in this guide, it is not a comprehensive list and other useful reference eBooks are discoverable through a Library catalog or database search.

Off-campus access requires logging in using your Library **barcode number** and **PIN** and for some digital reference platforms these credentials may be required on campus as well.

For other questions regarding digital reference discovery and access, please contact Ryan Douthat (804) 278-4217 or email rdouthat@upsem.edu

ACCESS TO JOURNAL LITERATURE

If you have a citation for an article, or if you would like to browse or search through a specific journal or magazine, our **E-Journals Full Text Finder** tool is the most efficient way to find what you're looking for. To access the **E-Journals Full Text Finder**, hover over **Library Resources** on the top menu of the Library's website and select **E-Journals Full Text Finder** from the list that appears.



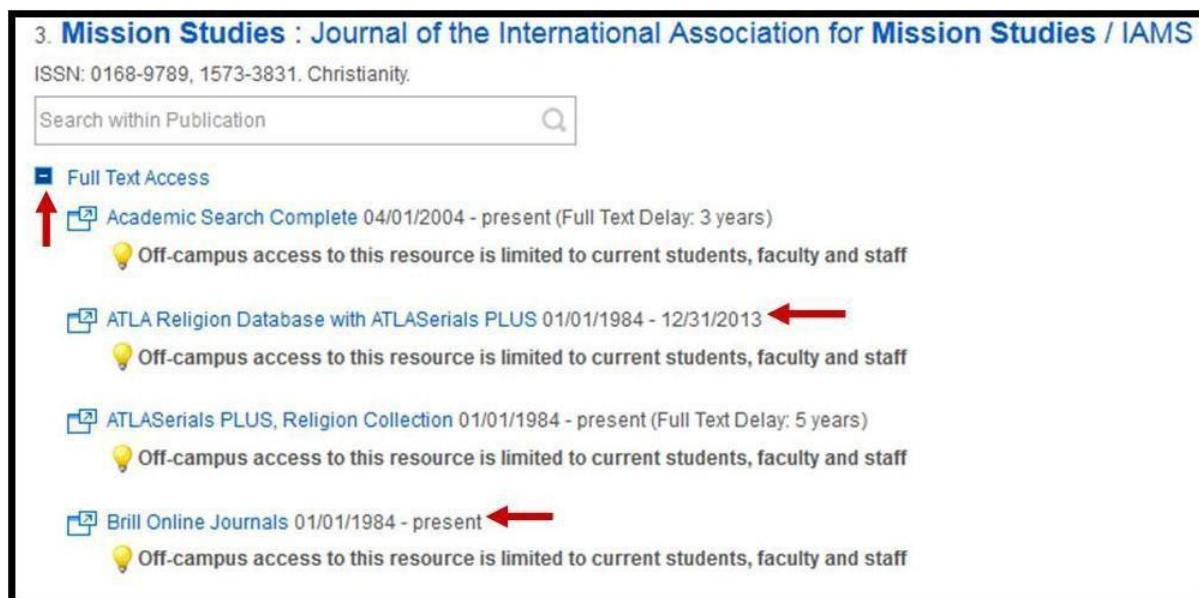
From the main **E-Journals Full Text Finder** search page, enter the title of the journal in the **Searching: Library Publications** (not the article title from the citation you may be working from). If you have the **ISSN** of the journal, you may search by that as well. If you are just looking around, on the other hand, you may want to browse by **discipline**.



In this example, *Journal of the International Association for Mission Studies* is the journal title though for many searches you only need to key in part of the title before you will see auto-fill options in the dropdown menu.



Once you have found and selected your journal title, find the "Search within Publication" box and click the "+" dropdown symbol beside **Full Text Access**. You can now see the different databases that offer your journal title and, more importantly, the publication date ranges that each database offers. This can be particularly helpful when currency is an issue and you need an article that has been published within the last year or two. From the screen shot below, you can see that the Library's primary religion and theology database, "ATLA Religion Database with ATLASerials PLUS", only provides full-text access to this journal to 12/31/2013. However, if you keep moving down you see that "Brill Online Journals" provides full-text access all the way to the present.



ACCESS TO RESEARCH DATABASES

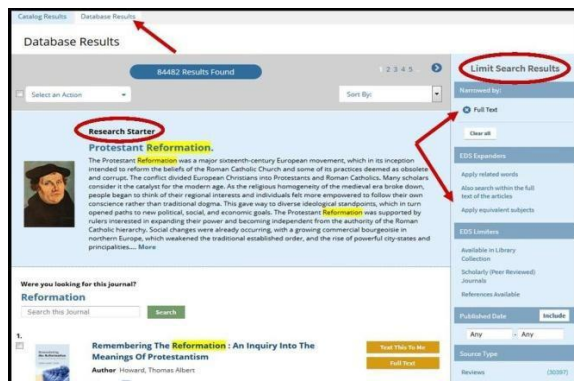
Finding and Using Research Databases

The Union Presbyterian Seminary Library offers over seventy research databases that include millions of peer reviewed journal articles, eBooks, book reviews and more.

A good way to begin exploring our research databases is to hover over the **LIBRARY RESOURCES** menu heading on the Library website and then click **ONLINE DATABASES**. The next screen provides an A to Z databases list of individual databases to choose from in alphabetical order. More information about each of these databases is listed below. Popular databases like the “ATLA Religion Database with ATLASerials PLUS” have a number of search tools and options for the user to enhance their use including notes on how to search for a specific passage of Scripture (see <https://Library.upsem.edu/tutorials/atla-religion-database-atla-serials-atlas/>).



You can also search most of the databases by using the **Database Results** tab located next to the **Catalog Results** tab on the Library's [main catalog search page](#). Depending on your search, a **Research Starter** may appear at the top of the Database Results list, providing an introduction to your topic as well as a bibliography. Your search results are automatically narrowed to include only full text materials. To narrow the results further, use the other **Limit Search Results** facets on the right side of the search results screen.



LIBRARY DATABASE LIST

Below is a list of the Library's research databases in alphabetical order. Descriptions for most of these databases are available at <https://library.upsem.edu/research-resources/online-databases/>.

[Academic Search Complete](#)

[Access World News Online](#)

[African-American Historical Serials Collection](#)

[African Americans and Jim Crow: Repression and Protest, 1883-1922](#)

[African Americans and Reconstruction: Hope and Struggle, 1865-1883](#)

[AHFS Consumer Medication Information](#)

[Alt HealthWatch](#)

[Alternative Faith and Philosophy Periodicals, 1789-1878](#)

[Alumni Research Portal](#)

[American Theological Library Association \(ATLA\) Historical Monographs Collection: Series 1 \(pre-1893\)](#)

[American Theological Library Association \(ATLA\) Historical Monographs Collection: Series 2 \(1893-1922\)](#)

[Anchor Yale Bible Commentaries](#)

[Anchor Yale Bible Dictionary](#)

[Associates Programs Source](#)

[ATLA Religion Database with ATLAS Serials Baptists, Quakers, and Independent Church Periodicals, 1797-1881](#)

[Black Life in America, Series 3, 1976 - today: Black History Month to Today](#)

[Business Source Complete](#)

[Catholic, Lutheran, Methodist, and Episcopal Periodicals, 1797-1904](#)

[Chicago Manual of Style Online](#)

[Classic Sermon Index](#)

[Communication and Mass Media Complete](#)

[Computers & Applied Sciences Complete](#)

[Congregational, Presbyterian, and Reformed Church Periodicals, 1803-1902](#)

[Consumer Health Reference eBook Collection](#)

[The Context of Scripture Online](#)

[Dietrich Bonhoeffer Collected Works online](#)

[Digital Karl Barth Library](#)

[Early American Imprints online](#)

[EBSCO Web News](#)

[EconLit with Full Text](#)

[Education Research Complete](#)

[Emerging American Religions, 1821-1895](#)

[Encyclopedia of the Bible and its Reception](#)

[Encyclopedia of Religion in America](#)

[Environment Complete](#)

[ERIC](#)

[Fuente Académica](#)

[General Interest Christian Periodicals, 1743-1889](#)

[GreenFILEHealth Source: Consumer Edition](#)

[Health Source: Nursing/Academic Edition](#)

[Hermeneia Commentary Series Online](#)

[Hospitality & Tourism Complete](#)

[Humanities International Complete](#)

[JSTOR Religion and Theology Collection](#)

[Legal Collection](#)

[Library, Information Science & Technology Abstracts](#)

[Literature Resource Center](#)

[MasterFILE Premier](#)

[MasterFILE Reference eBook Collection](#)

[MedicLatina](#)

[Military & Government Collection](#)

[Ministry Matters](#)

[Missionary and Charity Periodicals, 1793-1902](#)

[New Testament Abstracts](#)

[Newspaper Source Plus](#)

[Newswires](#)

[Old Testament Abstracts](#)

[Overdrive](#)

[Oxford Biblical Studies Online](#)

[Oxford Islamic Studies Online](#)

[ProQuest Dissertations and Theses](#)

[Psychology and Behavioral Sciences](#)

[Regional Business News](#)

[Religion and Philosophy Collection](#)

[Religious Periodicals for Women, Children, and Families, 1804-1878](#)

[Religious Periodicals from the Southern US, 1801-1904](#)

[Sunday School Periodicals, 1818-1885](#)

[Teacher Reference Center](#)

[Temperance Periodicals in America, 1826-1877](#)

[The Textual History of the Bible Online](#)

[Theology and Biblical Studies Periodicals, 1760-1877](#)

[Women's Studies International](#)

[WorldCat](#)

USING ATLA RELIGION DATABASE WITH ATLA SERIALS PLUS

The best indexing tool for finding articles in periodicals, essays within collected works and book reviews in the field of religious studies is the ATLA Religion Database (RDB) with AtlaSerials PLUS. ATLA-RDB provides full-text access through ATLAS Plus, an online collection of more than 500 major religion and theology journals chosen by leading religion scholars and theologians. Users can read scanned images of the articles they select, directly through the database.

Finding Articles in a Specific Journal in ATLA

Sometimes it's very helpful to be able to limit your search to certain types of records; articles in English only, for example, or articles published within the past five years. It's easy to impose search limits using this database. And because the data store is quite large (more than 2 million records) it can make your searching a lot more efficient.

Suppose you would like to find articles about Egypt that were published in the periodical *Mission Studies*. The Advanced Search screen allows you to coordinate search terms easily, using the drop-down menus.

The screenshot displays the ATLA Religion Database with AtlaSerials PLUS Advanced Search interface. At the top, there are navigation links: "New Search", "Scriptures", "Thesaurus", "Publications", and "More". Below these, the search bar shows "Searching: Atla Religion Database with AtlaSerials PLUS" and a link to "Choose Databases". The main search area contains three input boxes. The first box contains the text "Egypt". To its right is a dropdown menu labeled "Select a Field (optional)". The second box contains the text "Mission Studies" and a dropdown menu labeled "SO Source". A red arrow points to the "SO Source" dropdown menu. To the right of the second box is a "Clear ?" link. The third box is empty and has a dropdown menu labeled "Select a Field (optional)". To the right of the third box are "+" and "-" buttons. At the bottom left of the search area are links for "Basic Search", "Advanced Search", and "Search History". A large orange "Search" button is located to the right of the search boxes.

Enter the word "Egypt" in the first box. It's not necessary to select a field from the drop-down menu; if you do not select one, the program will search for your term anywhere in the bib record — the Title, Abstract, Subject and other fields. In the second box, type the name of the specific journal you are looking for, and then click on the drop-down menu. You want to choose **Source**, because that is the right limiter for a periodical title.

Click on the **Search** button. You receive a set of articles dealing specifically with Egypt that were published in that periodical. If you prefer, you can also use the **Publications** option explained below.

Searching for a Specific Passage of Scripture in ATLA

The ATLA-RDB offers a unique method of searching the data store, one that is not found in any other EBSCOHost database. It's called the "Hierarchical Scripture Authority." This intimidating name actually indicates something with which all of our users are already familiar: it uses the canonical structure of the Bible itself to find verses in their Bible context. When you choose a verse using this method, you will retrieve the articles in the data store that include discussion of that verse, no matter how the passage or pericope is defined by the author of the article.

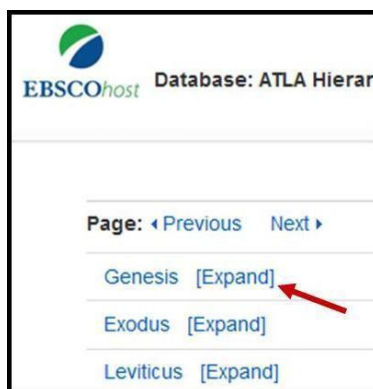
Using the "Hierarchical Scripture Authority"

On the Advanced Search screen, you will see a set of tabs along the top left edge of the screen. First, click on the tab marked **Scriptures**.

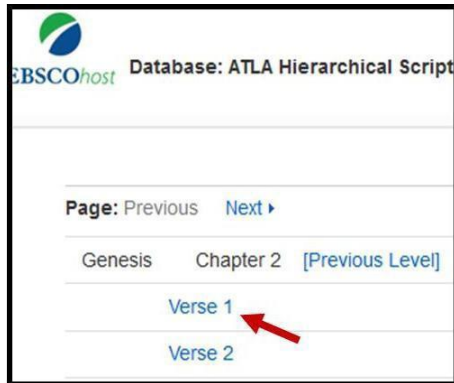


You see a list of the books of the Bible in canonical order. Let's suppose you are looking for articles discussing Genesis 2:1-4, the conclusion of the long creation narrative in Gen 1:1-2:1-4a. A complex citation like this is rather tricky to search for. But the **Hierarchical Scripture Authority** is just the tool for this type of search!

Next to Genesis, you see the word **Expand**. Click on that word.



First, it will offer you a list of all the chapters in the book of Genesis. If you click on **Expand** again next to Chapter 2, it will take you to the next level of detail — all the verses of Chapter 2. Choose a verse and click on it to initiate your search.



You receive a list of all the articles in this data store that concentrate upon the passage you are looking for. Please note that you can retrieve these articles even if the verse you chose is included inside a longer passage. Of course, scholars writing their articles or essays are free to define the passage as they wish. Some writers define the pericope as Genesis 1:1-2:4a, while others have chosen to discuss Genesis 1:27-2:24, or Genesis 2:1-3, or even a longer passage such as Genesis 1:1-6:8. Clearly, several of these choices do include the passage you want. Using this method, you can retrieve many relevant articles with a single search.

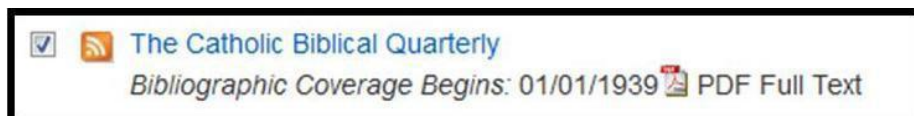
Find the Full Electronic Coverage for any Journal in the Database

Notice at the top of the search page, in the blue bar, a link labeled **Publications**. Click on that link.



You have two choices at this point: you can type in the name of a specific journal in the search box — such as *Catholic Biblical Quarterly*. If you click on the **Search** button you will get a huge set of all the articles published in that journal that are available in digital format through this database.

Or, you can use the A-Z list. Click on the letter **C**, and then scroll down the list to *Catholic Biblical Quarterly*. It shows the range of bibliographic coverage (articles cited in the database) and the range of full text coverage.

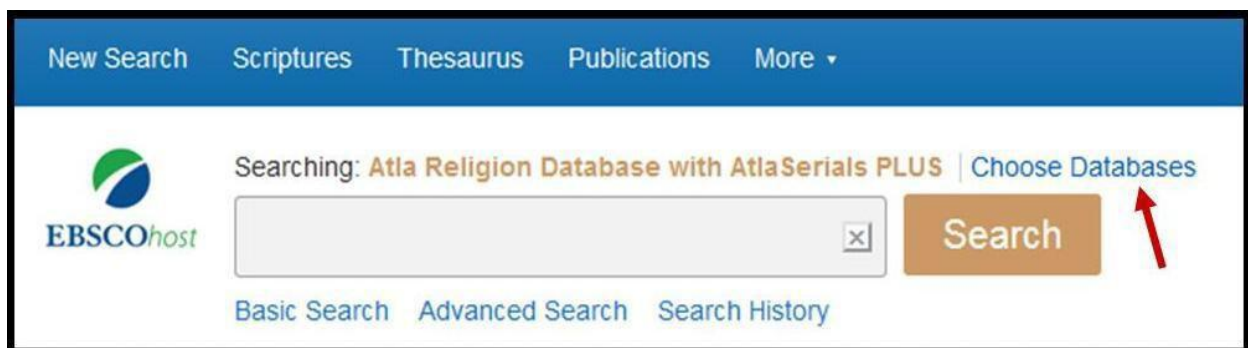


If you click on the journal's title, you will see the details about that periodical, including a list of the years (volumes) and issues available in full text, in a column down the right side of the screen. You can click on any issue to access the articles.

How to Change or Combine Databases

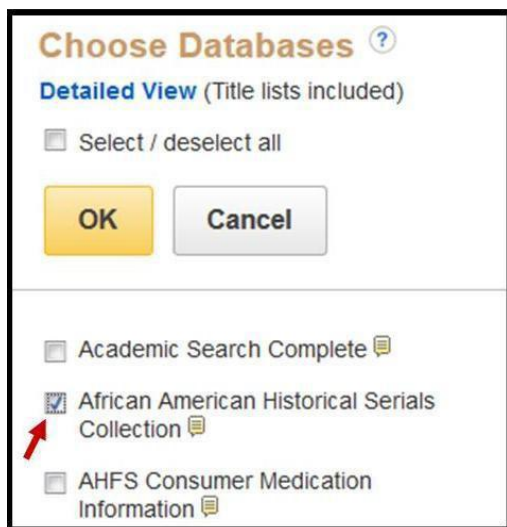
Almost everyone looking for these research tools will start from our **Library homepage**, and then click on **ONLINE DATABASES**, under the **LIBRARY RESOURCES** tab.

Once you have opened one of the EBSCO databases and started using it, you might decide to move to another and find out what that one has to offer on your topic. Or, you might like to select several of them and search them at the same time. Look for the small link saying **Choose Databases** in the search box near the name of the resource you are using.



Click on that link. You receive a dialogue box showing all of the online databases to which we subscribe from this vendor. We list only the most heavily used resources on our ONLINE DATABASE page, but as you can see, there are many more available in other disciplines and subject areas. Feel free to explore any of these. If your research interests overlap from the traditional religious studies areas into social science, medicine, humanities, etc., these resources could be most helpful.

Click in the little box beside each database you want, and then click on the button marked **OK**.

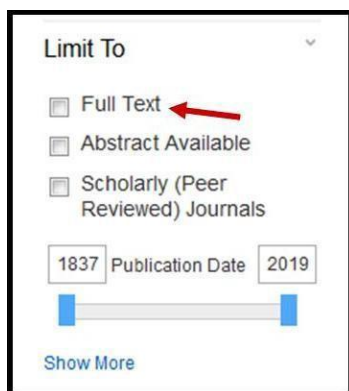


You will return to the search screen, where you can proceed with your work.

However, if you are doing a type of search that all of your databases share in common — an Author or Subject search, for instance — it will be able to query all of the resources at once and return a single set of results.

The “Refine Your Results” Box

Look at the options listed along the left side of the search results screen. Below the words **Refine Results**, you are offered several ways of eliminating records from your set and keeping the rest of them. Below the words **Limit To**, find the little box beside the words **Full Text**. Click in that box.



The screen will darken for a moment, while the display is updating. Then it will provide a new view of your search results.

Now, you notice that you have fewer records in your results list but all of them have full text options available that are designated by distinct icons. (Do bear in mind that you have

eliminated a lot of potentially valuable information, which you might want to go back and read later.)

Different digital formats

If a record has the **PDF Full Text** icon, this link will give you direct access to a scanned copy of the article or essay just as it appeared in the original publication. PDF is a superior digital format for this purpose; it's searchable by keyword, using the PDF file's own menus. It can be saved or printed easily. And the links to PDF files are very stable, so you can email records to yourself with a high degree of confidence that you will be able to open the record and read the article later (the link typically remains active for a week).

If the icon says **HTML Full Text**, that format is likewise very easy to read, although saving and printing require a bit more effort. The whole content of the article actually opens within the bib record, just like that. It also appears in the body of the email if you send that record to yourself. To print it or save it, however, you might need to copy the contents into a word-processing program such as MS Word.

Looking for Book Reviews in ATLA

A classroom assignment will often require you to find reviews of a certain book that were published in scholarly journals. The simplest way of doing this is to use the limiters on the lower half of the Advanced Search screen, below the words **Limit your results**.

There are many options available in this area: you can choose to bring up only articles available in full text online; only articles with abstracts; only articles published in peer-reviewed journals (as opposed to more popular publications); articles published between certain specified dates, and so on. There is also a box in which you can enter the title of a specific journal, which gives you another way to make that choice.

Notice the little box labeled **Publication Type**. If you scroll down that menu, you will find that **Review** is one of the options. Click on **Review** to select it.

Limit your results

Full Text
☐

Scholarly (Peer Reviewed) Journals
☐

Year Published
[] - []

Publication Type
 Essay
 Multimedia
 Other Matter
 Review

In the Search boxes at the top of the screen, enter the title of the book for which you are seeking reviews. For example, suppose you need reviews of H. Richard Niebuhr's pivotal work *Christ and Culture*. If you enter that title without limiting your search to book reviews, you will also retrieve lots of unrelated articles. But if you use this limiter, you will more efficiently retrieve a set of book reviews about this work.

EBSCOhost Searching: Atla Religion Database with AtlaSerials PLUS | Choose Databases

christ and culture Select a Field (optional) Search

AND niebuhr AU Author Clear ?

AND Select a Field (optional) + -

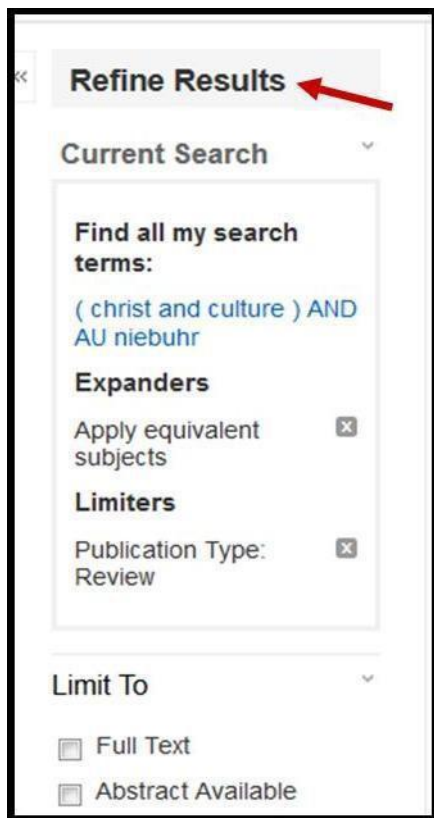
If you find that you are retrieving many records about other works with similar or related titles, you might want to add the name of the author to focus in precisely on the work you want.

Filtering a Large Set of Results

If the set of results you receive is way too big — hundreds, or even thousands of bib records — probably your search is just too general, and you need to add more terms to narrow your search. For example, if you search for *healing* as a subject, you are likely to get thousands of records, using the term in many different contexts. As you add terms, your target will become more and more specific.



This search will retrieve a workable set of records specifically about the Sabbath healing miracles of Jesus and their theological implications.



You also have several options for filtering your results after you make your search. On the search results screen, there is a column or sidebar on the left headed **Refine Results** offering you a number of choices for eliminating some records and keeping the rest.

Under **Refine Results**, you can keep only those articles that exist in full-text digital formats that you can read online. Or, you can limit by publication year, keeping only articles that appeared between 2012 and 2017, perhaps.

You can also filter by **Source Types** (academic journals or periodicals, books, media), or by the title of the journal in which the article appeared (under **Publication**). You can also use the Library of Congress Subject headings to push your search in a particular direction.

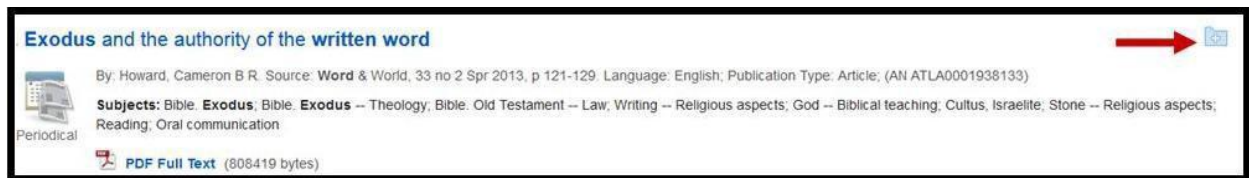
Click on the tiny v-shaped arrow symbol to expand and close these menus. Some of these may take a little practice to use effectively, so we encourage you to experiment with each of them.

Saving, Emailing or Printing Your Search Results

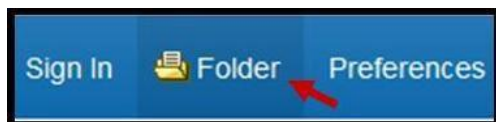
Once you have done a search and retrieved a lot of records, you might want to select some of them and keep them to use later. You have several options for saving or sending this information, and all of them start with the Folder function.

Add Records to Your "Folder"

You will probably want to save only certain selected items from your results list, not everything. You can scroll down through your list, choosing the records that interest you most. To select a record, click on the blue icon that resembles a file folder, on the top far right top edge of the record. When you click on it, the icon will turn into a yellow folder with a piece of white paper in it.



Notice that the record shown above has a **PDF Full Text** icon with it. If the record you save has such a link, the link will also be saved, so that you can open the article itself later without having to repeat your search. You must develop an EBSCO account in order to save your searches. The folder will delete all of the information you wanted to save.



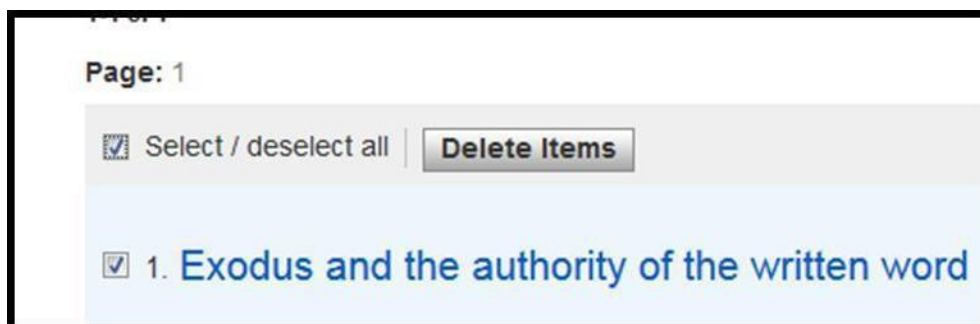
Now, look at the dark-blue bar across the very top of the screen. You will now see an icon resembling an open file folder, next to the word **Folder**. Click on it to go to your set of saved records.



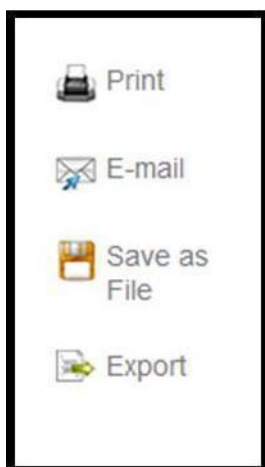
From the Folder, you will be able to do all of the other operations: **Print**, **Email**, **Save as File**, or **Export**. Click on one of those choices and follow the on-screen instructions. For help in sending or printing your selected records, see below.

Saving, Emailing or Printing Your Selected Records

Click on the **Folder** icon in the dark-blue bar to open the list of the items you have added to your folder. It may seem senseless, but to perform any operations on these records, you must select them AGAIN. You may either choose an individual record by clicking in the little box beside its title or look for the **Select / deselect all** heading near the top of the Folder and click there.



Next, look at the right edge of the screen, and you will see the options for the records you have chosen. You can **Print**, **Email**, **Save as File** or **Export** these records. The Print and Save options both depend upon the capabilities of your own internet browser.



To print your selected records, click on **Print**. You are offered many options for formatting the records according to various style conventions (Chicago/Turabian, MLA, etc), deciding how much of the record to include (Brief Citations instead of Detailed Citations, with or without Abstracts). Make the choices you prefer and click on the **Print** button. You will see a “print preview page,” and at this point, your browser will take over. Your browser opens the Windows print dialogue box (or the equivalent on a Mac), and that is the way you will perform the print function. Choose your print preferences and proceed.

To email your records, click on **Email**. You get the same set of formatting options, plus a set of boxes asking for your email address, a subject line, any comments, etc. You can also choose to add the full-text PDF of the article as a separate attachment if it's available. Fill in this information and click on the **Send** button. You can send the email to more than one address if you wish.

Include when sending:

☒ PDF as separate attachment (when available)

☐ Standard Field Format

Brief Citation

☒ Citation Format

Chicago/Turabian: Humanities

☐ Customized Field Format

Send

Typically, this database will send a separate email for each bib record. When you receive each message, you should be able to open the record by clicking on the “Persistent link.”



When you click on the “Persistent link” in the email message, the bib record will open in a browser window, and it will look a lot like the record shown above.

If you wish to use the **Save as File** option, you can save your search results to the hard drive of your machine or save them to a portable device such as a flash or “thumb” drive. The web browser you are using will control those functions.

The **Export** option is for people who are also using a bibliographic utility such as EndNote, ProCite or RefWorks. You can choose to send your selected records to yourself in one of these database formats.

To print, email or save a single record without placing it in a Folder, click on the title of the article to open its detailed record. Then, choose from the links along the right side of the detailed record display, and then follow the instructions above.

ACCESS TO STREAMING CONTENT

The Union Presbyterian Seminary Library offers streaming video collections from a variety of platforms each with their own unique search interface and content.

A good way to begin exploring our research databases is to hover over the **LIBRARY RESOURCES** menu heading on the Library website and then click **STREAMING COLLECTIONS**. The next screen provides a list of individual streaming video platforms to choose from. More information about each of these platforms is listed below. Films on Demand and Kanopy are the only platforms that require your OpenAthens credentials all other platforms are accessible with your Overdrive account credentials.



LIBRARY STREAMING COLLECTIONS LIST

[Academic Video Online](#)

The Instructional Resource Center has secured streaming licenses from Academic Video Online (AVON) for use during through December 2021. AVON delivers over 70,000 titles spanning a wide range of subject areas including anthropology, business, counseling, film, health, history, music, and more. More than 18,000* titles are exclusive to this service. We have subscribed to this streaming collection through our membership in VIVA, Virginia's Academic Library Consortium.

[Films on Demand](#)

The Instructional Resource Center has secured streaming licenses from Films on Demand for use during the 2020-2021 academic year. This is a streaming collection that we have purchased through our membership in VIVA, Virginia's Academic Library Consortium. On-campus access is available to current students, faculty and staff while off-campus access is available via OpenAthens.

[Kanopy Films](#)

The Instructional Resource Center can secure streaming licenses from Kanopy for use during the 2020-2021 academic year. We license individual titles from this resource at your request. You can search for titles through the browse button or the [Kanopy catalog](#). On-campus access is available to current students, faculty and staff while off-campus access is available via OpenAthens.

[Audiobooks Through Overdrive](#)

We have thousands of audiobooks that can be streamed from most digital devices. These include both topical materials and fiction. If you are off campus, you can view these titles if you log into [Overdrive](#) or download Libby to your mobile device, then sign in using your library barcode and PIN.

ACCESS TO RESEARCH GUIDES

Our RESEARCH GUIDES page suggests books, eBooks, databases, articles, websites, digital resources and more to facilitate your work. Here is an alphabetical list of research guides that are currently available to distance education students and a brief description of what each guide offers.

Library Access and Services for Distance Students

<https://upsem.libguides.com/distanceeducation>

Provides an overview of essential resources and services for distance education students at Union Presbyterian Seminary. Introduces and guides distance students through access and use of the Library's databases, eBooks and digital reference resources. Also provides a number of useful quick links to the Library's research guides, Interlibrary loan services (ILL) and offers a suite of helpful video tutorials that introduce you to Library staff and essential services.

Biblical Studies

<https://upsem.libguides.com/bible>

Guides for courses that relate to the Old and New Testaments. Was developed to highlight library resources for researching and writing an Exegesis Paper. It also can be used to aid in the general understanding and reflection of the Bible.

Cannon Collection

<https://upsem.libguides.com/cannon>

This is a guide to resources that provide the underpinning of Womanist theology and ethics. Dr. Katie Geneva Cannon, beloved professor at Union Presbyterian Seminary from 2001 until her death in 2018, was "a foundational voice of womanist theology."

Center for Social Justice and Reconciliation

<https://upsem.libguides.com/csjr>

This guide has been created to support the mission of the Center for Social Justice and Reconciliation with a collection of extant digital and physical resources pertaining to the CSJR's areas of focus including: urban ministry concerns, social justice ministry concerns, contemporary issues, black church studies, LGBTQ ministry and justice issues, and evangelism from a social justice perspective. Each area of study has been given its own unique page in the guide.

Christian Education

<https://upsem.libguides.com/mace>

These resource guides have been developed for the Master of Arts in Christian Education Program.

Copyright at the Seminary

<https://upsem.libguides.com/copyright>

It is the intent of Union Presbyterian Seminary (“UPSem” or “the Seminary”) that all members of the Seminary community adhere to the provisions of the United States Copyright Law (Title 17, United States Code, Sect. 101, et seq.). The following policy statements and guidelines constitute a manual for anyone at the Seminary who wishes to use, reproduce, alter, or perform works that are protected by copyright. Since copyright protection applies to a variety of creative works -- printed materials, sound recordings, video recordings, visual artworks, computer software, and others -- the policy has been constructed to address issues related to particular types of media.

Digital Reference Resources at UPSem

<https://upsem.libguides.com/dig-ref>

The Union Presbyterian Seminary Library has a large collection of digital reference sources that reside on a number of vendor platforms. This guide brings together many of these sources in one guide, arranging them by reference categories including; Bible Commentaries, Dictionaries & Handbooks, Encyclopedias, Bibles & Concordances, Preaching & Lectionary Aids, Theologians and Writing and Style Guides.

Digital Streaming and Physical Audiovisual Media at UPSem

<https://upsem.libguides.com/streaming>

Union Presbyterian Seminary Library offers a variety of audio and visual streaming licenses to our faculty, staff and students. However, since each company organizes their content and access differently, we created this guide to help you navigate our offerings.

Exhibitions

<https://upsem.libguides.com/exhibits>

Research guides to give more information about the periodic art exhibitions hosted by the Union Presbyterian Seminary.

Finding and Using eBooks

<https://upsem.libguides.com/eBooks>

This guide highlights Union Presbyterian Seminary Library eBook collections as well as offering discovery and access instruction.

Global Christianity

<https://upsem.libguides.com/globalchristianity>

This guide is intended to provide an entry into research on Christianity as it is practiced on six of the world's seven continents. It was created in partnership with, and in order to serve the needs of, the [Syngman Rhee Global Mission Center for Christian Education](#), and will be updated continually.

Guide to Chicago Style for Seminarians

<https://upsem.libguides.com/chicago>

This guide was created to help students at Union Presbyterian Seminary learn how to format papers and properly cite sources in Chicago style, which is typically the style preferred in fields related to religious studies.

Guide to the Research Process

<https://upsem.libguides.com/research>

This guide provides an introduction to the skills needed to conduct general research.

In the Instructional Resource Center

<https://upsem.libguides.com/irc/home>

An introduction to the Library's Instructional Resource Center including some of the important resources and services it offers to Union Presbyterian Seminary students and faculty.

Internet Resources for Theology Students

https://upsem.libguides.com/theology_resources

This guide of web resources should be viewed as a supplement to the Library's resources. There are good resources online that are helpful to academic and ministry work. These have been organized by subject, rather than by website, so it will be easier to search. Most of the Bible and Reference resources listed are academic gateways that, while they may vary in scope, rigor, and currency provide extensive information by experts in the field.

The Black Church in America

<https://upsem.libguides.com/BCA>

This guide contains resources for studying and researching the history, theologies, and present-day realities of Black churches and Black church culture in America.

Tips and Resources on Writing Well in Seminary

<https://upsem.libguides.com/c.php?g=924080>

This guide offers basic writing tips to help students make the transition to seminary education. Additional resources are listed for more in depth work.

Using ATLA Religion Database & ATLA PLUS

<https://upsem.libguides.com/atla>

A guide to the ATLA Religion Database and ATLAS Plus including instructions for; access, searching for scripture passages, selecting full-text articles, finding articles in specific journals, changing and combining databases, filtering results, looking for book reviews as well as saving, emailing and printing.

ACCESS TO INTERLIBRARY LOAN SERVICES

Interlibrary Loan (ILL) services are managed by our Technical Services department in Richmond. Mengistu Lemma is responsible for requests submitted by users and Jonathan Yates handles outgoing materials sent to other institutions. Generally speaking, all current students, faculty and staff of Union Presbyterian Seminary are eligible for ILL services. We recommend that others who wish to request materials not in our collection seek help at their local public Library or, if time is not of concern, send a request for the library to purchase the resource.



Our **Interlibrary Loan Request** form is provided at the bottom of the **Interlibrary Loan** page. You can use this form, or the form found in our catalog's bibliographic records, to place your requests. The information collected on these forms will be sent automatically to Mengistu Lemma.

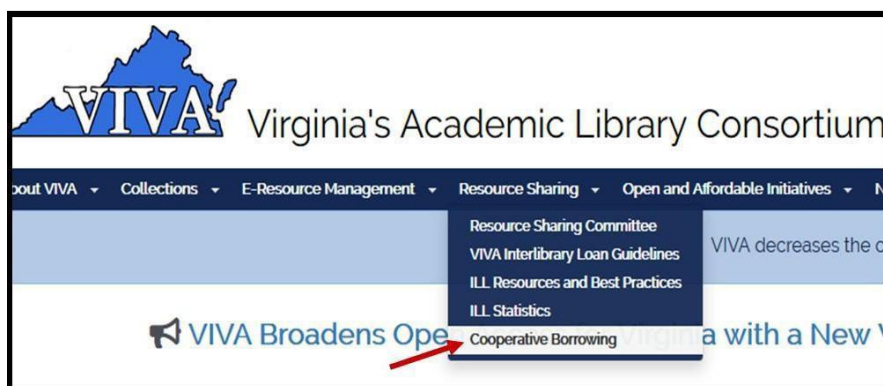
Details about ILL services can be found on the Library's website by hovering over **Services** from the top menu and then selecting **Interlibrary Loan** under **Richmond Campus Services**.

BORROWING FROM PARTNER LIBRARIES

VIVA Cooperative Borrowing Program

Faculty, staff and currently enrolled students of Union Presbyterian Seminary have the privilege of borrowing items on-site from any participating Library in the Commonwealth of Virginia. These libraries are members of VIVA, Virginia's academic Library consortium. For more information about VIVA and its member libraries, visit their website at <http://vivalib.org>.

For further information about the VIVA Cooperative Borrowing program as well as a list of VIVA Member institutions and their status in this program, please visit the VIVA Cooperative Borrowing Program website. From the home page select **Resource Sharing** from the top menu and click **Cooperative Borrowing** from the dropdown menu. Participating institutions may lend to borrowers from non-participating institutions at their discretion.



Patrons who wish to borrow media items from partner libraries should make those arrangements with the staff in our Instructional Resource Center.

The borrower will be responsible for returning all items when they are due, to the Library from which they were borrowed. The borrower will be liable for any overdue fines or other penalty charges.

Carolinas Theological Library Consortium

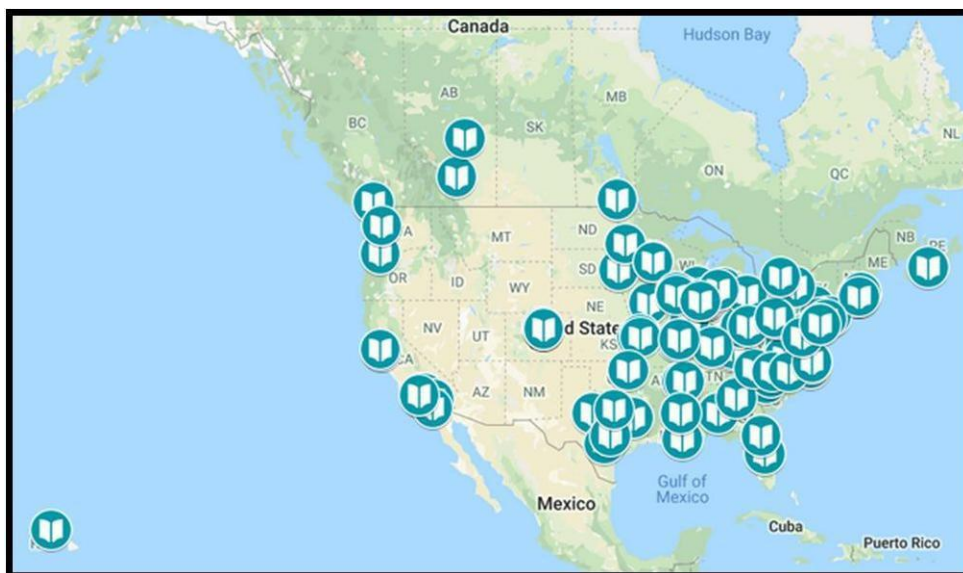
The Carolinas Theological Library Consortium (CTLC) was created to allow greater resource sharing among schools with theology and/or religion programs in the greater Charlotte, North Carolina area. It has grown over time to include institutions throughout North and South Carolina. Each school in the Consortium has agreed to abide by the following borrowing policies. Students are advised to have their current student identification with them to check out materials from another CTLC library.

- Circulating library materials may be borrowed by duly certified faculty, students, and staff of CTLC member schools and organizations from any CTLC member library in accordance with the borrowing regulations of the lending library.
- Borrowers are responsible for learning circulation and access regulations at the respective institution's library. Borrowers agree to be governed by these regulations.
- Patrons need to borrow books in person. Libraries are not expected to answer telephone queries or provide materials by mail, except for inter-library loans requested through standard ILL request forms.
- Users of any CTLC library are subject to all fines, rules, and regulations of the servicing library. Patrons will be notified of overdue material by the library from which the library material was borrowed.

Atla Reciprocal Borrowing Program

The Atla Reciprocal Borrowing Program creates an arrangement between participating North American Atla Institutional Members to grant check-out privileges to each other's patrons/students. A patron/student walks into a participating Library, shows proof of current enrollment at another participating Library, and checks out materials based on the Library's local lending policies.

For more information and for a spreadsheet of participating libraries, visit the ATLA Reciprocal Borrowing webpage at <https://www.atla.com/learning-engagement/member-projects-and-programs/reciprocal-borrowing>.



Map of ATLA Reciprocal Borrowing Program Participating Libraries

ACCESS TO REFERENCE, RESEARCH, AND INSTRUCTIONAL SERVICES

A professional reference staff is available to assist distance education students with resource access, study and research. Students may expect assistance from different librarians depending on the subject of the question. Our staff welcomes the opportunity to help you plan and conduct your study projects. Below is a list of our reference staff, their contact information and their areas of expertise.

Christopher Richardson

Seminary Librarian

email: crichardson@upsem.edu

voice: 804-278-4311

*Talk to me about.....*Library policies, access to collections and services, collection development needs, staffing needs or concerns, financial gifts or other donations, general suggestions or complaints.

David Mayo

Library Director, Charlotte Campus

email: david.mayo@upsem.edu

voice: (980) 636-1665

*Talk to me about.....*The research process, finding resources for specific projects, tips for writing well in Seminary, Charlotte course reserves, acquiring materials from Richmond-based collections or through electronic interlibrary loans, requesting items for purchase.

Robin McCall

Reference Librarian

email: rmccall@upsem.edu

voice: (804) 278-4333

*Talk to me about.....*Online research databases, how to search, choosing the database most appropriate for your search, searching techniques. BibleWorks 10, Accordance and other in-house electronic research materials.

Dora Rowe

Instructional Services Librarian

email: drowe@upsem.edu

voice: (804) 278-4324

*Talk to me about.....*Media or curriculum searching in the Library catalog, online tutorials for Library resources, digital resources for teaching (such programs as VoiceThread, Prezi,

infographics, etc. as well as mobile apps for teaching/learning). Webtools/programs: Podcasting, video editing, basic sound editing, developing a website with WordPress, graphics programs (e.g. Canva). Finding Creative Commons or copyright-free images or music or finding licensing for media. Video Streaming Services (access, creating clips, etc.) and other digital resources.

Lisa Janes

Circulation Supervisor

email: ljanes@upsem.edu

voice: (804) 278-4335

*Talk to me about.....*Your Library account, Online Library catalog searches, placing holds, etc.

Ryan Douthat

Director of Public & Electronic Services, Director of Archives & Special Collections

email: rdouthat@upsem.edu

voice: (804) 278-4217

*Talk to me about.....*Online systems, broken links and database, catalog or eBook connection issues. Archives and special collections scanning.

Mengistu Lemma

Acquisitions Assistant and ILL Specialist

email: mlemma@upsem.edu

voice: (804) 278-4337

*Talk to me about.....*Interlibrary loan services