

**Policy Title:** Collection Development and Access

**Responsible Office:** Seminary Librarian

**Audience:** Board, Faculty, Staff, and Students

**Last Review:** September 2022

**Next Review:** September 2025

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## **I. Purpose and Scope**

### **A. Purpose Statement**

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

### **B. The Union Presbyterian Seminary Library in Richmond**

William Smith Morton Library, on the Seminary's Richmond campus, holds some of the nation's finest collections of print and electronic resources in biblical studies, theology, Christian education, and church history. Morton Library's collections include approximately 322,000 printed items and 137,000 cataloged items in other formats. Its special collections include more than 4,800 rare titles dating from 1470 through 1830. There are also many nineteenth century church-related newspapers, especially those of a Presbyterian character in the South, and an outstanding collection of nineteenth century children's books and Sunday school books. The personal papers of faculty members, ministers and missionaries of the Presbyterian Church (US) form the core of the 1,200 linear feet of the archival manuscript collection.

### **C. The Union Presbyterian Seminary Library in Charlotte**

The Charlotte Library carries out this purpose in the context of part-time, non-residential students who live in and outside the Charlotte metro area. These students tend to be second-career students who work full-time during the week and attend classes on Saturdays. The size and type of the print collection in Charlotte reflects the needs of the Charlotte curriculum and patrons. The Charlotte library staff and patrons also benefit from having the Richmond collection, services, and staff to support greater library requirements.

### **D. Instructional Resource Center (IRC)**

In addition to providing a general collection of print and electronic media, the Richmond campus offers an Instructional Resource Center (IRC) housing a substantial variety of audio-visual and print teaching materials and curricula. The contents of the IRC are fully integrated into the Library's online catalog so that patrons searching for books on a particular subject are alerted to available media on that subject as well. The IRC also provides a small collection of laptops, cameras, and other digital devices available to current students, faculty and staff members to borrow.



## E. Degree Programs Supported

Resources will be purchased to support both the subject areas addressed by and the research methods employed by each of the Seminary's degree programs. They will be oriented toward graduate professional degrees designed to prepare students for vocational ministry in church and/or social and community settings and will provide support for faculty research and writing.

## F. Denominational Traditions and Centers Supported by the UPSem Library

Because Union Presbyterian Seminary is a Presbyterian institution, the Library seeks to maintain a strong collection of resources relating to the Reformed and Presbyterian traditions. UPSem is authorized by the University Senate of the United Methodist Church to prepare United Methodist candidates for ordination; consequently, the Library collects resources in the United Methodist tradition. The Library also collects materials related to African-American Christian traditions and curriculum resources produced by multiple denominations and faith traditions. Beyond these particular foci, the Library strives to provide resources that represent the wide spectrum of beliefs, theological perspectives and traditions to be found in the Christian community, past and present.

## G. Research Centers

The Union Presbyterian Seminary Library supports various institutional research centers including the Katie Geneva Cannon Center for Womanist Leadership, the Center for Social Justice and Reconciliation, the Syngman Rhee Global Mission Center for Christian Education and the Carl Howie Center for Science, Art, and Theology.

## II. Building the Collection

### A. Responsibility for Collection Development

Immediate oversight of the processes to build and maintain the Library's collection strength is the responsibility of the Seminary Librarian (Richmond focus) and the Director of the Charlotte campus Library (Charlotte focus), with ultimate responsibility for the full collection going to the Seminary Librarian.

- 1. General, Special (Richmond only) and Archival (Richmond only) Collections:** The Charlotte Director and the Seminary Librarian are aided in selecting materials for these collections by the Public Services staff of the Library. These librarians and Library staff members derive knowledge of collection needs through interaction with patrons, study of the professional literature, book review sources and periodicals, publisher's catalogs and subject-area bibliographies. They also seek recommendations and input from the Seminary's faculty and welcome suggestions from students and other

patrons. Throughout this work of collection development, the Director of the Charlotte campus Library works closely with the Seminary Librarian in Richmond to coordinate the development of resources. This is particularly true in the case of electronic resources made available via the web.

2. **Instructional Resource Center (IRC):** Selection of materials for the Instructional Resource Center is a cooperative effort between the Director of the Instructional Resource Center, faculty, students and community patrons. As with the General Collection, patron suggestions for purchase are taken seriously and the Library staff seeks to fill those requests that meet overall collection needs. Particular attention is given to faculty requests for items that are intended for use in specific courses. The IRC Director is responsible for maintaining the integrity and strength of the IRC collection so it is typically the IRC Director who determines what will be selected. With particularly expensive items, the IRC Director will consult with the Seminary Librarian before making purchases.

## B. Types of Materials Collected

**1. General Collection:** The UPSem Library collects and maintains the following kinds of materials:

- a. monographs (print and electronic)
- b. periodicals (journals, newspapers, reviews, annuals, newsletters) (print and electronic)
- c. series (monographic and irregular)
- d. microforms (Richmond only)
- e. digital databases and electronic texts
- f. software for research and instruction
- h. CD-ROMS and DVDs (Richmond and to a limited extent in Charlotte)
- i. All print archival materials relating to Union Presbyterian Seminary are maintained in the Library archives in Richmond.

**2. Instructional Resource Center (IRC) (Richmond):** The IRC collects and maintains the following kinds of materials:

- a. Curricula from the Presbyterian Church (U.S.A.)
- b. Curricula from the United Methodist Church
- c. Representative samples of curricula from major denominational families and independent publishers.
- d. CDs, DVDs, Blu-Rays and Streaming Media, etc.
- e. Audio Books
- f. Posters and Maps
- g. Kits
- h. Games
- i. Basic technology and other devices available to current students, faculty and staff to borrow

The IRC maintains its current collection of videotapes, audiotapes, art prints, but it does not collect additional items for these collections. The IRC does not collect banners, 16MM film, or phonograph records.

**3. The Special Collections (Richmond):** We collect and maintain the following kinds of Special Collections under the Archives Librarian and the Seminary Librarian's direction:

- a. Rare books relating to the Presbyterian and Reformed traditions
- b. Valuable and/or rare publications published before 1830
- c. Historic periodicals and serials related to the Southern Presbyterian tradition

**4. The Archives (Richmond):** The Archives collects and maintains the following kinds of materials:

- a. Papers, records and publications of Union Presbyterian Seminary, the Presbyterian School of Christian Education and their predecessor institutions
- b. The papers of former professors of Union Presbyterian Seminary and their predecessor institutions
- c. Original and historic Presbyterian church documents deemed appropriate for the collection where space permits

#### C. Selection Criteria

**1. General Collection:** The identification and selection of new and gift materials to be added to the General Collection are determined by weighing several criteria listed below:

- a. Whether an item is relevant to the scope of the collection as defined by this collection development policy;
- b. The quality of the item in terms of its scholarship, creativity, lasting value, the reputation of the author and its contributors, and the publisher of the work;
- c. The item's cost;
- d. The format of the item;
- e. Whether multiple or duplicate copies of an item are warranted because they are needed in both the reference and the circulating collections, or the Library staff anticipates strong demand from patrons due to the subject matter or their use on course reserves;
- f. The relation of the work to the documentary responsibilities of the Library to collect and preserve the record of Christian life and thought in the Presbyterian and United Methodist traditions;
- g. The condition of the item.
- h. Whether it is available as an eBook. (See section IV.)



**2. The Instructional Resource Center:** The identification and selection of new materials to be added to the IRC Collection are determined by five primary criteria:

- a. The item provides the most current scholarship available on a given topic;
- b. The item offers outstanding production quality;
- c. The Seminary's technological capabilities support the item's media format;
- d. The item represents a significant curriculum offering for Christian education in the local church;
- e. The audiovisual material will be useful within a class taught by a Seminary professor

**3. The Special Collections:** Historic works that enrich study in any of the areas in which the Library maintains a collection of research-level intensity will be added to the Rare Book collection, particularly if their age and physical condition require the climate control and handling of the Archives area. Some works may be assigned to the Special Collections if very few copies are known to exist in Library collections. While we receive many rare items as gifts, we will also purchase them occasionally, if an item that would add significantly to the depth of our collection becomes available.

**4. Archives:** Select institutional records and personal papers of retired or deceased faculty members are housed in the Archives: these include materials of an historical nature documenting important developments in the life of Union Presbyterian Seminary, deceased alumni files, estate records, accreditation documents, dissertations and theses submitted for graduate degrees, and official publications. Only those documents that need to be maintained in perpetuity under rare-book conditions are added to the Archives.

#### D. Languages

The Library collects in depth in English. It also collects to some extent in other Western languages (especially German, French, and Spanish) when there is a demonstrated need, such as to support a specific program or set of courses. Greek and Hebrew exegetical materials are collected (as well as languages that supplement biblical studies, such as Aramaic and Arabic). Classic and historic works are collected in their original languages (the works of John Calvin in Latin, for example) as well as in English translations. Some effort is made to support reading in world Christianity in various vernaculars. Periodicals in English, German, French and Spanish are considered for inclusion based upon scholarly value and relevance.

### III. Other Policy Considerations

#### A. Dissertations & Theses of Students and Publications of Faculty (Richmond)

Two paper copies are required by the Academic Dean of all dissertations submitted for the PhD degree (formerly, EdD or ThD degrees), printed on acid-free 24-lb paper and donated by the student. One copy of record is sent to ProQuest for scanning and binding, and when it returns it is filed permanently in the Archives. The second copy is sent to Cataloging, is classified by subject and housed in the stacks (unless the student withholds permission). A single copy of record of any thesis submitted for the MA or ThM degrees is housed in the Archives. Final projects submitted as part of the D.Min or any other professional degree program may be accepted as gifts, cataloged and added to the stacks collection. Publications by faculty members will be purchased and added to the collection, with a non-circulating copy maintained in the Union Seminary publications area. Publications by alumni/ae and staff will be purchased or accepted as gifts and added if deemed appropriate by the Seminary Librarian.

#### B. Gifts

Arrangements for such appraisals must be made by the donor directly with an outside appraiser of the donor's choice. The Library will acknowledge receipt of any unrestricted gifts but is not responsible for the choice of the appraiser, the quality of the appraiser's work or any complications with the IRS that may arise from an appraisal. Library staff members and librarians can determine whether items given to the Library will be added to the collection.

They may refuse a proposed gift if it does not serve the needs of the collection. The Library only accepts unrestricted gifts (not loans) and reserves the right to exchange, sell, forward to other libraries or dispose of these materials. Because of Internal Revenue Service guidelines, the Library, as the recipient of a gift, cannot provide an appraisal of the gift's value.

#### C. Weeding

1. Items in the collection that come to the attention of the Library staff through their normal duties and contact with the collection will be weeded from the collection if they meet the following criteria that inform all such decisions by Library staff:
2. Normally, the Library will hold no more than two copies of any item.
3. Items in the circulating collection that have not been circulated in the last ten years will be seriously considered for deaccessioning. In such deliberations, however, it will be assumed that it is better to retain an item in the collection than to remove it.
4. The value of an item's presence in the collection will be a function of how closely the item still fulfills the collection development criteria.

#### D. Periodic Review

1. This policy will be reviewed and reevaluated every three years.
2. The next review of this policy will take place during the second half of 2022.

### **IV. Collection Development Guidelines for Electronic Resources**

#### A. Introduction and Purpose

The Collection Development Guidelines for Electronic Resources outlines standards for eBooks, streaming videos, web-based and audio books purchased by the Union Presbyterian Seminary Library and its Instructional Resource Center (IRC) as well as acquisition strategies and procedures.

This policy will help to ensure that all UPSem Library staff follow the same policies and procedures with regard to eBook requests and purchases. Additionally, it will help to ensure that budgeted funds are employed in a consistent manner and spent on electronic content that is used and valued by the Seminary community.

#### B. Purpose of the eBook Collection

The UPSem Library's electronic resources serve all of the Seminary's students and faculty, particularly those who cannot easily access physical Library collections. Electronic resource collections expand and supplement the Seminary's physical collections and are potentially more economical because they are shared by all teaching platforms. The library has adopted an e-preferred collection development strategy to take advantage of these efficiencies, opting to acquire books in electronic format rather than print format when consistent with other guidelines in this Policy.

#### C. Responsibility for Collection Development

Immediate oversight of the processes to build and maintain the Library's collection strength is the responsibility of the Seminary Librarian (Richmond focus) and Director of the Charlotte campus (Charlotte focus) with the ultimate responsibility for the full collection going to the Seminary Librarian.

The Seminary Librarian and the Director of the Charlotte campus Library derive knowledge of collection needs through interaction with patrons and study of the professional literature, book review sources and periodicals, publisher's catalogs and subject-area bibliographies. They also seek recommendations and input from the Seminary's faculty and welcome suggestions from students and the public.

Throughout this work of collection development, the Director of the Charlotte campus Library will work closely with the Seminary Librarian in Richmond to coordinate the development of resources.

## D. Standards

Currently, most newly acquired eBooks, particularly individual titles as opposed to collections, are purchased for access on the ProQuest EBook Central platform. Other platforms may be used, but the standards below are to be followed, both now and as future platforms and vendors are evaluated:

### 1. Technology and Access

- eBooks will be accessible to all students, faculty, and staff of the institution regardless of geographical location whenever possible
- eBooks will be in a format that is not restricted to any device or software application. HTML, ePUB, and PDF formatting is preferred
- eBooks must be compatible with existing access and authentication systems
- eBooks platforms must be available for use in standard web browsers

### 2. Preferred Functionality

- eBooks should be accessible through an internet browser, with no requirement to download a file
- Content must be accessible to individuals with disabilities within accepted practices
- Ability to download, print, browse, and e-mail pages is highly desirable
- Ability to be indexed and cataloged in the Library's existing discovery services is highly desirable
- They should be easy to use across a variety of systems (smartphones, iOS devices, tablets, laptops, PCs)
- They offer powerful and user-friendly search engines
- They provide citation downloads and/or are compatible with citation management software
- They offer stable 24/7 access and sufficient advanced warning before system maintenance takes place

### 3. Vendor Support

- Vendors must have proven excellence in customer service and responsive support teams
- Library-wide trial access to allow for staff evaluation before entering into a contract is highly desirable
- Electronic invoice delivery and customized MARC records are included in subscription or purchase fees, whenever possible
- Vendor platforms offer customization and branding capabilities
- Vendors must provide statistical usage reports
- Vendors must provide clear, written explanations of their archiving policies and ownership rights

- Staff training and/or recorded webinars should be available at no additional charge
- Designated customer representatives with direct e-mail/phone support are highly desirable

#### **4. Ebook Format, Pricing**

- Prefer universal format with no DRM; in the absence of universal format, ePUB or PDF formats are acceptable
- Kindle format is unacceptable
- Prefer title-by-title purchasing model
- Prefer ability to select either single-user or multi/unlimited simultaneous access options
- Prices must be comparable to print versions; eBooks priced over \$150 or 200% over the print price are purchased only when there is enough added value

#### **5. Licensing, Contracts, Accessibility**

- Vendors must supply clear expectations, schedules, and pricing for annual subscriptions or maintenance fees
- Contracts must note the period of agreement, refund information, and cancellation options
- Vendors must define "authorized users" in advance of a final contract
- Prefer vendors who support interlibrary loan and explicitly state this in contracts
- Prefer ability to retain ownership of purchased eBooks even if contract with vendor is cancelled or vendor ceases to exist
- The Library reserves the right to use portions of eBooks under the Fair Use provision
- Vendors must alert the Library of changes in content, including publisher-driven price increases or removal of content in patron-driven acquisition models

### **E. Acquisition Strategies and Procedures**

#### **1. Selection**

Current funding levels support purchase of course texts, faculty and student requests, and faculty publications. Remaining funds are spent at the discretion of the Seminary Librarian, the Charlotte Library Director, the IRC Director, and those designated by them; related recommendations are at the end of this section.

a. ***Subject Areas***

EBooks will be purchased in subject areas that support the M.Div. (Charlotte and Richmond), the M.A.C.E. (Charlotte and Richmond), the M.A.T.S., the Th.M. (Richmond only), and the D.Min. (Charlotte and Richmond) degree programs, plus other courses offered at UPSem. They are oriented toward graduate professional degrees designed to prepare students for vocational ministry in church and/or social and community settings and will provide support for faculty research and writing.

b. ***Languages***

EBooks that are entirely or primarily in English will be given priority. EBooks that are in or contain a foreign language, particularly those outside of biblical languages, will be purchased when there is a demonstrated need, such as to support a specific program or set of courses.

c. ***Course Texts (Charlotte Campus)***

- Course texts that exist in eBook form will be purchased regardless of whether they are held in print
- More than one license will be purchased for class eBooks when the need arises
- Upon request, the Dean's office or faculty members will send lists of required and supplemental course texts to the Library

d. ***Requests***

- eBook requests from students and faculty will be submitted to the Library's Technical Services Department
- Faculty will be informed if a requested title is available in print on their campus, so that they can confirm whether they wish for the Library to hold the eBook as well
- Distance students are provided consideration if their desired title is available in print, but they cannot obtain it
- On-campus students may also request an eBook when the print book is available; this is a rare occurrence, however, and is handled on a case by case basis
- Requests for other electronic resources should be submitted to the Electronic Services Librarian who will evaluate the request in consultation with the Seminary Librarian, the Charlotte Library Director, and faculty

e. ***Faculty Publications***

- Faculty authored books that are available in eBook format will be purchased in eBook format
- The faculty member's home campus will also purchase print copies for the collection

f. ***Reference Works, Commentaries, Multi-authored Works***

- In order to meet the growing needs of potential distance education students and students in hybrid classes, the Library will purchase important digital reference works, Bible commentaries and multi-authored works in electronic format
- For works currently held in Richmond, print equivalents should see at least moderate use for the eBook to be purchased unless there are other compelling reasons for purchase (e.g. on a bibliography, recommended by faculty)

**2. Licensing and Purchasing**

- Licensing and access options will be researched by the Electronic Services Librarian
- In consultation with the Electronic Services Librarian, the Seminary Librarian will make final licensing decisions

**3. Cataloging**

- eBooks purchased as above are automatically loaded into the catalog and evaluated for quality control.

**4. Budgeting**

- In general, eBooks will be purchased using the Library's "purchasing" budget lines. Other electronic resources may be charged to the Online Database budget (Richmond) or the Instructional Resource Center budget
- Expenditure of funds will be tracked by the Technical Services department with assistance from the Administrative Assistant to the Seminary Librarian

**5. Evaluation of Collection**

- Vendors (including pricing, content, subscription fees, and contracts) are evaluated on an ongoing basis
- Purchase models (single- and multi/unlimited-use, patron-driven, pay-per-use) are evaluated on an ongoing basis
- The Library's efforts to promote electronic resources should be evaluated on a regular basis

## **V. Access to Library Resources and Services**

### **A. Introduction**

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

### **B. Access Privileges by Patron Status**

#### **1. Student and Faculty Access and User Privileges**

Physical access to Library collections and services is provided to students and faculty through regular library operating hours on the Seminary's Richmond and

Charlotte Campuses. With the overlap between the Richmond and Charlotte campus schedules, Library staff are on duty and ready to deliver library services in person for up to 75.5 hours a week, plus extended hours during exam periods. Richmond's physical service hours dip to 48 during the summer, when fewer courses are offered and many faculty members are away, to conserve staff funding for periods of greater use. We also offer a 24/7 study room in Richmond with computers and key reference resources, accessible in Richmond's Watts Hall with a student or faculty key card.

For students and faculty, the process of setting up a Library account and gaining credentials to access both one's library account and the library's electronic resources begins when they are granted a student or faculty ID card by the institution. The barcode that is printed on their ID cards becomes their library account number and they use a 3-digit PIN with the barcode number to sign in to library services online. After a student or faculty member's library account has been created, they receive information on how to check their library accounts online, request renewals, place holds, etc. New students, during the orientation process at UPSem, receive a \$5.00 reloadable gift card to use for photocopies at the Library. Faculty members are allowed free access to copying services related to course reserves and may also use departmental copy codes on Library copiers.

Current students and faculty are entitled to access Library databases, e-books, and other electronic resources both on campus and off campus. When connected



to the Seminary network via a wired or wireless connection on either campus (in Richmond or Charlotte library facilities, faculty offices, or dormitories, etc.), students and faculty are connected seamlessly to the library resources that they need. Students and faculty members who are off campus are asked to log in with their library account credentials when they click on a resource for which use is limited by a license or agreement. Our OpenAthens user authentication service is integrated with our catalog (Symphony) and electronic discovery layers (Enterprise and EBSCO Discovery Service) such that it can differentiate between users of different types, separated into distinct “permission sets”, providing each user with access to the electronic resources to which they are entitled according to the Library’s site licenses and user service agreements.

## **2. Alumni Access and User Privileges**

If you are a graduate of Union Presbyterian Seminary, ATS, PSCE, UTS, Union-PSCE or Baptist Theological Seminary in Richmond, physical access to Library collections and services is provided to alumni through regular library operating hours on the Seminary’s Richmond and Charlotte Campuses. With the overlap between the Richmond and Charlotte campus schedules, Library staff are on duty and ready to deliver library services in person for up to 75.5 hours a week.

For alumni, the process of setting up a Library account and gaining credentials to access both one’s library account and the library’s Alumni Research Portal begins when they are granted a student ID card by the institution that will continue to serve as their alumni ID card. The barcode that is printed on their ID cards becomes their library account number and they use a 3-digit PIN with the barcode number to log into the Alumni Research Portal online. After an alumni member’s library account has been created, they receive information on how to check their library accounts online, request renewals, place holds, access the Alumni Research Portal and its resources, etc. Alumni who do not have their ID card or who are not currently registered may either complete the library patron registration form online or register in person at the library circulation desk.

## **3. Presbyterian Church (USA), United Methodist Church, and Cooperative Baptist Fellowship Clergy Access and User Privileges**

If you are a Presbyterian Church (USA), United Methodist Church, or Cooperative Baptist Fellowship minister/educator, physical access to Library collections and services is provided through regular library operating hours on the Seminary’s Richmond and Charlotte Campuses. With the overlap between the Richmond and Charlotte campus schedules, Library staff are on duty and ready to deliver library services in person for up to 75.5 hours a week.

For Presbyterian Church (USA), United Methodist Church and Cooperative Baptist Fellowship clergy, the process of setting up a Library account and gaining credentials to access both one’s library account and the library’s Member Research Portal begins when they provide a current letter of authorization from their presbyter, local

superintendent or documentation showing their affiliation with the Cooperative Baptist Fellowship along with a \$30 payment. Upon receipt of their application form, credential validation and payment, their library ID card will be created. The barcode that is printed on their ID cards becomes their library account number and they use a 3-digit PIN with the barcode number to sign in to the Member Research Portal online. After a Presbyterian Church (USA), United Methodist Church or Cooperative Baptist Fellowship clergy member sets up an account, they receive information on how to check their library accounts online, request renewals, place holds, access the Member Research Portal and its resources, etc. Presbyterian Church (USA), United Methodist Church or Cooperative Baptist Fellowship clergy may either complete the library patron registration form online or register in person at the library circulation desk. These clergy memberships renew annually on their account registration dates for \$30.

#### **4. Local Religious Leader/Teacher Access and User Privileges to its Library Services**

If you are a local religious leader or a teacher of another denomination or religious faith, physical access to Library collections and services is provided through regular library operating hours on the Seminary's Richmond and Charlotte Campuses. With the overlap between the Richmond and Charlotte campus schedules, Library staff are on duty and ready to deliver library services in person for up to 75.5 hours a week.

For local religious leaders or teachers, the process of setting up a Library account and gaining credentials to access both one's library account and the library's Member Research Portal begins when they provide a \$50 payment along with either a letter from a religious organization attesting to their role or some other form of evidence, such as contact information on a website. Upon receipt of their application form, credential validation and payment, their library ID card will be created. The barcode that is printed on their ID cards becomes their library account number and they use a 3-digit PIN with the barcode number to sign in to the Member Research Portal online. After local religious leaders or teachers set up an account, they receive information on how to check their library accounts online, request renewals, place holds, access the Member Research Portal and its resources, etc. Local religious leaders or teachers may begin the registration process by completing the library patron registration form online or register in person at the library circulation desk. Local clergy or religious leader memberships renew annually on their account registration dates for \$50.

### 5. Visiting Researchers

If you are a visiting researcher, physical access to Library's special collections and archives is provided by appointment only through regular library operating hours on the Seminary's Richmond Campus. To schedule an appointment, visiting researchers may contact the Director of Archives and Special Collections, Ryan Douthat at (804) 278-4217 or rdouthat@upsem.edu.

For visiting researchers, reading access to the general collection is permitted and supervised research in Archives and Special Collections. Photocopies, photographs and scanning services are provided, as well as access to the library's ST View Scan microfilm scanner. Visiting researchers are also granted access to the library's on-site databases and eBooks.

### C. Borrowing Periods by Patron Status and Service Location

This table contains a revised schedule for borrowing privileges for William Smith Morton Library, located in Richmond, Virginia, organized by patron status.

CATEGORY	BORROWING PRIVILEGES	RENEWALS	MAXIMUM NUMBER OF ITEMS
Faculty of UPSem	Books: due June 1st. Videos, DVDs, other media: 3 weeks. No overdue fines (some exceptions). Borrowing at local academic libraries by reciprocal agreement. Course reserves, ILL services. On-site and remote access to Library databases, eBooks and all other digital resources.	Checkouts can be renewed online. Circulation staff can assist by phone or in person.	100 books 15 curricula 6 visual media* 20 audio media** 3 kits 3 games
Students enrolled in the Th.M. or D.Min. programs	Books: due June 1st. Videos, DVDs, other media: 3 weeks. No overdue fines (some exceptions). Borrowing at local academic libraries by reciprocal agreement. Course reserves, ILL services. On-site access to Library databases, eBooks and all other digital resources. Remote access to databases and eBooks with login.	Checkouts can be renewed online. Circulation staff can assist by phone or in person.	100 books 15 curricula 6 visual media* 20 audio media** 3 kits 3 games

<p>Students enrolled in the M.Div., M.A.C.E, or M.A.P.T programs</p>	<p>Books: due at end of term. Videos, DVDs, other media: 3 weeks. No overdue fines (some exceptions). Borrowing at local academic libraries by reciprocal agreement. Course reserves, ILL services. On-site access to Library databases, eBooks and all other digital resources. Remote access to databases and eBooks with login.</p>	<p>Checkouts can be renewed online. Circulation staff can assist by phone or in person.</p>	<p>50 books 10 curricula 3 visual media* 10 audio media** 2 kits 2 games</p>
<p>Staff of UPSem</p>	<p>Books: 3 weeks. Videos, DVDs, other media: 3 weeks. No overdue fines (some exceptions). On-site access to Library databases, eBooks and all other digital resources. Remote access to databases and eBooks with login.</p>	<p>Checkouts can be renewed online. Circulation staff can assist by phone or in person.</p>	<p>10 books 10 curricula 3 visual media* 10 audio media** 2 kits 2 games</p>
<p>Alumni/Alumnae of UPSem, Union- PSCE, Union, PSCE, and BTSR No charge</p>	<p>Books: 3 weeks. Videos &amp; DVDs: 2 weeks. Other IRC items: 3 weeks. On-site access to Library databases, eBooks and all other digital resources. Remote access to Alumni Research Portal with login.</p>	<p>Checkouts can be renewed online. Circulation staff can assist by phone or in person. Mailing option available for out-of-town alumni/alumnae.</p>	<p>10 books 10 curricula 3 visual media* 10 audio media** 2 kits 2 games</p>
<p>Public members (No charge for those enrolled before 26 April 2008)</p>	<p>Books: 3 weeks. Videos &amp; DVDs: 3 weeks. Other IRC items: 3 weeks. On-site access to Library databases, eBooks and all other digital resources. Remote access to Member Research Portal.</p>	<p>Checkouts can be renewed online. Circulation staff can assist by phone or in person.</p>	<p>5 books 10 curricula 3 visual media* 10 audio media 2 kits 2 games</p>
<p>Extension Members (Alumni who live more than 50 miles away)</p>	<p>Books: 5 weeks. Videos &amp; DVDs: 4 weeks. Audio recordings: 5 weeks. Curriculum: 5 weeks Includes transit time in the mail. On-site access to Library databases, eBooks and all other digital resources. Remote access to Alumni Research Portal with login.</p>	<p>No renewal on visual media items or curriculum. Other checkouts can be renewed online. Circulation staff can assist by phone or in person.</p>	<p>5 books 10 curricula 3 visual media* 10 audio media** 2 kits</p>

Partner Libraries Faculty and	Books: 3 weeks. Videos & DVDs: 3 weeks. Other IRC items: 3 weeks. On-site access to Library	Checkouts can be renewed online. Circulation staff	5 books 10 curricula 3 visual media*
Students No charge	databases, eBooks and all other digital resources. Remote access to Member Research Portal with login.	can assist by phone or in person.	10 audio media** 2 kits 2 games
Archival researcher by appointment only	Research in Archives and Special Collections. Photocopies or photos only. No borrowing. On-site access to Library databases, eBooks and all other digital resources.	N/A	N/A
Special paid events for Continuing Education participants, etc.	Day pass for research in Library. Photocopies only. No borrowing. On-site access to Library databases, eBooks and all other digital resources.	N/A	N/A
PCUSA clergy and certified educators United Methodist clergy and Cooperative Baptist Fellowship clergy \$30 annually	Books: 3 weeks. Videos & DVDs: 3 weeks. Other IRC items: 3 weeks. On-site access to Library databases, eBooks and all other digital resources. Remote access to Member Research Portal with login.	Checkouts can be renewed online. Circulation staff can assist by phone or in person.	10 books 10 curricula 3 visual media* 10 audio media** 2 kits 2 games
Clergy, educators and lay leaders serving churches and religious agencies and organizations \$50 annually	Books: 3 weeks. Videos & DVDs: 3 weeks. Other IRC items: 3 weeks. On-site access to Library databases, eBooks and all other digital resources. Remote access to Member Research Portal with login.	Checkouts can be renewed online. Circulation staff can assist by phone or in person.	10 books 10 curricula 3 visual media* 10 audio media** 2 kits 2 games

This table contains a revised schedule for borrowing privileges for the Charlotte Library of Union Presbyterian Seminary located in Charlotte, NC organized by patron status.

CATEGORY	BORROWING PRIVILEGES	RENEWALS	MAXIMUM NUMBER OF ITEMS
Faculty of UPSem, Charlotte	Books: due June 1st. On-site access to Library databases, eBooks and all other digital resources. Remote access to databases and eBooks with login. Borrowing privileges at area (CTL) libraries. Course reserves, Reference services, Instructional services, Collection development, priority consideration for scheduling requests.	Checkouts can be renewed online. Circulation staff can assist by phone or in person.	100 books
Students enrolled in the Th.M. or D.Min. programs, Charlotte	Books: due June 1st. On-site access to Library databases, eBooks and all other digital resources. Remote access to databases and eBooks with login. Borrowing privileges at area CTL libraries. Course reserves, Reference services, Instructional services.	Checkouts can be renewed online. Circulation staff can assist by phone or in person.	100 books
Students enrolled in the M.Div., M.A.C.E, or M.A.P.T programs, Charlotte	Books: due at end of term. On-site access to Library databases, eBooks and all other digital resources. Remote access to databases and eBooks with login. Borrowing privileges at area CTL libraries. Course reserves,	Checkouts can be renewed online. Circulation staff can assist by phone or in person.	50 books

	Reference services, Instructional services.		
Staff of UPSem, Charlotte	Books: 3 weeks. No overdue fines (some exceptions). On-site access to Library databases, eBooks and all other digital resources. Remote access to databases and eBooks with login.	Checkouts can be renewed online. Circulation staff can assist by phone or in person.	10 books
UPSem Alumni/ae (incl. Union, PSCE)	Books: 3 weeks. On-site access to Library databases, eBooks and all other digital resources. Remote access to Alumni Research Portal with login. Reference services.	Checkouts can be renewed online. Circulation staff can assist by phone or in person.	10 books
UPSem Continuing Education / Event participants	On-site access to Library databases, eBooks and all other digital resources. Remote access to Member Research Portal with login. Reference services.	N/A	N/A
Consortia Members: Queens University of Charlotte and CTLC Faculty/Students (Carolina Graduate School of Div., Charlotte Christian College and Theo. Sem., Columbia Intl. Univ., Erskine College and Theo. Sem., Gardner-Web. Univ., Gordon-Conwell Theo. Sem., Hood Theo. Sem., JAARS, Laurel Univ., Piedmont Intl. Univ., Reformed Theo. Sem., Shepherds Theo. Sem., Southeastern Bapt., Theol. Sem., Southern Evangelical Sem.)	Books: 3 weeks. On-site access to Library databases, eBooks and all other digital resources. Remote access to Member Research Portal with login. Reference services.	Checkouts can be renewed online. Circulation staff can assist by phone or in person.	5 books

PCUSA, UMC, CBF clergy, certified educators w/ current clergy ID	Books: 3 weeks. On-site access to Library databases, eBooks and all other digital resources. Remote access to Member Research Portal with login. Reference services.	Checkouts can be renewed online. Circulation staff can assist by phone or in person.	10 books
Sharon Presbyterian Church Staff and Church Members w/ current note/letter from church	Books: 3 weeks. On-site access to Library electronic resources. Remote access to Member Research Portal with login. Reference services.	Checkouts can be renewed online. Circulation staff can assist by phone or in person.	5 books
Guest membership	Books: 3 weeks. On-site access to Library databases, eBooks and all other digital resources. Remote access to Member Research Portal with login. Reference services.	Checkouts can be renewed online. Circulation staff can assist by phone or in person.	5 books

The main differences in these privileges at the Charlotte Library are that faculty members and students enrolled in the Th.M. or D.Min. programs can check out more total items and check them out for a full academic year, as opposed to just one academic term.

#### D. ADA Accessibility

##### 1. Library Building Accessibility

###### a. *Outside the Library*

Both the Richmond and Charlotte Libraries are located in close proximity to parking areas with multiple designated parking spots for patrons with disabilities. There are also appropriate cuts in the walkways next to these parking areas for wheelchair access. These walkways lead to wheelchair accessible ramps that lead to the front doors of both buildings. For assistance opening the front doors of the



Richmond library building, patrons are encouraged to ring the front doorbell for or call the circulation desk for assistance.

b. ***Inside the Library***

Inside the library, elevators are easily accessible on each level in both buildings. The Richmond library building has two elevators available to patrons on each end of the building. Bathrooms are accessible on each floor of both buildings and signage marks disability-friendly stalls equipped with grab bars and room to turn around. Bathrooms are also designed with adequate legroom under sink counters and mirror, soap and paper towel dispensers are within easy reach.

Public areas of both library buildings are accessible to persons with disabilities, including meeting rooms, carrels (Richmond library only), reference room, study spaces and regular stack areas. Persons with disabilities interested in accessing the movable stack areas in the Richmond library including the bound periodicals and International Book Room located on the lower level should contact the circulation desk for assistance. The circulation desks in both buildings have lower counter height sections that are easily accessible to all patrons.

**2. For Patrons with Disabilities**

The Richmond Library maintains a dedicated computer workstation for the use of patrons who are blind, vision-impaired or have certain learning or reading disabilities. The computer is loaded with the Kurzweil 3000 program to scan and convert printed matter to audible speech, and the ZoomText program to magnify text (including online web-based content), for the use of persons with low vision or blindness. For those with learning disabilities such as dyslexia, ADD, ADHD, dysgraphia or ESOL, the computer offers the Kurzweil 3000 program, which highlights text and provides visual and audio tracking. These highly capable programs can be customized and modified by the user to address many different individual needs. The workstation is located in a private room that is kept locked when not in use. For access to this facility, please inquire at the Circulation Desk.

**3. UPSem Library Electronic Resource Accessibility Statement**

A. For every license that is negotiated by Union Presbyterian Seminary Library, if a clause addressing ADA and WCAG compliance is not in the license, the following language is inserted. A license will not be signed if this language is not approved.

"Licensor shall comply with the Americans with Disabilities Act (ADA), by supporting assistive software or devices such as large print interfaces, text-to-speech output, refreshable braille displays, voice-activated input, and alternate keyboard or pointer interfaces in a manner consistent with the Web Content Accessibility Guidelines published by the World Wide Web Consortium's Web Accessibility Initiative"

B. For every new product that the library is considering purchasing, a VPAT will be either found or requested. This VPAT will be used as part of the process to determine if the product should be acquired or not. Non-compliance with ADA and WCAG standards will act as a deterrent to purchasing the material.

#### E. Off-site Access to Electronic Services

Students and faculty members who are off campus are asked to log in with their library account credentials when they click on a resource for which use is limited by a license or agreement. Our OpenAthens user authentication service is integrated with our catalog (Symphony) and electronic discovery layers (Enterprise and EBSCO Discovery Service) such that it can differentiate between users of different types, separated into distinct "permission sets", providing each user with access to the electronic resources to which they are entitled according to the Library's site licenses and user service agreements.

The OpenAthens permission set of current students, faculty, and staff members of both Richmond and Charlotte service locations enable them to access all of the library's subscription databases, eBooks and streaming collections. Current students, faculty, and staff members' unique PIN and barcode found on their library cards serve as credentials for accessing these digital resources.

Alumni users are given their own unique "permission set" within our OpenAthens user authentication service that enables off-site access to the Alumni Research Portal and each of the Alumni subscription databases and eBook collections listed in the portal. Alumni members' unique PIN and barcode found on their library cards serve as credentials for accessing these digital resources.

All other library member users are given their own unique "permission set" within our OpenAthens user authentication service that enables off-site access to the Member Research Portal and each of the Open Access databases and eBook collections listed in the portal. Library members' unique PIN and barcode found on their library cards serve as credentials for accessing these digital resources.



## F. Access to 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. One is from the Library website homepage; users should 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.

## G. Access to 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.

The Richmond Library's book stacks are located on each of the library's four levels. The current reclassification project is currently localized to the lower level west and third level east stacks locations. The Reference Room is located on the first level east side of the library

The Charlotte Library's regular collection book stacks are located on the first level with the circulation desk. The Reference Room can be found on the second level.

### 1. Library Classification System

Beginning in October 2017, the Richmond Library began a reclassification project to change all of our call numbers in the stacks to the Library of Congress system. For a few years, there will be two parallel collections, and there will be almost constant stacks shifting during this process. If you have trouble finding something, please do come to the Circulation Desk for help. The classification system developed and maintained by the Library of Congress is extremely detailed and complex, since it covers every subject area. We have prepared a simplified summary of that system, providing more

detail in our primary areas of specialization. The following chart is designed to aid in understanding the arrangement of the portion of the Richmond Library designated "LC Stacks" and improve access to the physical collection.

Call Number Range	Subject(s)
AC-AZ	Collections, encyclopedias, dictionaries, yearbooks, directories
B-BD	Philosophy
BF	Psychology
BJ	Ethics
BL1-50	Religion, mythology, rationalism
BL 51-65	Philosophy of religion, psychology of religion
BL175-265	Natural theology and theism
BL270-630	Religious doctrine (general)
BL 660-	History and literature of religions by locality (India, Asia Minor, Levant, China, Japan, Korea)
BM 1-990	Judaism
BP 1-610	Islam
BQ 1-9800	Buddhism
BR 60-133	Early Christianity and patristics
BR 140-275	Christian history of the medieval period
BR 280	Renaissance and Reformation
BR 290-480	Early modern and modern era
BR500-1510	Christian history by region or country
BS 11-355	Early to modern Biblical texts and versions
BS 125-198	Bible in English
BS 199-355	Bible in world languages
BS 410-680	Works about the bible
BS 701-1830	Old Testament

BS 1901-2970	New Testament
BT 10-150	Doctrine of God
BT 198-500	Christology
BT 580-985	Other doctrines (creation, salvation, eschatology, etc.)
BT 990-1040	Creeds and catechisms
BT 1095-1480	Apologetics
BV 5-510	Worship and liturgy
BV 590-1652	Ecclesiology
BV 800-850	Sacraments
BV 2000-3799	Missions and evangelism
BV 4000-4470	Ministry, preaching, theological education
BV 4012.2	Pastoral care and counseling
BV 4625-5099	Christian life and devotion
BX 1-99	Ecumenical movement
BX 100-755	Eastern and Orthodox churches
BX 800-4795	Roman Catholic Church
BX 4800-9999	Protestantism
CB	History of civilization
CC	Archaeology
CT	Biography
D 51-203	Ancient through medieval history
D 204 - 2027	Early modern through modern history
DA-DR	European history by country or region
DS-DX	History of Asia, Africa, etc. by country or region

E-F	American history
G	Geography
H	Social Sciences (statistics, economics, labor, industry, etc.)
J	Political Science
K	Law
KB	Religious law
KBM	Jewish law
KBP	Islamic law
KBR	Canon law (KBU Roman Catholic)
L	Education
LC 251-951	Moral and religious education
LD-LG	Education by region or country
M	Music
M 1999-2199	Sacred vocal music, hymnody
N	Fine arts
P-PA	Philology and ancient literature
PB-PT	Languages and literature by region or country
Q	Sciences (mathematics, astronomy, physics, biology, etc.)
R	Medicine
S	Agriculture
T	Technology
U-V	Military science
Z	Bibliography, library science, information resources

### Special Symbols Used in Call Numbers

*	Volumes which may not be removed from the library building
Ref.	Books confined to use in the Reference Room

+	An oversized book. Shelved in a separate classified area on the Lower Level East
Rare	A book shelved under lock and key in the Rare Books/Archives room
CC	A book in the children's collection located on the Second Level East
Atlas Case	Located in the Reference Room
Per.	Periodical volumes arranged in alphabetical order by title on the Lower Level East
Sun Sch	19th Century Sunday School Books (Rare Book Reading Room)

The Charlotte library uses the Dewey Decimal System as its classification system. The following chart is designed to aid in understanding of the arrangement of the portion of the Charlotte Library and to improve access to the physical collection.

<b>200</b>	<b>Religion</b>	<b>250</b>	<b>Christian orders &amp; local church</b>
201	Religious mythology & social theology (comparative religion)	251	Preaching (Homiletics)
202	Doctrines	252	Texts of sermons
203	Public worship and other practices	253	Pastoral office (Pastoral theology)
204	Religious experience, life & practice	254	Parish administration
205	Religious ethics	255	Religious congregations & orders
206	Leaders & organizations	256	[Unassigned]
207	Missions & religious education	257	[Unassigned]
208	Sources	258	[Unassigned]
209	Sects & reform movements	259	Pastoral care of families & persons
<b>210</b>	<b>Philosophy &amp; theory of religion</b>	<b>260</b>	<b>Social &amp; ecclesiastical theology</b>
211	Concepts of God	261	Social theology
212	Nature of God	262	Ecclesiology

213	Creation	263	Days, times, places of observance
214	Theodicy	264	Public worship
215	Science & religion	265	Sacraments, other rites & acts
216	[Unassigned]	266	Missions
217	[Unassigned]	267	Associations for religious work
218	Humankind	268	Religious education
219	[Unassigned]	269	Spiritual renewal
<b>220</b>	<b>Bible</b>	<b>270</b>	<b>Church history</b>
221	Old Testament	271	Religious orders in church history
222	Historical books of Old Testament	272	Persecutions in church history
223	Poetic books of Old Testament	273	Doctrinal controversies & heresies
224	Prophetic books of Old Testament	274	History of Christianity in Europe
225	New Testament	275	History of Christianity in Asia
226	Gospels & Acts	276	History of Christianity in Africa
227	Epistles	277	History of Christianity in North America
228	Revelation (Apocalypse)	278	History of Christianity in South America
229	Apocrypha & pseudepigrapha	279	History of Christianity in other areas
<b>230</b>	<b>Christianity &amp; Christian theology</b>	<b>280</b>	<b>Christian denominations &amp; sects</b>
231	God	281	Early church & Eastern churches
232	Jesus Christ & his family	282	Roman Catholic Church
233	Humankind	283	Anglican churches
234	Salvation (Soteriology) & grace	284	Protestants of Continental origin



235	Spiritual beings	285	Presbyterian, Reformed, Congregational
236	Eschatology	286	Baptist, Disciples of Christ, Adventist
237	[Unassigned]	287	Methodist & related churches
238	Creeds & catechisms	288	[Unassigned]
239	Apologetics & polemics	289	Other denominations & sects
<b>240</b>	<b>Christian moral &amp; devotional theology</b>	<b>290</b>	<b>Other religions</b>
241	Christian ethics	291	[Unassigned]
242	Devotional literature	292	Classical (Greek & Roman) religion
243	Evangelistic writings for individuals	293	Germanic religion
244	[Unassigned]	294	Religions of Indic origin
245	[Unassigned]	295	Zoroastrianism (Mazdaism, Parseeism)
246	Use of art in Christianity	296	Judaism
247	Church furnishings & articles	297	Islam, Babism, Bahai Faith
248	Christian experience, practice, life	298	(Optional number)
249	Observances in family life	299	New Age religions and other

#### H. Access to E-books

In addition to collections of physical books and other items that have been curated by the Seminary's librarians for over two-hundred years, the Union Presbyterian Seminary Library has been acquiring e-books from a variety of academic publishers in recent years and has adopted an e-preferred collection development strategy, opting to acquire books in electronic format whenever possible. These eBooks are hosted on a number of vendor platforms and, since each vendor platform is different, we have published a [Finding and Using eBooks](#) Research Guide online to provide detailed instructions for viewing, printing, copying and downloading eBooks on different platforms. In addition, the library currently subscribes to eBook subscription packages from vendors such as EBSCO and ProQuest which combined contain over 60,000 titles. E-book titles in these subscription collections are accessible to an unlimited number of users at one time. All eBooks in the Union Presbyterian Seminary Library collection are available on any of the library's public computer workstations and via Wi-Fi on the seminary's IP ranges with no login information required. They are also available remotely to all students,

faculty, staff, and in some cases alumni and member users.

Some of our eBooks are limited to use by one user at a time, but it is possible to increase the number of authorized users if necessary, and we do this regularly. If users find that an eBook is already in use, we recommend they 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, or you can also use the “Database Results” tab located next to the “Catalog Results” tab on the Library’s catalog search results page. To find an eBook in one of our eBook subscription packages select “eBook Subscriptions” from the “Everything” dropdown on the library’s catalog search results page.

Below is a chart detailing the tools and on-site/off-site access available for each of Union Presbyterian Seminary Library’s eBook platforms:

EBOOK PLATFORM	DOWNLOAD OPTIONS	USER ACCOUNT SETUP	ON-SITE/OFF-SITE AVAILABILITY	MOBILE DEVICE DOWNLOAD INSTRUCTIONS
EBook Central (ProQuest)	Books are available for full download for one day	Yes	Available on-site to all library members. Off-site access is available to students, faculty and staff	Yes
EBSCO eBooks	For most eBooks, you can download a segment of a title (100 pages or fewer)	Yes	Available on-site to all library members. Off-site access is available to students, faculty and staff	Yes
Bloomsbury Anchor Yale Bible and Bloomsbury Collections	Books are available for download one section or chapter at a time	Yes	Available on-site to all library members. Off-site access is available to students, faculty, staff and alumni	No

Oxford Academic	One chapter at a time	Yes	Available on-site to all library members. Off-site access is available to students, faculty and staff	Yes
Brill eBooks	Books are available for full or chapter download.	No	Available on-site to all library members. Off-site access is available to students, faculty, staff and alumni	No
HathiTrust	Full download and chapter download options depending on eBook.	No	Available on-site to all library members. Off-site access is available to students, faculty, staff, alumni and member users	No
Ministry Matters	No download options available.	No	Available on-site to all library members. Off-site access is available to students, faculty and staff	No
Oxford Biblical and Islamic Reference	One chapter at a time	Yes	Available on-site to all library members. Off-site access is available to students, faculty, staff and alumni	No

Project MUSE eBooks	One section or chapter at a time.	No	Available on-site to all library members. Off-site access is available to students, faculty staff and alumni	No
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### I. Access to Journal Literature

If you are a student, faculty, or staff user and 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. Full Text Finder lists all electronic journals and thousands of eBooks cited in electronic databases subscribed to by Union

Presbyterian Seminary Library. This easy-to-use publication search service enables users to quickly locate full-text periodical titles and eBooks alphabetically by title or by subject. 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**.

### J. Access to Research Databases (on and off-campus)

The Union Presbyterian Seminary Library offers over forty research databases that include millions of peer reviewed journal articles, eBooks, full dissertations, book reviews and more. These databases are available on any of the library's public computer workstations and via Wi-Fi on the seminary's IP ranges with no login information required. They are also available remotely to all students, faculty, and staff. For a list of the Library's key databases with notes about the on-site/off-site availability of each, see the following chart. Additional information about Library databases is available on the Library web site at <https://library.upsem.edu/research-resources/online-databases/>.

DATABASE	ON-SITE/OFF-SITE AVAILABILITY
Academic Search Complete	Available on-site to all library members. Off-site access is available to current students, faculty and staff.
ATLA-RDB and ATLAS Plus index & e-	Available on-site to all library members. Off-site access is available to current students, faculty and staff. Full text ATLA-RDB available to alumni members through the Alumni

journals	Research Portal.
Digital Karl Barth Library	Available on-site to all library members. Off-site access is available to current students, faculty and staff.
Education Research Complete	Available on-site to all library members. Off-site access is available to current students, faculty and staff.
Humanities International Complete	Available on-site to all library members. Off-site access is available to current students, faculty and staff.
JSTOR Religion and Theology Collection	Available on-site to all library members. Off-site access is available to current students, faculty and staff. Available to alumni members through the Alumni Research Portal.
Ministry Matters	Available on-site to all library members. Off-site access is available to current students, faculty and staff.
ProQuest Dissertations and Theses	Available on-site to all library members. Off-site access is available to current students, faculty and staff.
Psychology and Behavioral Sciences	Available on-site to all library members. Off-site access is available to current students, faculty and staff.
Religion and Philosophy Collection	Available on-site to all library members. Off-site access is available to current students, faculty and staff.

Students, faculty and staff can also search most of our databases at one time by using a “Database Results” tab located next to the “Catalog Results” tab on the Library's catalog search results page. The results in this tab are drawn from EBSCO Discovery Service via API and sometimes include “research starters” to introduce research topics and provide suggested bibliographies. Both catalog search results and database search results can be narrowed down by using facets provided on each search results page.

Databases for our alumni users can be found in the Alumni Research Portal. This portal incorporates ATLAS for alums service that many alumni already use, but adds an expansion called ATLAS Plus (for a total of over 500 full-text e-journals), the JSTOR Religion and Theology e-journals archive, and millions of e-Books and documents being digitized by libraries around the world. These materials have been compiled into an authorized database just for our alumni, so the results will be delivered to you every time you make a search.

Databases for our member users can be found in the Member Research Portal. It searches over 6 million full-text journal articles, over 5 million full-text e-Books, and a variety of other materials from high-quality web-based sources such as the Directory of



Open Access Journals, British Library EThOS, ERIC, and HathiTrust. Members also have off-campus access to RB Digital, a collection of over 30,000 downloadable audiobooks, and to the Library's own digitized historical collections.

#### K. Access to On-campus Only Electronic Resources

##### 1. **Bible Works 10 Software**

A tool for close exegesis of original biblical texts in 200+ translations in 40 languages. Includes 50+ original language texts and morphology databases, dozens of lexical-grammatical references, plus many practical reference works. Instead of providing a loose collection of books, BibleWorks integrates its databases tightly, with the most powerful morphology and analysis tools.

The library has four instances of BibleWorks 10 available at any of our Reference Room computers in Richmond, in Charlotte, and at the 24/7 study room in Richmond.

##### 2. **Accordance 13 Greek and Hebrew Discoverer Collection Software**

This massive theological library builds upon Accordance's Primary Collection and includes an even greater wealth of Bibles, ancient texts, cutting-edge original language tools, in-depth commentaries, specialized Bible dictionaries, detailed histories, and a myriad of theological writings, engaging graphics, and much more. This collection also includes the Greek-English Lexicon of the New Testament (BDAG) and Hebrew and Aramaic Lexicon of the Old Testament (HALOT) add-ons. It is available on each of the Reference Room's four computers in the Richmond Library and on two public-facing computers in the Charlotte Library.

##### 3. **Kurzweil 3000 Software**

Kurzweil 3000 is an assistive technology, text-to-speech, learning tool that supports the concept of Universal Design for Learning with a suite of powerful reading, writing, test taking, and study skill tools that makes curricula accessible to all students. It is particularly appropriate for students with learning disabilities such as dyslexia, dysgraphia, those who require reading intervention, students struggling with reading comprehension and English Language Learners (ELL). Kurzweil 3000 software is accessible on a computer workstation located on the lower level of Morton Library, Room B138 and on a designated public-facing computer on the first floor of the Charlotte Library.

#### L. Access to Streaming collections

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.

## M. 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 both on-site and off-site students, faculty and staff as well as a brief description of what each guide offers.

### 1. **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.

### 2. **Biblical Language Study Resources**

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

This guide is a collection of reference sources at UPSem Libraries for studying biblical Hebrew and koine Greek. Most of these are in the Reference collection of the Richmond library; many are also available in the Charlotte library.

### 3. **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.

### 4. **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."

### 5. **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.

**6. Christian Education**

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

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

**7. Copyright at the Seminary**

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

Guide created to ensure all members of the Seminary community adhere to the provisions of the United States Copyright Law.

**8. 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.

**9. 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.

**10. Exhibitions**

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

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

**11. 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.

**12. 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.



**13. Guide to Chicago/Turabian 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.

**14. Guide to the Research Process**

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

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

**15. 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.

**16. Internet Resources for Theology Students**

[https://upsem.libguides.com/theology\\_resources](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.

**17. Introduction to Theological Research**

<https://upsem.libguides.com/c.php?g=1224150>

This guide is publicly accessible for anyone who would like to learn more about researching and critically evaluating sources, in seminary or in general. It also serves the 1-credit "Introduction to Theological Research" course as the site for homework projects.

**18. Learning to use the EBSCO Religion Databases**

<https://upsem.libguides.com/ebSCO-religion-databases>

Learning to use the EBSCO Religion Databases (OTA, NTA, RPC).

**19. Library Collection Development and Access Policy**

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

Union Presbyterian Seminary Library's Collection Development and Access Policy available in library guide format.

**20. Ordination Examinations Preparation**

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

Guide created to help students access library resources for ordination examination preparation from home.

**21. Preaching and Worship**

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

Guide created to introduce students enrolled in Union Presbyterian Seminary preaching and worship courses to library resources relevant to these classes.

**22. Research Bytes and Other Self-Guided Tutorials**

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

This guide introduces students to Research Bytes which is a video series on some tenets of basic research skills that are designed to enhance student information literacy.

**23. Supervised Ministry**

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

This guide is designed to help students hone their research skills when involved in supervised ministry work.

**24. 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.

**25. The Church in the World**

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

This guide is intended to provide an entry into research on issues affecting the world's Christians, which cross cultural and geographical boundaries. It was created in partnership with, and in order to serve the needs of, the Syngman Rhee Global Mission Center for Christian Education.

**26. 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.

**27. 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.

## N. 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.

Charlotte faculty and students may use the significantly larger Richmond Library collection as an ILL source by placing a **hold** on the book they require. The "hold" option is located just to the right of the title of the book in the UPSeM library online catalog. They will then be asked to enter their library card barcode number and unique PIN. The requested resource should arrive in 3-5 days.

If Charlotte faculty and students have any questions about borrowing from the Richmond Library, please contact David Mayo at 980-636-1665 or [dmayo@upsem.edu](mailto:dmayo@upsem.edu).

Some important details about borrowing through ILL include:

- A student can have only five books borrowed from interlibrary loan at one time.
- Some material (such as microfiche and microfilm) must be viewed in the Richmond Library building. Other libraries can also request that their books not leave the Richmond Library as well. If that is the case, we will let you know.
- Whole issues or volumes of periodicals cannot be borrowed.
- We are only allowed to borrow five articles from one journal within the most recent five years of that journal's publication. This is five cumulative articles and not five per patron. When we have reached that five article limit, we will pursue purchasing the article for your use.
- We will not request textbooks or other required course readings via ILL. If you believe that the Library needs more copies of a particular book for student use, please contact our Seminary Librarian.
- Physical ILLs must be picked up in Richmond, whereas electronic ILLs are available to students, faculty and staff at any location.

## O. Borrowing from Partner Libraries

In addition to accessing our own library resources and services, whether physical or electronic, our Library's participation in three reciprocal borrowing programs now provides Seminary students and faculty with circulation privileges at 186 other academic (mostly theological) libraries in North America, with the greatest



concentration of these libraries in Virginia and North Carolina. These reciprocal borrowing programs are facilitated through the VIVA (the Virtual Library of Virginia) consortium, the CTLC (Carolinas Theological Library Consortium), and Atla.

### **1. 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.

### **2. 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.

### 3. 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>

#### P. Books by Mail

Union Presbyterian Seminary students and faculty members may request Library books by mail in the following two ways:

##### 1. Books by Mail to the Charlotte Library

Charlotte students and faculty members may request that books be mailed from the Richmond Library to the Charlotte Library (free of charge) by placing a hold on the book that they require. The "hold" option is located just to the right of the book title in the Library's online catalog. After selecting the hold button, users will be asked to enter their library card barcode number and PIN. The requested book should be available for the student to check out at the Charlotte Library within 3-5 days. If Charlotte students and faculty members have questions about this service, they may contact Charlotte Library Director David Mayo at 980-636-1665 or [dmayo@upsem.edu](mailto:dmayo@upsem.edu).

##### 2. Books by Mail to a Residential Address

Students who live 40 or more miles from the Seminary's campuses and are enrolled for credit in an online or hybrid course may request that Library books be mailed directly to the student's residential address. If special conditions require all courses to be held online or for either campus library to be closed temporarily, eligibility for this service may be extended to additional students.

Requests for books to be mailed directly to students should be submitted by email to either the Reference Librarian in Richmond ([Robin McCall](#), for resources based in Richmond) or to the Library Director in Charlotte ([David Mayo](#), for resources based in Charlotte). If a student requests a book by mail that is in the Charlotte collection, it will be mailed from Charlotte; books mailed from Richmond will be books that are only available at Morton Library. In addition to facilitating this service, the Reference Librarian and Charlotte Library Director may suggest alternative ways of accessing the content that is needed, including digital scanning if 10% or less of a book is needed. Furthermore, the Reference librarian and Charlotte Library Director may help determine whether Borrowing from Partner Libraries ([Atla, VIVA, or CTLC reciprocal borrowing participants](#)) or other academic libraries is an option where the student lives.

The following conditions apply to requests of this type:

1. Only books that are in circulation are eligible to be mailed in this way. Non-circulating books, non-book materials, and books that are also available as e-books in the Library catalog will not be mailed directly to a residential address.
2. Books will only be mailed within the continental United States.
3. Up to ten books at a time and a maximum of 30 books per academic year may be mailed to a student in this way.
4. Books will be mailed via USPS Library Rate with delivery tracking. Overnight shipping is not available. Expedited shipping may be requested at the student's expense.
5. UPSem will cover the cost of shipping to the student, but the student is responsible for returning the book[s] on time, either by returning them to the Charlotte library, the Richmond library, or by paying to mail them back to the appropriate library. We recommend packing items securely (as some packages come open in the mail) and mailing return items with delivery tracking to provide additional information in the case of a late/non-delivery. Return shipping materials or pre-paid shipping labels will not be provided.
6. After three weeks, if a book that has been mailed directly to a student is recalled by another library patron, it is the student's responsibility to return the book to the appropriate library in a timely manner, at their own expense if returned by mail.

**Q. Access to Research and Instructional Services**

Regardless of location or program, students and faculty have access to standard library services over the phone, via email, via Zoom conference, and by other means, as described in this chart:

<b>Library Services</b>	<b>Campus(es)</b>	<b>Available Online</b>	<b>Contact</b>
Library Circulation & Course Reserves	Richmond	Yes	Lisa Janes
Library Circulation & Course Reserves	Charlotte	Yes	David Mayo
Reference Services	Richmond	Yes	Robin McCall
Reference Services	Charlotte	Yes	David Mayo
Library Instruction	Richmond	Yes	Dora Rowe
Library Instruction	Charlotte	Yes	David Mayo
Interlibrary Loan Services	Richmond, Charlotte	Yes	Mengistu Lemma
Intralibrary Loans– Richmond to Charlotte	Charlotte	Yes	David Mayo
Extension (Mailing) Services for Alumni	Richmond	Yes	Mengistu Lemma
Library Archives/Special Collections Services	Richmond	Yes	Ryan Douthat
Electronic Resource Support	Richmond, Charlotte	Yes	Ryan Douthat
Library Acquisitions and Serials Services	Richmond	Yes	Irina Topping

Contact information for these service providers is available on the Library web site at <https://library.upsem.edu/about-the-library/richmond-campus/staff/>.