

Guide to the Ernest Miller White Library

**Louisville Presbyterian Theological Seminary
1044 Alta Vista Road
Louisville, Kentucky 40205
Phone: (502) 992-9398
<http://www.lpts.edu>**

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MISSION STATEMENT

Revised July 18, 2007

The Department of Library and Information Technology Services seeks to support the mission of Louisville Seminary by providing its students, faculty, and other employees with

- integrated access to library resources and information technologies that facilitate their activities of teaching, learning, research, and administration and
- instruction that enhances their ability to find, evaluate, and use information relevant to their vocational commitments with effectiveness and integrity.

Within the scope of this support for the mission of Louisville Seminary, the department also seeks to offer resources and instruction to Seminary alums, members of area faith communities, and the local public in support of their study of subjects related to Christian faith and practice.

HOURS OF OPERATION

During the Academic Year*

Monday – Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	12:00 p.m. – 5:00 p.m.
Sunday	5:00 p.m. – 10:00 p.m.

During the Summer

Mon/Wed/Thu/Fri	8:30 a.m. – 4:30 p.m.
Tuesday	8:30 a.m. – 8:00 p.m.
Saturday – Sunday	Closed

*Hours may vary during vacation periods during the academic year. These changes will be posted on the front door of the library and on the Seminary website.

LIBRARY CATALOG

The collections of the Ernest Miller White Library are cataloged according to the Library of Congress classification system. The online catalog is called "Morgan" in honor of the Rev. Dr. F. Morgan Roberts and is accessible through links on the website or directly at http://sbts1.hosted.exlibrisgroup.com:8991/F?func=find-b-0&local_base=sys01lpts. Questions about using Morgan can be addressed to staff at the Circulation Desk in the lobby of the library.

The Ernest Miller White Library at LPTS and the James P. Boyce Centennial Library at the Southern Baptist Theological Seminary (SBTS) share the online catalog. This means that when you search Morgan you will see the holdings for both the LPTS and SBTS libraries.

If you have questions about your library account, you may contact the Circulation Desk by e-mail at circdesk@lpts.edu or by telephone at (502) 992-9398 (campus ext. 398).

STAFF

The Department of Library and Information Technology Services has nine full-time staff members who are available to help with your library and information technology needs.

Bobi Bilz	Administrative Coordinator
Carolyn Cardwell	Instructional Technology Administrator
Melissa D. Davis	Head of Technical Services
Douglas L. Gragg	Director of Library and IT Services
Jessica Hayden	Cataloger and Acquisitions Specialist
Norm Hollabaugh	Multimedia Specialist
Marino McDaniel	Computer Support Specialist
Angela G. Morris	Head of Public Services and Reference Librarian
Jack Sharer	Systems Director

SERVICES

The Ernest Miller White Library offers a range of services designed to meet research and study needs of the Louisville Seminary community.

Instructional Services

Instruction is coordinated by **Angela Morris**, Head of Public Services and Reference Librarian, and **Carolyn Cardwell**, Instructional Technology Administrator. It is designed to help patrons develop their skills in (1) finding and evaluating information relevant to their needs and using it effectively and ethically, (2) using information technology, and (3) using audiovisual and multimedia equipment. In addition to a general orientation for all new students, instructional programs include course-related instruction, group instruction on particular topics or skills, individual assistance, and online tutorials.

Course-related instruction is designed in collaboration with Seminary faculty. Library staff members work with faculty to integrate bibliographic instruction into the curriculum so that it supports and complements classroom instruction. A class with a research component, for example, may include one or more instructional sessions by library staff that focus on the the research process and introduce the print and electronic resources that might be consulted.

Group instruction on particular topics is offered throughout the academic year. This includes, among other things, instruction in using various research databases and software applications useful for research, writing, making presentations, and managing bibliographic information. More information about sessions is available at http://www.lpts.edu/Academic_Resources/ITS/Training.asp, and dates are posted on the LPTS calendar at http://www.lpts.edu/Campus-Community/Main_Calendar.asp (library training sessions are marked with a green dot).

For **individual assistance**, you should contact **Angela Morris**, whose office is located in the lobby of the library across from the Circulation Desk. Angela may also be reached by e-mail at amorris@lpts.edu and by phone at (502) 992-9391 (campus ext. 391). If she is not available, you may ask for assistance at the Circulation Desk.

Online tutorials on many topics are also available on the Seminary website at http://www.lpts.edu/Academic_Resources/ITS/Training.asp#Tutorials.

Audiovisual/Multimedia Services

AV/Multimedia questions, including requests for training in the use of “smart” lecterns in the classrooms, should be directed to **Norm Hollabaugh**, Multimedia Specialist. He can be reached at nhollabaugh@lpts.edu or at (502) 894-2290 (campus ext. 290).

Interlibrary Loan Services

Resources not available in the library's collection may be requested from another library through interlibrary loan. Online request forms are accessible through the library catalog (Morgan). A maximum of five titles per day may be requested. This service is limited to LPTS students and employees. You should allow one to three weeks for your requested items to arrive.

COMPUTERS

NOTE: Questions regarding Seminary-owned computers or the campus network should be directed to **Bob Bilz**, Administrative Coordinator, who will transmit the question to the appropriate staff member. She can be contacted at bbilz@lpts.edu or at (502) 992-9395 (campus ext. 395).

Laptop Computers

Wireless access to the campus network is available in the Reference Room and in the study areas on the lower level of the library if you want to connect from your laptop computer. Password information is available at the Circulation Desk.

The library maintains a few **laptop computers for short-term loan** to LPTS students and employees at the Circulation Desk. Each library laptop has the following software installed on it:

- Microsoft Office 2007
- Adobe Reader 9.0
- Internet Explorer 8.0
- Norton Anti-Virus

These laptops are intended primarily for use in presentations, so reservations for that type of use will be given priority. The loan of laptops is governed further by the following guidelines:

1. Laptops are available for a five-day, non-renewable loan period on a "first come, first served" basis. To insure that a laptop is available when you need it, you should place a request at the Circulation Desk at least five working days in advance.
2. Pieces of auxiliary equipment that belong in the case with the laptop are tagged and listed on a card kept in the case. A fee of \$5.00 will be charged for each piece of auxiliary equipment that is missing when the laptop is returned. If the equipment is not returned within two days, it will be considered lost, and the cost of replacement will be charged to the patron.
3. If a laptop is damaged, lost, or destroyed, a fine equivalent to the cost of repair or replacement will be charged.

Computer Lab

The Computer Lab, located in the Reference Room of the library, has twelve desktop computer stations and one instructor computer. It is available during regular library hours but closes 15 minutes before the library closes.

Many applications, databases, and other resources are available on each of the computers in the lab (see the table below). Licensing on a few of the resources limits the number of simultaneous users. If you get a message indicating that a database is currently unavailable, just try again later.

Applications	Databases	Other Resources
<ul style="list-style-type: none"> ▪ Adobe Acrobat Reader ▪ Genogram Maker ▪ Internet Explorer 8.0 ▪ FireFox ▪ LPTS Bible Quiz ▪ Microsoft Office 2007 (Word, PowerPoint, Excel, Publisher) ▪ QuickTime ▪ WordPerfect (#7 only) 	<ul style="list-style-type: none"> ▪ ATLA Religion Database ▪ BibleWorks 8.0 ▪ CPLI (Catholic Periodical Literature Index) ▪ EBSCOhost ▪ Digital Karl Barth Library ▪ Family & Society Studies Worldwide ▪ Guide to Social Science and Religion in Periodical Literature ▪ KYVL (KY Virtual Library) ▪ Christian History (#6 only) ▪ New Testament Abstracts ▪ Old Testament Abstracts 	<ul style="list-style-type: none"> ▪ Book of Confessions, PC(USA) ▪ Calvin's Institutes, 1559

In addition, various databases and applications on CD-ROM are available on selected computers in the lab (some from the main menu, all from the desktop):

3 <i>Calvini Opera</i> JAWS Screen Reader	2	1 <i>Calvini Opera</i>
6 <i>Calvini Opera</i> Luther's Works Christian History	5 Luther's Works	4 Luther's Works
9 <i>Calvini Opera</i> Anchor Bible Dictionary Christian Theology	8 Reformation Reader (CD-ROM at Circ Desk) Library of Christian Classics	7 LabOra Worship Planner WordPerfect
12 Anchor Bible Dictionary <i>Calvini Opera</i>	11 Parson's Greek Tutor (CD-ROM at Circ Desk) Parson's Hebrew Tutor (CD-ROM at Circ Desk)	10 Parson's Greek Tutor (CD-ROM at Circ Desk) Parson's Hebrew Tutor (CD-ROM at Circ Desk)

- **Anchor Bible Dictionary** contains all six volumes of the dictionary of the same name on CD-ROM. Includes surveys and summaries of issues related to every book of the Bible and many non-canonical texts.
- **ATLA Religion Database** is the major index for periodical literature, multi-author works, and book reviews in religion. Many citations include links to full text.
- **Bible Quiz** is a tool for testing one's basic knowledge of the Bible.
- **BibleWorks 8.0** provides linguistic and other resources for biblical exegesis.
- **Calvini Opera** contains the complete works of John Calvin in the edition of the *Corpus Reformatorum*, using a combination of images and searchable text.
- **Catholic Periodical and Literature Index** is the major index for Catholic materials.
- **Digital Karl Barth Library** provides searchable full text of the definitive edition of Barth's collected works (the *Gesamtausgabe*). Featured is Barth's magnum opus, *Church Dogmatics*, in both German and English.
- **Family and Society Studies Worldwide** (formerly Family Studies Database) is a comprehensive, systematic, non-evaluative source of research literature in the family social sciences. Citations and abstracts are taken from over 1,000 professional journals, books, and popular literature.
- **Genogram Maker** is a software tool for creating genograms.
- **Institutes of John Calvin 1559** allows searching and browsing of the text of Calvin's Institutes in Latin and English (Beveridge translation).
- **KYVL (Kentucky Virtual Library)** provides access to a large group of databases.
- **LabOra Worship Planner** was developed specifically for Presbyterian ministers, musicians and worship planners, to help them plan a worship service, design a bulletin, track hymn usage, and file sermons according to text, theme, and season.
- **Luther's Works on CD-ROM** is an electronic version of the 55 printed volumes of *Luther's Works* published jointly by Fortress Press and Concordia Publishing House in 1957.
- **New Testament Abstracts** is an index (with abstracts) of selected articles and books related to New Testament studies.
- **Old Testament Abstracts** is an index (with abstracts) of selected articles and books related to Old Testament studies.
- **Parson's Greek Tutor** is a multimedia tool for learning biblical Greek.
- **Parson's Hebrew Tutor** is a multimedia tool for learning biblical Hebrew.
- **TLG (*Thesaurus Linguae Graecae*)** is a full text database of Greek literature from Homer through the 10th century C.E.

For help in the Computer Lab, contact Carolyn Cardwell, Instructional Technology Administrator, at ccardwell@lpts.edu or at (502) 992-5422 (campus extension 422). If she is not available, you may ask for help at the Circulation Desk.

Using the Computer Lab

The Computer Lab is intended to enhance and supplement the education of LPTS students and other members of the LPTS community. In support of this intention, the following guidelines have been established:

1. Anyone wishing to use the computers in the lab who does not have a valid LPTS ID must register at the Circulation Desk and use only the particular computer assigned.
2. During times of high usage, users may be required to limit their use to two hours.
3. LPTS students have priority over other patrons. In times of high demand, patrons who are not LPTS students may be asked by library staff to surrender a lab computer.
4. Computers in the Lab are never to be used for playing games or for viewing materials that other patrons might find offensive. Anyone observed using the computers in this way will be asked to leave. Repeated disregard for this rule may result in losing the privilege of using the Computer Lab.
5. A Lab computer left unattended for more than 15 minutes may be reassigned. The computer will be rebooted, and any library or personal materials left in the area will be moved to a shelf.
6. Children under the age of 12 may use the Computer Lab if accompanied by an adult. Children over the age of 12 must register for a library card (with parental permission) and show it before using Lab resources.

NOTE: No food, drinks, or cell phones are allowed in the Computer Lab.

FACILITIES AND EQUIPMENT

Restrooms

Public restrooms are located on the **lower level** of the library and along the hallway of the **main floor** on the left. The restroom on the main floor is unisex, so please lock the door while using it.

Individual Study Spaces

Assignable study carrels are located in the library book stacks and are assigned during the first week of fall classes. The term for a carrel assignment is one school year, excluding the months of June, July, and August. Students who want an assigned carrel should inquire at the Circulation Desk. **Other carrels and study tables** are located in the Reference Room and in the common area on the lower level of the library.

Group Study Rooms

Two group study rooms are available for student use on the lower level of the library. One is located near the elevator, and the other is located off the common area (see the floor plan of the library at the end of this guide). These rooms may be reserved at the Circulation Desk. Their use is governed by the following rules:

1. A reservation for a Group Study Room is not required but does give you priority over walk-in users.
2. These rooms are intended for the use of two or more students; an individual user should surrender a room needed by a group.
3. Reservations can be made in person at the Circulation Desk, by sending an e-mail to circdesk@lpts.edu, or by calling (502) 992-9398 (campus extension 398).
4. **No food or drink** is allowed in Group Study Rooms.
5. Personal or library materials should not be left in Group Study Rooms.

Audiovisual Carrel

An enclosed carrel is available for viewing audiovisual materials on the fourth floor of the library in the cage (see the floor plan of the library at the end of this guide). The key for this carrel is available upon request at the Circulation Desk.

Printers

Three printers, linked to the computers in the Computer Lab, are located in the lobby of the library. The charge is .05¢ per page, payable at the Circulation Desk.

Photocopiers

Two photocopiers are available for student use in the hall to the right of the Circulation Desk. Copies are .05¢ each. Both machines accept coins, bills, and prepaid cards. Prepaid cards may be purchased at the Circulation Desk. The bill/coin acceptors may not recognize U.S. bills with the newest design, but these can be exchanged at the Circulation Desk. The copiers can sort and collate multiple copies and can produce electronic copies through scanning technology.

COLLECTIONS

Circulating Collection

The bulk of the almost 175,000 volumes in the library may be checked out for use outside the library. Circulation rules are outlined, beginning on page 12 of this Guide.

Reference Collection

The library is developing a doctoral level reference collection for theological studies so that students and faculty can locate titles they need for their study whether the titles are available in our collection or not. If a title is not available here, library staff will seek to borrow it from another library through interlibrary loan (ILL). Both circulating and reference titles are included in the online catalog (Morgan).

Reference titles do not circulate. Patrons should use these titles only in the Reference Room so that they remain accessible to others.

Periodicals/Journals Collection

Journals and periodicals are shelved apart from the book collections. Recent, unbound issues of journals are shelved alphabetically by title in the Reference Room on the right hand side of the room. Bound volumes of periodicals are located in compact shelving on the lower level of the library and arranged alphabetically by title.

Information about journals in the collection can be accessed by searching the online catalog (Morgan). The catalog records for journal titles provide a description of the journal and indicate the library's holdings for that title. Articles published in journals, on the other hand, must be discovered through the use of a periodical index or database rather than through the online catalog.

Like reference titles, periodicals do not circulate so that they remain available to others.

Special Collection

Certain rare, embrittled, or otherwise unique materials are housed in a closed climate-controlled environment in the library. These titles are included in the online catalog and are available for your use. Because many of these items are fragile or difficult to replace, the following rules govern their use:

1. To consult an item from the Special Collection, you must submit a written request at the Circulation Desk at least two business days in advance, indicating (a) the reason for the request and (b) the date on which you want to use the item. Forms for this purpose are available at the desk.

2. The use of any item from the Special Collection must be approved by the Head of Public Services, the Head of Technical Services, or the Library Director. If your request is approved, a librarian will retrieve the item for you.
3. Items from the Special Collection may be used only in the Reference Room.
4. Any special instructions of the librarian, such as the use of linen gloves in some cases, must be followed, or permission to use the material may be withdrawn.
5. Photocopying material from the Special Collection must be approved **and performed** by a librarian. Some items may be too fragile for photocopying.

Reserved Materials

Books or media may be placed on reserve at the Circulation Desk by professors or library staff when either anticipates that certain titles will be needed by multiple students for courses or other Seminary-related work. Students are required to present a valid Seminary ID in order to borrow reserved materials.

Items on reserve may be on either “closed” or “open” reserve (see the Circulation Rules identified below for an explanation of the two types of reserved materials).

CIRCULATION RULES

Some materials in the library do not circulate; that is, they may be used only in the library. These include serials/periodicals, reference books, microforms, academic catalogs, photographic slide sets, reel-to-reel tapes, and items from the Special Collection or the Archives.

Reference books should remain in the Reference Room. Permission to take a reference work to a carrel for a brief period may be granted by the staff member on duty at the Circulation Desk. Reference books may be taken briefly to the photocopiers without special permission but should be returned to the reshelving cart in the Reference Room when copying is completed.

Loan Periods and Renewals

Loan periods and renewal limits are determined by the type of material being borrowed. Loan periods vary from a few hours to a number of days. In many cases, a loan can be renewed at the end of the loan period if the item has not been requested by another patron. Generally, only one renewal is permitted. No more than five overdue books may be renewed at one time, and books more than five days overdue cannot be renewed without special approval. The following chart indicates the periods and limits for students for various types of material.

STUDENT LOAN PERIODS & RENEWAL LIMITS		
LOAN PERIOD	MATERIAL	RENEWALS
28 days	Circulating Books Audio Cassettes	One renewal
14 days	Audio/Video Kits Transparencies	One renewal
14 days	Videos and DVDs Filmstrips	No renewal
5 days	Equipment	No renewal
2 hours*	Reserved Materials	One renewal

*In some cases, a faculty member may request that the loan period for a reserved item be longer than two hours.

Recalls

A book may be recalled from a borrower after it has been checked out for two weeks (sooner if the recalled item is to be placed on reserve). Recalled items must be returned within three days of the recall notice, after which a fine begins to accrue.

Loan Limits

There are limits on the number of items one may have checked out at any one time. Permission to exceed these limits may be granted by the Head of Public Services or the Library Director.

- LPTS students, faculty, and alums may check out a maximum of 75 items.
- SBTS students and faculty may check out a maximum of 25 items.
- Students and faculty from Metroversity and TEAM-A schools may check out a maximum of 15 items.
- No patron may check out more than five audiovisual titles (audiocassettes, CDs, videocassettes, and DVDs) at any one time.

Circulation of Reserved Materials

To borrow materials on reserve you must have a valid LPTS ID or library card. Any reserved material borrowed must be checked out to your account, even if you are only using it to make a photocopy.

“**Closed**” reserves are those that can be used only in the library. Only one closed reserve book may be borrowed at any one time unless special permission is granted by a member of the circulation staff.

“**Open**” reserves are those that can also be checked out two hours before closing and returned the following day within the first hour of opening. Any reasonable number of open reserve books may be borrowed at one time. Circulation staff will determine what is “reasonable” based on perception of the needs of other patrons.

Reserved materials will not be recalled during the first two-hour loan period, but they may be recalled during a second two-hour loan period if they have been renewed.

Overdue Fines

Fines for overdue items are determined by the type of material borrowed and so accrue in differing amounts either by the hour or by the day. Most books and audiocassettes accrue fines of **\$.10 per day** after a seven-day grace period. Other types of material can accrue larger fines, as the following chart indicates:

Material	Fine
Videos and DVDs	\$.50 per day
Equipment	\$1.00 per day
Recalled items	\$1.00 per day
Reserved items	\$.50 per <u>hour</u>

Fines for Lost or Damaged Materials

If you lose or damage an item you have checked out of the library, you will be charged the cost of replacing the item plus a \$10.00 processing fee. A fine of \$99.00 will appear on your record until you contact the Circulation Desk and the replacement value is established. If the replacement value cannot be established, the borrower will normally be charged \$35.00 for replacement plus the \$10.00 processing fee. In cases where an item is irreplaceable, the matter will be left to the discretion of the Library Director.

Suspension of Borrowing Privileges

Borrowing privileges will be suspended when \$50.00 in fines have accrued. Privileges will usually be restored when the fines are paid. Privileges may also be suspended for holding items well beyond their due dates or holding an excessive number of overdue items. Privileges will usually be restored when all overdue materials are returned.

Library Notices

Notifications are sent by e-mail or traditional mail. Notices regarding overdue materials are sent weekly, and notices regarding fines accrued are sent monthly as a courtesy; however, even if you do not receive a fine notice or overdue notice, you are still responsible pay fines and return items on the date they are due.

If you receive a notice that you believe is in error, you may report this to a member of the circulation staff in person, by telephone at (502) 992-9398 (campus ext. 398), or by e-mail at circdesk@lpts.edu. The circulation staff will check your record again to see whether an error has been made and will make appropriate adjustments.

CONSORTIA

Kentuckiana Metroversity

Louisville Seminary students and employees may use reference services and borrow books from any library in the Kentuckiana Metroversity System by presenting an LPTS ID card. All Metroversity libraries are located in the Louisville metropolitan area. Printed information about the locations and hours of operation of these libraries is available at the Circulation Desk. You can also get additional information about Metroversity schools and their libraries on the Internet at <http://www.metroversity.org/home.htm>. Here is a list of the institutions with their addresses:

- Bellarmine University, 2000 Norris Place, Louisville, KY 40205
- Indiana University Southeast, 4201 Grantline Road, New Albany, IN 47150
- Jefferson Community and Technical College, 109 E. Broadway, Louisville, KY 40202
- Jefferson Community and Technical College Southwest, 1000 Community College Drive, Louisville, KY 40272
- Southern Baptist Theological Seminary, 2825 Lexington Road, Louisville, KY 40280
- Spalding University, 851 S. Fourth Street, Louisville, KY 40202
- University of Louisville, 2301 S. Third Street, Louisville, KY 40208

The facilities and collections of the **Louisville Free Public Library** are also available to Louisville Seminary students and employees. More information about the public library system in Louisville can be found at <http://www.lfpl.org>.

Books borrowed from any Metroversity library or from the Louisville Free Public Library may be returned to the Circulation Desk at the Seminary library for return to the lending library by courier.

Theological Education Association of Mid-America (TEAM-A)

Louisville Seminary students and employees may also borrow books from libraries in the TEAM-A consortium. Member institutions with their addresses are:

- Asbury Theological Seminary, 204 North Lexington Avenue, Wilmore, KY 40390
- Lexington Theological Seminary, South Limestone Street, Lexington, KY 40506
- St. Meinrad School of Theology, 100 Hill Drive, St. Meinrad, IN 47577
- Southern Baptist Theological Seminary, 2825 Lexington Road, Louisville, KY 40280

Additional information about TEAM-A libraries can be found at <http://www.eteama.org>.

MISCELLANEOUS

Closing

The Computer Lab closes 15 minutes before the library closes. A staff member will announce to lab users when they have ten minutes to complete their work before the lab is locked.

The Circulation Desk closes 10 minutes before the library closes. After the Circulation Desk closes, no items can be checked out and no change for photocopying will be available.

A warning bell will be rung 20 minutes before the library closes. If you have materials to check out or photocopying to complete, you should do so immediately upon hearing this bell. The library doors are locked five minutes before the scheduled closing time.

Cell phones

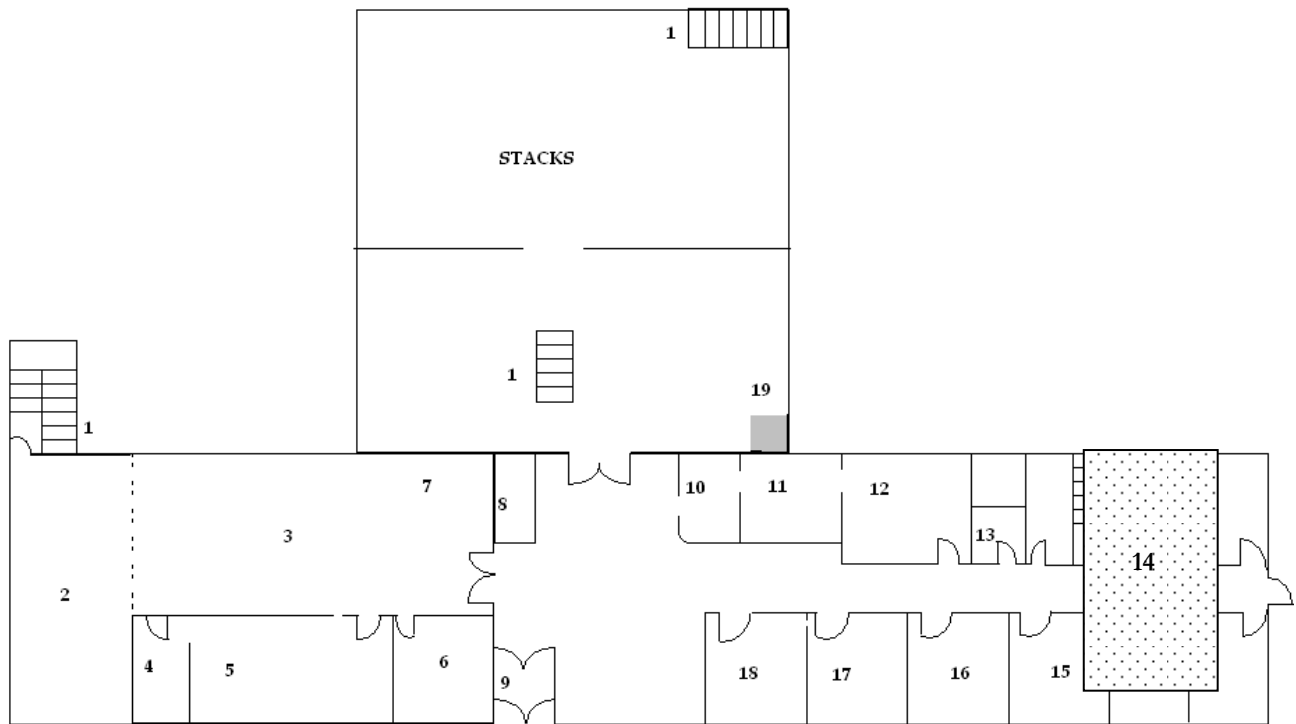
Cell phones may be used only in the lobby area.

Food and Drink

- No food is allowed anywhere in the library.
- Covered drinks are allowed in the Reference Room.
- Neither food nor drink is allowed in the Computer Lab or in the Group Study Rooms.

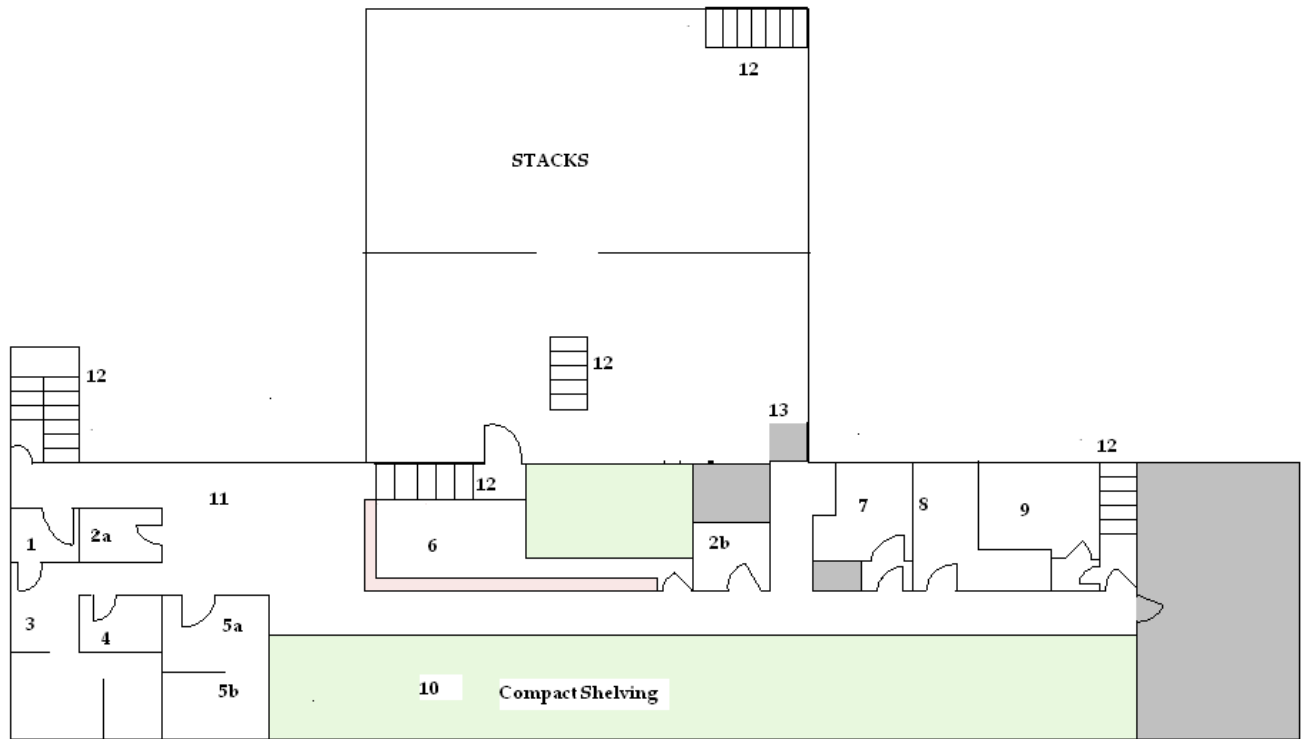
MAPS AND LOCATIONS

Ernest Miller White Library – Main Floor



- | | |
|---|--|
| 1. Stairs | 11. Work Room |
| 2. Reference Stacks | 12. Work Room |
| 3. Reference Room | 13. Public Restroom |
| 4. Instructional Technology Administrator | 14. Under Construction |
| 5. Computer Lab | 15. Cataloger / Acquisitions Specialist |
| 6. Director | 16. Head of Technical Services |
| 7. Current Periodicals | 17. Administrative Coordinator |
| 8. OPACs | 18. Head of Public Services /
Reference Librarian |
| 9. Main Entrance | 19. Elevator |
| 10. Circulation/Reserve Desk | |

Ernest Miller White Library – Lower Level



- | | |
|---|-----------------------|
| 1. Systems Director | 7. Men's Restroom |
| 2. Group Study Rooms (a/b) | 8. Women's Restroom |
| 3. Computer Support Workroom | 9. Staff Break Room |
| 4. Computer Support Specialist | 10. Bound Periodicals |
| 5. Faculty Technology Center (a)
Multimedia Specialist (b) | 11. Quiet Study Area |
| 6. Special Collection | 12. Stairs |
| | 13. Elevator |