

Library Guide

2015-2016



**CONCORDIA
LUTHERAN
SEMINARY**

Concordia Lutheran Seminary Library
Telephone: 780-474-1468, Ext. 233
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1. Introduction

Welcome to the Concordia Lutheran Seminary library. As a new or returning student you have access to a world of information resources to support you on your academic journey.

This guide has been designed to help you successfully navigate your way through the library, so you can make good use of its collection and the many other services it provides.

Library staff is here to help – no question is too big or too small – just ask!

2. Library Staff

Library Director: Dr. Stephen Chambers
Telephone: 780-474-1468, ext. 228
Email: schambers@concordiasem.ab.ca

Library Technician: Anna Yang
Telephone: 780-474-1468, ext. 231
Email: ayang@concordiasem.ab.ca

3. Library Hours

8:00 am to 4:00 pm, Monday through Friday.

For more details, please visit our website at:
www.concordiasem.ab.ca.

4. Library Rules

- Eating in the library is not permitted. A covered drink is acceptable. A student lounge in the basement is fully equipped with a refrigerator, microwave, and coffee pot.
- Please respect the right of other students to a quiet study time.
- Please set your cell phone to vibrate and take incoming calls to the student lounge, main foyer, or outdoors. If your phone cannot be set to vibrate, turn it off while in the library.
- The library computer is meant primarily for research purposes. It is not meant for gaming or downloading.

5. Study Spaces

There are tables for group study in the main level reference area. Talking and group work is permitted in this area. The lower level has study carrels and noise restrictions. Talking is not allowed in this area. Cell phones must be turned off. Study carrels are equipped with light and electrical outlets for personal computers.

6. Internet Use

CLS provides access to the internet through a wireless network.

Network: CLSStudent

Password: c0nc0rdia

7. Computers, Photocopying & Printing

Two computers in the library let you search the NEOS Library Consortium Catalogue, the Concordia Lutheran Seminary website. The computer in the photocopy room can be used to search and print resources. In order to print you need to input your photocopy code. You will be provided with a copy code when you enroll as a student, which you can use to copy up to 500 pages.

8. Library Resources

The print, audio/visual collection and periodical are catalogued and listed in the NEOS Library Consortium online catalogue.

The Seminary uses the Library of Congress classification system, which runs from A through Z. The majority of books in our collection are found in the B-BX range. A combination of letters plus numbers is what you see on the spine labels of every book in the collection.

- **Books**

There are 20,000 books on the lower level that can be borrowed. Lending periods vary, depending on your year of study. Three renewals per book are permitted.

- **Reference books**

Reference books are located on the lower level and for library use only. Books cannot be taken outside the library.

- **Periodicals**

The library subscribes to approximately 80 titles selected to support the curriculum and faculty research. Current titles are displayed on the periodical shelves on the main floor. Older issues are arranged in alphabetical order on the lower level. Periodicals are for library use only. Please photocopy any articles you may need.

- **Course Reserves**

Books in this category have been selected to support courses you are currently taking and will be found behind the circulation desk. They have specific lending periods, ranging from two hours to two days.

- **CLS Thesis/Research Projects**

These are located on the lower level of the library with the spine label classification number *BV 4070 C744* followed by date and author.

- **E-Resources**

E-Books and E-Journals are available through the CUE library website (library.concordia.ab.ca). Most of them require your library barcode and PIN number. By selecting “Find Articles, E-books, Music and More” on the CUE library website, you have access to numerous research resources. You can choose to “Browse databases by subject area” or to “Browse databases by title”. By limiting your subject area research to “Religious Studies”, for example, you search the ATLA Religion Database, the ProQuest Religion Database, New Testament Abstracts, Old Testament Abstracts, as well as numerous other resources. You can read full-text articles online or choose to download them for printing.

- **Parish Collection**

This collection is especially useful to those who serve in parishes, as they have been selected to provide support to those who serve adults, teens and children. All items are located on the lower level.

- **Audio/Visual Material**

CDs, DVDs and Videos are found on the lower level and can be borrowed.

- **Foreign Language Collections**

The lower level holds two collections of materials in languages other than English. German materials are grouped together on one set of shelves, and materials in all other languages are found on another. Although a few of these materials are for reference only, most of them circulate in the usual way.

9. NEOS Library Consortium

Concordia Lutheran Seminary is a member of this 25 member library consortium. You can search the NEOS on-line catalogue for a listing of over 5,000,000 items system wide. You need a library card to borrow books from other NEOS Libraries.

- **Holds:** When you require an item from NEOS library, a hold can be placed using the “Place Hold” link in the library catalogue. You can select Concordia University of Edmonton or another NEOS library from a drop-down menu as a pick-up location. When it arrives, you are notified by email and the item is placed on the hold shelf at the location you selected. If the item is not picked up within 5 days, it is returned.
- **Overdue:** Courtesy reminder notices are sent to your email before items are due. Additional notices are sent when items are overdue, and these items are subject to late charges. Library borrowing is suspended if more than \$50 is owing. Accounts can be settled at CLS and most NEOS libraries.
- **Renewing Materials:** Renew items in person at CLS library or other NEOS library service desk by telephone or via My Account. Items with holds on them are not renewable. If you receive a book recall notice, you must return the book immediately.

10. Interlibrary Loans for Books and Articles

Requests can be made for items not held by NEOS libraries. CLS cardholders may make three interlibrary loan requests each academic year without charge. The full cost of each additional request will be billed to the card holder. For books please provide: author, title, place, publisher, date. For articles please provide: author, title of article, title of periodical, date of publication, volume number, and specific page numbers. For more details, please contact library staff.

11. Circulation Services

- **Fines:** Each library sets its own overdue fines. CLS library charges \$1.00 a day per item borrowed. Payment for overdue fines can be made at any NEOS library. The item overdue for more than 31 days is declared lost; if the item is returned, the system will charge you \$31.00 in overdue fines. Payment for lost books then also must be given to the lending library. In the Seminary, the replacement cost plus a service fee of \$10.00 is assessed for all lost items. All CLS students must clear any fines owing the Seminary before they will be issued their final transcripts.
- **Lost or Missing Library Cards:** Immediately notify library staff if your card has gone missing and a new card will be issued to you. A \$5.00 fee is charged for a replacement card. Registered owners of library cards are responsible for all the materials borrowed on their cards and for any charges on items that are overdue, lost or damaged.
- **Email notification:** A valid email address is required for all patrons for email notification that include holds available for pick up, due date reminders, over-dues, and fine notices associated with library materials.

12. Copyright

Please be aware of the importance of copyright. Copyright Canada allows you to copy (for private study or research purposes) an entire periodical article, one chapter from a book, an entire short story, play, poem or essay from a book, an entire entry from an encyclopedia, dictionary, annotated bibliography or similar reference book. A copyright notice is posted above the photocopier. Please take the time to read it.