

LIBRARY GUIDE

WELCOME TO THE LIBRARY!

Please read the following library introduction carefully, so that you may be able to use the library to your best benefit. Feel free to ask questions at any time -- we are user friendly.

Eleana Silk, the Librarian, has been at SVS for 29 years now, first as a student and then as the Librarian. She has degrees in zoology and geology, an MDiv. and an MA in religious education from SVS, and a Masters of Library Science from Columbia University. Matthew Garklavs is the part-time assistant librarian and is in his first year working at SVS. He has an MLIS from Simons College.

Our collection contains more than 145,000 volumes. This library is considered one of the richest resources available on this continent for research on Eastern Christianity. The collection is especially strong in the areas of Orthodox Church history, theology, philosophy and culture, music and art. A small circulating collection of children's books and video cassettes is also available.

The library has compact shelving in the stacks. Please ask a library staff person for assistance in using the system. Briefcases, bookbags, knapsacks, etc. are not allowed in the stacks. Store them in the library bins, Room 134 next to the Reading Room.

Our primary aim is to meet the needs of the Seminary as a whole by acquiring, maintaining, and ensuring access to library materials for faculty and students. Please inform us in a timely fashion of *any special projects or special needs not met by the current holdings*. We will attempt to meet the needs first by use of Interlibrary loan (ILL), secondly by the purchase of new books, lastly by directing you to other libraries.

*PLEASE USE MATERIALS
WITH CONSIDERATION FOR OTHERS.
Please return materials on time and handle with care.*

LIBRARY HOURS

Library staffed hours as follows:

*weekdays: 8:30am-5pm,
weeknights (M-Th): 6:30pm -- 9:30pm*

With security card, additional non-staffed library access hours:

*M-Th: 7am-9am, 9pm-11pm
F: 5pm-11pm
Sat: 7am-6:30pm
Sun: 12N-11pm*

RULES AND PRIVILEGES

Reading and borrowing privileges are extended to all residents of the academic community subject to the rules and regulations of the Library.

1. Eating, drinking, and smoking are not permitted in the Reading Room, the stacks or any other rooms in the Library. The common space in the hall is for eating and drinking.
2. The two rooms to the right of the stairs (Rooms 133, 134) are designated as quiet rooms. Room 133 is also designated as *The Writing Center*. In addition, the study space near the windows on the lower floor is also a quiet space.
3. Alumni and other non-residents enjoy reading privileges in the Library, and may apply to obtain borrowing privileges, subject to payment of an administrative fee of \$100 per semester/summer.
4. **The standard book loan period for resident students is ONE MONTH.** Students writing theses may have a loan period of one semester at a time. The loan period for faculty is one year. All loans are subject to recall on notice. **MATERIALS LIMIT:** Students are limited to checking out 25 books at any one time. MDiv and MA students writing theses who need more than 25 books at a time must have written permission from their thesis advisor before you can check out more than 25 at a time. ThM students are not bound by this limit. Non-resident patrons who have paid their fee are limited to a one month circulation of five (5) titles at a one time.
5. Remote thesis completion will be supported by the library in the following ways: copies of journal articles (at cost), ATLA citation searches to help with construction of bibliographies, and introduction to www.bookfinder.com so researchers interested in purchasing books on their own will have resources for book titles. The thesis writer must request materials from SVS Library through a local library via InterLibrary Loan. Circulation at SVS or through SVS generated ILL requests are not included in the privileges of a remote thesis writer.
6. **Library Policies regarding Books, Study Carrels and Hours:**

Books

All books leaving the stacks or reserve shelf must be checked out, no matter how short the duration of use. Neither faculty, students, or alumni is allowed to remove a book from the library without following the proper check out procedure, including filling out the paper slip and checking it with a librarian or circulation assistant. The student handbook clearly states that taking books out of the stacks w/o checking them out is a possible department issue.

Study Carrels and Tables

Study carrels may be reserved on a semester-by-semester basis but only by visiting scholars and full-time ThM students, up to a limit of six carrels per semester. Visiting scholars are assigned carrels by the Associate Dean for Academic Affairs, if requested. ThM students who would like to reserve a carrel must apply for the carrel through the ThM Program Director. Reserved carrels will be clearly marked.

Personal items must not be left unattended in a carrel, even in reserved carrels. Students who use unreserved carrels must remove all items from the desk surface after each use or when away from the carrel for more than one hour. Gray plastic bins are available in the library to store these items. However, personal items (laptops, etc.) should not be left unattended and should never be left in the library overnight.

Table space is never reserved.

The librarian has the right to restrict access to the library if these rules are not followed and the patron does not respond to communications from the librarian.

USING THE LIBRARY / CIRCULATION PROCEDURES

ALL STACKS BOOKS MUST BE CHECKED OUT AT THE CIRCULATION DESK AT THE TOP OF THE STAIRS BEFORE PROCEEDING ANYWHERE ELSE IN THE LIBRARY OR LEAVING THE LIBRARY.

To find materials:

First consult the SVS OPAC (on-line patron access catalog) for the call number and location of the book. Get the book, and fill out the **WHITE** call slip (circulation slips are the backup copies for the electronic circulation records). Insert completed slips in each book and give both to the staff member at the circulation desk. **THE CALL NUMBER IS EVERYTHING ON THE SPINE LABEL.** DATE, VOLUME, PART, AND COPY ARE ALL PART OF THE CALL NUMBER. Some call numbers will have prefixes: "REF" indicates *Reference* materials and these are located in the Reading Room. They do not circulate. They are meant to be accessible to all should not be kept on study carrels.. **SOME MATERIALS IN THE READING ROOM ALSO HAVE ADDITIONAL COPIES IN THE STACKS AND THESE STACK COPIES DO CIRCULATE.**

PERIODICALS DO NOT CIRCULATE: Exception: *St. Vladimir's Theological Quarterly* single issues and *Greek Orthodox Theological Review* single issues.

SVS THESES: Hardbound copies stamped with "will circulate" on the inside of the front cover – this means there are multiple copies of the thesis, and therefore, a copy can be checked out.

RESERVE SHELF. At the request of individual instructors, materials needed for class assignments are removed from regular circulation and placed on Reserve (restricted use). To access these materials, consult the Reserve Shelf listing at the circulation desk. Search the OPAC for the class # (ex: LT201) to get a list of items on the Reserve Shelf for the class. Fill out **YELLOW** circulation slips, and give to the library staff member at the desk. Reserve circulation is normally for 3 days, but can be shortened without notice, if the materials are required for a class assignment. Reserve Shelf materials cannot be renewed and cannot be placed on hold.

RETURNS

1. Patrons must return all library materials to the Library on time by due date.
2. *Records, audio cassettes, and microfiche should not be put in the book drop, but given directly to the circulation staff.*
3. *All other materials should be returned to the **BOOK RETURN** at the circulation desk.*

FINES

Books are checked out for one month. Fines of **\$.25 per day per item** will be strictly enforced after due date. Fines are payable only to Eleana. *If outstanding fines total more than \$10.00, the Dean of Students will be notified and it may result in your loss of library privileges.* Fines not paid at semester's end must be paid before or by the beginning of the following semester to reinstate your circulation privileges. Money collected from book fines is used for book purchases for the library.

RESTRICTION OF STUDENT LIBRARY ACCESS:

When a student does not follow the rules in the library, is not a responsible library patron, and does not communicate with the librarians, the librarian has the right to reduce the number of books allowed in circulation and even to restrict circulation privileges altogether. Abuse of the library includes, but is not limited to:

1. Failure to return items, ignoring due dates and failure to renew items
2. Failure to pay fines promptly
3. Abuse of ILL (failing to return books on time, failing to ask for renewals, and failing to communicate with the SVS ILL librarian)
4. Repeatedly attempting to check out large numbers of books without properly completed bookslips (required for check out) at closing time
5. Failing to responding to emails
6. Failing to return books when requested to do so, particularly when leaving the SVS community on a leave of absence

Note: When the accrued fines are over \$10.00, or the fines have been due for a while and not paid, the new software system automatically restricts access to circulation privileges until the issue is resolved.

USE OF LIBRARY IN THE SUMMER AFTER GRADUATION

Graduates who will be remaining on campus after graduation may request circulation privileges for summer months at no cost. During their time at SVS, their library privileges cannot have been suspended or revoked.

INTERLIBRARY LOAN (ILL)

In some cases, our holdings may not have the material you need. Before ordering anything via ILL, always check the SVS online catalog and the ATLA Database (for journal articles). Then check the stacks to make sure that the item is indeed unavailable at the Seminary Library. However, if another SVS patron has the book checked out, you may order a copy via ILL.

1. Interlibrary Loan (ILL) forms can be obtained from the back of white notebook at the circulation desk. Fill out the forms or send an email to Matthew (mgarklavs@svots.edu).
2. Please be aware that many lending libraries can and do charge for borrowing items through ILL. Paying these charges is the responsibility of the patron making the request, not the SVS library. We will do our best to find libraries that do not charge or have lower costs.
3. YOU WILL BE EMAILED WHEN YOUR ITEM ARRIVES. YOU CAN THEN RETRIEVE YOUR MATERIALS AT THE CIRCULATION DESK. PLEASE BE PROMPT IN PICKING UP YOUR ILLS SO THAT YOU HAVE THE MAXIMUM CIRCULATION TIME FOR YOUR ITEM. Late ILL items can acquire costly fines which must be passed on to you.
4. Note ILL's generally require at least two weeks for processing and delivery of items you request. Make sure you order the materials you need with the above timeframe in mind. Rush items are only at the discretion of the lending library.
5. ILL materials must be returned to the library by the date due. Any fines or other charges incurred (for repair, replacement of lost items) will be charged to the patron.

American Theological Library Association (ATLA)

TO ACCESS:

Go to the seminary webpage (www.svots.edu) and click on library, then click on ATLAS database at the bottom of the library page. Access to this database is limited to SVS on-campus work stations only.

The ATLAS Database (an index to articles in journals and essays in books on theological topics), contains full-text documents or citations where the full-text is not available. Make sure to check the OPAC to see if we own the item/issue. If the issue is not available, you can order it through ILL.

If you need help in implementing your search on the ATLAS database see Eleana. **THIS IS A VERY VALUABLE RESOURCE – LEARN TO USE IT AND TAKE ADVANTAGE OF IT!**

N.Y.A.T.L.A.

As an alternative to requesting materials by ILL, SVS patrons can physically visit the New York Area Libraries belonging to NYATLA (New York Area Theological Libraries Association) for **on-site use** only. See the SVS Librarian for a listing of addresses, hours of operation, phone #'s, etc. Some will allow on-site use of the library, but please call ahead to check on access and hours. See Eleana for letters of introduction before going to visit the library.

REFERENCE COLLECTION

The most frequently used reference works in the library are shelved in the open stacks in the Reading Room. To facilitate the productive and effective use of reference resources, students should take the time **early** in their careers at St. Vladimir's Seminary to examine these volumes carefully, comparing and contrasting similar works, noting the contents and scope.

Reference materials cannot be removed from the Reading Room and should not be kept on study carrels.

REFERENCE SERVICE

The library staff will be more than happy to aid patrons in their own independent searches, to explain the use of various bibliographical tools, and to obtain materials from other institutions, but we cannot undertake research projects on behalf of any patrons.

CURRENT PERIODICALS

Current issues of the periodicals are on the left side of the reading Room, past the elevator. *They do not circulate.*

COPY SERVICES

A copy machine is available in the library and the cost is \$.15 per copy. A change machine has been provided in the copy area for your use which exchanges \$1, \$5, \$10 and \$20 bills for quarters.

PLEASE DO NOT TAKE PAPER FOR INDIVIDUAL USE FROM THE COPY MACHINE.

ASK LIBRARY STAFF TO FILL THE COPY MACHINE IF EMPTY.

MICROFORM/AV SERVICES

A microform reader/printer is located in the Microform Room behind the circulation desk Present your call slip request to the circulation desk and a staff member will retrieve the materials and give you instructions on the use of the equipment. Copies are \$.10 per frame.