



REFORMED PRESBYTERIAN THEOLOGICAL SEMINARY

7418 Penn Avenue, Pittsburgh, PA 15208

(412) 731-6000

# LIBRARY HANDBOOK

## 2017 – 2018

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## INTRODUCTION

The Seminary Library is the main source of information for both students and professors at the Seminary, as well as a major resource for many other people. Therefore, this *Library Handbook* is provided as a helpful guide to the Library. The *Handbook* is arranged alphabetically, with cross references to increase its usefulness.

### *ACQUISITIONS* (See: Suggested Purchases)

The Seminary has budgeted \$29,000 for acquisitions and access for the Library during the 2017 financial year. This appropriation is supplemented by a small amount gained from the sale of materials, usually around \$3000 per year, from the "Book Sale Shelves".

Gifts received from friends of the Seminary are the only other major source of acquisitions. Tom Reid is responsible for acquisitions; professors and students are strongly encouraged to suggest titles for acquisition to him.

### *ARCHIVES* (See Also: Reformed Presbyterian Archives and Willson Collection)

Archival materials concerning the Reformed Presbyterian Churches around the world are found in the Reformed Presbyterian Archives on the second floor of Rutherford Hall, through the first door on the left after mounting the main staircase. These materials include letters, photographs, reports, minutes, and missionary artifacts, as well as many unique items. These materials do not circulate and currently are only partially organized for use, except for the Willson Collection and the Ruth Reade Collection, for which finding aids are available. Some of the materials have been scanned and are available on the website of the Archives, [www.rparchives.org](http://www.rparchives.org).

### *ATLASES*

World atlases and a driving atlas of North America are found on a small table at the entrance to the Reference Room. Other atlases are found in the circulating and reference collections, in the "G" section of the classification.

### *AUDIO CASSETTES* (See: Cassettes, Tapes)

### *BINDING SERVICE*

Several times a year, the Library sends books and periodicals to be bound through a specialized bindery service in central Pennsylvania. We are happy to add your volumes for rebinding to our shipments, which can save you about fifty percent compared to what you would pay otherwise. The average cost is \$15 for a book, \$21 for a periodical, and \$75 for a Bible, although a leather Bible costs much more. Talk to Jordan Feagley for information on sending your volume with the next shipment.

### *BOOK SALE SHELVES*

The Library sells books and other materials to its patrons. These items may be found in the Reference Room, in front of the windows. Prices are marked on the inside front cover (sometimes the front cover).

The sources of these items include gifts which are duplicates or unneeded by the library and books which have been weeded from the collection (oftentimes replaced by better copies).

Books in the left section of the shelves are priced as indicated, in the middle section at one half the indicated price, and in the right section they are free. Payment for book sale items should be deposited in the deposit box to the left of the book sale shelf (next to the back staircase). Place your money in one of the envelopes provided at the deposit box before making your deposit. We accept IOUs for payment, but we expect purchasers to pay up in a prompt manner. Clearly indicate your name, the date of purchase, and the price on the IOU slip before leaving it in the box. When paying an IOU, give your money to a staff member or indicate that your payment is to cover an IOU.

### *BORROWING PRIVILEGES*

Borrowing privileges are extended free to current students, to faculty and staff, to graduates, to local pastors, and to the students of the Center for Urban Biblical Ministry (CUBM) and the cohorts of the Adult Degree Program (ADP) of Geneva College meeting at the Seminary. You must, however, register with the Library and receive a patron card before trying to check items out; student and faculty ID cards serve as their library cards.

All other adults desiring borrowing privileges may pay \$25 per twelve month period to do so.

Members of the Reformed Presbyterian Churches may borrow items on an occasional basis for free.

### *CARRELS*

Eighteen study carrels are provided for the use of patrons, who may use a carrel for study and to store books, papers, and personal items. Current students may reserve a carrel, although, most often, two students must be assigned to each carrel to meet the need for carrels; every effort is made to assign two people to a carrel whose schedules are such that they will not typically be using the carrel at the same times each week. Any carrel that is not in use may be appropriated by others for their temporary use. Library items left overnight on a carrel must be checked out and, if found not to be, may be removed and reshelved. Contact Geneviève Reid to be assigned a carrel.

### *CASSETTES, TAPES*

Cassette tapes are found in an alcove on the second floor of the Library. "Cassettes" are housed behind cabinet doors which open downward to reveal their contents. A group of cassettes in their special cases, which are called "Tapes" in the Online Catalog, in order to distinguish them from individual "Cassettes", are found to the right of the cabinets containing cassettes. Cassettes and Tapes may circulate.

### *CATALOG—ONLINE PUBLIC ACCESS CATALOG (OPAC)*

The Library's online catalog, or OPAC, has a computer devoted solely to its use, on the first floor of the Library near the entrance door. All Library materials are listed in the online catalog. The Library catalog may also be consulted remotely through the Library's website, [www.rptslibrary.org](http://www.rptslibrary.org).

The catalog permits searching by different means; title, author, or subject are the most commonly used.

### *CIRCULATION (See: PIN Number)*

Books circulate for four weeks and may be renewed two times, for a total of twelve weeks.

Reserve books circulate for one week and may not be renewed. If needed by another patron, books are subject to recall after circulating for two weeks. Reserve books are subject to recall after two days of being

checked out, if needed by another patron. If the book you want is checked out, you can reserve it through the online catalog.

Non-circulating items may be checked out through special permission of the Librarian.

To check out a book, you must use the Circulation Computer located in the Reference Room next to the fireplace. First, hold your Seminary ID barcode under the scanner. Your personal record will be displayed. Then, hold the barcode of each item (found at the top of the back cover) you want under the scanner. When you are finished, click the "log out" button, in order to remove your name and barcode number from the public display; otherwise, someone else can check out library materials in your name. Retrieve the printout of your transaction, which indicates the due date.

Our cataloging system automatically sends email reminders to patrons five (5) days before their items are due. The system also sends overdue notices to our patrons alerting them of overdue items on their account. Once students have received their final overdue notice (after three email notices and one written notice), their library account will be blocked, and a hold will be placed on their seminary account. These holds will only be removed after the overdue items have been returned to the Library, and fines have been paid. If you receive an overdue or fine notice which you believe is in error, contact Jordan Feagley by emailing [library@rpts.edu](mailto:library@rpts.edu).

Though this system has been activated as a courtesy to our patrons, it is the patron's responsibility to know when their items are due. Current Seminary students will have library notices emailed to their RPTS address. Notices to Seminary alumni and other patrons will be sent to their most recent email address. In order for this program to work effectively, it is imperative that the Library staff have your current email address on file. If you are a patron (non-current student) of the RPTS library, and have changed your email address, please contact the library at [library@rpts.edu](mailto:library@rpts.edu).

If you want to renew an item which may be renewed, you may also do so through the Seminary's website. All renewed materials are subject to recall by the Library at any time for the use of another patron. Renewals are not permitted if you have an outstanding fine. For online renewals, you will need to input your library card number and your PIN, which is the last four digits of your library card number.

Faculty members have automatic renewals for up to one year, but their cooperation in returning materials promptly is appreciated.

Library materials may be checked out twenty-four hours a day, Monday through Saturday. If the Circulation Computer is not working, click on "Circ," then type in "saint" and "forgiven", and the correct screen will come up on the monitor. Be sure that the cursor is in the "Search" field before you begin.

Items you wish to borrow must be properly checked out via your personal barcode. Removal of items from the Library premises without proper barcode checkout is grounds for automatic loss of library privileges and for suspension from student status.

The following lists summarize which items may be checked out versus those which are for in library use only.

Items for Circulation:

*(Via barcode)*

- Books (circulating)
- Books in Storage
- Books on Reserve
- Cassettes
- Disks
- Ebooks
- Learning Packages
- Microfiche and Microfilm
- Tapes
- Videos

Items for Library Use Only:

*(On library premises)*

- Reference works
- Periodicals
- Rare Books
- Items in the R. P. Archives

Return checked out materials to the counter next to the Circulation Computer. You can check books out, but you cannot check them in.

*CLASSIFICATION SYSTEM*

The Library uses the Library of Congress Classification System, which divides all subjects into groups using the letters of the alphabet. The most common in our Library are: BR Christianity, BS Biblical Studies, BT Doctrinal Theology, BV Practical Theology, and BX Denominations.

BH through BR, BT, and BV books, are found on the first floor of the Library. BX through Z books are found on the Mezzanine level above it. BS, our largest section, and A to BF books, are found on the second floor of the Library. (See also: Oversize Books.)

In a book's call number, the first two lines describe the subject of the book. The third line often represents the author's last name, usually by a dot and the first letter of the author's name, then a numeric value for the author's name. A third line often includes the year of publication. Other lines may indicate a volume number or a meeting number, or other aspects of the work.

Here is an example:	BX	Denominations (area)
	9418	John Calvin (subject)
	.P344	T. H. L. Parker (author)
	2006	Year of Publication

*COMPUTER LITERATURE SEARCHING* (See also: Online Searching)

*COMPUTER USAGE*

The five computers located in the Library are to be used only for Library purposes. The OPAC Computer is to be used only to find information about items in RPTS Library's collection. The computer adjoining the OPAC Computer on the main floor of the Library is only for accessing online Library resources. The Circulation Computer in the Reference Room is to be used only to checkout Library resources. The Staff Computer under the Library stairs is only for Library staff use, as is the Staff Computer near the parking lot window.

The computers in the Computer Center are provided for all non-Library computer use, including writing papers, emailing, social media, and general internet access.

## *COPYRIGHT*

Virtually anything in the Library less than seventy-five years old (i.e., published from 1942 to the present), may be under copyright and, therefore, strict rules govern whether it may be legally copied.

In general, you may make one copy, digital or print, for your personal use of an article in a journal or a chapter in a book, as long as neither the article nor the chapter is inordinately long. A professor may make multiple copies of an article in a journal or a chapter in a book for classroom use only.

For more substantial photocopying, you must write to request written permission from the copyright holder (typically the author, the publisher, or the author's estate) in order to make a photocopy.

Please respect the rights of those who have created the information you find interesting.

## *CURRENT PERIODICALS ROOM*

The original library in the Horne Mansion has been converted into the Current Periodicals Room; it is located next to the Reference Room off the Center Hall. Most of the two hundred periodicals currently received by the Library are displayed there, in alphabetical order. In the wooden cabinets along the walls are found denominational periodicals, except for those of the Reformed Presbyterian Churches, again in alphabetical order.

*DATABASES* (See: Online Searching)

*DENOMINATIONAL MINUTES* (See: Minutes)

*EBOOKS (ELECTRONIC BOOKS)*

The Library will begin making Ebooks available to students during the fall quarter. Watch the RP Times for announcements about these books.

## *FINES*

The Library, like most libraries, charges small fines to encourage patrons to return items, so that others can use them. (The purpose of the fines is not to make money: fines raise about \$300 per year out of a Library budget of over \$120,000.)

The fine is fifteen cents per day for all items, but fines are not charged for the Lord's Day, when the Library is closed.

Fine letters are sent out periodically, produced automatically by the integrated library system we use. If you receive an overdue or fine notice which you believe is in error, contact Jordan Feagley by emailing [library@rpts.edu](mailto:library@rpts.edu).

If you have books due or overdue and do not anticipate coming to the Seminary in the near future, you should carefully box the items and mail them by "Media Mail" rate to the Library at 7418 Penn Avenue, Pittsburgh, Pa 15208. Alternatively, you can renew the items online. (See: Circulation).

## *FOOD AND DRINK*

Food and drink should not be brought into the Library, as food and drink tend to attract vermin, including mice and ants, which seem to love the taste of books, particularly the glue used in many bindings.

## *FREE MATERIALS*

There are two caches of free materials in the Library which you may take. The first is on the wooden display case near the entrances to the Reference Room, where journals and other items are kept for your perusal. The second is the right shelf section of the Book Sale Shelves (See: Book Sale Shelves).

## *HISTORY*

The Library began with the Seminary in the early nineteenth century and followed the institution in its wanderings until it was permanently located in Pittsburgh in 1856.

The Library was not systematically developed until the 1950s. The Library Wing of Rutherford Hall was opened in 1970, several years after the first professional librarian was appointed. Rachel George became Librarian in 1978 and soon began work to computerize the catalog, which was essentially finished by 1985. The Rare Books Room was opened in 1986. A computerized catalog, the Intelligent Catalog, was provided in 1992, and an integrated library system, Library.Solution, was inaugurated in the fall of 2000.

The library currently contains over 83,000 volumes, including over 8,000 bound periodicals. Thousands of other items, including microfiche, microfilm, cassettes, tapes, video recordings, learning packages, computer disks, maps, archives, photographs, and missionary artifacts, are also collected.

## *HOURS OF OPENING*

The Library is open twenty-hours a day from Monday through Saturday, but closed on the Lord's Day. As long as you can get into the building, you can get into the Library.

Library staff members are on hand most weekdays from 8:30 A.M. to 4:30 P.M., normal holidays excluded. (See: Staff Members.)

## *INTERLIBRARY LOANS*

With over 8,000 serious theological volumes published each year in the U.S.A. alone, it is impossible for any library to collect exhaustively, not even the mighty Library of Congress. Therefore, like all libraries, we depend upon other libraries to supplement our holdings.

If you fail to find an item in our collection, you should first check the website of the Barbour Library of Pittsburgh Theological Seminary ([www.pts.edu](http://www.pts.edu)), then the Trinity School for Ministry Library, ([www.tsm.edu](http://www.tsm.edu)), before initiating an interlibrary loan request (See: Other Libraries).

If those libraries do not have what you want, fill out the request form for a book or for a periodical article; ask a Library staff member to supply you with the correct form. Articles are usually supplied as photocopies or scans. Books or articles can take two weeks to arrive, so be sure to request them early in relation to the date by which you will need them.

Certain kinds of materials are typically more difficult to find on inter-library loan, such as theses, rare books, and reference works.

In some cases, the Library must charge for items for which we pay to receive from other libraries; \$5 to \$10 is the usual range for such costs.

## *INTERNET ACCESS*

The Library staff accesses the Internet through the Staff Computers. Patrons should use the computers in the Computer Center to access the Internet.



## *JOURNALS (See: Current Periodicals Room and Periodicals)*

### *KOBE*

The small Library of the Kobe Theological Hall of the Reformed Presbyterian Church of Japan uses our online catalog for its English-language materials. All items marked “Kobe” are, therefore, in Japan and are not available for circulation here.

### *LEARNING PACKAGES*

Certain items, which might include cassettes, workbooks, and guides, have been termed “Learning Packages” in the catalog. They are housed in the alcove on the second floor of the Library near the main staircase. Learning Packages are cataloged and may be checked out.

### *MICROFORMS*

Many items are available as microforms, which include micro-cards, microfiche, and microfilm; however, the Library has no micro-cards.

All microforms in the Library are cataloged.

Microfiche are housed in gray file drawers above the gray file cabinet on the Mezzanine.

Microfilm is housed in the gray file cabinet on the Mezzanine.

A microform reader-printer-scanner is available on the main level of the Library near the computers. Instructions for its use are available from the Library staff.

### *MINUTES*

The Library collects all minutes of the Reformed Presbyterian Churches (North America, Ireland, Scotland, etc.), and the minutes of the major assemblies of other denominations, including the Associate Presbyterian Church, the Associate Reformed Presbyterian Church, the Free Presbyterian Church of Scotland, the Orthodox Presbyterian Church, the Presbyterian Church in America, and the Protestant Reformed Churches of America. The minutes of the Presbyterian Church (U.S.A.), and the United Presbyterian Church of North America are available at the Barbour Library of the Pittsburgh Theological Seminary.

All minutes not in the Reference Room or Reformed Presbyterian Room may be checked out.

### *NEW BOOKS*

About 1,500 books are added to the collection each year. Most new books are displayed for a time on the top of the low range of shelves in the Reference Room and may be checked out. All new books are cataloged before being displayed there. Additionally, the majority of new books are displayed on the front page of the Online Catalog once they have been added to the system.

### *NEWSPAPERS*

The Library receives the *Pittsburgh Post-Gazette* daily during the academic year. The current issue is kept on the table in the Current Periodicals Room; some back issues are kept on bottom shelves opposite the fireplace. Newspapers are discarded after several weeks.

## OFFICE

The Library Office is located between the Reference Room and the stairs in the Library. Tom Reid and Geneviève Reid have their desks in this Office.

Adjacent to the Library Office are areas used by the Library Staff as extensions to the Office. The Staff Computer, located under the stairs, is for the exclusive use of the Library staff. Along the outside wall are desks and shelving used by Library staff for various purposes. Jordan Feagley has his desk here. The other Staff Computer is found there as well and is also for the exclusive use of the Library staff. It is imperative that patrons leave the office areas of the Library alone and not remove or move anything found in or near them.

## ONLINE SEARCHING

The Library offers two major ways of performing online searches.

First, the Library offers access to various databases without charge to patrons. In the Library, patrons can access WorldCat, a global catalog of over 72,000 libraries representing 112 countries. WorldCat is accessed on the Search Computer on the main floor of the library as well as remotely by logging into T.R.E.E

Second, the Library's collection of information on CDs and DVDs are kept near the Search Computer on the first floor of the Library. These CDs and DVDs include various Bible programs, including Hebrew and Greek; and specific titles like the *Works of Cornelius Van Til*, the *Encyclopedia Britannica*, and the *Puritan Bookshelf*. The Library staff may be consulted concerning the most effective way of using them.

Other databases include the ATLA Religion Database with ATLA Serials (ATLAS), a full-text database of theological journals, as well as American Doctoral Dissertations. These can be accessed in the library on the Search Computer as well as remotely by using the Library catalog and signing into you patron account.

## OTHER LIBRARIES

The RPTS Library is enrolled in the ATLA Reciprocal Borrowing Program. This means that as a student at RPTS you have full borrowing privileges at any of the reciprocal libraries by displaying your RPTS student ID card. Visit T.R.E.E. to see the full list of participating libraries.

Some of the local seminaries in which our students have full borrowing privileges are the Barbour Library of Pittsburgh Theological Seminary in Highland Park, and Trinity School for Ministry in Ambridge, PA. Pittsburgh Theological Seminary has about 290,000 volumes and over 110,000 additional items in its collection. Like others, you may enter the Barbour Library and use its resources onsite. By presenting your RPTS student ID card, you may receive a card from the Barbour Library permitting you to check out materials as well. The Barbour Library is currently closed for a complete renovation, although some services are provided elsewhere on the PTS campus. RPTS has a special agreement with Geneva College in Beaver Falls to permit borrowing by our students from their libraries. Normally, borrowing privileges are granted to our patrons by other libraries only during normal working hours through the week, so plan your trip to these libraries accordingly.

Other libraries with significant collections of interest to our patrons are: the University of Pittsburgh Libraries, the Carnegie Library of Pittsburgh (the main branch is located in Oakland), and the Gumberg Library of Duquesne University. All residents of Allegheny County may receive a free library card from their local library, which is good at the public libraries throughout the county, including the Carnegie Library of the city of Pittsburgh.

The catalogs of these libraries may normally be accessed through the Internet.

## *OVERSIZE BOOKS*

Books taller or deeper than 26 cm (or ten inches) are labeled "Oversize" and are shelved separately from smaller books.

Each of the three major levels of the Library has an "Oversize" section. Oversize books from the BH-BR, BT, and BV section follow BV in the far end of the first floor of the Library. Oversize books BX-Z are to the right as you enter that section on the Mezzanine level. Oversize A-BF and BS books begin to the left of the fireplace on the second floor and continue near the bay windows.

"Oversize" books circulate like other books and are shelved using the Library of Congress Classification as are other books.

## *PAMPHLET FILE*

Many sources of information are too ephemeral to justify cataloging; these materials are kept in the "Pamphlet File" located next to the Staff Computer under the stairs on the first floor of the Library.

Pamphlets are arranged alphabetically by subject. Certain subjects, such as various cults, the Sabbath, and alcohol, are well-represented. One sample copy of the periodicals of many denominations can also be found there.

Most significant pamphlets have been cataloged and are shelved in the book collection, usually in a protective folder. The rest are in the Pamphlet File.

## *PERIODICALS*

The Library receives about two hundred periodicals currently; nearly all are displayed in the Current Periodicals Room.

The Library collects about 870 other periodicals, most of them no longer being published.

A list of our periodical holdings is available near the entrance to the first floor of the Library in a gray three-ring binder; this list is updated every six months.

After a certain period of time, issues of currently received periodicals are taken from the Current Periodicals Room and shelved with other back issues.

Periodicals are protected for future use by several forms of binding; fiscal restraints mean that many have not yet been bound.

Most periodicals, except for recent issues of periodicals currently received, are housed in alphabetical order on the outside walls of both the first floor and Mezzanine of the library. Periodicals beginning with the letters "A" through "Et" are on the first floor and "Eu" through "Z" are on the Mezzanine.

Periodicals do not circulate, except by special permission of the Librarian.

Periodicals are listed in the online catalog, with bound volumes indicated.

## *PHOTOCOPIER (See: Copyright)*

There is no photocopier in the Library, but you may use the photocopier in the Seminary Office. Ten cents per sheet is charged for most copies. Payment should be deposited in the appropriate can on the office counter nearby. It is not necessary to checkout materials to be photocopied, as long as they are immediately returned to the Library for shelving.

### *PIN NUMBER*

In order to access your account on the Library website, you must enter the barcode number from your RPTS student card and your PIN number, the latter being the last four digits of your student card barcode number.

### *PLAGIARISM*

Plagiarism is defined as “using the wording, ideas, or outline of another person without acknowledging the source.” Plagiarism is distinguished from excessive dependence. In the latter, the student fails to process information through his or her own critical and constructive thinking, and follows too closely the wording, ideas, or outline of another person, while giving adequate reference to sources. Excessive dependence reduces the quality of work done, but is not ordinarily regarded as dishonest. See the Student Handbook for the Seminary’s official policy on plagiarism.

Plagiarism is a form of intellectual theft, which involves claiming the work of another as one’s own. Many free plagiarism checking websites are available for student use. If substantiated as deliberate, plagiarism will result in a failing grade for the paper, and for the course.

### *RARE BOOKS ROOM*

The Rare Books Room is located on the second floor of the Library. Inside, rare books are kept under controlled temperature and humidity. Books published before 1830, publications in Braille, and very rare volumes are housed here.

The Room was opened in 1986 and funded largely by a gift from the women of the North Hills Reformed Presbyterian Church.

The Room is kept locked, but you may ask for the key in the Library Office or the Seminary Office. The book cabinets within the Room are never locked.

The Room is to be used only for using the rare books, unless the Librarian grants special permission for other purposes. Meetings in this room must be scheduled through the Seminary Office.

### *RARE BOOKS*

The rare books found in the Library have come to us from two major sources: the Associate Presbyterian Church Collection and the Willson Family Collection.

Over 1700 volumes are found in the Rare Books Room on the second floor of the Library. They are grouped in three areas: “Rare Mini” for small books, behind the door; “Rare Oversize” for large books, opposite the door; and the regular size books, which are simply marked “Rare”, on the three main walls and in the closet.

Rare books do not circulate, but they are listed in the online catalog.

Nearly all our rare books date from before 1830; the earliest was published in 1534, the year after the conversion of John Calvin but before he settled in Geneva (1536).

### *REFERENCE BOOKS*

Reference books are kept in the Reference Room in classification order, beginning on the wall before jumping to the free-standing shelving.

Reference books do not circulate, but you may use them anywhere in the building for short periods of time.

## *REFERENCE ROOM*

The Reference Room is located in the original billiard room of the Horne Mansion, off the Center Hall. It houses the reference books as well as reserve books, the Circulation Computer, the free materials cabinet and shelves, sale books, and the atlas table.

## *REFORMED PRESBYTERIAN ARCHIVES*

First copies of books, minutes, and periodicals, and archival materials about the Reformed Presbyterian Churches of the world are housed in the Reformed Presbyterian Archives, located on the second floor of the Library, in the first room to the left at the top of the main stairs.

This room is kept locked, but the key may be procured from the Seminary Office or the Library Office. The minutes, books, and periodicals in the Archives are cataloged, but the other materials are not.

## *RENEWALS (See: Circulation)*

## *RESERVE BOOKS*

A small number of significant resources for each Seminary course are placed on “reserve” in the Seminary Office. All students potentially need these, so check out only what you can use at one time. The Library puts materials on reserve for the benefit of patrons, who should not use our service as an excuse not to purchase required textbooks.

Reserve books may be checked out for one week, but we plead with patrons to return them immediately after they have finished using them, for the benefit of others.

To check out a Reserve book go to the Seminary Office during normal business hours (Monday through Friday from 8 a.m. to 4 p.m.), pull the book from the glass book case and check it out using the android tablet on the front desk. If you take anything from the Reserve Shelves, you must check it out, even if you plan to use it in the Library.

If you should need an item on reserve but cannot make it to the Seminary during normal business hours, special arrangements can be made with a member of the Library staff, but only if you notify us by noon on the day you need it. We cannot guarantee that requests made after noon will be filled.

To return a Reserve item you must go to the Seminary Office and give the item to Vicki Smith or another Office staff member.

## *SHELVING*

Do not shelve books or other Library materials. You are likely to make a mistake and the item is thus effectively lost until someone finds the error, perhaps many years later. Even Library staff members occasionally make such mistakes! Place books on the return counter or on any of the green book carts found on the three levels of the Library.

## *STAFF MEMBERS*

There are no full-time Library staff members working in the Library, but generally you can find someone in the Library between 9:00 a.m. and 5:00 p.m. Monday through Friday.

Tom Reid is the Library Director, but he is also Registrar and an instructor at RPTS. Jordan Feagley, Assistant Librarian, and Geneviève Reid, Library Assistant, both work irregular hours.

Even when Library staff members are present, they may be working anywhere in the Library or beyond, so be persistent in trying to find them! They want to help you with what you need.

### *STATISTICS*

The Library contains over 83,000 volumes, including over 8,000 bound periodicals, and thousands of other items.

The Library adds almost 1,5000 new books every year and over 200 new bound periodicals, while weeding 300-600 volumes per annum.

Circulation is around 4,000 initial check-outs per year. Also, the Library lends via Inter-Library loan seven items for every one item borrowed from other libraries.

### *STORAGE*

Certain lesser-used items or second copies, both books and journals, are stored in the Library Storage Area of the Willson Center across Penn Avenue from the main Seminary building. If you need to consult a book marked "Storage" in the catalog, you may get it yourself (the Library Storage Area is kept unlocked) or request it from a Library staff member. Storage books but not Storage periodicals may circulate. You must bring the book back to Rutherford Hall to check it out on the circulation computer.

*STUDY CARRELS* (See: Carrels)

*SUGGESTED PURCHASES* (See: Acquisitions)

If you find that the Library does not have an item that you think should be in its collection, communicate your suggestion to Tom Reid, who is responsible for acquisitions.

### *VIDEO RECORDINGS*

The Library collects a small but significant number of video recordings, which are housed on the Mezzanine wall to the left of the landing. The video recordings are cataloged and may circulate.

*T.R.E.E. (THEOLOGICAL RESEARCH ELECTRONIC EXPRESSWAY)*

T.R.E.E. is the Library's online research portal. Our hope is that this research suite will be a "one stop shop" for students, faculty, and staff as they search for online resources. T.R.E.E. hosts our Online Catalog as well as access to Ebsco-Host, WorldCat Discovery, a variety of blogs, online journals, and a plethora of free online resources. You may access T.R.E.E. by going to the RPTS website or by going directly to <http://www.rptslibrary.org>. If you should have a question regarding the online research portal please do not hesitate to contact a member of the Library staff.

### *WILLSON COLLECTION*

For four generations, members of the Willson Family taught at the Seminary. Their personal collections were donated to the Library more than thirty years ago. The books, many of them rare, have been integrated into the collections. The archival materials have been organized and a finding aid for them prepared; these materials are in the Reformed Presbyterian Archives.