JOHN D. FULTON LIBRARY HANDBOOK 2014

www.ntc.edu.au – On-line catalogue
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# TABLE OF CONTENTS

INTRODUCTION .............................................................................................................. 1
GENERAL RULES ........................................................................................................... 2
LIBRARY HOURS ........................................................................................................... 3
LIBRARY STAFF HOURS .................................................................................................. 3
LIBRARY ACCESS ......................................................................................................... 3
CLASSIFICATION SYSTEM ........................................................................................... 4
  How to use Library of Congress .............................................................................. 4
  Call Number Prefix .................................................................................................. 4
  How to find the item you want ................................................................................ 5
  What if I can’t find the item I’m looking for? ....................................................... 6
USING THE LIBRARY DATABASE (DESTINY) ............................................................... 6
  Searching the library catalogue .............................................................................. 7
  Accessing patron information ................................................................................ 7
USING THE CIRCULATION COMPUTER ..................................................................... 7
  Borrowing library items .......................................................................................... 7
  Returning library items ......................................................................................... 8
  Renewing library items .......................................................................................... 8
  Reserving library items .......................................................................................... 8
NON-CIRCULATING COLLECTIONS ............................................................................ 9
  Journals and Periodicals ......................................................................................... 9
  Reference Collection ............................................................................................. 9
  Wesleyan, Holiness, Nazarene & Rare Book Collections ...................................... 9
  Restricted borrowing items .................................................................................... 9
  Reserved Books ....................................................................................................... 9
BORROWING & RETURNING PROCEDURES .............................................................. 10
  Borrowing procedure ............................................................................................. 10
  Borrowing limits ..................................................................................................... 10
  Returning items ...................................................................................................... 11
  Renewing items ....................................................................................................... 11
  Placing items on ‘Hold’ ......................................................................................... 11
  Interlibrary Loans .................................................................................................... 11
  Document delivery .................................................................................................. 11
OVERDUE FEES, LOST OR DAMAGED BOOKS ......................................................... 12
DIRECTED STUDY ....................................................................................................... 12
PHOTOCOPYING / PRINTING .................................................................................... 12
LIBRARY WEB PAGE .................................................................................................... 12
SCD LIBRARIES .......................................................................................................... 13
ON-LINE JOURNAL DATABASES ............................................................................... 13
  ProQuest Religion database .................................................................................. 13
  Religion & Philosophy Collection database ......................................................... 13
AULOTS & ARI ............................................................................................................. 13
INTRODUCTION

Welcome to the John D. Fulton Library, an indispensable service of NTC (Nazarene Theological College).

This Handbook outlines information that will help you maximise your library use and time. The library offers many resources that will benefit both your course studies and ministry opportunities.

Our main objective is one of support for faculty and students (regardless of the level at which you study) in having the highest possible experience for the quest for knowledge and growth in the fields of religion, theology, spirituality and ministry. If you encounter any difficulty locating resources, please do not hesitate to ask the library staff.

We trust your time in the library will be positive and beneficial.

JOHN D. FULTON LIBRARY

The library contains approximately 35,000 items, with access to over 350 academic journals, including e-journals through the EBSCOhost platform making available the database Religion & Philosophy (R&P). eBooks are also a service offered by the library. This service is attached to the EBSCOhost platform as well, which make easy your search for academic online resources.

The particular focus of the library is the subjects covered in the curriculum, with a special emphasis on works by John and Charles Wesley and Wesleyanism/Methodism. The library also holds a collection of Christian education materials and worship resources. It is to be noted that our library stores the archives of the Church of the Nazarene in Australia. It may be viewed by appointment.

In the study area of the library, networked computers with WI-FI accessibility are available for research and general academic work leading to the completion of assignments. A coin-operated copier/printer/scanner is provided for students and staff.

NB - Only Word documents (DOC) can be sent to the NETCARD system to be printed. It is not possible to print pages directly from the Internet.
GENERAL RULES

1. **PLEASE NOTE:** NO FOOD or DRINK is to be taken into the library at any time. The only exception: a pop top water bottle. Because of the potential loss and damage through food or drink spillage, infringement of this policy will lead to a loss of library privileges for a period to be determined.

2. Please do not damage or deface books or mark them in any way, even with a pencil. Do not bookmark a book by folding corners.

3. Be especially careful with book spines when photocopying. The photocopier allows you to copy without putting the lid down.

4. Handle books with care. Do not leave open books face down, or use other books as bookmarks; rather use a standard bookmark (usually available beside the circulation computer).

5. Be as quiet as possible in the library building as this is a study area for students, faculty and staff.

6. Children **must** be supervised by parents or supervisors.

7. Your cooperation is needed in keeping the library tidy. All study tables **must be cleared** of books and personal items at the close of the library hours. Books must be put on the library circulation trolley located near the entrance/exit and rubbish must be disposed of in the rubbish bin.

8. Do not re-shelve books yourself. Rather **return them to the library circulation trolley.** Do not leave personal items in the library, such as handbag, purse, laptops, clothes, etc.

9. **Laptop bags and laptops are allowed in the library.**

10. All items borrowed from the library must be returned before graduation (usually in November of each year).

11. All outstanding library fines need to be paid in full before graduation.

12. In the case of fire, leave the building quickly using the nearest emergency exit and go to the fire evacuation centre, which is the car park outside the Administration Office.
LIBRARY – OPENING HOURS

For NTC registered users: During Semester
- Monday: 8.30am – 5.00pm  NB: There can be supervised
- Tuesday: 8.30am – 5.00pm  Library access after
- Wednesday: 8.30am – 5.00pm  regular hours if necessary
- Thursday: 8.30am – 5.00pm  during semesters.
  *(This schedule may change during the year)*
- Friday: 8.30am – 4.00pm
- Week-end: Close (also closed on public holidays)

For non-NTC registered users: During Semester
- Monday to Thursday: 8.30am – 5.00pm

During Semester Breaks:
Library hours during semester breaks are as usual; refer to the library webpage or the library notice board as changes may happen.

STAFF

Librarian: Mrs Andrée Pursey (Mon to Thurs)
  Email: apurse@ntc.edu.au
  Phone: (07) 3206 4177

Library Assistant: Mrs Christine McEwan
  Email: cmcewan@ntc.edu.au
  Phone: (07) 3206 4177

Final 3 weeks of a term: *Extra opening hours may be considered (on demand only)*.

LIBRARY

The library is open to all NTC faculty members, staff and students. Library patrons may borrow items from the collection as outlined under *Borrowing and Returning Procedures*.

Associate Members
Non-NTC staff and students may become Associate Members/Friends of the library for a fee of $65 per semester (Feb-June & July-Dec).

Non-NTC students will need to provide a copy of their Student ID, a letter from their college library confirming student status, and complete the application form available in the Library office.

Associate Members are welcome to borrow any books, except for frozen/reserved or short-term loan books, references or items from the special collections (See *Borrowing and Returning Procedures*).
The library books and audio-visual items are classified using the Library of Congress system (LC), thus grouped under subject headings. The library catalogue is accessible on-line through the College website homepage: http://www.ntc.edu.au

The books acquired from the Kenmore Christian College Library (now ACOM), are classified using the Union Theological Seminary system, and are found on the brown and beige shelves. They are progressively converted to the LC classification system. Signs are posted at the end of each stack to help direct you to subject areas.

**CLASSIFICATION SYSTEM**

The following call numbers would be shelved in this order:

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>LB2395.C398</td>
<td>2010</td>
</tr>
<tr>
<td>LB2395.C43</td>
<td>2013</td>
</tr>
<tr>
<td>LB2395.C65</td>
<td>2005</td>
</tr>
<tr>
<td>LB2395.C8</td>
<td>2009</td>
</tr>
</tbody>
</table>

One important thing to remember with call numbers is the rule “nothing comes before something”:

QA349.M613 2004
will be found on the shelf before
QA349.M613 W4 1998

**CALL NUMBER PREFIX**

When a call number looks like the examples above, (eg. BS195.N37 2009), the book is shelved in the General Collection. Some call numbers, however, include a collection prefix (eg. REF BS195). The following table indicates the collection codes used in DESTINY and where they are located in the library.

**HOW TO USE THE LIBRARY OF CONGRESS CLASSIFICATION**

There are two ways to locate a book in the library: 1) browsing the shelves in the required subject area, or 2) searching the catalogue for the Author, Title, Subject, Call Number or Location. The call number, which is printed on the spine of the book, is shelved in alpha-numeric order.

Call numbers begin with letters of the alphabet. Each letter stands for a broad subject grouping; following letters and numbers narrow down the subject. No two titles have exactly the same call number.

For example:-

**BS**

195

.N37

2009

The following call numbers would be shelved in this order:

LB2395.C398  2010
LB2395.C43   2013
LB2395.C65   2005
LB2395.C8    2009

One important thing to remember with call numbers is the rule “nothing comes before something”:

QA349.M613 2004
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When a call number looks like the examples above, (eg. BS195.N37 2009), the book is shelved in the General Collection. Some call numbers, however, include a collection prefix (eg. REF BS195). The following table indicates the collection codes used in DESTINY and where they are located in the library.
<table>
<thead>
<tr>
<th>Prefix</th>
<th>Collection</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Prefix</td>
<td>* - General</td>
<td>The centre floor of library</td>
</tr>
<tr>
<td></td>
<td>- eBooks</td>
<td>EBSCOhost database accessible via the NTC website</td>
</tr>
<tr>
<td>A/V</td>
<td>- Audio Visual</td>
<td>Shelled - back side wall</td>
</tr>
<tr>
<td>CUR</td>
<td>- Curriculum</td>
<td>Shelved in the front before REFERENCE section. These books have a yellow dots</td>
</tr>
<tr>
<td>NAZ</td>
<td>Nazarene memorabilia &amp; historical documents</td>
<td>Special Collections Room</td>
</tr>
<tr>
<td>PER</td>
<td>Journals &amp; Periodicals</td>
<td>Current issues are found on wall shelves on the back left of the library. Found alphabetically by journal title. Digital journals are available through the EBSCOhost database</td>
</tr>
<tr>
<td>RARE</td>
<td>- Rare Books</td>
<td>Special Collections Room</td>
</tr>
<tr>
<td>REF</td>
<td>- Reference</td>
<td>Shelved on the grey shelves opposite the Special Collections Room</td>
</tr>
<tr>
<td>WES</td>
<td>- Wesleyan resources &amp; Wesleyan Theological Journal + Proceedings of the Wesley Historical Society</td>
<td>Special Collections Room</td>
</tr>
</tbody>
</table>

* The small icons are those you will notice in the catalogue to identify the type of item available

**HOW TO FIND THE ITEM YOU WANT**

1. Secure the call number of the book from the Library Catalogue (DESTINY). The location of a specific collection is signified using the following abbreviations: REF (Reference), CUR (Curriculum), NAZ (Nazarene), RARE (Rare), WES (Wesleyan), and A/V (Audio-Visual).

2. **Reference books** are shelved in the grey shelves next to the Special Collections room. These resources cannot be borrowed.

3. **General collection** is found on the main stacks in the centre of the library.

4. **Curriculum materials** are found in the corner front of the library before the reference section.
5. **Wesleyan, Rare, and Nazarene Collections** are locked in the Special Collections Room. They can be accessed by arrangement with library staff.

6. **All A/V items** are usually kept in the librarian’s office. Ask the library staff to assist you with your request. However, copied CDs - DVDs may be found inside books (kits/sets - originals are kept in the librarian’s office). There is also an A/V section along the back side of the library opposite the Kenmore section.

7. **eBooks** and **digital journal articles** are found through the eBook and the Religion & Philosophy database (EBSCOhost) links accessible from the NTC website/library. Only enrolled NTC students and faculty members have access to the database. Username and password are required (please ask the Librarian for those details).

**WHAT IF THE ITEM IS NOT ON THE SHELF OR CAN’T BE FOUND?**

- Check the catalogue – do you have the correct call number, collection and location. Check if the item listed as AVAILABLE, FROZEN, IN PROCESS or OUT?
- Check the books (journals) near or around where the item should be shelved. Another user may have incorrectly re-shelved it or it could be in use in the study area. The journal shelves can be lifted to access older issues. Past years issues can also be found in boxes opposite the journal shelves.
- Check the ‘High demand’ shelves near the REFERENCE section. These are books placed under the current semester’s subjects (at the request of the lecturers), which are frozen (no borrowing privileges) or kept for short borrowing periods (2 to 5 days). Patrons can put these items on ‘hold’ if they are already borrowed. ‘Hold’ can also be placed on any other items found in other collections when they are temporarily unavailable.
- Ask for assistance at the circulation desk or see the librarian. If the book is on loan, a patron may request for the item to be placed on hold. When the item is returned a notice will be sent advising that the resource is again available for loan.

**USING ‘DESTINY’**

The library catalogue is an OPAC (Online Public Access Catalogue) using the ‘Destiny’ computer program.

From the circulation computer in the library, just login using ‘circ’ as user name and password. Click on the ‘catalogue’ tab and start the search by keyword, title, author, subject, etc. From home, go to [http://www.ntc.edu.au](http://www.ntc.edu.au) select Library > Library Catalogue > catalogue (on left side). You can login to see your personal page or simply search the catalogue without putting in your personal login details - see Librarian if you do not have access to your personal page in DESTINY (You need to be an enrolled student, NTC employee or an enrolled SCD students physically coming to the NTC campus to be granted access to a DESTINY’s personal page).
SEARCHING THE LIBRARY CATALOGUE

The library catalogue offers you a choice of two search methods: Basic and Power.

**To perform a search from home computer:**
1. Open the library catalogue on the NTC website [http://www.ntc.edu.au](http://www.ntc.edu.au)
2. Click ‘LIBRARY’ then ‘Catalogue’
3. Log in using your library personal user name and password
   NOTE. Do not try to login from the ‘DISTRICT’ – you need to click on Nazarene Theological College then login
4. Select either the **Basic** or **Power** search method.
5. Type in your search term(s) and select the appropriate field – Keyword, Title, Author, Subject, Series, etc.
   NOTE: When searching for author’s name, remember the surname comes first, eg. Taylor, Jack (for Jack Taylor).
   NOTE: To help narrow your search, the power search allows you to also select the material type, circulation type, and publication year
6. Click ‘Search’. A list of items should come up for you to search through. On the right side is where you can see if a resource is in or out (1 of 1 for in) and (0 of 1 for out).
7. When finished, click on ‘reset’ on the circulation computer in the library. If you are using the catalogue at home, ensure you ‘log-off’ before leaving the NTC website.

ACCESSING YOUR LIBRARY ACCOUNT

Destiny allows you to view your information and renew items that are currently on loan. You can also view information about your items on **loan**, items on **hold**, items on **reserve** (limited borrowing period), as well as outstanding fine balances, and estimated fines due for items overdue.

**To access your library account:**
1. Open the library catalogue and login with your username and password (usually set at the beginning of a semester – see the Librarian for more details)
2. Click on ‘My info’ tab (top left)
3. Once you’re done viewing your account, click on ‘Reset’ or ‘Logout’.

USING THE CIRCULATION COMPUTER

In the library study area, one computer is reserved for searching the catalogue, and for circulation (borrowing and returning resources). It is located immediately on your left when accessing the area on entering the building. The computer is always on (and is not to be turned off). Just move the mouse to bring the monitor to life or press the button of the hard drive if the computer is on electricity saving mode.

BORROWING LIBRARY ITEMS

- **DESTINY** is open and ready to be used (online catalogue accessible 24/7)
- If ‘**only circulation**’ does not appear beside the ‘**login**’ box, login using ‘**circ**’ for user name and password
- Click on ‘Circulation’ (tab on top left side) – this will give access to the ‘Check out’ tab on the far left
- Found patron – to borrow from the circulation computer in the library, students need to open their personal page. With ‘only circulation’ appearing on top right beside the login box, click on ‘check out’ then type your library password (different from your student number) and click ‘found patron’. Your personal page should display.
- Scan the NTC barcode (located on the back cover, top right) of each item you wish to borrow or type the barcode number > ‘enter’ or click the ‘Find copy’ box
- Click ‘Reset’ when finished to close your personal account

RETURNING LIBRARY ITEMS

- Log in using ‘circ’ in user name and password boxes if ‘only circulation’ does not already appear beside the ‘login’
- Click on ‘Circulation’ (tab on top left) and then click on the ‘Check in’ tab (no need to find patron)
- Scan the NTC barcode of each item you are returning or type NTC barcode
- Click ‘Reset’

RENEWING LIBRARY ITEMS

Use a working computer in the study area not the circulation computer.

1. Type in your username and password (library login details)
2. Click ‘My Info’ and then click the ‘Renew’ tab beside for the books you want to renew
3. Click ‘Reset’ and close the page when all done.

From home:

1. Open DESTINY catalogue from the NTC website, type in your library username and password login details
2. Click ‘My info’ tab (top left)
3. Click the ‘Renew’ button beside the titles you wish to extend the borrowing period or ‘Renew all’ – students are allowed two renews on borrowings

RESERVING LIBRARY ITEMS (HOLD)

1. Open Destiny and login with your username and password
2. Click on ‘Catalogue’
3. Type in the title required and click on ‘Go’
4. Select the title by clicking on it
5. Click the ‘Hold it’ button
6. If the book is required for a specific time, select either ‘As soon as possible’ or ‘Reserve for a specific date’
NON-CIRCULATION COLLECTIONS

The non-circulation sections of the library are Journals (PER), References (REF), Wesleyan (WES), Rare (RARE) and Nazarene (NAZ) Collections. This means these items are not available for check-out and are not to be taken out of the library building.

Journals and Periodicals
The library subscribes to a number of journals, mostly scholarly, and few popular. Periodicals may not be taken out of the library at any time. However, articles may be photocopied in accordance with the Copyright Regulations, which is displayed above the photocopier and beside each computer in the library’s study area. The rule is usually 10% of a publication or one book chapter; one journal article.
Article titles are put in DESTINY along with an abstract, if available. Full articles can be accessed through the database (Religion & Philosophy - EBSCOhost). Not all the latest periodical issues for which NTC subscribed appear on the database. The latest journals in print to which NTC subscribed are available in the library. Publishers hold the right for online accessibility (check reference links as well as the R&P database). The reference librarian (A. Pursey) can help with online references. This service is for graduate students only.
A number of scholarly websites with access to online resources may be found on the NTC website > Library > online resources. You are encouraged to take advantage of this great resource.

Reference Collection
The Reference Collection incorporates items such as commentaries, concordances, encyclopaedias, dictionaries, Bible handbooks, church manuals and liturgical handbooks. These items cannot be borrowed but can be referenced, photocopied, and used in the library. These items must be returned to the library circulation trolley after use. – Please do not put the items back on the shelves yourselves for statistical reasons.

Wesleyan, Nazarene and Rare Book Collections
The Wesleyan Collection, Nazarene Collection and Rare Books are locked in the Special Collections Room. These collections are accessible on request (see the library staff). These books are used as reference only and cannot be borrowed. They must be returned to the Librarian after use. Any material of these collections to be photocopied will be done by the library staff (particularly those of the ‘rare’ section.

RESTRICTED BORROWING ITEMS

Frozen/Reserved Books located near the study area
These are books placed on RESERVE by College lecturers and are identified as high use academic material. Reserved books are labelled to indicate their status, i.e., whether FROZEN (non-circulating / not for loan), or short-term loans (limited loan days).
The ‘Not for loan’ volumes/texts are to be used in the library only and returned to the book trolley after use. However, a lecturer may allow an over-night loan of these books, on special request. If it is the case, a maximum of two (2) reserved books may be borrowed at closing time and must be returned to a library staff before 11am (eleven in the morning) the following day.

BORROWING / RETURNING PROCEDURES

The library is primarily for the use of enrolled NTC students, faculty, staff, and associate members. Items borrowed from the library are the responsibility of the borrowers. All overdue fines, and/or cost of damaged or missing books will be billed to the patron’s account.

The library generally does not keep multiple copies of any title. It is possible however that in high demand periods (especially when academic assignments are being prepared) the borrowing period needs will be restricted to allow all students equitable access to the various resources. These items will be identified as such.

Borrowing procedure

Residential students: Take the library items to the self-check computer next to the library office. The instructions are provided next to computer. Or go to the circulation desk where the library staff will provide assistance with items.

Non-residential (external) students: Either phone the library staff or send an email listing the items required. These items, according to their availability, will be posted to you with a borrowing period of 21 days, with allowance for postage time.

External students are required to pay an initial $50 (held at the administration office) to cover postage. Please complete the Postal Advice Form and send it to NTC Library by email or post. The Postal Advice Form can be downloaded from the website (www.ntc.edu.au > Students > Forms & Link). A statement is sent periodically enabling patrons to see the status of their account, which needs to be kept in credit. Resources will not be posted if the patron’s account does not have sufficient funds. External students are therefore encouraged to well manage their account to assure fluidity of access to the library’s resources. Any remaining money a patron may have left in its account is refunded upon graduation.

Borrowing limits

Undergraduate Students:
- Maximum of 5 books during intensive blocks with no consecutive renewals (These books are generally marked 1, 2 or 4 day loan);
- Maximum of 10 books for semester long subjects (Residential students: 10 day loan; External students: 21 day loan);

Graduate & Research Students:
- Maximum of 5 books during intensive blocks with no consecutive renewals (These books are generally marked 1, 2 or 4 day loan);
- Maximum of 15 books (28 day loan);

A subject begins when lectures start, and ends on the final assignment’s due date.
Please make sure you return all borrowed items promptly to enable equitable use of the library resources for all students.
Take good notice of the ‘due date’ for each item borrowed, and return resources by closing time of ‘due date’ to avoid any fines (5pm on due date). Please note the borrowing is by DATE not TIME; for instance, a 2-day loan book borrowed at 9.30pm on the 5th February is due back before closing time (5pm) the 7th February. An overdue item incurs a fee of $1 per day, per item past the due date. See ‘Overdue Fees and Lost Books’. For external students: The postage stamp is used as evidence of the due date. There is no fine involved when books arrive at the College after the due date as long as the Post stamp matches the due date (or before).

Returning library items
Place returned library items on the trolley located outside the Library office next (side) to the circulation computer. Please do not re-shelf books. External students (see previous article).

Renewing items
A book may be renewed if no ‘hold’ has been placed on it. There are two ways to renew books. Access your personal library page online or contact the library staff, either at the library desk, over the phone, or by email. The library catalogue (DESTINY) is on the college website http://www.ntc.edu.au/library
Please note that if an item is reserved by another patron, it is ‘hold’; there is no renewal possible for that item.

Placing items on ‘Hold’
This service allows a patron to be put in a ‘queue’ for a resource already on loan. Patrons can put any items of the general collection on ‘hold’ using the online catalogue (DESTINY). The library staff will provide assistance if needed. Once the book becomes available, the next patron in line will be notified to pick up the ‘hold’ item.

Interlibrary Loans (ILL)
Interlibrary Loans are available to graduate students (NTC library is well stocked; undergraduates will find all they need for every subjects). When a specific resource is not held by NTC library, but is available at another location, the library staff will organise an interlibrary loan. Any costs incurred (eg. ILL fees and postage) is the responsibility of the borrower not the Institution.

The standard fee across Australia is set at $16.50, but some libraries do charge more or less. For Queensland, libraries (members of ANZTLA, Australian New Zealand Theological Librarians Association) have a ‘no fees’ agreement on ILL. However, an institution may make discretionary decision regarding ILL which takes precedence on library agreements. This is the case for the ACU (Australian Catholic University), Banyo. Further, ILL fees are liable to change without notice.

Document Delivery of ILL
It is the student’s responsibility to find an item held by another library in Australia or New Zealand (theological or not). You can email or phone a request to the NTC Librarian who will then obtain either a hard copy or PDF file of the article or the physical item if necessary. Fees may be charged to the student even if it is a scanned item.
OVERDUE FEES, LOST OR DAMAGED BOOKS

A notice for overdue books will be emailed to you the day following the due date, so please check your NTC email regularly. Each overdue item will incur a fee of $1 per day, which is payable at the Administration Office. The overdue books need to be returned and the overdue fine paid within 7 days.

Failure to pay fines will bring an automatic loss of library borrowing privileges and computer access until the fine is paid in full.

If a library item is lost or damaged beyond repair, the value of the lost item will be charged to the student’s account.

If a library item is damaged but can be repaired, please notify the library staff. DO NOT ATTEMPT TO REPAIR THE BOOKS YOURSELF.

DIRECTED STUDY

Students taking modules of directed study may borrow books for a longer period. Please make the necessary arrangements with the Librarian.

PHOTOCOPYING / PRINTING

Strict laws govern the photocopying or scanning of published material. Periodical articles may be copied for research or private study, provided only one copy is made. A notice outlining the copyright regulations is posted near the copier/printer and beside each computer in the library’s study area.

A self-service, card-operated copier/printer is located in the library for student use. It is operated using coins ($2, $1, 50c, 20c, 10c, or 5c). Please consult the library or office staff if you are uncertain as to how to operate the machine.

NOTE: Items from the Rare Books Collection can only be copied by the Library Staff.

LIBRARY WEB PAGE

The library web page provides you with:

- Library information such as hours and staffing;
- a direct link to the library catalogue (DESTINY);
- listing of library printed journals and periodicals (PDF file);
- access to the eBook religion collection;
- links to useful online references;
- links to relevant websites for research tools, biblical studies, ministry, and theological sites;
- Link to the SCD libraries through OCLC;
- Links to other theological libraries, both Brisbane and Australia wide.
SCD LIBRARIES

To use and borrow from other SCD Libraries, please see the SCD Handbook: http://www.scd.edu.au

ON-LINE JOURNAL DATABASES

EBSCOHOST RELIGION & PHILOSOPHY DATABASE

EBSCoHost is a resource platform for anyone researching religious issues and perspectives, and almost all of them are available in full-text, full-image, Text+Graphics, or all three formats.

Instructions on how to access the EBSCoHost Religion & Philosophy database are available through the Librarian.

For off-campus access, click on the EBSCoHost link on the eJournals page of the Library website. Email the library staff (see email addresses p.3) requesting login access.

RELIGION & PHILOSOPHY COLLECTION

Religion and Philosophy Collection is an electronic resource available online for registered students, staff and faculty. To access, go to www.ntc.edu.au > Library > e-Journals > Religion & Philosophy Collection. To obtain the log-on and password, please contact the library.

RPC is a comprehensive database covering topics such as world religions, major denominations, biblical studies, religious history, epistemology, political philosophy, philosophy of language, moral philosophy and the history of philosophy.

With nearly 300 full text journals and unparalleled coverage of the subject areas listed above, the Religion & Philosophy Collection™ is an essential tool for researchers and students of theology and philosophical studies.

AULOTS & ARI

AULOTS

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