A Brief Library Guide for Distance Learning Students

I. LIBRARY SERVICES

1. Library Card
   a. Your school ID is your library card.
   b. Your ID also works as a library card at Northwestern University Library.
   c. Use your library card for checking out library materials including a laptop, a headphone, and even a thumb drive.

2. NetID and Password
   a. Off campus access to many of our library resources is by your NetID and password.
   b. Your NetID is usually alphanumerics (e.g., ABC321).
   c. When you click on a database of your interest on the databases page of the library website, you will see a prompt screen as below. Simply enter your NetID and password to have access to the database.

   ![NU Online Passport](image)

3. Mailing Service
   a. If you need a regular circulating book in our collection and you cannot come to the library, we will mail it to you. Contact us with the title, author, call number, and the address to which you want us to mail it.
   b. You will be responsible for returning the book to campus by its due date as well as return postage.
c. We can neither mail rare items/non-circulating items nor items from the Northwestern Library.

d. To request a book to be mailed to you, call us at 877-600-8753 (toll-free) or 847-866-3909 or email us at united.library@garrett.edu.

4. Interlibrary Loan
   a. What if the library does not own the item that you need? We will gladly get it through Interlibrary Loan service.
   b. If you live out of state or it is hard to visit the campus, we strongly recommend that you use your local public library’s ILL service since it is faster and you don’t have to pay return postage.
   c. For further inquiries contact us at 847-866-3870 or united.ill@garrett.edu.

5. Reference Help
   a. With any kinds of library search and research questions, use our reference services.
   b. Ways of getting of reference help:
      • Instant chat service on the library website (M-F 8:30 to 4:30)
      • Email: united.library@garrett.edu or kathleen.kordesh@garrett.edu
      • Phone: 847-866-3870

6. Use of ACTS Libraries
   a. ACTS (Association of Chicago Theological Schools) and Loyola University Chicago have a reciprocal borrowing agreement with the United Library.
   b. ACTS includes Meadville-Lombard Theological Seminary, Chicago Theological Seminary, Chicago Theological Union, Mundelein Seminary (University of St. Mary of the Lake), North Park University and Seminary, Northern
Theological Seminary, and JKM Library (Lutheran Theological School of Chicago and McCormick Theological Seminary).

7. Online Tutorials
   a. For those who cannot attend library workshops, a few online tutorials are available on the videos and tutorials page of the library website.
   b. Included are “How to search the library catalog,” “How to renew library materials,” and “Searching the ATLA religion database.”
   c. More online tutorials and workshops are in the development.

8. Endnote Citation Management Software
   a. Endnote software is helpful for managing bibliographies and creating properly formatted citations.
   b. A brief description of Endnote and instructions on how to get started may be found at http://libguides.northwestern.edu/content.php?pid=26823.
   c. If you need assistance with Endnote, contact us at 847-866-3870 or kathleen.kordesh@garrett.edu.

II. LIBRARY RESOURCES
* These suggestions take into account the nature of doing research without a physical library at your fingertips.

1. Library website
   a. Start your research by visiting the library website (library.garrett.edu).
   b. You can also access the library website by clicking the library link on the Seabury website.

2. Finding E-Books in the Library Catalog
   a. Go to NUCat, the online library catalog by clicking the Online Catalog page on the library website (library.garrett.edu).
   b. Anyone can search the catalog, but only students and faculty with a current NetID and password can access the e-books and e-journals.
c. The easiest way to find only online resources in NUcat is to set a limit for "Electronic Resources."

3. Finding E-Books in Other Databases

a. You have access to a number of e-book collections available through the Northwestern/United licensing with a number of publishers and vendors.


c. Under the "General reference and multiple subjects" section, you will find many different electronic resources.

d. Highly recommended resources for e-book collections in religion and references which are available to you:

- Ebrary (library of e-books readable online as a download or on a mobile app)
4. Searching Journal Articles Online

a. There are many specialized databases for online research. Some of the article databases are listed and organized based on subject areas on the Databases page of the library website.

b. Key databases for online journal articles which are available to you:
   - ATLA Religion Database (an important resource for research in religion):
PDFs of many of the articles are often as easy to access as clicking on a link in the article record. It is also possible to search the ATLA Religion Database with one or more other databases simultaneously. Click on "Choose Databases" to see the list of cross-searching possibilities (see below).

- **JSTOR** (full text journal archives on many subjects; select "Browse" on the top menu bar and "Religion" for a list of religion titles)

- **Google Scholar** ([http://scholar.google.com](http://scholar.google.com)):
  You can set preferences in Google Scholar and limit your search results to the holdings of Northwestern University Library by taking steps as follows (Click "Settings" on the right corner of the front page ➔ Click "Library links" on the left menu bar ➔ Type "Northwestern University" in a rectangular box ➔ Save your preference by clicking "Save" button)
5. Searching Doctor of Ministry Theses (Print and Online)
   a. Search the library catalog for D. Min. theses written at Seabury and available in print in the library by doing a keyword search for "seabury and "d.min.""

b. All print copies are shelved in the library annex in alphabetical order by author. Note that beginning in 2009 the library no longer received print copies of theses. Recent theses that have been submitted in PDF will be uploaded on the database of the TREN (Theological Research Exchange Network) for the purpose of search, access, and download.

c. To find D. Min. or other doctoral dissertations from other schools online, check out ProQuest Dissertations and Theses. There is a link to this database on the Databases page of the library website (http://library.garret.edu/index.php/databases).

6. WorldCat: Finding Items in Libraries Near You
   a. WorldCat (www.worldcat.org), freely accessible, is a huge database of 1.5 billion items from more than 10,000 libraries around the world.
b. You can search items of your interest and limit your search results by the library of your choice. Or, you can find libraries near you first, and see what their holdings are.

III. CONTACT INFORMATION

- Mailing Address: United Library, 2121 Sheridan Road, Evanston, IL 60201
- Phone: 877-600-8753 (toll-free); 847-866-3909 (local)
- Email: united.library@garrett.edu
- Website: http://library.garrett.edu
- Facebook: http://www.facebook.com/unitedlibrary
- Blog: http://theunitedlibrary.blogspot.com
- YouTube: http://www.youtube.com/unitedlibrary
- Director: Dr. J. Lucy Chung (jaeyeon.chung@garrett.edu or 847-866-3877)
  Reference & ILL: Kathleen Kordesh (kathleen.kordesh@garrett.edu or 847-866-3870)
  Circulation: Mary-Carol Riehs (mary-carol.riehs@garrett.edu or 847-866-3909)