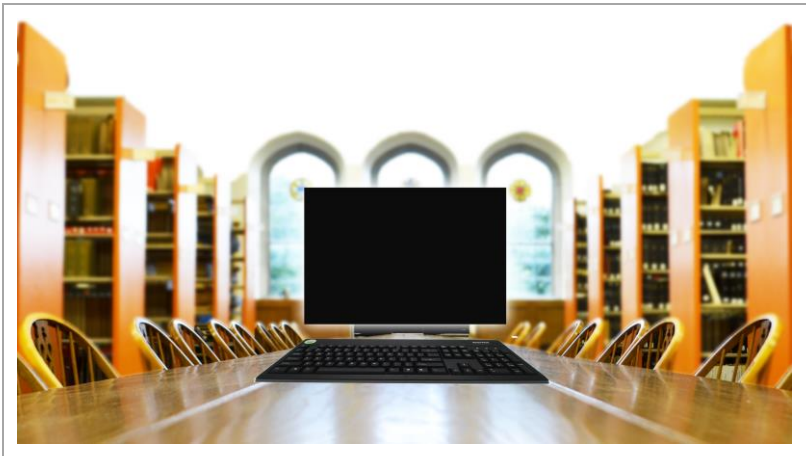


# Library Guide for Distance Learning Students



## **Styberg Library**

**Garrett-Evangelical Theological Seminary  
Bexley Seabury Seminary**

# Getting Started

## Overview of Services

- Online access to thousands of resources such as eBooks, eReference books, databases, articles, and streaming media.
- Electronic document delivery of book chapters and articles from our physical stacks.
- Tutorials & instruction in an online format.
- Reference help through our reference form, chat service, phone, or a scheduled meeting.
- Physical access to our in-house collection.
- Mail delivery loan for students who live more than 50 miles away from the library.
- Reciprocal borrowing with Chicago-area theological libraries (ACTS) & theological libraries throughout the U.S. (Atla).

## Access Credentials

### NetID

Your NetID (e.g., abc1234) is your passport to accessing online library materials. Follow the instructions on the login page.

### Student ID card

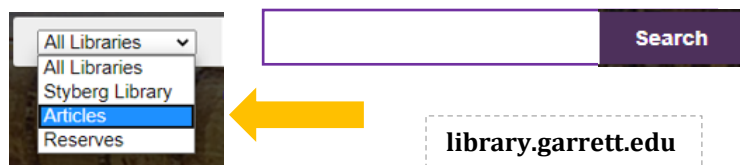
Your BSS ID card is also your library card.

**More @ [library.garrett.edu](http://library.garrett.edu)  
Distance Learning**

# Articles & Databases

## Finding Articles with USearch

USearch is the discovery tool that allows you to search through our physical catalog as well as almost all of our electronic resources, including databases, all from one search box.



## Highly Recommended Religion Databases



There may still be times when you want to go directly to a database and use its interface to search for resources.



ATLA Religion Database with Serials

Ministry Matters

Online Academic Video Collection

ProQuest Dissertations & Theses

Research in Ministry Online

**More @ [guides.garrett.edu/az.php](http://guides.garrett.edu/az.php)**

# EBooks

## Finding eBooks with USearch

Search for eBooks through the search box.



1. Enter a keyword, title, author, or subject.
2. Narrow search using the 'Availability' facet Select '**Full Text Online.**'
3. Narrow further using the 'Format' facet. Select '**Books.**'

## Using eBooks

The eBooks in search results are available through various collections, each with slightly different loan periods & viewing requirements. Below are details on ProQuest EBook Central & EBSCOhost eBooks.

### Online Reading

Log in with NetID



Create Local Account (free)

No Loan Periods for Reading Online

Create a Local Account (free)



Desktop/Laptop? Download Adobe Digital Editions (free)

Create a Local Account (free)



Mobile? Download Bluefire Reader app (free)

### ProQuest EBook Central\*

usually

14 days – Multi-user eBooks

7 days – Single-user eBooks



### EBSCOhost eBooks\*

usually

1-7 days, varies

\* Check individual eBook record for availability & loan period information.

**More @ [library.garrett.edu/distance-learning/ebooks](http://library.garrett.edu/distance-learning/ebooks)**

# EReference Books

## Reference Books Online

Even when you're not physically in the reference room, you still have access to excellent reference books online. Go to our website for direct links to these resources.

### Collections

- Blackwell Reference Online: Religion
- Oxford Reference Online
- Oxford Bibliographies Online

### Individual Titles

- Encyclopedia of Religion
- New Catholic Encyclopedia
- Encyclopedia of American Religions
- Britannica Academic

**[More @ library.garrett.edu/distance-learning/ebooks](https://library.garrett.edu/distance-learning/ebooks)**

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# Electronic Document Delivery

## Articles & Book Chapters in Your Inbox

Want just an article or a portion of an item sent to you electronically? We've got you covered. Whether we have the book on our shelves or one of our ILL partners, we're happy to get you a scanned chapter electronically. Head over to our website and fill out the Electronic Document Delivery form.

**[More @ library.garrett.edu/edelivery](https://library.garrett.edu/edelivery)**

# Physical Items

## Real Books in Your Hands

### Borrowing From Us

#### Stop By

If you are in the area, come to the library to get your books. If you prefer, we can check books out to you and leave them in our curbside pickup box outside the mail building.



#### Mail Loans

DMin students have the options to request items from our stacks to be mailed to their homes when they live more than 50 miles from campus.

### Borrowing From Our Partner Libraries

#### ACTS Libraries

The Association of Chicago Theological Schools welcomes & encourages you to borrow materials from any of ACTS locations that fit your needs.

\*You'll need an ACTS borrowing card to borrow items from other ACTS libraries. (It's easy to get, contact us.)



#### Atla Reciprocal Borrowing

This program grants you access to many theological libraries across North America. Use the links on our website to locate the library closest to you, bring proof of current enrollment, and you're set.

### Borrowing From Your Local Public Library

#### Local Public Libraries

Don't overlook your own local public library. Usually, public libraries will grant you a borrowing card for free after showing proof of residency.

Use their ILL services to request books from theological libraries around the U.S.



### WorldCat

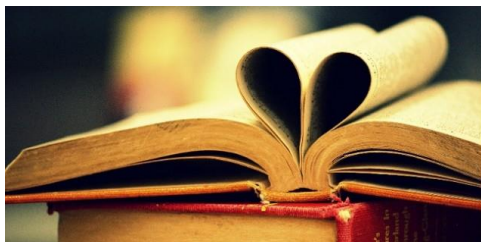
#### Find Your Item In Any Library

If you're interested in a specific resource and would like to find out what library has it near you, have a look in WorldCat. WorldCat is an online database that searches the collections of over 10,000 libraries worldwide.



More @ [library.garrett.edu](http://library.garrett.edu)  
Distance Learning

# Reference & Instruction



## Reference

Need help getting started with research or have a question about finding/using library resources? We're here for you!

### **library.garrett.edu**

Chat service available Monday – Friday | 8:30 a.m. – 4:30 p.m.

Virtual workshops

Individual consultations

Video tutorials

Online research guides

## Contact Us

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### **Director**

**Dr. J. Lucy Chung**

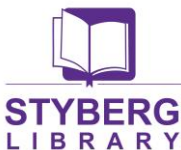
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