# Welcome to the Carey S. Thomas Library



#### **Library Hours**

Monday-Thursday	7:30 AM - 10:00 PM
Friday	7:30 AM – 6:00 PM
Saturday	9:30 AM – 5:00 PM
Sunday	Closed

# **Reference and Research Assistance**

If you have questions about how to search for resources the library staff is here to help you. You may also request research assistance from a reference librarian by inquiring at the circulation desk or emailing <a href="mailto:libref@denverseminary.edu">libref@denverseminary.edu</a>.

# **Obtaining Library Privileges**

Fill out the online library card application available on the Denver Seminary website <a href="http://www.denverseminary.edu/resources/library/library-card-application/">http://www.denverseminary.edu/resources/library/library-card-application/</a>. After financial clearance come to the circulation desk in the library to receive your student ID and library card.

# **Online Catalog**

The online catalog – LS2PAC – is accessible through the Denver Seminary Library Page <a href="https://denver-seminary.tlcdelivers.com:8080/?Config=altriver#section=home">https://denver-seminary.tlcdelivers.com:8080/?Config=altriver#section=home</a>. This Google-type search identifies results in print books, electronic books, and online journal databases.

### **Library Account**

Set up your online library account through the online catalog to renew borrowed items, request items that are checked out, review your history, and save searches and lists for bibliographies.

### **Checkout Times and Limits**

Checkout periods for most items are 4 weeks, limited to a total of 26 items at a time.

#### **Course Reserves**

Required texts, resources for research papers and assigned readings are available at circulation. Checkout periods are 2 hours, limited to 2 items at a time. The list for each course is found in LS2PAC online catalog by selecting the course and professor. Some resources are posted on your Moodle course site.

### **Electronic Books and Kindles**

The library has more than 260 electronic books for current courses, many are course reserves. You may access them through the online catalog. Handouts detailing the steps for accessing and using EBSCO and OverDrive electronic books are available on the Library Website and at the circulation desk. You may check out 5 electronic books at a time. Checkout periods are 1 week. Electronic books are automatically returned at the end of 1 week.

The library has 5 Kindles pre-loaded with books for current courses. You may check them out at circulation for 24 hours at a time.

### **Electronic Databases**

Full-text journal articles are available to students through the library website Electronic Databases. The password needed to access them off campus is found on MyDenSem/Quick Links/Library EDB Remote Access.

# **Scanners and Copiers**

There is a state-of-the-art scanner in the Reference Lab for research purposes. You can scan directly to your device or a flash drive. A flash drive is available at circulation for this purpose. Scan-to-email is available at all 3 copiers in the library. Photo copying is 10 cents per page and is tracked through your print copy account. It can be replenished at the circulation desk or in the business office.

## **Library Conference Rooms**

There are 4 conference rooms in the library for student meetings and study groups. They can be scheduled for 2 hour blocks through the circulation desk.

### **Library Carrel Lockers**

There are 16 secure carrel lockers available for students on a first come, first served basis with payment of a key deposit fee. Priority is given to those researching and writing theses.

#### **Returning Books and Media**

Book returns are located outside of the library on the north wall of the building, in the Student Center near the library entrance, and at the circulation desk.