

SERVICES AND RESOURCES

The library is a partner in the educational program of the seminary and an integral part of the learning experience. We take seriously the challenge of Luther Seminary's mission to educate leaders for Christian communities: we are dedicated not only to the students but all those engaged in lifelong learning in a multitude of ministry settings. To this end, the library staff and student assistants are a team of service-oriented individuals.

LIBRARY STAFF

Director of Library Services

David Stewart
641-3592
dstewart@luthersem.edu

Reference Librarian

Bruce Eldevik
641-3226
beldevik@luthersem.edu

Catalog Librarian

Mary Ann Teske
641-3446
mteske@luthersem.edu

Acquisitions Librarian

David Coward
641-3263
dcoward@luthersem.edu

Electronic Services Librarian

Jennifer Bartholomew
641-3458
jbartholomew001@luthersem.edu

Periodicals Coordinator

Paula Vestermark
641-3231
pvesterm@luthersem.edu

Circulation Coordinator

Karen Alexander
641-3301
kalexander001@luthersem.edu

Circulation Assistant

Judy Stone
641-3624
jstone@luthersem.edu

THE LIBRARY CATALOG

MARTIN, the library catalog lists all items owned by our library. Search MARTIN through the library web site: www.luthersem.edu/library. Select MARTIN - the library catalog under "Resources You'll Use Most"



ELECTRONIC INDEXES AND FULL-TEXT RESOURCES

The library web site contains a complete listing of "Digital Resources" licensed for use on campus and by qualified off campus users. See Home Lab Account (below) for information concerning off site access to these resources.

FINDING PERIODICAL TITLES

Doing a "JournalsList A-Z" search under "Resources You'll Use Most" on our web site is the best way to discover whether our library subscribes to the paper version of a particular periodical or has access to it electronically. The *Consortium Periodicals List* (green book in several locations around the library) also provides information on periodicals located at one or more of the libraries of our consortium partner libraries in the Twin Cities: Bethel, St. Paul, and United.

Current periodical issues are arranged alphabetically in hanging folders in the Periodical Room. Bound volumes are located on levels 1 and 2 of our book stacks, arranged by call number. Periodical call numbers can be found either by looking at the MARTIN record or under Luther's holding symbol (LNT) in the *Consortium Periodicals List* volume.

HOME LAB ACCOUNT

To access library resources from off campus, Luther Seminary students need to set up a Home Lab Account with the Computer Services office. For specific instructions, visit www.luthersem.edu/computer-services/ Note: Home Lab Accounts will not work with Macintosh computers.

LOAN PERIODS (Students/Staff)

Books: Six weeks plus one renewal
Periodicals: Do not circulate
Videos: One week plus one renewal
Reference: Do not circulate

LIBRARY HOURS

Regular Session Hours

Monday-Thursday,
7:45 am-10pm
Friday, 7:45 am-5pm
Saturday, 9 am-5pm
Sunday, 2 pm-10pm



Summer School Hours

Monday-Thursday,
8am-10pm
Friday, 8am-5pm
Saturday, 9am-2pm
Sunday, Closed

Break/Holiday Hours

See web-site at
www.luthersem.edu/library/hours_and_directions.asp

OBTAINING MATERIALS FROM OTHER LIBRARIES

There are three avenues for gaining access to material not owned by our library: You may use our interlibrary loan service to request items to be delivered to the library. Interlibrary loan request forms, used for all three types of loans, are available at the circulation desk or the information rack. Length of time of delivery varies for the different loan options.

CONSORTIUM LOAN



The catalogs of our consortium partner libraries are available from the "Resources You'll Use Most" list on the library's web site. You may visit these libraries and borrow items on your Luther Seminary ID. Alternatively, you may request items through our library. The material will normally be delivered to our library in 1-2 days by courier. There is no cost for this service, and it is available to all our borrowers.

MINITEX LOAN

Books, periodical articles and other items located within libraries in Minnesota, North or South Dakota can be obtained via MINITEX. Delivery time averages between 2-10 working days for this free service. This service is for Luther Seminary faculty, students, and staff.

INTERLIBRARY LOAN

Items not in the Consortium or in MINITEX can be requested from libraries across the country. Search *WorldCat* (link from "Resources You'll Use Most") to locate these items. Delivery time averages 5-15 working days, and there may be charges associated with these loans. This service is for Luther Seminary faculty, students, and staff.

Contacts for requesting material outside our library:

Karen Alexander, Circulation
(651) 641-3301
kalexander001@luthersem.edu

Judy Stone, Circulation Assistant
(651) 641-3447
jstone@luthersem.edu

REFERENCE SERVICES

Instruction in Using the Library

An introductory workshop in use of the library is offered at the beginning of each semester. Register for this at the circulation desk. This workshop provides an overview to the library, including instruction on searching MARTIN, the library catalog, and other online databases. Inquire at the reference desk or the circulation desk for assistance at other times during the year.



Help With Finding Information or Research Methodology

The reference desk is staffed regularly during the school year. The Reference Librarian will assist with more complex reference questions and offer strategies for doing research. Inquire at the reference desk for assistance, or contact:

Bruce Eldevik Reference Librarian
(651) 641-3226
beldevik@luthersem.edu

COURSE RESERVE MATERIALS

Items on reserve for course reading fall into three categories: books, photocopies, and electronic reserve. To determine which items are on course reserve, consult the notebook on the circulation desk arranged by instructor last name OR search in MARTIN using the "Course Reserves" tab to search by instructor name or course number.

BOOKS

Reserve books are located behind the circulation desk. They circulate for 2 hours, 1 day, or 3 days based on instructor preference.

PHOTOCOPIES

Reserve photocopies are located in the hanging folders to the left of the circulation desk. They are arranged alphabetically by instructor last name. They circulate for 2 hours.

ELECTRONIC RESERVE

E-reserve documents are accessible via the library's web site. Click on "E-Reserves" in the column under "Resources You'll Use Most." The Adobe and/or DjVu document readers may need to be downloaded. Follow the on-screen instructions.

VIEWING YOUR BORROWER RECORD ONLINE

You may view your borrower record online to check due dates, and view hold and fine information. Click on MARTIN, and then the "Patron Information" button. Enter your 14-digit barcode number and last name. Click "Login" or press Enter. At this time, you are not able to renew items or place holds online. Call the circulation desk at 651-641-3447 to place holds or renew items.