

## The Divinity School Library

@ Your Service

Fall 2006

### New drink policy in the library

We think you'll be glad to hear of a change in our policy for bringing drink containers into the library. Beginning August 1, any covered container is permitted. This means any container with a lid (like a coffee cup or a drink cup) is now allowed in the library. The only things not allowed are open containers (a coffee cup, a glass) with no cover. Food is still not permitted.

### New maps

The books, copiers, and bathrooms are now a little easier to find in the Divinity School Library thanks to a printed map available at the circulation or reference desks, stairs and elevators, and on our website <<http://www.lib.duke.edu/divinity/help/divlibmap.pdf>>. We hope that a map helps you to find your way around the library.

### Fall Research Sessions

Instructional sessions on a variety of topics will be offered in the Divinity School Library during the fall semester. Each session will be held in the library's computer classroom on Level D and last 30-45 minutes. Registration for a particular session is requested and the electronic form can be found on the library's home page:  
<http://www.lib.duke.edu/divinity/>

Sept. 4 at 12:30pm	Introduction to the <i>BibleWorks</i> program
Sept. 5 at 12:30pm	Researching Methodist Topics
Sept. 8 at 9:00am	Creating Bibliographies with <i>EndNote</i>
Sept. 11 at 12:30pm	Using the Library's Scanner (meet at the scanner in the Jordan Reading Room)
Sept. 15 at 9:00am	Introduction to the <i>BibleWorks</i> program
Sept. 18 at 12:30pm	Creating Bibliographies with <i>EndNote</i>
Sept. 22 at 9:00am	Library Tools for Biblical Exegesis
Sept. 25 at 12:30pm	Researching Methodist Topics
Sept. 29 at 9:00am	Searching Religion Databases
Oct. 2 at 12:30pm	Library Tools for Biblical Exegesis
Oct. 19 at 12:30pm	Researching Methodist Topics

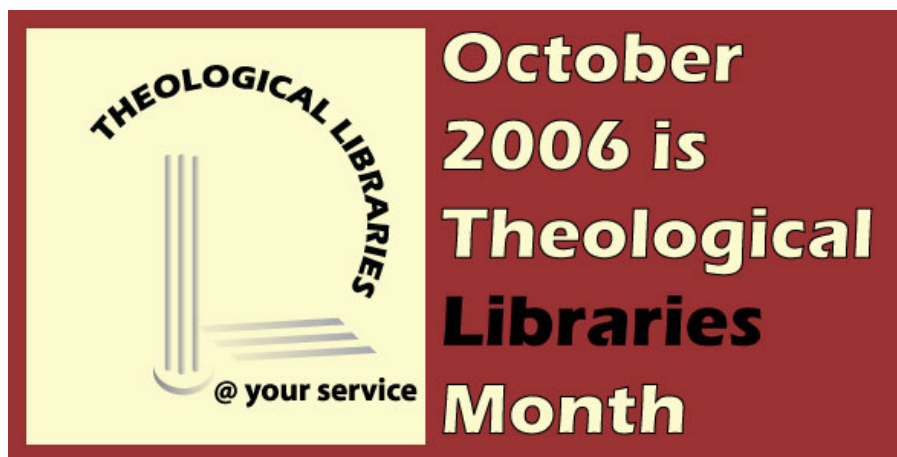
### Anne Marie Boyd

We regret to report that Anne Marie Boyd is leaving her position as Circulation Assistant for the Divinity School Library September 1<sup>st</sup> to begin working as Administrative Staff Assistant in the Political Science department at Duke. We thank her for the wonderful job she did and wish her all the best in her new position.

### **Please welcome Tracy Powell, our fall library intern**

We are happy to introduce Tracy Powell, a graduate student in the School of Information and Library Science at the University of North Carolina at Chapel Hill. She will be working with us this fall, giving assistance at the reference desk and handling other assignments. Tracy has an interest in becoming a theological librarian. Her internship with us stems from this interest, and counts toward fulfilling curricular requirements in her MSLS degree. You may also see her at Perkins/Bostock, where she will be a reference intern. She holds the MTS degree from Harvard Divinity School and has much to offer us. We look forward to her work with us, which will probably be on Mondays and Thursdays.

### **Theological Libraries Month**



During the month of October the Divinity School Library will be celebrating Theological Libraries Month. We plan to share with you highlights of what we think makes your theological library special – the people, the place, and the resources! Watch our web site for announcements about special events and exhibits.

### **Transitions at the Perkins and Bostock buildings**

The renovation of the first floor of the Perkins building has now been completed; the primary reference and circulation desks have moved from Bostock back to the Perkins building. Other floors of the Perkins building will be closed (or have limited access) during the next phase of renovation which will include the closure of the OIT Computer Lab in December of 2006. With ongoing renovation, integration of the Chemistry Library into Perkins, and an ongoing book relabeling project, you may need to refer to the latest map <<http://library.duke.edu/services/locate/perkins/index.html>> or ask for assistance when trying to locate materials.

### **Avoid fines, check your Duke email!**

You will be notified via your Duke email address if a library book is recalled from you. "Recall" means that someone else wants the book and you have seven days from the date it was requested to return the book. You will be fined \$3.00 for every day it is late and the new due date is not negotiable. Either check your Duke email daily ("Duke Libraries Recall Notice" is the subject line) or point the address to the email you check regularly. Instructions are found at the Divinity Reference desk; please be sure the notices don't go to your spam file.

Beware of loaning library books you've checked out to others, they rarely return them on time and you will be fined!

### **Finding the new A through Z call numbers?**

All new books received in the past two years have been given Library of Congress Call Numbers (like BS 680). To make more room for new books, the oversize (quarto and folio) A through Z call numbers have been placed at the end of the 000-999 quarto section. The regular-sized books will continue to be shelved on level D with the newest books on display on the New Book shelves between the circulation and reference desks.

### **Convenient online renewal of your library books**

Click on "My Library Card" on the library homepage. You are able to renew books, check for due dates and review the list of books on your record. If the book has been recalled renewal is not possible.

### **Cross-campus book and article delivery**

*Book delivery* – You may request books from any **other** campus library, including the Library Service Center (LSC), which provides off-campus shelving for overflow materials. To request books from LSC or any other campus library, click on the "Request" link from the item record in the online catalog. The screen will ask for your NETID or your Library Card Number. Your NETID is your Duke issued email address (minus the @duke.edu). Then enter your email password. Your library card number is the "Duke Card number" on the back of your Duke ID. If you decide to log-in with your library card number, make sure you end this with the single digit number to the left of the barcode on the back of your Duke card (usually this is a 1).

*Article delivery* – You may request delivery of articles from any **other** Duke library to the Divinity School Library. First-time users must register at <http://illiad.lib.duke.edu> with a username and password to access ILLiad and set up their user profile. This system is also used for interlibrary loan requests (ILL).

Both of these services are available for faculty and graduate/professional students. This would include all Divinity School students.

### **New scanner**

The Divinity School Library has an oversized self-service scanner located by the elevator in the Jordan Reading Room. Software has been included so you may scan photographs or scan images into PDF documents. Scanned images can be saved to your OIT network space, a USB drive, or burnable CD/DVD. In order to use this computer, you must login using your Duke NetID.

### **Conversion of the Divinity School Library collection**

In the summer of 2007, our entire collection will be converted to the Library of Congress Classification system where each volume will be relabeled with a new call number and reshelfed in the new order. While most broad subject areas will be kept together, they will be placed in different locations in the library stacks.

In preparation, library staff have been verifying the correct order of books on the shelves. Please do not reshelve library books unless you work in the library - the correct Dewey Decimal order for books is not always intuitive!