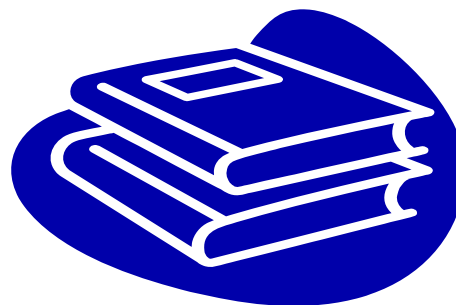


@ Your Service



The Divinity School Library
Duke University

Fall 2007

Please bookmark our new website: <http://library.duke.edu/divinity>

Why this newsletter?

Hello, everyone, and welcome to the chaos of the fall semester in the library. Your library staff extends a special welcome to those joining the Duke community—new students, faculty members and staff. If you read the questions in the LC project section of this newsletter, you'll see why I use the word *chaos*. So we thought we'd explain a few things you might want to know, either now or later, about all the changes.

Please be in touch with any of your library staff with suggestions for other questions we could add to this newsletter, and we'll do so. I'm available by email, phone, Facebook—or just walk into my office (Library 113). The door's open; come on in! Roger Loyd, director

Who is Luba Zakharov, and why is she working at the reference desk?

Luba Zakharov is the Divinity School Library's newest staff member. Her title is [Reference and Serials Librarian](#). With Andy Keck, she will be providing reference service, and she will be responsible for the library's 'serials' collection (periodicals and other titles received by subscription). Luba has an MTS from Duke Divinity School ('96), an MLS from NCCU ('97), and just to round out her portfolio, two more masters degrees: creative writing (from UNCW) and student development (from Azusa Pacific). She served as director of the St. Meinrad Archabbey & School of Theology library from 2000-2003, and more recently has been the office manager/archivist for the Grünwald Guild, a community-based organization exploring the intersections between art and faith, in Leavenworth, Washington. Welcome, Luba!

THE LC PROJECT

What is the LC project?

Our entire collection will be converted from Dewey Decimal to the Library of Congress Classification system. Each volume will be relabeled with a new call number and shelved in a new order. The library will operate as normally as we possibly can during the LC project.

Why are you relabeling and reordering all the books?

- To make the call numbers shorter and easier to read
- To better represent the diverse cultures and religions of the world
- To save money in processing new materials

When will the LC project be completed?

The bulk of the work will be done by **early October**. Books that require additional processing may be done around the end of the calendar year. Books currently checked out will be relabeled as they are returned or recalled.

What happened to the Computer Classroom and Group Study Room?

The Computer Classroom is being used as a temporary, off-limits storage facility for books awaiting empty shelving. Computers from the computer classroom have been placed on the second floor near the current periodicals and in the Baker Methodist Research Center. We hope to reclaim the Computer Classroom during the month of October. The Group Study Room is also being used by the LC project.

What happened to the York Room?

Additional temporary shelving and staff workspaces have been added to the room for books that require additional processing. The York Room will be unavailable for public use during the entire fall semester.

Who are all these extra staff persons?

The relabeling and resorting involves over 25 additional staff members from Backstage Library Works that have been contracted to complete the LC project both here and within the Perkins Library System. The work involves creating room for the processed books, matching preprinted labels to the appropriate book, and reshelving the books in the new order. Please direct any questions about the location of books or areas of work to the Divinity School Library staff. Also, it will assist the temporary staff in their book-moving if you use the stairs rather than the elevators, if you are able.

How can I monitor the progress of the LC project?

Please consult the **white board at the circulation desk** for the latest information on current stack locations for books being relabeled. Special thanks to Associate Director Andy Keck, who is the library's coordinator of the LC project. You can find a summary of completed and ongoing work as well as the full schedule on our website, <http://library.duke.edu/divinity>

How can I find a book during the LC project?

Find the call number in our Library Catalog and consult the white board near the circulation desk or use any of the maps and locations guides located throughout the building. If you have any difficulty finding what you need, **please ask any library staff member or student worker**. We're here to help!

Caution: The LC project team installed two ramps from Level D to Level E to assist them in moving books from stack to stack. These ramps are not handicap-accessible (too narrow and no handrails), and also create a very low overhead. Please be careful. We will remove the ramps after the completion of the LC project.

What if the book I need is "Unavailable" or "In Process"?

Books in the Library Catalog listed as "Unavailable" are **truly unavailable** as they are in storage. "In Process" can indicate a variety of possible locations ;you may need to ask Divinity School Library staff to help you retrieve the item. If a desired book is not easily accessible, we encourage you to use **Interlibrary Loan** to retrieve the volume from another library.

How will the library be organized when the LC project is complete?

<i>Future LC</i>	<i>Current Dewey</i>	<i>Floor or Level</i>
A-BQ	280-289	Floor 1 (by ramp)
BR	262-279	Floor 3
BS	220-229	Floor 1/Level C
BT-BV	290-299	Floor 1/Level C
BX 1-4799	001-219	Floor B/Level E
BX 4800-9999	230-261	Floor B/Level E
C-Z	300-999	Level D

WHAT ELSE IS NEW?

How do I request a book that Duke Libraries does not own and how do I login?

You may request books from other libraries around the country through InterLibrary Loan (ILL). Go to the Divinity Library's homepage and in the right hand column click the link for InterLibrary Loan. Starting August 27, 2007 you will need to remember one less password because login to ILL will use your [NetID and NetID password](#). A new account will be created with your NetID and you will need to fill in relevant information the first time. All old ILL user accounts will be removed, but don't worry. Pending transactions will be processed normally.

You will perhaps need Interlibrary Loan more than usual during the LC project, to retrieve items that are unavailable because they are in storage.

What is this new ePrint quota?

Effective August 13, 2007, all documents sent to the ePrint-OIT and ePrint-OIT (2-sided) print queues will be charged at \$0.02/page for single-sided and \$0.01/page for double-sided printing (minimum cost \$0.02). Duke students will receive \$36 per semester in allocation, providing [up to 3,600 pages](#) of free double-sided printing per semester. Faculty, staff and other affiliates will receive unlimited free printing.

Students can request unlimited, immediate increases in their quota in \$10 increments once their available free allocation drops below \$9 of available printing. You can view your available allocation and request an increase via the DukeCard section of DukePass at <http://www.duke.edu/web/studentportal/>. Note: students who exhaust their free allocation will have print jobs charged to their FLEX accounts until they request an allocation increase.

Where are the release stations (printers) for ePrint?

The Divinity School Library now has two ePrint release stations: one is located near the Reference Desk and the other is located near the current periodicals. Additional ePrint release stations are located in Perkins/Bostock and throughout campus.

MORE WAYS WE ARE “@ YOUR SERVICE”

Where can I receive additional instruction about library and technology tools?

All are invited to attend a variety of library and technology workshops offered during the Fall 2007 semester. All 30-45 minute sessions will begin at 12:30pm in either [Westbrook 0013](#) or [0015](#). Please sign up on our webpage for any of the workshops listed below:

- TechTalk - using Duke Web Conferencing: August 28
- Using EndNote to manage citations: September 4, 17
- Introduction to BibleWorks 7: September 10, 18
- Library Tools for Biblical Exegesis: September 11, 24
- TechTalk - using the Duke Wiki: September 25
- Researching Methodist Topics: October 1, 2
- TechTalk - using Social Bookmarking: October 30

What are the library hours?

Library hours and any special information about library services (such weather emergency closings) are posted on our website and in the library. They are:

Fall Semester Hours (August 27 through December 14):

Monday through Thursday, 8:00 am to 11:00 pm

Friday, 8:00 am to 5:00 pm

Saturday, 10:00 am to 6:00 pm

Sunday, 2:00 pm to 10:00 pm

Exceptions:

Saturday-Sunday, October 6-7, Closed

Wednesday, November 21, 8:00 am to 5:00 pm

Thursday-Sunday, November 22-25, Closed

Saturday-Sunday, December 15-16, Closed

Monday-Friday, December 17-21, 8:00 am to 5:00 pm

Saturday-Monday, December 22 to December 31, Closed

First Week of Class: Due to university restrictions on hiring student workers, the library's hours during the first week will be shorter than usual:

Monday-Thursday, August 27-30, 8:00 am to 8:00 pm

Friday, August 31, 8:00 am to 5:00 pm

Saturday, September 1, 10:00 am to 6:00 pm

Sunday, September 2, [Closed](#)

What happened to the giveaway books?

The library shelves formerly holding giveaway books are now being used to hold new books for our library collection (on the wall of the periodical room, going toward reference). The giveaway books will return after the LC project goes its merry way to other Duke libraries.

Also, we are giving many more gift books to the [Theological Book Network](#), for distribution to libraries in developing countries. During the past two years, we have given over 100 boxes of books to TBN, after keeping what we need. For more information, go to <http://www.theologicalbooknetwork.org>

Where are the copiers?

Newer copiers are located off the Reference Room on level B. You can save yourself some time by using the new and improved copiers rather than the older copiers located on the third floor. We join you in hoping they would also be replaced soon!

What can the Center for Research Libraries do for me?

The Center for Research Libraries FOCUS Newsletter, Summer 2007 issue (“Religion in the Modern World”) is now available online.

The Summer 2007 issue of *Focus* provides primary source texts for research and teaching on “Religion in the Modern World.” It has highlights and links to selected primary source texts on:

- Christian missions in India, Africa, China, and Japan
- Missionary activities among indigenous and immigrant communities in North America
- The important work of the American Theological Libraries Association (ATLA) and Adam Matthew Publications.

- Resources on Islam and Judaism, including Arabic manuscripts from the British Library, Islamic studies and journals from India and Pakistan, dissertations on Islam and the Middle East, and doctoral dissertations from Israeli universities.

- Tibetan language resources

To view this and past issues of FOCUS, visit: <http://www.crl.edu/FOCUS/TOC.asp?id=40>

To download *Focus* in PDF format, go to: <http://www.crl.edu/pdf/pdffocus/summer07.pdf>

The Center for Research Libraries, headquartered in Chicago, is a consortium of North American universities, colleges, and independent research libraries. The consortium acquires and preserves traditional and digital resources for research and teaching and makes them available to member institutions (including Duke) through interlibrary loan and electronic delivery.

Are we going to have Theological Libraries Month again this year?

Theological Libraries Month debuted in October 2006 with a variety of events and celebrations, pointing to the value of theological libraries and the services we provide. We featured a series of online resources on our webpage, exhibits, a special worship service, and a contest known as “I should come to the Divinity School Library because.” So keep your eyes peeled as October comes ’round the bend and Theological Libraries Month surfaces to remind you that the history of the sacred text is alive in all of us...

