

RTS  **Jackson**

**Library
Instruction
&
Orientation
Handout**

RTS Jackson Library
5422 Clinton Boulevard
Jackson, Mississippi 39209
601.923.1623

1. Library Staff

John Crabb
Library Director
jcrabb@rts.edu
601.923.1618

David Jackson
Assistant Librarian
djackson@rts.edu
601.923.1639

2. Library Hours

Monday, Tuesday, and Thursday 8:00 am – 8:00 pm
Wednesday 8:00 am – 5:00 pm
Friday 8:00 am – 4:00 pm
Saturday 9:00 am – 2:00 pm
Sunday Closed

During reading week, Spring break, etc. the library will often close at 5 pm Monday to Thursday and be closed on Saturday.

3. Online

home page: library.rtsjackson.org

catalog : library.rts.edu

wi-fi : [rtsjaxgateway](#)

4. Borrowing Items

How do I check out library materials?

Library items are checked out at the library's front desk. You will not be allowed to check out any items if you have 5 or more overdue items. The following items do not check out: Reference books, Rare books (Special, Blackburn, and Southern collections), Seminary collection books, "Library Use Only" items, Microfilm and Microfiche, Periodicals, and RTS Dissertations. Library items are checked out for the following loan periods.

Books / CDs / Cassettes / DVDs: 3 Weeks

Reserve Books: 3 hours

How do I access Reserve Course Readings?

Reserve books are checked out at the library's front desk for 3 hours. Books on reserve are library use only. Reserve articles are available as pdf files on the library computers on-campus from the library home page. You can save them to a flash drive.

Can I renew items?

Yes. You can renew each item twice. You can renew items at the circulation desk in the library. You can also renew your items online by Logging In to your account from the Library Catalog. The "Log In" option is in the upper right of the catalog search screen. You will need your library card number and PIN number to access your account. Your default PIN # consists of the last four digits of your library card number.

Where and when can I return items?

Return items at the circulation desk during normal operating hours of the library. A book drop is located by the entrance for returning items during holidays.

How much are overdue fines?

Students at RTS Jackson are not charged overdue fines. You will not be able to check out materials, however, if you have more than 4 overdue books.

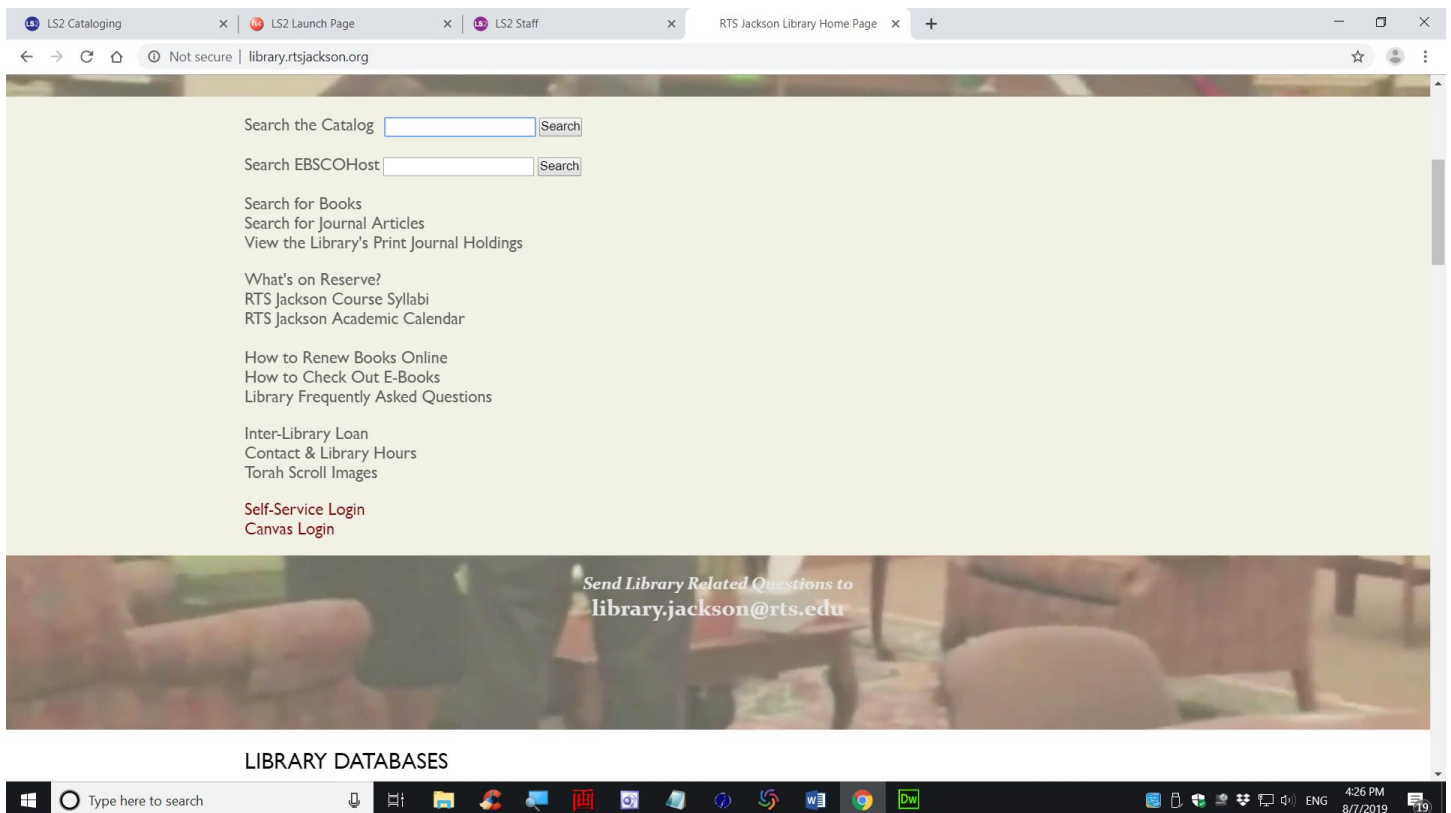
5. Library Home Page

The library home page is the key to accessing and finding library resources.

The library home page provides you links to all of the library's online resources, instructions for accessing each resource, an index of the library's journal collection, a collection of links to journals available online, an extensive list of Internet links to theology, church history, and counseling sites, and detailed answers to a common library questions.

Each library computer displays the home page, and you can find an online version at library.rtsjackson.org

A current image of the library home page is provided below for reference.



The screenshot shows a web browser window with the URL library.rtsjackson.org. The page features a search bar with the text "Search the Catalog" and a "Search" button. Below this is another search bar labeled "Search EBSCOHost" with a "Search" button. The page lists several navigation options: "Search for Books", "Search for Journal Articles", "View the Library's Print Journal Holdings", "What's on Reserve?", "RTS Jackson Course Syllabi", "RTS Jackson Academic Calendar", "How to Renew Books Online", "How to Check Out E-Books", "Library Frequently Asked Questions", "Inter-Library Loan", "Contact & Library Hours", "Torah Scroll Images", "Self-Service Login", and "Canvas Login". At the bottom of the page, there is a banner with the text "Send Library Related Questions to library.jackson@rts.edu". The browser's taskbar at the bottom shows the Windows logo, a search bar, and various application icons. The system tray on the right indicates the time as 4:26 PM on 8/7/2019.

6. Databases and Off-Campus Access

The following databases are available on-campus and remotely to all Jackson RTS students.

The EBSCOHost Platform includes access to 1-9

1. ATLA Religion Database with ATLASerials
2. ATLA Religion Database with ATLASerials PLUS
3. Religion and Philosophy Collection
4. Old Testament Abstracts
5. New Testament Abstracts
6. ATLASerials, Religion Collection
7. Psychology & Behavioral Science Collection *
8. PsycARTICLES *
9. eBook Collection
10. Loeb Classical Library (Full-Text)
11. Digital Karl Barth Library

*** To access the Psychology databases off-campus, you will need a separate account and login. Please call 601.923.1618 or contact library.jackson@rts.edu for that information.**

Otherwise, when you are not on campus, you will need to login to use these databases. Your Username and Password are the same as your **Self-Service** login.

You must use the links to the databases from <http://library.rtsjackson.org> or library.rts.edu when off-campus.

7. How do I find books?

Search the Library's Online Catalog

Our online library catalog lists books and other items available for check-out, as well as books that might be available at the Charlotte and Orlando campus libraries. You can access the catalog over the Internet at <http://library.rts.edu>

Some search tips:

- Expand your search terms: If you are not finding any matches for your search, you may want to expand your search by using less terms or broader terms. For example, instead of "Gothic Bible Development," you may want to just use "Gothic Bible"
- Use the right terms: You'll need to identify the proper terms for the subject you are searching. Book catalogs use a limited vocabulary, so you'll need to match your subject with the term used in the catalog. Looking through the alphabetically arranged Library of Congress Subject Headings is one way to become familiar with the proper terms. Another method is to write down the subject headings for a book you have already found on your subject and use those terms, in various assortments, in your search. The online catalog also provides Subject heading hyperlinks that will list other items with the same subject heading.
- Verify correct spelling of terms and look for variant spellings. For example, John Calvin is usually listed as Jean Calvin, Francis Turretin as Francois Turretini.
- Omit general terms and use specific terms: Do not include articles, "the", "a", "an" in your search. Also, leave out prepositions, "in", "of", etc. and conjunctions, "and", "or", etc. Use a combination of two or three proper nouns, such as "Calvin Biography," or "Switzerland Reformation".

When you search the library catalog, each search result will identify the campus location and the collection where the item is located. For the Jackson library, the below table describes each collection's call number prefix and where it is located in the library.

Call # Prefix & Location

CALL # PREFIX	LOCATION
Main	Main stacks
CD / Cassette	Audio-visual room
DVD / Video	Audio-visual room
Oversize	Southeast wall

NON-CIRCULATING COLLECTIONS

Blackburn	Conference room
DISS.	Dissertations, rare book room south wall
Index	South wall after the periodical stacks
Microfiche / TREN	Computer lab
Microfilm	Microform room
Ref.	Reference, front of the circulation desk
Southern	Conference room
Special	Rare book room, north and east walls
Wm.Still	William Still collection

8. How do I find journal articles?

The following databases help you search and find a combination of journal citations and full-text articles on your search subject. Each database has a specific subject focus, although you may search all of the databases available on the EBSCOHost platform simultaneously.

DATABASE	FULL TEXT	SUBJECT FOCUS
EBSCOHost Platform		
ATLA/S Databases <i>(Serials, Plus, and Religion & Philosophy Collection)</i>	Yes	Theology, Church History, Biblical Studies
Psychology and Behavioral Science Collection	Yes	Counseling, Psychology, Marriage and Family Therapy, Sociology
PsycARTICLES	Yes	Counseling, Psychology, Marriage and Family Therapy, Sociology
Religion & Philosophy Collection	Yes	Theology
New Testament Abstracts	No	Biblical Studies
Old Testament Abstracts	No	Biblical Studies
Loeb Classics Digital Library	Yes	Complete Loeb collection of Greek and Latin texts alongside English translations
Religious & Theological Abstracts	Yes	Biblical Studies
Digital Karl Barth Database	Yes	Works of Karl Barth

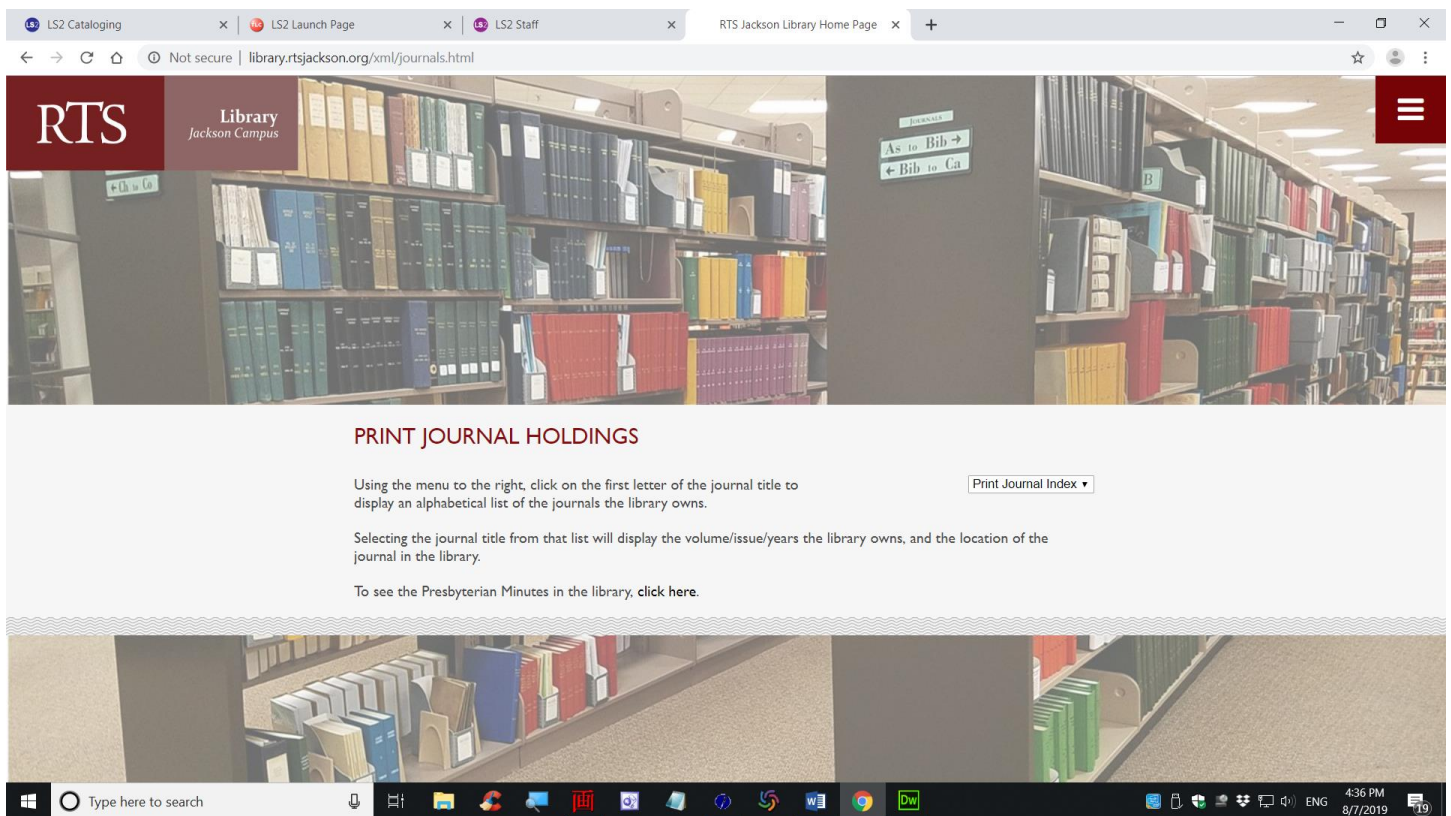
9. How do I know if RTS owns a journal?

When you find a citation for a journal article and need to know if the library owns the journal, go to the [Journals](#) section available on the library home page (shown below.)

The index is divided alphabetically by journal title. Select the first letter of the journal title to pull up the list. Then, scroll through to see if the specific journal is listed, and if so, what issues the library owns.

The Note/Location column will tell you where the journal is located. If you need any assistance finding a journal, please ask at the library front desk.

If the library does not own the journal article you are looking for, you can submit an inter-library loan (ILL) request. See the next section for instructions on submitting this request.



The screenshot shows a web browser window with the URL library.rtsjackson.org/xml/journals.html. The page features a header with the RTS logo and 'Library Jackson Campus'. Below the header is a large image of a library aisle with bookshelves. The main content area is titled 'PRINT JOURNAL HOLDINGS' and includes instructions on how to use the 'Print Journal Index' dropdown menu to view an alphabetical list of journals. A link is provided to view 'Presbyterian Minutes' in the library. The Windows taskbar at the bottom shows the date as 8/7/2019 and the time as 4:36 PM.

10. How do I use Inter-library loan?

Inter-library loan is a nationwide service among participating libraries that allows a member of one library, you, to borrow items from a library where you are not a member.

When and how do I make an ILL request?

When you cannot find an item in the RTS library, you may submit an inter-library loan request for it.

ILL request forms are available at <http://rtsjackson.org/library/loan.html>. Save the form as a “pdf” document once completed using your last name as the file name, and send it as an attachment to library.jackson@rts.edu

Prior to submitting a request, make sure you have as much information as possible, including,

- Author’s full name
- The full book or journal/article title (no abbreviations)
- Date of publication (month and year for journals)
- Volume/number for journals.

Once you have completed and submitted the form, you will be contacted by e-mail with a response to your request.

1. [RTS Libraries Research Site \(https://rts.edu/academics/library/research-tools/ \)](https://rts.edu/academics/library/research-tools/) includes,

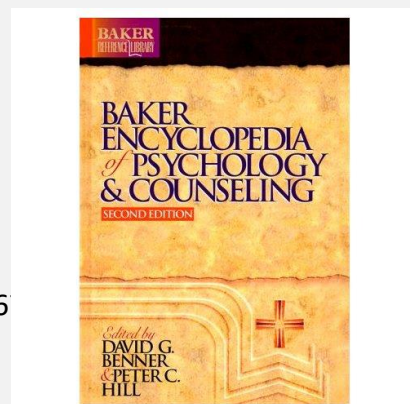
- Links to [LibGuides](#)
- Additional [Internet research sites](#).

2. Search worldcat.org

WorldCat is the world's largest network of library content and services, and provides a single online catalog to search the collections of libraries throughout the country at the same time. Although the RTS Library will not own most of the books present in the worldcat.org catalog, it is an excellent source for research and finding books that may be available through inter-library loan.

3. Search Dictionaries and Encyclopedias

- Dictionaries and encyclopedias are located in the Reference section of the library.
- They are helpful in identifying search terms to use when searching the library catalogs and databases, as well as for compiling a list of people, places, and events related to your topic.
- References provided in encyclopedias are often definitive and respected sources, such as biographies, and you will want to track them down. These sources, in turn, will contain helpful lists of references and bibliographies.
- Examples:
 - 1) *Oxford Dictionary of the Christian Church*, Ref. BR95.O8
 - 2) *Anchor Bible Dictionary*, Ref. BS440.A54 1992 v.1-6
 - 3) *Encyclopedia of Religion*, Ref. BL31.E46
 - 4) *Theological Dictionary of Old Testament*, Ref. BS440.B5713
 - 5) *Encyclopedia of Christianity*, Ref. BR95.E8913
 - 6) *Encyclopedia of Psychology*, Ref. BF31.E52
 - 7) *Baker Encyclopedia of Psychology and Counseling*, Ref. BJ63.B16



4. Search Bibliographies

- Bibliographies are located in the Reference section of the library.
- Bibliographies provide a more specific subject focus than dictionaries and encyclopedias.
- To limit searches in the RTS online catalog to bibliographies, add the search term “bibliography” in the Title or Subject field of a combination search.
- Annotated bibliographies contain short descriptions of the article or book they index.
- Examples:
 - *Charismatic Movement*, two volumes, Ref. Z7845.P4 J663
 - *New Testament Christology*, Ref. Z8455.H84
 - *Glossolalia: a bibliography*, Ref. Z7798.M55