


RTS  **Jackson**

Library Orientation

- August 2009 -

RTS Jackson Library
5422 Clinton Boulevard
Jackson, Mississippi 39209
601.923.1623

Library Staff

Ken Elliott	Library Director	kelliott@rts.edu	601.923.1615
John McCarty	Circulation	jmccarty@rts.edu	601.923.1622
David Ponter	Inter-Library Loan/Periodicals	virtual.librarian@rts.edu	601.923.1619
John Crabb	Technical Services	jcrabb@rts.edu	601.923.1618

Library Hours

These are the normal hours during the semester. Hours change during finals and holiday breaks.

Monday - Thursday	8:00 am – 9:00 pm
Friday	8:00 am – 4:00 pm
Saturday	9:00 am – 4:00 pm
Sunday	Closed

Borrowing Items

How do I obtain a library card?

- Your student ID card functions as your library card.

How do I check out library materials?

- Library items are checked out at the circulation desk.
- You will need to activate your student ID at the front desk prior to checking out any items.
- You will not be allowed to check out any items if you have outstanding fines or 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.

<p>Books: 3 Weeks Videos: 2 days Cassettes: 3 Weeks DVDs: 2 days Reserve books: 2 days Reserve articles: 2 hours</p>
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Can I renew items?

- You can renew each item twice.
- You can renew items at the circulation desk in the library.
- You can also renew your items online at <http://library.rts.edu/jackson.htm>
Click on "My Account" at the bottom of the screen. You will need your library card number and PIN number to access your account. To verify your PIN number, please call 601.923.1623.

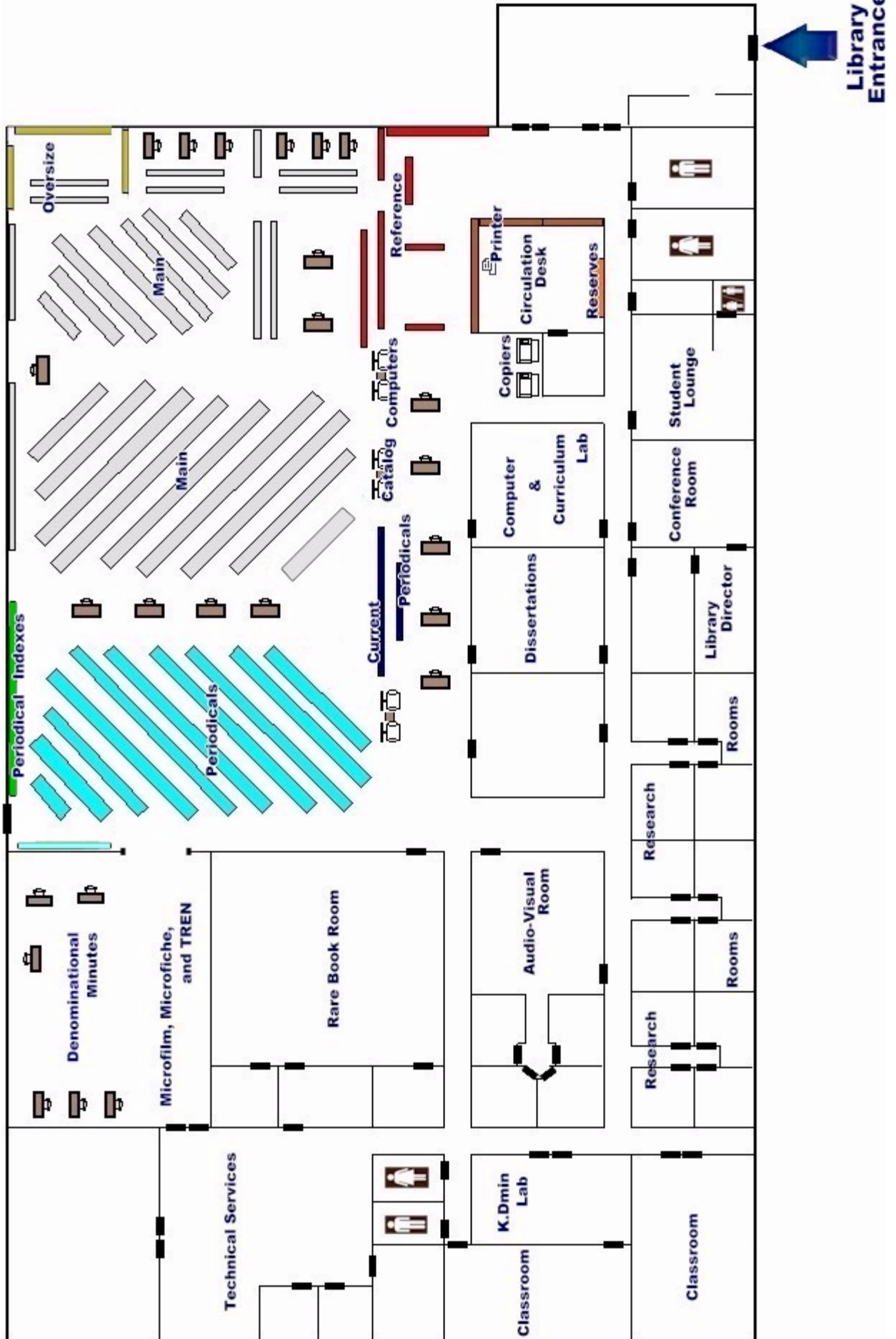
Where and when can I return items?

- Return items at the circulation desk during normal operating hours of the library.

How much are overdue fines?

- The fine for overdue items is .10¢ per day per item to a maximum of \$3.00 for one overdue item, or no more than \$10.00 for a group of materials due on the same date.
- Sundays and the day the materials were due do not count toward the fine amount.
- The fine is .25¢ for reserve articles per hour, per day for reserve books, and DVDs.

RTS LIBRARY



Research Review

How do I find books and articles in support of my research project ?

Books

1. Search the Library's Online Catalog

- You can access the catalog over the Internet at <http://library.rts.edu>
- The online catalog indexes books, videos, microfiche/film, and audio cassettes—the journals owned by the library **are not** listed in the online catalog. You can see what journals the library owns from the “Journal Holdings” link on the Library Intranet home page of the library computers, and the online version of the home page at <http://rtsjackson.org/library>

2. Search Worldcat using FirstSearch

- FirstSearch is an interface, or portal, to a collection of databases. Databases provided in Firstsearch are helpful for finding resources in counseling, psychology, history, literature, and philosophy.
- WorldCat is a catalog of books located in libraries nationwide.
- You can access FirstSearch over the Internet at <http://www.firstsearch.org> (requires password).

Journal Articles

1. Search ATLA/ATLAS (American Theological Library Association Index)

- ATLA is available on all of the library's internet computers.
- ATLA is the premiere source for theological research and will be useful for your theological and Biblical studies papers.
- ATLA indexes theological journal articles, including book reviews.
- You can search by, or limit a search by, Scripture reference and journal title.
- ATLAS provides full-text journal articles.
- You can access the ATLA/ATLAS over the Internet at <http://search.ebscohost.com> (requires password).

2. Search article databases using FirstSearch

- FirstSearch is an interface, or portal, to a collection of databases. Databases provided in Firstsearch are helpful for finding resources in counseling, psychology, history, literature, and philosophy.
- Article databases to look for: WilsonSelectPlus, ArticleFirst, and PsycFirst.
- You can access FirstSearch over the Internet at <http://www.firstsearch.org> (requires password).

3. Search Social Science Citations Index

- The Social Sciences Citation Index (SSCI) provides access to current and retrospective bibliographic information, author abstracts, and cited references found in over 1,700 of the world's leading scholarly social sciences journals.
- SSCI is available in the library computer lab.

4. Search Religious and Theological Abstracts

- The Religious and Theological Abstracts indexes articles appearing in scholarly journals in the fields of Religion and Theology, including Christian, Jewish, and other World religions.
- RTA is available over the Internet at <http://rtabstracts.org> (requires password).

5. Search Print Indexes and Abstracts

- Print Indexes and Abstracts are located on the far wall behind the periodical shelves.
- Coverage is usually limited by a year or a range of years for each volume. The year indicates the year when the cited source was published.
- Abstracts provide short summary statements of the article or book's content.
- Journal titles are usually abbreviated in the citation. Look in the front or back of the particular issue for the full title of the journal.
- Abstracts and indexes vary in how they are organized, so take a moment to evaluate the layout of each set.
- Examples:
 - *Christian Periodical Index*, Index Z7753.C5
 - *Religious and Theological Abstracts*, Index BR1.R286
 - *New Testament Abstracts*, Index BS410.N35
 - *Old Testament Abstracts*, Index BS410.O42

Books & Articles

1. Search Dictionaries and Encyclopedias

- Dictionaries and encyclopedias are located in the Reference section of the library.
- They are helpful in identifying search terms for catalog and database searches, and 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, and *New Testament*, PA881.K513
 - 5) *Encyclopedia of Christianity*, Ref. BR95.E8913
 - 6) *Encyclopedia of psychology*, Ref. BF31.E52
 - 7) *Baker encyclopedia of psychology and counseling*, Ref. BJ63.B167

2. Search Bibliographies

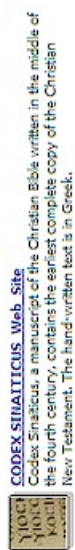
- Bibliographies are located in the Reference section of the library.
- Bibliographies provide a more specific subject focus than dictionaries and encyclopedias.
- To limit searches in the RTS online catalog to bibliographies, add the search term "bibliography" in the Title or Subject field of a combination 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

Welcome to the RTS Jackson Library

Search the Library Catalog:

MAIN MENU

- [Search RTS Library Catalog](#)
- [RTS Jackson Journal Holdings](#)
- [PDF Copies of Class Readings](#)
- [DATABASES \(ATLA, FirstSearch,...\)](#)
- [FULL TEXT RESOURCES](#)
- [LIBRARY LINKS](#)
- [Inter-Library Loan Form: Articles](#)
- [Inter-Library Loan Form: Books](#)
- [Contact Library Staff](#)
- [RTS Home](#)



CODICES SINAITICUS Web Site
 Codex Sinaiticus, a manuscript of the Christian Bible written in the middle of the fourth century, contains the earliest complete copy of the Christian New Testament. The hand-written text is in Greek.

WHAT'S NEW

- [Read Mississippi Magazine's Sept./Oct. 2008 article on RTS Jackson](#)
- [Need to know what journals and magazines the library owns? Click here.](#)
- [Christian History Magazine 1982-1996](#)
- [Reformed Informer - current and past issues](#)
- [Search the works of John Calvin](#)
- [Search for Free PDF Books at archive.org](#)

QUICK LINKS

- [yahoo e-mail](#)
- [hotmail/msn](#)
- [gmail](#)
- [bellsouth e-mail](#)
- [earthlink](#)
- [juno](#)
- [comcast e-mail](#)
- [roadrunner](#)
- [google search](#)
- [google books](#)
- [yahoo search](#)
- [weather](#)
- [jackson/clinton map](#)

LIBRARY HOURS ~ SUMMER 2009
 MONDAY - THURSDAY 8:00 - 8:00
 FRIDAY 8:00 - 4:00
 SATURDAY 9:00 - 4:00
 SUNDAY Closed



[IO Web Login](#)

RTS ID

PASSWORD

New! RTS ONLINE BOOKSTORE
<http://www.mindandheart.com>

QUICK HELP

6.11.2009 - If you would like to submit a suggestion, comment, or question to the library, [click here](#).

How do I obtain the books, journal articles, and other resources I need?

Books

- Our online library catalog lists every book available for check-out, as well as the books at Charlotte and Orlando. To obtain books from the other RTS libraries, submit an Inter-library loan request for it, see #3 below.
- Books in the reference, special, seminary, southern, and Blackburn collections are not available for check-out.
- If you need a book not owned by an RTS library, submit an Inter-library loan request for it.

Call # Prefix	Location of the Collection
<i>none</i>	Main stacks starting behind current periodicals
CD / Cassette	Audio-visual room
Cur.Lab	Curriculum Lab
DVD / Video	Audio-visual room
Oversize	Shelves in the southwest corner
Blackburn	Rare book room, east wall
DISS.	Dissertation room
Index	Far back wall after the the periodical stacks
Microfiche / TREN	Microform room
Microfilm	Microform room
Ref.	Shelves in front of the circulation desk
Seminary	Conference room
Southern	Rare book room, south wall
Special	Rare book room, north wall
Wm.Still	William Still collection, research room #8

Journal Articles

- When you find a citation for a journal article, you will want to see if the library owns it by checking the [“Journal Holdings” listed on the library home page.](#)
- Current periodicals are located near the front of the library. Previous years are located on the shelves near the rare book room. Journals are shelved alphabetically by title.
- The ATLAS database provides full-text journal articles.
- The Electronic Journals page on the library home page identifies journals available online that provide full-text articles.
- If the library does not own the journal article you are looking for, you can submit an inter-library loan (ILL) request for it.

Microfiche & Microfilm

The RTS Jackson library has an extensive microform collection, including thousands of dissertations from seminaries around the nation. The microfilm and microfiche readers are located in the denomination minutes room to the left of the periodical stacks. You can view and print the documents from these readers.

Inter-library Loan

- What is Inter-library loan (ILL)?
 - Inter-library loan is a 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.
 - Fill out the ILL form available on the Jackson library’s home page, and submit it at the front desk of the library.
 - An inter-library loan usually takes two weeks to arrive. You will be contacted by phone or email when your items arrive.
 - ILLs for books are usually free, but you may have to pay for photocopying of journal articles. You can identify how much you are willing to pay on the ILL request form.
 - Prior to submitting a request, make sure you have as much information as possible, including,
 - 1) Author’s full name
 - 2) The full book or journal/article title (no abbreviations)
 - 3) Date of publication (month and year for journals)
 - 4) Volume/number for journals.

Example of Various MFT Resources

Book Subject Headings	Call Number Areas
Adolescent psychotherapy	RJ499-507
Child psychotherapy	RJ503-507, RC488
Counseling	BV4011-4012, BF637
Family psychotherapy	RC488, RJ503-5055, HQ536
Family Therapy	RC488, RC569, HQ734
Group psychotherapy	RC488, RJ505, BF637
Pastoral counseling	BV4012, RC607, BV4627

Electronic Indexes	Location & Access
Social Sciences Citation Index	Computer lab
FirstSearch - PsycFirst	Computer lab, on the Internet at http://www.firstsearch.org

Print Indexes	Call Number
<i>Abstracts of Research in Pastoral Care and Counseling</i>	Index BV4012.2.A26
<i>Family Index</i>	Index Z7164.M2 F35
<i>Guide to Social Science and Religion in Periodical Literature</i>	Index Z7753.G83
<i>Inventory of Marriage and Family Literature</i>	Index Z7164.M2 I57
<i>Psychological Abstracts</i>	Index BF1.P65
<i>SAGE Family Studies Abstracts</i>	Index HQ536.S23
<i>Social Sciences Index</i>	Index AI3.S62
<i>Sociological Abstracts</i>	Index HM1 .S67

Journals
<i>Christian Counseling Today</i>
<i>Counselor Education and Supervision</i>
<i>Family Relations: Interdisciplinary Journal of Applied Family Studies</i>
<i>Biblical Counseling</i>
<i>Journal of Family Psychotherapy</i>
<i>Journal of Pastoral Counseling</i>
<i>Journal of Pastoral Care and Counseling</i>

Reference Books	Call Number
<i>Advances in family intervention, assessment, and therapy</i>	Ref. RC488.5.A35
<i>Baker encyclopedia of psychology</i>	Ref. BJ63 .B167
<i>Baker encyclopedia of psychology & counseling</i>	Ref. BJ63 .B167 1999
<i>Comprehensive handbook of psychological assessment</i>	Ref. BF176.C654 2004
<i>Diagnostic and statistical manual of mental disorders : DSM-IV-TR</i>	Ref. RC455.2.C4 D536 2000
<i>Dictionary of pastoral care and counseling</i>	Ref. BV4011 .D43
<i>Encyclopedia of marriage and the family</i>	Ref. HQ9 .E52
<i>Encyclopedia of psychology</i>	Ref. BF31 .E52
<i>The Dictionary of family psychology and family therapy</i>	Ref. RC488.5 .D525

Books of the Bible Call Numbers

<u>Old Testament</u>		<u>New Testament</u>	
Genesis	BS1231 - 1235	Matthew	BS2570 - 2575
Exodus	BS1241 - 1245	Mark	BS2580 - 2585
Leviticus	BS1251 - 1255	Luke	BS2590 - 2595
Numbers	BS1261 - 1265	John	BS2610 - 2615
Deuteronomy	BS1271 - 1275	Acts	BS2620 - 2625
Joshua	BS1291 - 1295	Romans	BS2660 - 2665
Judges	BS1301 - 1305	Corinthians, 1 st & 2 nd	BS2670 - 2675
Ruth	BS1311 - 1315	Galatians	BS2680 - 2685
Samuel, 1 st & 2 nd	BS1321 - 1325	Ephesians	BS2690 - 2695
Kings, 1 st & 2 nd	BS1331 - 1335	Philippians	BS2670 - 2675
Chronicles, 1 st & 2 nd	BS1341 - 1345	Colossians	BS2710 - 2715
Ezra	BS1351 - 1355	Thessalonians, 1 st & 2 nd	BS2720 - 2725
Nehemiah	BS1361 - 1365	Titus	BS2750 - 2755
Esther	BS1371 - 1375	Timothy, 1 st & 2 nd	BS2740 - 2745
Job	BS1411 - 1415	Philemon	BS2760 - 2765
Psalms	BS1419 - 1460	Hebrews	BS2770 - 2775
Proverbs	BS1461 - 1465	James	BS2780 - 2785
Ecclesiastes	BS1471 - 1475	Peter, 1 st & 2 nd	BS2790 - 2795
Song of Solomon	BS1481 - 1485	Epistles of John, 1 st , 2 nd , & 3 rd	BS2800 - 2805
Isaiah	BS1511 - 1515	Jude	BS2810 - 2815
Jeremiah	BS1521 - 1525	Revelation	BS2820 - 2825
Lamentations	BS1531 - 1535		
Ezekiel	BS1541 - 1545		
Daniel	BS1551 - 1555		
Hosea	BS1561 - 1565		
Joel	BS1571 - 1575		
Amos	BS1581 - 1585		
Obadiah	BS1591 - 1595		
Jonah	BS1601 - 1605		
Micah	BS1611 - 1615		
Nahum	BS1621 - 1625		
Habakkuk	BS1631 - 1635		
Zephaniah	BS1641 - 1645		
Haggai	BS1651 - 1655		
Zechariah	BS1661 - 1665		
Malachi	BS1671 - 1675		