Library Resources for Doctor of Ministry Students 2018-05-29

Services:

- **Borrowing Books:** 25 items, 28 days, five renewals of 28 days (no overdue fine, but you ‘purchase’ once it’s long overdue). *Note: You must read and sign Goddard Library Circulation Policies before you try to check out books: [http://www.gordonconwell.edu/library/Fine-Policy.cfm](http://www.gordonconwell.edu/library/Fine-Policy.cfm)*

- **Library Cards:** Your student ID is your library card. You must bring it to check out items. If you have not yet been issued an ID card, you may submit a photo ID and the desk attendant to check a list of new DMin students. **NOTE:** The number on your student ID card is also your password for accessing resources through the Digital Theological Library.

- **Book Renewals:** From the link under the search box on the library website, Log into your Library Account and renew. If you get a message that something did not renew, contact the library immediately. Renewal adds 28 days from the moment of renewal, so don’t renew too early.

- **Thesis Loans:** once you’ve COMPLETED your residencies, and we have proof that your thesis project HAS BEEN SIGNED BY YOUR ADVISOR 25 items, 28 days, 11 renewals of 28 days.

- **Requesting/Mailing Books:** For students living in the continental U.S., we can send up to six items at a time by mail (see “Requesting Items from the Goddard Library” on the DMin Library Portal).

- **Scanning & Emailing Articles:** No more than 1 chapter per book or 1 article per journal issue.

- **Tutorials:** Various tutorials and research guides are available online at [www.gordonconwell.edu/library/Tutorials.cfm](http://www.gordonconwell.edu/library/Tutorials.cfm)

- **Reference Services:** If you need help accessing databases, or researching a particular topic, feel free to contact the reference librarian, Jim Darlack (reference@gordonconwell.edu / 978-646-4004).

Tips:

- **Bookmark** the Doctor of Ministry Library Portal: [www.gordonconwell.edu/library/dmin.cfm](http://www.gordonconwell.edu/library/dmin.cfm) (accessible from [www.gordonconwell.edu/library](http://www.gordonconwell.edu/library))

- **All Databases** are listed at [http://libguides.gordonconwell.edu/az.php](http://libguides.gordonconwell.edu/az.php). See especially ATLA Religion Database and TREN (Theological Research Exchange Network).

- **WorldCat Discovery** [http://gordonconwell.on.worldcat.org](http://gordonconwell.on.worldcat.org) searches our physical library collection, the Digital Theological Library and beyond! (Change the “Sort By” facet to find materials outside of GCTS.)

- **Digital Theological Library** [http://digitaltheologicallibrary.org](http://digitaltheologicallibrary.org) provides all digital content. Every book, every article is available online with your GCTS Student ID number!

- **KNOWN→UNKNOWN:** Use subject headings and other information in item records to find MORE resources. This applies to all databases. Think like a librarian and use the pre-defined ‘categories’ to broaden your search.

- **Jump in and take notes!** Use the databases for sermon and lesson preparation! As you see repeated terms, phrases, and subject headings, keep a log of those that are relevant to your DMin research and use the information to dig deeper.

- **Get to know your local libraries/librarians.** Form a relationship with your local public library. You will have access to the local library after your time at GCTS, and you will also be able to form relationships with people in your community. Local libraries can often request items and receive them from local consortia very quickly.

Contact Info:

- **Reference Services:** (Jim Darlack) 978-646-4004 reference@gordonconwell.edu
- **Circulation Desk:** (Bob McFadden) 978-646-4074 glibrary@gordonconwell.edu
- **Library Contact Form:** [www.gordonconwell.edu/library/contact.cfm](http://www.gordonconwell.edu/library/contact.cfm)
  (Use the "Ask a Librarian!" links on bottom of the left side-menu on each library page.)