

COLLEGE OF
ST. SCHOLASTICA

LIBRARY HOURS

FALL & SPRING SEMESTERS

Mon.—Thurs. 7:45 a.m.— 11 p.m.

Friday 7:45 a.m.— 5 p.m.

Saturday 10 a.m.— 6 p.m.

Sunday noon — 11 p.m.

HOURS ARE SUBJECT TO CHANGE
DURING EXAM PERIODS AND BREAKS.

LIBRARY STAFF

COLLEGE OF
SAINT SCHOLASTICA LIBRARY

FOR REFERENCE:

Please contact whoever is staffing the Reference Desk at the time you need help.

OTHER QUESTIONS:

For help with Circulation, Reserves, etc., contact Karen Ostovich: 218-723-6140

UNITED THEOLOGICAL SEMINARY
SPENCER LIBRARY

FOR REFERENCE:

Sue Ebbers 651-255-6143
sebbers@unitedseminary.edu

Dale Dobias 651-255-6144
ddobias@unitedseminary.edu

FOR INTER-LIBRARY LOANS:

Penny Truax 651-255-6145
ptruax@unitedseminary.edu

LIBRARY CONTACT INFORMATION

COLLEGE OF ST. SCHOLASTICA LIBRARY

Phone: 218-723-6140

E-mail: library@css.edu

Web page: www.css.edu/x3607.xml

SPENCER LIBRARY

Circulation Desk: 651-255-6142

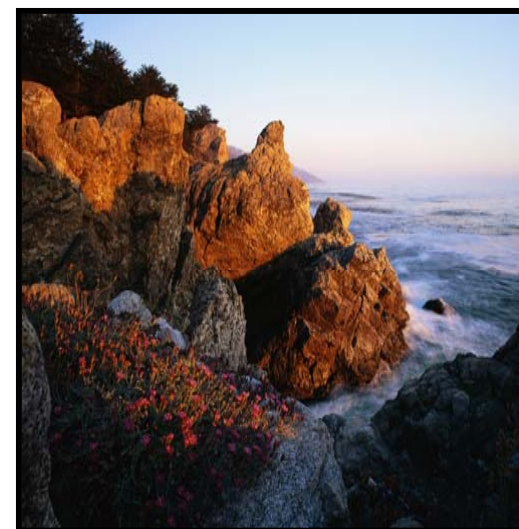
E-mail: library@unitedseminary.edu

Web page: www.unitedseminary.edu/spencer

REVISED: August 23, 2006

LIBRARY SERVICES

UNITED THEOLOGICAL
SEMINARY
DULUTH PROGRAM



COLLEGE OF ST. SCHOLASTICA
LIBRARY

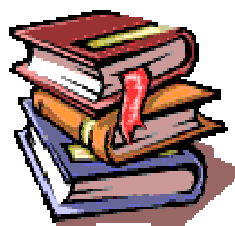
THE SPENCER LIBRARY AT
UNITED THEOLOGICAL SEMINARY

ST. SCHOLASTICA LIBRARY WEB PAGE:
www.css.edu/x3607.xml

ST. SCHOLASTICA LIBRARY CATALOG:
<http://mnpals.css.edu>

SPENCER LIBRARY WEB PAGE AND CATALOG:
www.unitedseminary.edu/spencer

LIBRARY SERVICES FOR STUDENTS ENROLLED IN UNITED THEOLOGICAL SEMINARY DULUTH COURSES



Some Library Services will be provided through an agreement with the Library at the College of St.

Scholastic (CSS); others will be provided directly through The Spencer Library at United Theological Seminary (UTS).

CSS services are available only to students currently enrolled in a UTS course in Duluth.

Please do not make requests of the CSS library staff beyond the services that they have agreed to provide.

All other requests for service or questions should be directed to the Spencer Library staff through e-mail or phone calls (see back of this brochure).

LIBRARY POLICIES AND PROCEDURES

COLLEGE OF ST. SCHOLASTICA LIBRARY

- You may check out up to 5 print or audiovisual items from The College of St. Scholastica using your Special ID card. All CSS circulation policies will apply to those loans.
- You may ask for help from the CSS Reference staff during regular reference hours as you seek to locate resources and information.
- You may use CSS electronic resources when you are on campus, but will not have remote access to them.
- If a course in Duluth requires use of Reserve materials, these will be available at CSS.

Neither CSS nor Spencer Library staff will do research or create bibliographies for students.

CSS will not retrieve materials. Spencer Library will retrieve and send materials.

Reference staff in both libraries WILL do our best to help you effectively do your own research.

THE SPENCER LIBRARY AT UNITED THEOLOGICAL SEMINARY

- You may request resources from the Spencer Library holdings. These items will be checked out at United Theological Seminary and sent to the CSS library, which will hold them for you for up to one week.
- For any materials not held by either CSS or Spencer Library, follow procedures for inter-library loans described in our "Finding the Resources You Need in FirstSearch" brochure or on the Spencer Library web page. Please allow at least 2 weeks lead time. UTS will forward the materials to the CSS library. We will notify you when they are en route to CSS. **CSS does not provide inter-library loan service to United Theological Seminary students.**
- Spencer Library will provide remote access to electronic databases to which we subscribe.

Go to the Library web page at www.unitedseminary.edu/spencer to log on for remote access to FirstSearch databases.