



UNITED THEOLOGICAL SEMINARY

THE SPENCER LIBRARY

3000 5th Street NW
New Brighton, MN 55112

Circulation Desk: 651-255-6142
Fax: 651-633-4315
E-mail: library@unitedseminary.edu

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SPENCER LIBRARY STAFF

Sue Ebbers
Director of the Library
651-255-6143
sebbers@unitedseminary.edu

Dale Dobias
Assistant Director of the Library
651-255-6144
ddobias@unitedseminary.edu

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

LIBRARY HOURS

FALL & SPRING TERMS:

Monday—Thursday 8 a.m. - 9 p.m.
Friday 8 a.m. - 5 p.m.
Saturday 10 a.m. - 2 p.m.

JANUARY & JUNE TERMS:

Monday—Thursday 8 a.m. - 7 p.m.
Friday 8 a.m. - 5 p.m.
Saturday 10 a.m. - 2 p.m.

TERM BREAKS & SUMMER

Monday—Friday 8 a.m. - 4 p.m.

CALL TO CONFIRM HOURS
651-255-6142

SPENCER LIBRARY

...find what you need

FINDING THE RESOURCES YOU NEED



IN FIRSTSEARCH

BOOKS AND ARTICLES
IN THE
SPENCER LIBRARY
AND BEYOND

Library Web Page:

www.unitedseminary.edu/spencer

SEARCH AND RESEARCH



You SEARCH to find a specific item or one or more resources on a specific topic. Searching is in large part an art and a game.

RESEARCH is the process of finding the best, or at least a credible, set of resources to answer a question or address a topic in depth. It requires the ability to search effectively and to evaluate the resources that you find to ensure that they are relevant and valid for the use you plan to make of them. You may find a web site quickly, but its appropriateness to your research must be considered. The same is true of books or articles.

IF YOU ARE LOOKING FOR...

- Books
- Dissertations/theses
- Audio-Visual media

USE THE DATABASE WORLDCAT IN FIRSTSEARCH

- Log onto FirstSearch from the Library web page (see front of brochure for URL)
- Open the WorldCat database.
- When you find the item you want, click on “**Libraries worldwide**”
- If the Spencer Library has it, click on our name and our catalog record will appear, with the call number of the item.
- If you don’t see our name on the list, click the e-mail icon, fill out the form completely, and send the record to: ill@unitedseminary.edu

- If you click on “**Libraries worldwide**” and you see the following message: “**No library ownership available at this level**” This indicates the book is not in our region.

If you want the item enough to pay a fee, and have at least 2 weeks lead time, Click “**Display all libraries**” and E-mail that list of libraries to: ill@unitedseminary.edu

Indicate in the “Notes” field the maximum fee you are willing to pay (average is \$10).

IF YOU ARE LOOKING FOR...

- Journal Articles
- Essays in edited books
- Book Reviews

USE THE DATABASE ATLARELIGION IN FIRSTSEARCH

- Log onto FirstSearch from the Library web page (see front of brochure for URL)

- Open the ATLA religion database. NOTE: for other areas of interest check the FirstSearch database descriptions
- Find the article(s) you want
- If it is available in full-text, click the full-text link to read it online or print it.
- If there is no full-text link, but Spencer Library has it, note author, title, volume, year, and pages and find the journal in the library.
- If our library does not have it, click “**Libraries worldwide**” and e-mail as with a book record.



ELECTRONIC DATABASES:
Available in the Library computer lab.

INTERNET RESOURCES:
Check Library webpage for links to get you started.