

# **Welcome to the Wiggin Library, Meadville Lombard Theological School**

## **Library staff**

The Rev. Dr. Neil W. Gerdes  
Dean of the Library & Associate Professor of Bibliography  
(Joint appointment with Chicago Theological Seminary)  
ngerdes@meadville.edu, x225

Adam Bohanan, MA, MLIS  
Assistant Librarian (reference and instruction, archives and special collections)  
abohanan@meadville.edu, x248

Eric Biddy  
Library Assistant (circulation, interlibrary loans, computer and wireless issues)  
ebiddy@meadville.edu, x226

## **Library operating hours**

- 8:30am until 5pm, Monday through Friday. Reading Room and Stacks locked when library staff not present.
- Twenty-four hour access for students: key available from Bradley Sterrenberg (bsterrenberg@meadville.edu or x234)

## **Printing**

- Printing on laser printer is free of charge
- Please do not print large documents such as readers

## **Photocopying**

- Photocopier located in the Student Services office on the 3<sup>rd</sup> floor.

## **Laptop computer facilities**

- Computer problems should be reported to the school's technicians (PCHELP) at pchelp@meadville.edu or x245
- Wireless access for MAC and Windows laptops – see Eric for detailed instructions
- Wired access for MAC and Windows laptops – plug in cables underneath table
- Two computers in reading room with priority for library use

# Locating materials at Wiggin Library

## Electronic resources

- Links on library website: [http://www.meadville.edu/Lib\\_Links.htm](http://www.meadville.edu/Lib_Links.htm)
- WorldCat ([www.worldcat.org](http://www.worldcat.org)) shows books available in thousands of libraries around the world.
- FirstSearch: ATLA Group Catalog, ArticleFirst, WorldCat Dissertations
- EBSCOhost: ATLA Religion Database with ATLA Serials, Academic Search Premier
- FirstSearch and EBSCOhost are also available outside the library. See page four for details.

## Online catalog (OPAC)

- URL - <http://173.15.107.233> – click “local catalog”
- Or access through library website by clicking the button “Search the catalog”
- Materials catalogued after 1979 and most UU materials (BX call numbers) are listed online. Library staff are continually adding materials to the catalog and hope to have the entire catalog online in the near future.
- All books on OPAC show as available as we do not yet process electronically.

## Card catalog

- Search for materials not in online catalog in Library Assistant’s office.
- To be thorough, it is advisable to check both online and card catalogs.
- Search card catalog under one of three “access points”:
  1. Author’s last name
  2. Title of work
  3. Subject

## Stacks arrangement

<b>LEVEL 7</b>	<b>PK-Z (inc. fiction and pamphlets*)</b>
<b>LEVEL 6</b>	<b>G-PK 2000</b>
<b>LEVEL 5</b>	<b>BX9420-F</b>
<b>LEVEL 4 (library level)</b>	<b>BT – BX 9419 (inc. media* and theses*)</b>
<b>LEVEL 3</b>	<b>BM - BS</b>
<b>LEVEL 2</b>	<b>A - BL</b>
<b>LEVEL 1 (basement)</b>	<b>Bound periodicals (in alphabetical order)</b>

\* = non-circulating

## **Book check out**

- Meadville Lombard students, faculty, and staff print name and the date on white and blue circulation cards and place in check out box
- All books are due at the end of the semester unless recalled earlier
- Return materials to the book return cart in reference room
- ACTS students, UU ministers, and others with borrowing privileges should fill out form in Library Assistant's room, in addition to the white and blue cards

## **Renewals**

- Renewal requests may be made through email (preferred method): ebiddy@meadville.edu, telephone: 773-256-3000 ext 226, or in person
- All materials must be returned by the end of the Spring semester for the end-of-year inventory

## **Reserve materials**

- Same checkout procedure as other items—but with restrictions:
- Reserve materials may be taken out after 3pm; return by 9am (except weekends)
- Before 3pm reserve materials may be consulted in reference room only

## **Non-circulating items**

- Rare books; reference materials; RE library materials; periodicals; archival materials; pamphlets; theses

## **Lost Items**

- Any patron with a library item that is more than one semester overdue will be charged a replacement fee. The replacement fee for any lost or damaged book, periodical, or media item is the actual cost of the item, plus a processing fee of \$10. Other fees may apply to rare, out-of-print, or otherwise irreplaceable items. These fees may change without notice.

## Locating Materials Outside Wiggin Library

### EBSCO databases

- URL: <http://search.ebscohost.com/>
- Authorization: libstudent
- Password: wiggin

### FirstSearch databases

- URL: <http://firstsearch.oclc.org/>
- Authorization: 100-111-316
- Password: wiggin

### Interlibrary loans

- If materials are not at Meadville, an ACTS school or the University of Chicago, send your request to Eric for processing (ebiddy@meadville.edu).
- Please note, a typical request may take 10-14 days to process and receive.

### University of Chicago libraries

- Access and borrowing privileges for MLTS students with a valid ACTS card (available from Library) and Meadville ID (available from Student Services)
- Contact ID and privileges office in the lobby of the Regenstein Library, 1100 East 57<sup>th</sup> St #100F, Chicago IL 60637

ipo@uchicago.edu

(773) 702-8782 / 3344

### Association of Chicago Theological Schools (ACTS)

ACTS cards are available from the Library and enable access and borrowing privileges from ten other libraries.