



Library Handbook

GUIDELINES AND POLICIES FOR LIBRARY USE

The Library at Wesley Theological Seminary
Winter 2020

Library staff reserve the right of final interpretation of policies presented in this Handbook.

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Who Are We?

GENERAL INFORMATION

Mission statement: *The library supports teaching, learning, and critical inquiry at Wesley Theological Seminary in service to the seminary's educational ministry and mission. We believe that a theology library is not a storehouse of information, but a place to enter into dialogue with the vast treasury of the Christian theological tradition, and we strive to be your partner in theological education and research.*

ABOUT THE LIBRARY

Our collections. The Library provides print, audiovisual, and electronic resources to meet the teaching and learning needs of those within and affiliated with the Wesley community. With over 400,000 print and non-print items and subscriptions to over 250 journals, the Library's collections reflect intellectual breadth of religious thought and practice. Library staff are committed to providing user-oriented services and cultivating a dynamic resource collection in support of the Seminary's teaching and service mission. Although the Library collects materials on various subjects, the focus of the collection centers on religious and theological studies. The Library's resources are ecumenical in scope, but its particular strength is Methodist studies. The Library is recognized for the excellence of its collections and for its response to the information needs of students, faculty, and other researchers.

Our relationships. Through Wesley's membership in the Washington Theological Consortium, the Library joins with other libraries in the Consortium (1.5 million volumes) to provide reciprocal borrowing privileges and services for all students and faculty. Likewise, due to our cooperative relationship with American University, students, faculty and staff have borrowing privileges at AU's Bender Library. Interlibrary loan and document delivery services provide access to the resources of libraries throughout the world.

Our facility. The library building provides a welcoming venue for theological education and research. Recognizing that learning and study take place in a variety of settings, the first floor offers options for both individual and group study, including comfortable seating, work-tables, rooms that can be reserved for group use, and a lounge area for more relaxed study. The lounge provides vending machines and a place for students to eat. *Eating is not allowed elsewhere in the building.* The basement and the second floor are designated quiet zones with tables and individual study carrels.

Computers, scanners, and printers. Five computers are available for individual use on the first floor. The basement and the second floor each have one additional computer. In peak times, priority use may be given to library research and class-related projects.

Two networked printers, two scanners, and one photocopier are located near the Circulation & Information Services Desk. Print and copy charges are indicated on the machines. Students and

other library visitors are responsible for paying for print and copy costs. The Library encourages using scanners to reduce paper.

Copyright Notice: The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.

HOURS AND CONTACT INFORMATION

Library Hours

Library operating hours vary throughout the year, depending upon what educational offerings are in session. Hours vary for Reading Week, holidays, and during winter and summer intersessions. Library core hours (when professional services can be offered) during academic terms are Monday through Thursday, 8:30 am to 6:30 pm and Friday, 8:30 am to 4:30 pm.

On Tuesdays during the academic year, the Library is closed from 11 am – 12pm for campus chapel.

Library hours are posted on the website and on the front door to the building.

Contact Information

The Library at Wesley Theological Seminary
4500 Massachusetts Ave., NW
Washington, DC 20016

Circulation and Information Services
voice: (202) 885-8695
web: www.wesleyseminary.edu/library
email: library@wesleyseminary.edu

The Library website offers a staff directory with individual email addresses and direct telephone lines of Library staff. (The library@ email address reaches all librarians.)

What Do We Provide?

LIBRARY RESOURCES

REGULAR LIBRARY HOLDINGS

Circulating Collection

The circulating collection (books which can be checked out) is open stacks and self-service. Users will find print materials on the second and basement floors of the Library. As of May 2008, the Library began the use of two classification schemes to organize the collection, Decimal Dewey Classification and Library of Congress Classification. Books with Library of Congress call numbers are shelved in LC Collection located in the compact shelving area on the basement floor.

Second Floor (upstairs)

Call numbers 001-258

D.Min. project papers

Basement (downstairs)

Call numbers 259-699

LC Collection

Annex and Annex Corridor (downstairs)

Call number 700s (Annex Corridor)

Call number 800-799

Oversize Dewey

Some Reference

Reference Collection

The Reference collection is an open stacks collection that includes materials such as dictionaries, encyclopedias, indexes, abstracts, bibliographies, and other resources. The majority of the Library's Reference collection is located in the Learning Commons, but a secondary collection is in the Basement Annex. Reference materials do not circulate and must be used in the Learning Commons.

Serials

Current print periodicals and journals are in the Learning Commons; older issues are in compact shelves in the basement. Bound periodicals with titles beginning with "METHODIST" are in the Basement Annex. These resources do not circulate. The Library subscribes to a

number of journals in online-only subscriptions, which are available through the Library's website. For more information, visit <http://wesleyseminary.libguides.com/journals>.

Online Resources

The Library provides access to a variety of electronic resources, including e-journals, e-books, research databases, and other resources. On-campus access does not require a log-in, but off-campus access requires log-in credentials. For more information, visit the Library's E-Resources guide: <http://wesleyseminary.libguides.com/eresources>

Doctor of Ministry Project Papers (D.Min. theses)

Each Doctor of Ministry thesis, or project paper, from 1970-2011 was bound and is stored at the Library for archival purposes. These copies are indicated in the Library catalog as STORAGE (Does Not Circulate). Please request the copy at the Circulation & Information Services Desk.

Copies of project papers from 1980 to 2011 are bound and held in the circulating collection. (They are currently located on the second floor of the Library.)

In 2011, the Library began systematically scanning new project papers and providing electronic access to them through the Theological Research Exchange Network (TREN). Project papers from 2012 through 2018 are only available in digital format via TREN.

In 2019, the Library initiated a local institutional repository (IR), called WesleyIR. D.Min. project papers from 2019 onward are available via the WesleyIR. (Older papers currently available through TREN are scheduled to be archived and available to the Wesley community via WesleyIR.)

For more information about searching and accessing D.Min. project papers, please visit: <http://wesleyseminary.libguides.com/dmin>

Media Resources

The Library has a collection of multimedia resources (audiocassettes, slides, videotapes, DVDs, music CDs, and multimedia CDs) on a range of topics. They are stored in the Media Resources Room on the second floor of the library. Users may listen to or view the material in the Library using the available equipment. Users may also check out such materials.

Conference Journals

The Library collects Conference journals of the United Methodist Church and predecessor bodies. Please ask for assistance in locating the individual journals. These items do not circulate.

Microforms Collection

The Library has both microfiche and microfilms available for users. The microforms consist of older works, periodicals, and journals. Microforms do not circulate. However, users may make print copies of microform documents.

SPECIAL COLLECTIONS

The Library's Special Collections consist of books and other items with historic or intrinsic value. Access to these collections may be restricted. These resources do not circulate.

Faculty Authors Collection

The Faculty Authors Collection consists of monographs or works written by faculty at Wesley Theological Seminary. It is located in the Learning Commons. These items may be browsed. Copies that can be checked out are located in the Circulating collection.

Rare Books

The Rare Books collection consists of rare Bibles, hymnals, and publications of certain historical figures such as John Wesley. The collection is closed to the public. Use of materials in the collection is restricted. Persons wanting access to the collection should speak with the Library Director.

John D. Godsey Collection

The Godsey collection consists of books and documents from the personal library of Dr. John D. Godsey, Professor Emeritus, Systematic Theology. The focus of the collection is material regarding the German Church Struggle, 19th- and 20th-century German Theology, Karl Barth, and Dietrich Bonhoeffer. The collection is closed to the public. Use of materials in the collection is restricted. Persons wanting access to the collection should speak with the Library Director.

Methodist History Collection

The Library maintains a collection of many United Methodist annual conference journals as well as journals of predecessor bodies. These and other historic Methodist materials are in the Methodist History Room and are available for use upon request during most daytime Library hours. Conference journals do not circulate; photocopying of older journals may be restricted.

Bound periodicals with titles beginning with "METHODIST" are in the Basement Annex.

How Can We Help You?

SERVICES

The Library offers a wide range of services in support of theological education and research. Our immediate concern is support of Wesley faculty, staff, and students, but we also provide services to members of the broader Wesley community and to our partners in teaching in learning. The general public may visit our Library to use our resources for the purposes of theological study.

RESEARCH SERVICES AND INFORMATION LITERACY

Theological libraries — like libraries in secular institutions of higher education — have been transformed by changes in information technology and the publishing industry. As more information is becoming more accessible, theological research adapts to new tools and techniques for accessing and assessing information and research. Although we want members of our community to become independent life-long learners, and we believe that this involves becoming independent *researchers*, we realize that this skill is not always easily developed.

To this end, Librarians are happy to help with a range of questions, from simple directional questions (“where is the LC collection?”) to research guidance and consultations. We are available to answer patron questions regarding the Library's collections and policies in person, or via email or telephone. Appointments are generally not necessary for basic assistance with Library resources.

Librarians are also available to provide in-depth research assistance, including tutorials on using databases and other research tools and guidance with research projects. If a librarian determines that more assistance is necessary than can be given on a walk-in basis, a Research Consultation may be scheduled. In addition, the Library Director or other staff librarians are available to speak to groups or classes and provide instruction on tools and techniques for theological research. Please send email to library@wesleyseminary.edu.

BORROWING AND ACCESS PRIVILEGES

Eligibility for Privileges

- **Students at Wesley Theological Seminary**, including Masters, Doctor of Ministry, Nondegree, and Course of Study students, must present a valid WTS student ID in order to obtain, renew, or use borrowing privileges. Privileges will not be renewed for students whose names are on the Business Office stop list or have outstanding Library fines.
- **Students and faculty from American University** must present a valid AU ID card. Privileges must be renewed each term.

- **Students and faculty from the schools of the Washington Theological Consortium** must present a valid ID card from their home school and a Consortium Borrowing Form, also signed by the student’s home school. These privileges must be renewed on a semester basis.
- **Wesley faculty and staff** privileges are concurrent with their time as Wesley employees, but must be renewed on a semester basis.
- Members of the wider Wesley Theological Seminary community, including members of the **WTS Board of Governors** and **Spouses or Domestic Partners of WTS faculty and students** should contact Library staff to establish borrowing privileges. These privileges must be renewed on a semester. Members of the Board of Governors may also contact the President’s Office.
- Local clergy, faculty/graduate students from seminaries and universities (other than American University or the Washington Theological Consortium), students at schools who participate in the Atla Reciprocal Borrowing Program, and other independent researchers are eligible to apply for **Special Researcher** status. Special Researcher status is contingent upon approval by the library director and has a \$150 annual fee, with the following exceptions:
 - The fee is reduced to \$100 for graduate students, who must provide proof of enrollment when applying for privileges. This fee is waived for students enrolled at schools that participate in the Atla Reciprocal Borrowing Program.
 - The fee is reduced to \$50 for local clergy (whose home or ministry setting is within a 50-mile radius of Washington, DC), who must provide proof of their authorization for ministry when applying for privileges. This fee is waived for individuals with appointments in the United Methodist Church.

All privileges must be renewed on an annual basis. Outstanding fines or other factors may have an impact on eligibility for services.

- **Visitors** with no other ecclesiastical or institutional affiliation (as listed above) are welcome to visit the Library for in-house use of our resources — contingent upon availability or use by other patrons — for the purpose of theological study.

Library Hours for Visitors

While the library welcomes visitors, its resources are intended for the support of theological research and teaching at Wesley Theological Seminary. Building access and resource use is given priority to the library's regular patrons, including seminary faculty, staff, students and administration, formal guests of the seminary, special researchers, and members of [American University](#) and the [Washington Theological Consortium](#).

Visitors are welcome to use the library for theological research during the seminary's regular business hours of Monday through Friday, 8:30 a.m. to 4:30 p.m.

Patron Privileges

Registered patrons at the Library have access to a variety of resources. All registered patrons may borrow books from the Library, but other resources may be restricted based upon patron category. Please see *Table 1: Borrowing and Access Privileges* for a summary of privileges and their details.

Borrowing Terms. The number of items which patrons may borrow and the length of their borrowing terms (for books and multimedia materials) depend upon patron category. Please see *Table 1: Borrowing and Access Privileges* for details.

Remote (Off-Campus) Access to Online Resources. By contractual agreement with publishers and information providers, remote access to e-resources is limited to Wesley students, staff, and faculty. For information on how to access online resources remotely, visit: <http://wesleyseminary.libguides.com/eresources> [*off-campus* tab].

E-books: By contractual agreement with publishers and information providers, access to e-books is limited to Wesley students, staff, and faculty. For information on how to access e-books, visit: <http://wesleyseminary.libguides.com/eresources> [*e-books* tab].

Partner Libraries. The Library maintains cooperative relationships with a variety of research libraries, including American University and the libraries of the Washington Theological Consortium.

- *Bender Library at American University:* Wesley students, staff and faculty can obtain borrowing privileges at the Bender Library (www.american.edu/library).
- *Washington Theological Consortium:* Wesley students and faculty can also obtain borrowing privileges at the libraries of the Washington Theological Consortium (<http://washtheocon.org/libraries>). Please see a Wesley librarian for authorization (each semester) before visiting WTC libraries.

Interlibrary Loan (ILL) and Document Delivery. Interlibrary Loan and Document Delivery privileges are restricted to Wesley students, staff, and faculty. (Fees may apply.) For more information on how to use ILL, please visit: <http://wesleyseminary.libguides.com/ILL>.

TABLE 1: BORROWING AND ACCESS PRIVILEGES

Patron Group	Loan Period: Books	Loan Period: Multimedia	Maximum # of Items	ILL	Remote Online Resources		AU borrowing	WTC ³ borrowing
American University								
Faculty	Term	14 days	25 items	N	N		-	N
Students	28 days	7 days	25 items	N	N		-	N
Staff	28 days	7 days	25 items	N	N		-	N
Wesley Theological Seminary								
Faculty (including Visiting)	Term	14 days	150 items	Y	Y		Y	Y
D.Min. Students	Term	14 days	75 items	Y	Y		Y	Y
Masters Students	Term	14 days	75 items	Y ¹	Y		Y	Y
Nondegree Students	Term	14 days	75 items	Y ¹	Y		Y	Y
Staff	28 days	7 days	25 items	Y ¹	Y		Y	N
Alumni	28 days	7 days	25 items	N	Y ²		N	N
Seminary Community ⁴	28 days	7 days	25 items	N	N		N	N
Washington Theological Consortium								
Faculty	28 days	14 days	25 items	N	N		-	N
Students	28 days	7 days	25 items	N	N		-	N
Other Borrowers								
Special Researcher ⁵	28 days	7 days	25 items	N	N		N	N

1. Interlibrary Loan (ILL) and Document Delivery: Fees may apply.
2. Alumni remote access to e-resources is limited to ATLASerials PLUS.
3. Washington Theological Consortium: Eligible Wesley patrons must see a Wesley librarian (each semester) for authorization prior to going to a WTC library.
4. Wesley Theological Seminary Community members include members of the WTS Board of Governors and Spouses/Domestic Partners of seminary Faculty and Students.
5. Special Researchers include local clergy, students at schools that participate in the Atla Reciprocal Borrowing Program, and other individuals granted borrowing and access privileges. See "Eligibility for Privileges" in the *Handbook*. Annual fees may apply.

CIRCULATION & COURSE RESERVES

Patron Registration

While anyone may use library resources in house, only registered library patrons are granted circulation or other privileges. Patrons may sign up for circulation privileges at the Circulation and Information Services desk, provided they meet the requirements previously stated in the “Eligibility for Privileges” section of this manual. All borrowers will need to present a valid ID at the time of registration and will be asked to provide contact information (i.e. mailing address, phone, e-mail) where they can be contacted by the library.

Borrowing Library Materials

Library patrons may check out materials at the Circulation & Information Services Desk. (A self-checkout station is also available.) Users will need to present their Wesley ID with the library barcode or the library card given them at library registration. A receipt listing the due date of materials is provided on request. Borrowing privileges are not transferrable, and the Library will not loan materials to individuals on any account other than their own, or allow other patrons to borrow books on behalf of other individuals. (The only exception is for individuals designated as Wesley faculty support.) For further information about loan periods and maximum number of books that can be checked out please see *Table 1: Borrowing and Access Privileges* above.

Renewing Library Materials

Library patrons may renew library materials as long as no one else has requested them. Renewed materials are subject to recall. Materials may be renewed two times before they must be returned to the Library. Users may renew materials in person at the circulation desk or online through the Library’s webpage.

- To renew materials online, visit the library’s homepage and go to “How do I ... see or renew my library books? Visit your library account.” Click “library account.” This takes you to Voyager, the library’s integrated library system.
 - Log into your account using your last name and Wesley ID number or library card barcode number.
 - Click the “My Library Account” link at the top of the page.
 - Check the box next to the materials to be renewed and then click the “Request Renewal” button.

- If Voyager does not renew an item, please contact the Library by telephone or email to resolve the issue.
- Circumstances under which users may not renew items include:
 - Outstanding fines or fees: \$25 or greater
 - Expired user registration.
 - Hold request placed by another user.
 - User has reached renewal limit.
 - Item belongs to the Multimedia collection for which renewals are restricted.

Placing Holds

If Library materials currently in circulation are needed by other patrons, a hold request may be placed at the Circulation and Information Services Desk. At the patron's request, library staff will place a hold on the item. Once the materials are returned to the library, they will be placed on hold for the requesting patron. The time between the request and the item being placed on hold varies depending on how long the book has been checked out, but averages about 2–3 weeks.

Course Reserves

Wesley Faculty may request that library materials be placed on course reserve at the Circulation and Information Services Desk so the materials will always be available for their students during the semester. For more information about placing materials on course reserve, please contact the Circulation & Information Services Desk at (202) 885-8695 or send an email to library@wesleyseminary.edu.

Course reserves are a **two-hour loan** for all patrons and may be renewed at the end of two hours unless another patron is waiting to use the materials. Fines for courses reserves are assessed for each hour that the item is overdue. If course reserve materials are checked out within two hours of when the library closes, the materials will be given an overnight loan period and will be due by one hour after the library opens the next day.

Returning Items

All library materials may be returned in person at the Circulation & Information Services Desk. Also, books returned after hours may be left in the book return at the Library's north entrance (facing the Wesley courtyard). A bill will be sent for overdue books left in the book drop.

Books may be returned by mail. The borrower is responsible for losses or damage. Mailed items will be considered returned as of the date postmarked on the package and any fines will be assessed based on this date.

In order to prevent damage, media resources should be returned in person.

For a complete breakdown of overdue fines and other fees, please see the *What Are Your Responsibilities? Policies and Fees* section (below).

INTERLIBRARY LOAN & DOCUMENT DELIVERY

InterLibrary Loan (ILL) and Document Delivery privileges are available for Wesley students, faculty, and staff. If there are materials needed by these patrons that are not currently owned by the library, Library staff will attempt to locate and borrow these materials from another library. While the Library does try to locate items that don't have ILL fees, the requesting patron may have to pay any charges that the lending library levies. Library patrons without access to ILL are encouraged to inquire at their home institution's library or at their local public library where they may have access to ILL services. Once an ILL item is available, the patron will be notified and the materials can be picked up at the Wesley Theological Seminary Library. We cannot mail items to you. All ILL materials must be returned to the Wesley Theological Seminary Library.

Please note that ILL requests typically take ten to fourteen days to be fulfilled but may take longer depending on the availability of the materials. Some materials may have use restrictions imposed by the loaning institution that require materials are used only in the Wesley library. ILL services may be limited during holiday and summer vacations.

For more information about ILL, or to submit an ILL request, please contact the Circulation and Information Services Desk or visit: <http://wesleyseminary.libguides.com/ILL>.

OTHER SERVICES

Room Reservations

Two rooms in the Library at Wesley Theological Seminary may be reserved to serve the teaching and learning needs of the Library and more broadly the educational mission of the Seminary. Each room has a minimum group size needed for reservations and a maximum occupancy. For a complete discussion of room reservation and use guidelines, see the Appendix: Room Use and Reservation.

Computers

Five public access computers are available in the first floor Learning Commons, while the second floor and basement each have one computer. Users may use the computers to access the library online catalog, electronic resources, e-mail, BlackBoard, and the Internet. Users may also use

the computers for word processing and document printing. In using the public computers, users are expected to adhere to the computing policy set forth by the seminary.

While computers may be used by members of the Wesley community for personal email, social media, etc., access to computers is given priority to theological research or educational purposes.

Study Carrels

During the academic year, students may reserve a study carrel for study space in the Library. Students must reserve study carrels at the Circulation Desk. Students wanting to keep books at the carrel and prevent them from being re-shelved must check them out at the Circulation & Information Services Desk.

Gifts

Donations of library resources have played an important and valuable part of collection development at the library, but acceptance of gift books has implications on labor, staff time, and library space. Gifts should conform to the teaching and learning needs of the seminary and are subject to the selection criteria of this collection development policy. Materials that are outside of the scope of the policy will not be accepted. For more information, see the Appendix: Gifts to the Library.

Book Sale

The Library maintains a small collection of donated and used books (located on the basement floor) that are for sale. Proceeds from the sale are used to support library services.

Where Else Can You Go for Research?

PARTNER LIBRARIES

The Library maintains cooperative relationships with a number of research libraries, including American University and the libraries of the Washington Theological Consortium. In addition, the Library participates in WorldCat, the world's largest network of libraries.

The Bender Library (American University)

Due to Wesley's relationship with the American University, Wesley students, staff, and faculty may borrow materials from the American University Library. Please take your validated Wesley IDs to the American University Bender Library and apply for borrowing privileges at the Circulation Desk.

Wesley students, faculty, and staff also have access to American University's online library resources, but this is restricted to *on-campus* access. (This is a normal procedure, dictated by database providers.)

For more information, visit www.american.edu/library.

Students and faculty from American University are also eligible for borrowing privileges at the Wesley Library. Please see *What Can We do for You? Services* (above) for a discussion of eligibility and privileges.

The Libraries of the Washington Theological Consortium

Wesley students and faculty may borrow books directly from the various libraries of the Washington Theological Consortium (WTC). Each semester before going to the WTC partner library, students and faculty will need to acquire a WTC Consortium Libraries Borrowing Form signed by a Wesley librarian. At the respective WTC partner library, students and faculty will need to present the signed form and a validated Wesley ID before direct borrowing privileges will be given. Please see any full-time Library staff member for assistance. For more information and a list of participating institutions and libraries, visit <http://washtheocon.org/libraries>

Students and faculty from WTC libraries are also eligible for borrowing privileges at the Wesley Library. Please see *What Can We do for You? Services* (above) for a discussion of eligibility and privileges.

InterLibrary Loan (ILL) and WorldCat

WorldCat is the world's largest network of library content and services. Through WorldCat, you can view the holdings of public, academic, and special libraries across the world. In addition to

searching library holdings, if you are on campus you can use WorldCat to request items through InterLibrary Loan (ILL) and Document Delivery Service.

For more information about ILL, visit our InterLibrary Loan and Document Delivery Services page at <http://wesleyseminary.libguides.com/ILL>.

For more information about WorldCat, visit www.worldcat.org.

What Are Your Responsibilities?

POLICIES & FEES

GUIDELINES FOR LIBRARY ACCESS AND USE

All Library users (including walk-in visitors, and registered patrons from other institutions) are subject to policies and regulations which are designed to maintain a comfortable and safe environment for Library users, to ensure fair treatment of all members of the community, and to protect Library resources.

For a list of guidelines regarding behavior and activity while in the library, please see the Appendix: Guidelines for Use.

For a discussion regarding library visitors and guests and their access to the library, please see the Appendix: Library Access Use and Resource Guidelines.

The Library has the right to ask individuals whose behavior is inappropriate to leave the library. The names of Washington Theological Consortium and American University faculty or students who engage in such activities will be reported to the head librarian and/or academic dean of the home school.

FINES & FEES

Overdue Fines

Item	Daily Fine per Item	Maximum per Item ¹	Grace Period ²
Books	25 cents/day	\$10	3 days
D.Min. Project Papers	50 cents/day	\$40	3 days
Media resources	\$1/day	\$20	3 days
Course Reserves ³	25 cents/hour	\$40	none
Equipment	50 cents/day	\$10	none

1. The maximum fine per item for books and D.Min. projects is incurred after the item has been overdue for 40 days.
2. Books returned within the grace period will not incur fines. Once the grace period is over, fines are charged for each day the item is overdue including the grace period.
3. Fines for overnight course reserve loans start accruing one hour after the Library opens.

Lost or Damaged Item Replacement Fee

Lost or damaged items are assessed a fee of \$97 per item. This fee includes the replacement cost of the item and a \$30.00 processing fee.

- Items are automatically considered Lost when they are more than 40 days overdue; this overdue fine may still be added to the borrower account. If an item is declared Lost and then returned, the \$97 fee may be waived if the item is in good shape and a replacement has not already been ordered.
- Items are assessed for damage as they are returned. Items considered damaged beyond the usual wear and tear given a book's age and length in the library may need to be replaced. Items which are marked up by users (e.g., pencil, pen, or highlighter notes) are considered damaged and may need to be replaced per the Library's discretion.
- Item replacements from patrons will not be accepted.

Library privileges may be discontinued if financial obligations to the library are not paid.

Faculty and Staff Borrowers

Faculty and staff at Wesley Theological Seminary are not charged overdue fines, but are held responsible for lost or damaged item replacement fees.

PARKING

Visitors who drive to campus may obtain a temporary parking pass at the Circulation and Information Services Desk, space permitting.

Additional parking is available on University Drive and on Massachusetts Avenue NW. (Please pay attention to signage/meters for local parking restrictions.)

Because of limited parking options on campus, there are a variety of ways visitors are encouraged to reach campus:

- Wesley Theological Seminary is close to the **Washington Metro** via the Tenleytown station on the Red Line and on several Metrobus lines. For more information about Metro and bus options, please consult <http://www.wmata.com>
- The Ward Circle/American University **Capital Bikeshare** station is located just a two minute walk from the Seminary. For more information please consult: <http://capitalbikeshare.com>



Library Access and Resource Use Guidelines

THE LIBRARY AT WESLEY THEOLOGICAL SEMINARY

The Library serves the teaching mission and ministry of Wesley Theological Seminary. While the Library welcomes visitors, its resources are intended for the support of theological research and teaching. It is not a public library. Building access and resource use is given priority to the Library's regular patrons. All Library users are subject to Library regulations. Library staff and administration have the authority to ask any Library user whose behavior is inappropriate or not compatible with these regulations or the primary purpose of the Library to leave the Library. These guidelines establish who may use the Library, the conditions for that use, and the priorities for use of Library resources.

Regular Patrons

Regular Patrons of the Library have access to the Library building and use of its resources during the Library's regular operating hours. Regular patrons include (1) current staff, faculty, administration, and registered students at Wesley Theological Seminary, as well as Wesley alumni; (2) current staff, faculty, and students of Wesley's educational partners, including American University and the seminaries of the Washington Theological Consortium; or (3) Special Researchers of the Library, including those individuals who have been granted borrowing privileges by the Library, as approved by the Library Director.

Library Guests

Although the Library's main purpose is to serve the teaching and learning needs of Wesley Theological Seminary, guests are welcome to visit the Library and use its resources. All Library guests must check in at the Library's Circulation and Information Services Desk.

Library guests may access the Library building and use its resources during the Library's regular operating hours if they are (1) individuals invited by Seminary staff, faculty, or administration; or (2) individuals who are on campus formally conducting seminary business, including qualified prospective students who are guests of the Admissions Office.

Library Visitors

Library visitors who do not qualify for any of the regular patron categories or who are not formal guests of the seminary may use the Library and its resources for theological research at the discretion of the Library Director and only during the Seminary's regular business hours (Monday through Friday, 8:30 am to 4:30 pm). Visitors who wish to conduct theological research at other times may do so only at the discretion of the Library Director. During peak periods, library resources will be given priority access to regularly registered patrons.

Library staff and administration reserve the right to ask visitors to leave the Library at any time during their visit.



Guidelines for Library Use

THE LIBRARY AT WESLEY THEOLOGICAL SEMINARY

Library resources and space are governed by the Seminary's Covenant of Professional Ethics and Behavior, including the Covenant of Stewardship, which addresses financial accountability and use of Seminary property. All Library users (including visitors) are subject to Library regulations.

- **Outstanding Fines and Fees.** Library privileges may be discontinued if financial obligations to the library are not paid.
- **Conversation.** Please be mindful of other patrons and maintain your conversation at a low to moderate level in the Learning Commons (the first floor). The Basement and Second Floor are designated Quiet Zones.
- **Mobile Devices.** Do not use your mobile device for voice conversations anywhere in the Library. Turn them to silent or vibrating alert, and use them for data or messaging services only.
- **Music, Movies, and other Audiovisual Media.** If you intend to listen to audio or watch video on any devices (smart phones, laptops, etc.), please use headphones.
- **Food and Drinks.** Library users may eat (or have open) food only in the Lounge. Drinks are permissible throughout the Library, but in covered containers.
- **Care of Library Resources.** Do not highlight, mark, write, or otherwise deface Library materials.
- **Copyright.** Library users are responsible for observing copyright laws while using Library resources and equipment, including computers, scanners, and photocopiers.
- **Younger Visitors.** Children or adolescents are allowed in the Library, but an adult must accompany them at all times. Supervise your children to ensure that they are not engaging in disruptive or distracting behaviors.
- **Mutilation or Theft.** Persons found guilty of mutilating or stealing library materials will have all borrowing privileges revoked, and replacement/processing fees will be levied.
- **Personal Belongings.** The Library is not responsible for your personal belongings, including coats and bags. Please do not leave them unattended for any length of time.

The Library has the right to ask individuals whose behavior is inappropriate to leave the library.



Room Use & Reservations

THE LIBRARY AT WESLEY THEOLOGICAL SEMINARY

Rooms in the Library (L-104 and L-105) at Wesley Theological Seminary may be reserved to serve the teaching and learning needs of the Library and the educational mission of the Seminary. If they are not otherwise reserved, these rooms are available for walk-in use.

Guidelines for Use of Library Rooms

The Library's standard Guidelines for Use also apply to these rooms, unless otherwise noted or unless special exceptions are made by the Director. Please note the following:

- No food is allowed in the rooms.
- Beverages are allowed in covered cups.
- If you need a room for video conference purposes (e.g., Skype), please consult Library staff.
- Please be aware that sound carries outside the rooms. In particular:
 - Be mindful of other Library patrons while you are entering or leaving the rooms.
 - Use headphones with audio devices (including laptops and mobile phones).
 - Turn telephones to silent or vibrate, and restrict their use to text/data.

These guidelines are in place to respect and support the study needs of all Library users and to safeguard Library resources.

Reservation Requests

Each room has a minimum group size needed for reservations and a maximum occupancy.

Room Name (and Location)	Min # to reserve	Max Occupancy
Seminar room (L-104)	4	8
Classroom (L-105)	6	12

The Library will not make reservations for groups larger than the maximum occupancy or allow for occupancy that exceeds the limit.

To reserve either room, please send email to library@wesleyseminary.edu or call the Library (202-885-8695). Library staff will need the following information to process your request:

- Day and time.

- Contact information.
- Purpose. (For example, “Study group.” This information is used for prioritizing requests and for identifying the reservation on the printed calendar.)
- Group size.

When there are conflicting reservation requests, priority is given (in order) to:

1. Information literacy and educational technology instruction.
2. Special institutional programs, as determined in conjunction with the Library Director.
3. Classroom requests.
4. Institutional requests, made by Seminary faculty, administration, staff, and student organizations.
5. Study (or other) groups.

Reservations can be made for any time the Library is open; the earliest daily reservation can start no earlier than fifteen minutes after the building opens, and the last reservation can extend no further than fifteen minutes before the building closes. In case of inclement weather or other unplanned Seminary closings, room reservations are automatically cancelled.

Walk-ins

A printed calendar will be available outside the doors to L-104 and L-105. If these rooms are not currently in use, Library patrons are welcome to use these rooms on a walk-in basis. For a walk-in group to reserve the room for its own use, it must meet the minimum group sizes indicated above.

Notice

Library staff reserve the right to modify or cancel reservations or request that groups moderate their noise level. Reservation requests which are determined to be a higher priority than an already established reservation may result in the rescheduling or cancellation of the previously established reservation. (Library staff will attempt to find other suitable space in the Library in such a situation.)



Special Collections Request Form & Conditions of Use

THE LIBRARY AT WESLEY THEOLOGICAL SEMINARY

The **Rare Book Collection** consists of rare Bibles, hymnals, publications of certain historical figures such as John Wesley, and similar items. The collection is closed to the public.

The **John D. Godsey Collection** consists of books and documents from the personal library of Dr. John D. Godsey, Professor Emeritus of Systematic Theology. The focus of the collection is material regarding the German Church struggle, 19th- and 20th-century German theology, Karl Barth, and Dietrich Bonhoeffer. The collection is closed to the public.

The **Methodist History Room** contains journals, conference proceedings, and other historical records of the Methodist Church. The collection is closed to the public.

Researcher Information

Name: _____
Address: _____

Telephone: _____
Email: _____

Item Request (5 items maximum)

Author/Title: _____
Call Number: _____

Author/Title: _____
Call Number: _____

Author/Title: _____
Call Number: _____

Author/Title: _____
Call Number: _____

Author/Title: _____
Call Number: _____

Conditions of Use

Patrons who wish to use items from the Library's Special Collections must abide by the Conditions of Use, which are designed to preserve and protect these special resources.

1. Items and materials from the Rare Book Room, Godsey Collection, and Methodist History Room must be used in the location designated by Library staff.
2. Readers are requested to wash and dry their hands prior to using items.
3. No food or drink (including gum or drinking water) may be consumed while using items.
4. Readers are allowed to use only paper, pencils, and laptops while working with items. Ballpoint pens, fountain pens, or other types of ink pens may not be used with or near items.
5. Paperclips, post-it notes, or other materials may not be placed on or in a rare book. Readers will be provided with strips of acid-free paper to use as bookmarks and if needed to hold the book open.
6. Do not lean or rest on the tops of books while using them. These items may not be placed face down on a table or desk. Use only the minimum pressure necessary to open a book, turn a page, or keep the item open.
7. Materials from the Rare Book collection should be laid flat on a table if the binding permits.
8. Avoid touching the surface of the print or manuscript pages as much as possible. Use paper strips (provided) between your fingers and the items for long-term contact.
9. Rare books may not be photocopied or scanned. Items from the Godsey Collection or Methodist History room or other Special Collections may be copied at the discretion of the Library staff.
10. You may not photograph any items without Library consent.
11. Please notify Library staff of any evidence of insects, mold, or unusual deterioration.
12. Return the items to the Library staff if it is necessary to leave your designated area for any length of time.

Acknowledgement

By my signature below, I affirm that I have read, understand, and agree to the Rare Books and Special Collections Policies and Conditions of Use:

PRINTED NAME / SIGNATURE

DATE



Gifts to the Library

THE LIBRARY AT WESLEY THEOLOGICAL SEMINARY

The Library at Wesley Theological Seminary recognizes the value of book and other donations to the overall strength and character of our collections and is grateful for the generosity of donors who have contributed to the Library throughout the seminary's history.

Gifts Policy

The Library does not accept unsolicited books or other print/media resources as gifts. As acceptance of gift books has implications on labor, staff time, and library space, potential gifts are evaluated in light of the Library's broader collection development plan, are subject to the same selection criteria used for the acquisition of new items, and should conform to the research and educational needs of Wesley Theological Seminary.

Certain items are not accepted, including: periodicals (e.g., journals or popular magazines); duplicate copies of items in the collection; outdated or superseded reference materials; general encyclopedias; outdated media (e.g., VHS, cassettes, or photographic slides); items that are in poor condition or are extensively marked up.

Procedures

If you have books or other resources which you would like to donate to the Library, please contact the Director. For books, please provide a list of books which includes author, title, and publication year. Gifts of books and other library materials are accepted upon the discretion of the Library Director. The Library is not obligated to accept unsolicited gifts.

Items that are accepted become the property of the Seminary. Donors are requested to sign a waiver that transfers ownership of gift books to the Library. The Library will send a statement to the donor indicating the number and kinds of items received but does not assign any monetary value to the gift. Internal Revenue Service regulations may require that potential donors acquire an independent appraisal of gift materials before giving them to the library. The Library does not maintain or provide an itemized list of gifts received.

Special Collections (including Rare Books and Archival Materials)

Please contact the Library Director regarding items which could qualify as special collections, including rare books and/or archival materials. If you wish to donate prints or artwork, please contact Dr. Aaron Rosen, Director of the Henry Luce III Center for the Arts & Religion at Wesley Theological Seminary (arosen@wesleyseminary.edu).

For More Information

Please contact the library at library@wesleyseminary.edu.

LIBRARY GIFT AGREEMENT
THE LIBRARY AT WESLEY THEOLOGICAL SEMINARY

The Library at Wesley Theological Seminary recognizes the value of book and other donations to the overall strength and character of our collections and is grateful for the generosity of donors who have contributed to the Library throughout the seminary's history. Gifts should conform to the teaching and learning needs of the seminary and are subject to the selection criteria of the Library's collection development plan:

1. Gifts of books and other materials are accepted upon the discretion of the Director of the Library. The library is not obligated to accept unsolicited gifts.
2. Items that are accepted become the property of the seminary. No guarantee shall be made that any specific gift item shall be added to the collection, nor can restrictions be placed upon gift items. The library has the right to retain, use, sell, donate, or otherwise dispose of gift materials at any point after receipt of the item.
3. The following items are not accepted:
 - a. Periodicals (e.g., journals or magazines)
 - b. Duplicate copies of books in the collection
 - c. Outdated or superseded resources
 - d. General encyclopedias or dictionaries
 - e. Outdated media or technology
 - f. Items in poor condition or extensively marked up
 - g. Vanity press or self-published works
4. The library will send a statement to the donor indicating the number and kinds of items received but will not assign any monetary value to the gift. Internal Revenue Regulations may require that potential donors acquire an independent appraisal of gift materials before giving them to the library.
5. The library will not maintain an itemized list of gifts received.
6. Gift books that are in poor condition or are moldy or dirty will not be retained.

Thank you for your generosity and your contribution to the mission and ministry of the Library at Wesley Theological Seminary.

The undersigned agrees to the conditions stated above and transfers full ownership of donated books to the Library at Wesley Theological Seminary, with no restrictions on use or final disposition.

PRINTED NAME

SIGNATURE / DATE

ADDRESS