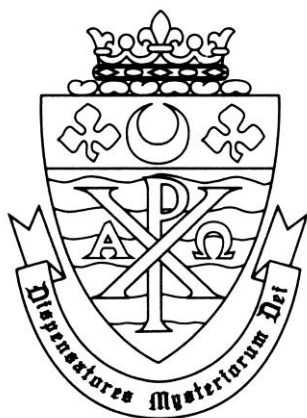


GUIDEBOOK

TO THE

MSGR. JAMES C.

TURRO LIBRARY



IMMACULATE CONCEPTION SEMINARY
SCHOOL OF THEOLOGY

2008-2009

<http://theology.shu.edu/semlib.htm>

WELCOME TO THE SEMINARY LIBRARY.

Welcome to the Monsignor James C. Turro Library. This is the research library for Seton Hall University's Immaculate Conception Seminary/School of Theology. You will find here more than 60,000 books and 400 periodicals. For the beginner in theology we have a reference section containing such basic tools as biblical dictionaries and theological encyclopedias and guides to periodical literature. For the advanced scholar we have critical editions of the major biblical and theological sources in their original language, polyglot bibles like the *Biblia Complutensis* and classic collections of patristic literature such as Migne and *Corpus Christianorum Latinorum et Graecorum*. For pastoral ministers we have catechetical resources such as videos and recordings. Our staff is skilled in the most up to date research techniques and our library features modern computer technology including wireless network access. Even for the casual visitor there are various objects of interest to be viewed: our collection of religious art and historic maps, antiquarian and historic objects ranging from 1st century Roman nails, and the first Chippewa Bible, to handbooks from the most recent papal election and, in our rare book room, a survey exhibit of the textbooks from 150 years of theological education here at Immaculate Conception Seminary. I hope you will enjoy your visit or time of study with us.

--- Rev. Lawrence B. Porter, Ph.D., Director

The members of our library staff are:

Fr. Lawrence Porter, Ph.D., Director
973-761-9584

Ms. Stella Wilkins, M.A., M.L.S., Librarian
973-761-9198 email: wilkinst@shu.edu

Sr. Concetta Russo, Librarian
973-761-9584 email: russocon@shu.edu

Mr. Andrew Brenycz, Library Assistant
973-761-9336 email: brenycan@shu.edu

Mrs. Julie Alam – Volunteer

SPRING AND FALL SEMESTER HOURS OF OPERATION:

Monday	9:00a.m. – 10:00p.m.
Tuesday	9:00a.m. – 10:00p.m.
Wednesday	9:00a.m. – 10:00p.m.
Thursday	9:00a.m. – 5:00p.m.
Friday	9:00a.m. – 5:00p.m.
Saturday	10:00a.m. – 4:00p.m.

Please note: *There are no Saturday hours on a holiday weekend.*

Holidays (Library is closed)

Labor Day
Election Day (Presidential)
Thanksgiving Recess
Christmas Recess
New Year's Day
Martin Luther King, Jr. Day
Presidents' Day
Holy Thursday, Good Friday, & Easter Monday
Memorial Day
Independence Day

Please Consult the Academic Calendar for dates.

N.B.: *Special Circumstances sometimes require that slight changes be made in this schedule.*

Adjustments will be posted at the main entrance of the Seminary library.

*** Absolutely **NO** Food or Drink is allowed in the Library.

Walsh Library hours can be found at: <http://library.shu.edu/hours.htm>

ACCESS AND BORROWING

While we want to make this seminary library an accessible and inviting place for serious students of theology, we must also take care for the preservation of the collection. This means that while we are happy to grant access to most inquirers, we must be somewhat restrictive regarding borrowing privileges. This policy statement outlines the criteria upon which we base admission to and borrowing from this library.

Since this library was created to support the undergraduate and graduate degree programs of the Immaculate Conception Seminary/School of Theology, access to our collection and the privilege of borrowing materials from it are normally limited to students and faculty (full-time and adjunct) of this seminary/school of theology. The seminary library is, however, always open to other Seton Hall University faculty. They can readily enter and borrow from the collection by simply presenting their faculty identification card at the circulation desk and filling out the information requested in the Visitor Registration Book. The undergraduate religious studies program at Seton Hall University is well supplied by the religious entries in the university's Walsh Library. Nevertheless, it is understandable that undergraduate students here and students in the other graduate programs at Seton Hall will occasionally need to use the resources of our collection here at the seminary library. To do this they must obtain a Courtesy Card Pass from Seton Hall University's Walsh Library Reference Desk. When presented to the clerk at the circulation desk at the entrance to the seminary library, this pass will provide the student admission to the seminary library to consult the materials in our library and, when necessary, to borrow books. Students enrolled in the School of Theology's Bachelor of Arts program in Catholic Theology, however, need no referral but need only to present their university identification card for admission and use of all the seminary library resources. Students and faculty of other colleges and universities are also invited to visit this seminary library. They can readily obtain admission to the seminary library by presenting their school identification card at the circulation desk at the entrance to the seminary library and signing the Visitor Registration Book. However, the only way a student or faculty member of another university or college can borrow a book or other materials from this seminary library is by requesting an inter-library loan through their own college or university library.

Scholars from educational institutions outside the United States are also welcome to visit and use our collection. They are given entrance upon presentation of identification and filling out the information requested in the Visitor Registration book. To obtain borrowing privileges, however, foreign visitors must write in advance to the director of this seminary library making clear their research needs, the period of time they will be using the library, and describing in general terms the materials they will be borrowing. When borrowing privileges are granted to foreign scholars there will also be required a \$100 deposit, refundable when all loaned materials are returned.

Alumni or alumnae of this seminary/school of theology are also most welcome to return to use the collection. However, to secure admission they must first obtain an identification card from the Alumni/ae Affairs Office (2nd floor of the Ring Building). Return of borrowed materials will be monitored and excessive tardiness or failure to return loaned materials will result in suspension of borrowing privileges.

As for the general public: this seminary library is not a public or parish library. People who are not registered students or faculty of this or another university are not normally allowed to enter the seminary library. In rare circumstances, however, a member of the general public might be given access to the seminary library. Such admission is at the discretion of the library director or senior staff and is allowed only after the visitor has presented some form of identification and filled out the information required in the Visitor Registration Book, namely, name, title or occupation, home address and home phone number. The circulation clerk will note in the same Visitor Registration Book the date and time of the visitor's entrance and departure. Under no circumstances is such a visitor accorded borrowing privileges.

Finally, no borrower is ever allowed to charge out more than five items at any one time.

3/26/07

LENDING POLICY:

*** Only SHU Faculty and registered SHU students with a valid SHU ID card have full access to the library with borrowing privileges. All others are considered visitors and are requested to sign the Visitor's registry. While visitors are welcome to read and research, there are no borrowing privileges for visitors.

Check out times for Library Materials are as follows:

- Circulating books: Students – 28 days, 1 renewal
Graduate Students – 60 days, no renewal
Faculty and Staff – 90 days, no renewal
Overdue books may not be renewed.
- Reference Books, Periodicals, and Bound Thesis are Non-Circulating and should not be removed from the Library.
- Videocassettes and DVDS are 3-day loans – not renewable.
- Compact Discs are 14-day loans – not renewable.
- Reserve Shelf books are to be used only in the Library.
(With permission from the instructor, they may be taken out near to closing time, provided they are returned by 9 am.)

There is a 5 book limit, per visit.

Silence is to be observed in the library reading room at all times. Personal conversations and group discussions should be held in the commuter lounge.

Special note: Seminary Students with SHU ID cards may use Walsh Library.

OVERDUE POLICY

Overdue notices and statements of fines and fees are sent via email on a regular basis to all patrons with Seton Hall email addresses. You are responsible for checking your email for these notices.

If after this four-week period the book(s) is not returned, it will be assumed lost:

- 1) A statement will be sent for the lost book(s) for a charge of \$50.00 per book.
- 2) If the book(s) is returned and long overdue, a maximum fine of \$40.00 per book will be charged.

LATE FEES:

There will be an overdue fee of 10¢ a day per book, \$1.00 a day per video and DVD, and \$1.00 a day per CD.

If the lost book(s) is in print, payment is for the cost of the book(s) and a \$25.00 processing fee per book.

If the lost book(s) is(are) out of print, there will be a \$50.00 flat fee per book.

This policy also covers audiotapes.

ONE COPY OF YOUR THESIS FOR PRESERVATION IN THE LIBRARY

Every student who writes a thesis for ICS must present to the seminary library for binding and storage one, un-bound copy of his or her thesis printed on cotton-rag paper rather than wood-pulp paper. Beware: most copier machines are filled with wood-pulp paper. So you will have to go and buy your own cotton-rag, sometimes called cotton bond, paper. Cotton bond paper produces a better printout than paper made from wood-pulp because the surface of cotton bond will hold the ink better. Moreover, cotton bond paper is superior in both strength and durability in comparison to wood-pulp paper which often contains high concentrations of destructive acids. Those acids cause wood-pulp paper to turn yellow and flake with age.

Cotton bond paper can be found at most stores that sell stationary and other office supplies. It is sold in the Seton Hall University Bookstore and at Staples, Office Depot, Office Max and Kinko's, to name just a few. Popular brands include Crane's, Southworth, and Eaton. Though most cotton papers contain a watermark, it is not necessary that your paper have one. Cotton bond paper is graded and priced according to the amount of cotton rag it contains: 25%, 50% or 100%. Of course, the more cotton the better, but 25% cotton bond will do well to preserve your thesis. However, the cotton bond you purchase must be white and measure 8.5" x 11.0".

DIRECTIONS TO THE UNIVERSITY LIBRARIES PORTAL

The University Libraries Portal is a great starting point for all research.

From <http://www.shu.edu> : click on Libraries on the menu on the left hand side of the page.

Or you may go there directly via <http://library.shu.edu>

Directions to various locations on the University Libraries Portal:

PALCI Ezborrow – located near the center of the screen
<http://library.shu.edu> under *Services*

List of Seminary Library Journals – Click on Databases on the main University Libraries page. Underneath the University Libraries logo there is a link to click on for Seminary Journals.

FACULTY RESERVES

Reserves are found in the library office and may be signed out at the Service Desk. Reserves are to be used only in the library, but may be taken out overnight with the instructors' permission. In such a case the item may be signed out before closing time, and must be returned the following morning within the first hour of opening.

Electronic Reserves or **E-Reserves** are found on the University Library website under "Services" "E Reserves and Reserves". Or accessed directly at <http://library.shu.edu/e-reserve-services.htm>

PALCI'S EZ-BORROW

Interlibrary Loans

The Pennsylvania Library Consortium, Inc. (PALCI) is a web gateway that allows for simultaneous searching of more than 50 academic libraries in the consortium. Many items found in PALCI can be directly requested by Seton Hall University users.

To access EZ-Borrow:

1. Go to the library's homepage, <http://library.shu.edu/>, and click on E-ZBorrow under Services, Interlibrary Loan;
2. Login in by entering your SHU ID number;
3. Click on the box "Searching/Requesting";
4. Enter your search term and click on "Begin Searching";
5. The screen "Combined Results" will appear.
6. Click on the "Request" button to request the item;
7. The "Create Request" screen will appear.
 - a. Verify the patron name and click on "yes";
 - b. Enter your email address for email notification.
8. Click on the button "Submit Request" and you will receive a confirmation number. You will also receive an email confirming your request.
9. If no items are found, click on the back button on your browser.
 - a. Click on the drop down menu and use "E-ZBorrow Group 2 of 3" or "E-ZBorrow Group 3 of 3";
 - b. If there are still no records found, see Library staff.

DATABASES

ACCESSING DATABASES FROM YOUR PERSONAL COMPUTER:

1. Go to <http://library.shu.edu>
2. Under Articles/Journals, click on “Databases”
3. Locate the title of the database you wish to use.
4. When prompted by the Seton Hall login in screen, log in with your SHU user id name and password.

Many of the databases have detailed help pages which are very helpful in saving time. Make use of them to optimize your database research experience.

Some databases require a separate password to access them. On the list of Databases page scroll down to **Journals requiring special IDs and passwords**. Login with your SHU user name and password. You will be taken to a page that lists the user names and passwords to access those particular periodicals.

Alumni can obtain a guest account which is valid for a 24 hour period to access the Seton Hall network and Library's electronic databases on campus. Seton Hall Alumni requesting a guest account must present a valid SHU Alumni Card and photo ID (such as a driver's license) at the Walk-Up Support Desk in Corrigan Hall. For more details please call 973-275-2222.

ATLAS

ATLAS is produced by the American Theological Library Association's Center for Electronic Resources in Theology and Religion. The *ATLAS* (American Theological Library Association Serials) project was created for religion scholars by religion scholars. It provides online versions of the entire runs of a core collection of more than fifty significant scholarly periodicals in the field of religion, most of which go back to 1949. It is an Abstract / Index database that provides only citations for information sources, and specific words that describe the information in that source.

There are helpful hints below the Search bar to help you navigate **ATLAS**. While you are searching if you need help there is a dropdown box in the upper right hand corner called "How do I...?"

ACADEMIC SEARCH PREMIER

ASP is designed specifically for academic institutions, is the world's largest scholarly, multi-disciplinary full text database containing full text for more than 4,500 publications, including more than 3,600 peer-reviewed publications. In addition to the full text, this database offers indexing and abstracts for all 8,025 journals in the collection.

BIBLE WORKS 6.0

BibleWorks is the premier original languages Bible software program. BibleWorks 6 comes with Greek, Hebrew, and Septuagint Bibles, as well as translations in English, German, Spanish, and many other languages.

The three computers in the Seminary Library have BibleWorks 6.0 installed on them. To start double-click the BibleWorks desktop icon. On screen instructions walk you through the use of the program.

EJS

EJS is the EBSCOhost *Electronic Journals Service*. It is a system of Electronic Journals (E-Journals), which leads to many full text articles or abstracts that Walsh Library and Seminary Library subscribe to.

ERIC

ERIC, the *Educational Resource Information Center*, provides access to education literature and resources. The database provides access to information from journals included in the *Current Index of Journals in Education* and *Resources in Education Index*. **ERIC** provides full text of more than 2,200 digests along with references for additional information and citations and abstracts from over 1,000 educational and education-related journals.

IBRR

IBRR is the online version of ATLA's *Index to Book Reviews on Religion*.

It is accessible by the URL <http://www.atla.com/ibrr>

Log in with Account name: IBRR1850

Password: cJ`6Cs+N (case sensitive)

From there you are brought to the search page with dropdown menus for the term searches.

For easy reference there is a Subject Guide link for all the subjects indexed in the **IBRR** towards the left of your screen.

LEXISNEXIS

LexisNexis is a popular searchable archive of content from newspapers, magazines, legal documents and other printed sources. Its primary customers are lawyers, journalists, and academics. News stories from the majority of English-language periodicals worldwide are available back to 1986, and there are a few articles available as far back as the mid 1970s. Lexis has a library of public records, which includes current mailing addresses for nearly every living person in the United States.

THE PATROLOGIA LATINA DATABASE

The *Patrologia Latina Database* is an electronic version of the first edition of Jacques-Paul Migne's *Patrologia Latina*, published between 1844 and 1855, and the four volumes of indexes published between 1862 and 1865. The *Patrologia Latina* comprises the works of the Church Fathers from Tertullian in 200 AD to the death of Pope Innocent III in 1216. The database contains the complete *Patrologia Latina*, including all prefatory material, original texts, critical apparatus and indexes. Migne's column numbers, essential references for scholars, are included. This service has been provided by the Immaculate Conception Seminary.

RELIGION CASE REPORTER

<http://www.paradigmpub.com/subscribers/>

The *Religion Case Reporter* compiles published state and federal court opinions that discuss religion or religious institutions. It is provided for student's use thanks to the Seton Hall Law School library.

N.B. Accessed through Rodino Library homepage. <http://law.shu.edu/library/>

USEFUL RESEARCH WEBSITES

Digital Librarian: Religion and Philosophy

<http://www.digital-librarian.com/religion.html>

Links to many online resources dealing with the wide ranging topics of Religion, Philosophy and links to many online Encyclopedias.

Hartford Institute for Religion Research at Hartford Seminary

<http://hrr.hartsem.edu/>

A website that has: Summaries of the latest national studies. Expert opinion from respected scholars. Fast Facts religious trends in America today. And topics ranging from Women Clergy, Practical Theology and Megachurches.

Intute; Arts and Humanities – Religion and Theology

<http://www.intute.ac.uk/artsandhumanities/religion/>

A free online service providing access to the best Web resources for education and research, selected and evaluated by a network of subject specialists.

Society of Biblical Literature

<http://www.sbl-site.org/>

Society of Biblical Literature's mission is to foster biblical scholarship. Their online electronic resources facilitate research and teaching. The site includes journals, books, language fonts, and tips on using technology for biblical studies.

Wabash Center Internet Guide to Religion

http://www.wabashcenter.wabash.edu/resources/guide_headings.aspx

A selective, annotated guide to a wide variety of electronic resources of interest to those who are involved in the study and practice of religion: syllabi, electronic texts, electronic journals, web sites, bibliographies, liturgies, reference resources, software, etc. The purpose of the Guide is to encourage and facilitate the incorporation of electronic resources into teaching.

**IMMACULATE CONCEPTION SEMINARY LIBRARY
LIBRARY OF CONGRESS CLASSIFICATION**

A – General Works.

B – Philosophy General.

BC – Logic.

BD – Speculative Philosophy.

BF – Psychology.

BH – Aesthetics.

BJ – Ethics.

BL – Religions. Mythology. Rationalism.

BM – Judaism.

BP – Islam. Bahaim. Theosophy, etc.

BQ – Buddhism.

BR – Christianity (General).

BS – Sacred Scripture.

BT – Doctrinal Theology. Apologetics.

BV – Practical Theology.

BX 1 - 9 – Church Unity. Ecumenical Movement.

BX 100 - 754 – Separated Eastern Churches. Eastern Catholic – Eastern Orthodox

BX 800 - 4795 – Catholic Church.

BX 4800 - 9999 – Protestantism.

C – Auxiliary Sciences of History.

D - F – History.

G – Geography. Anthropology. Recreation.

H – Social Sciences.

J – Political Sciences.

K – Law.

L – Education.

M – Music.

N – Fine Arts.

P – Language and Literature.

Q – Science.

R – Medicine.

S – Agriculture.

T – Technology.

U - V – Military and Naval Science.

Z – Bibliography. Library Science.

UNDERSTANDING CALL NUMBERS

Have you ever wondered how library books are assigned their places on the shelves? Did you know that the call number -- the number placed on the spine of the book -- is a code which provides valuable information about the book?

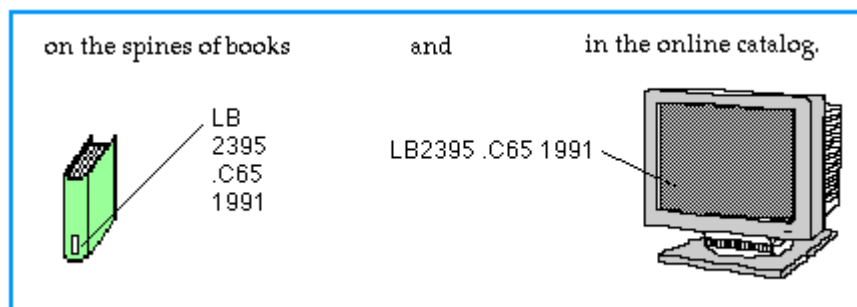
This page will provide an introduction to understanding and using library call numbers.

(adapted from <http://honolulu.hawaii.edu/legacylib/callno.html>)

What are call numbers for?

Each book in the library has a unique call number. A call number is like an address: it tells us where the book is located in the library.

Call numbers appear



Note that the same call number can be written from top-to-bottom, or left-to-right.

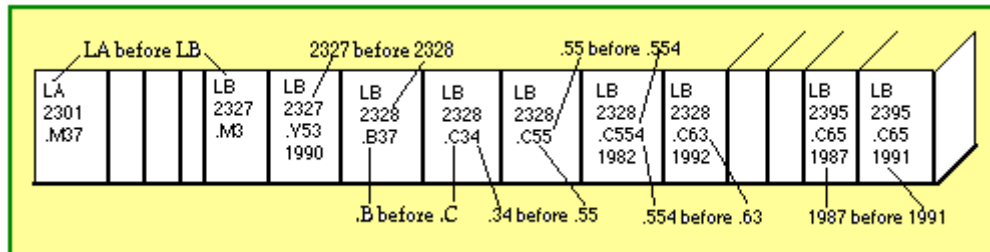
Immaculate Conception Seminary Library, like many academic libraries in the U.S., uses **Library of Congress Classification** for call numbers. This system uses a combination of letters and numbers to arrange materials by subjects.

Reading Call Numbers

The diagram is enclosed in a pink rectangular border. On the left, a yellow rectangular box contains the call number 'LB 2395 .C65 1991' written vertically. Four lines point from the text on the right to each line of the call number. The text on the right reads: 'Read call numbers line by line: Read the first line in alphabetical order: A, B, BF, C, D ... L, LA, LB, LC, M, ML ... Read the second line as a whole number: 1, 2, 3, 45, 100, 101, 1000, 2000, 2430 ... The third line is a combination of a letter and numbers. Read the letter alphabetically. Read the number as a decimal, e.g. .C65 = .65 .C724 = .724 (Some call numbers have more than one combination letter-number line.) This is the year the book was published. Chronological order: 1985, 1987, 1991, 1992 ...'

Putting Call Numbers in Shelf Order


To understand how call numbers are put in order in Library of Congress Classification, again look at each section of the call number.



What does the call number mean?

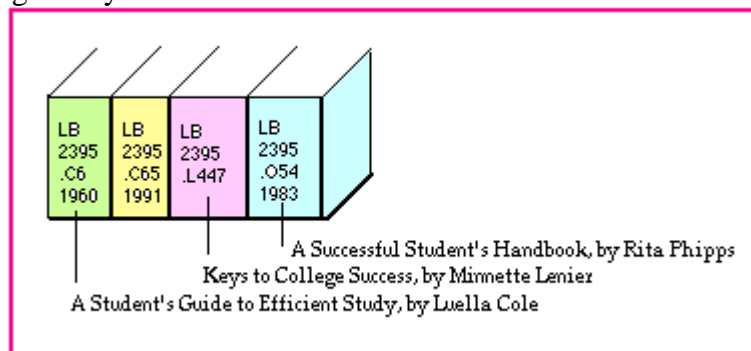
Remember that Library of Congress Classification arranges materials by subjects. The first sections of the call number represent the subject of the book. The letter-and-decimal section of the call number often represents the author's last name. And, as you recall, the last section of a call number is often the date of publication.

example:

	<p>Title: <i>What You Need to Know About Developing Study Skills, Taking Notes & Tests, Using Dictionaries & Libraries</i></p>	<p>The first two lines describe the subject of the book.</p>	<div style="background-color: yellow; padding: 5px; border: 1px solid black;"> <p>LB 2395 .C65 1991</p> </div>
	<p>Author: Coman, Marcia J.</p>	<p>LB2395 = Methods of Study, in Higher Education</p>	
<p>Call number LB2395 .C65 1991</p>		<p>This line often represents the author's last name.</p>	
		<p>.C65 = Coman</p>	
		<p>The year the book was published.</p>	

Why is this important to know?

Because books are classified by subject, you can often find several helpful books on the same shelf, or nearby. For example, within the same call number LB2395, there are other guides for college study.



Examples of how books are listed in the online catalog:

Database: UNIVERSITY LIBRARIES

Location: Seminary Library

Call Number: BS2575.2 .B76

The above book is shelved in the Seminary Library.

Database: UNIVERSITY LIBRARIES

Location: Seminary Library -- Reference Collection

Call Number: CB361 .C27 2003

The above book is shelved in the Seminary Library's Reference Section.

Database: UNIVERSITY LIBRARIES

Location: Seminary Library -- Oversize

Call Number: NA5361 .C27 2003

The above book is shelved in the Seminary Library's Oversized book Section, which is located near the entrance of the library on the right hand side when looking into the library.

Database: UNIVERSITY LIBRARIES

Location: Seminary Library – Newman

Call Number: BXZ4705 .N27 2003

The above book is shelved in the Seminary Library's Newman Section, which is located against the wall near the BR section in the regular stacks.

Database: UNIVERSITY LIBRARIES

Location: Seminary Library – Archive

Call Number: BX4361 .C27 1868

The above book is shelved in the Seminary Library's Archive room.

Another helpful tool in understanding call numbers and their placement on shelves is located at the University of Pittsburgh:

<http://www.pitt.edu/AFShome/f/o/ford29/public/html/SatchLCall/COMPLETE/>