



UNITED THEOLOGICAL SEMINARY

## THE SPENCER LIBRARY

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3000 5th Street NW  
New Brighton, MN 55112

Circulation Desk: 651-255-6142  
Fax: 651-633-4315  
E-mail: [library@unitedseminary.edu](mailto:library@unitedseminary.edu)

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## LIBRARY HOURS

### FALL & SPRING TERMS:

Mon./Tues./Thurs.	8 a.m.-9 p.m.
Wed./Fri.	8 a.m.-5 p.m.
Saturday	10 a.m.-2 p.m.

### READING WEEKS & JANUARY & JUNE TERMS:

Mon./Tues./Thurs.	8 a.m.-7 p.m.
Wed./Fri.	8 a.m.-5 p.m.
Saturday	10 a.m.-2 p.m.

### TERM BREAKS & SUMMER

Monday—Friday	8 a.m.-4 p.m.
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## 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/  
index.asp](http://www.unitedseminary.edu/spencer/index.asp)

## 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

### USE THE DATABASE WORLDCAT IN FIRST- SEARCH

- 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 Inter-Library Loan icon, fill out the form completely, and then submit it.

- 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 the Inter-Library Loan Icon and fill out the form completely, indicating the maximum fee you are willing to pay (average is \$10-20).

### IF YOU ARE LOOKING FOR...

- Journal Articles
- Essays in edited books
- Book Reviews

### USE THE ATLARELIGION DATABASE

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

- Click the text link: ATLA Religion Database (Religion / Theology Articles)
- 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, fill out the online request form and submit it so we can order it for you through Inter-Library Loan

