Maryvale Institute

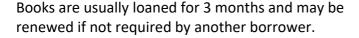## Guide to the Library

Location and accessibility

The Library is on the first floor, above the lecture halls, with lift access available. It has a room equipped as an accessible study area with adjustable study desk and chair, and a PC running accessible software.

Opening times and contact details

The Library is open to students from Monday – Friday, 9am – 5pm strictly by appointment with the Librarian. Please contact the Librarian, Elizabeth Roberts, at librarymanager@maryvale.ac.uk with any queries, or to make an appointment.

Loans

The Institute Library holds approximately 20,000 items, covering a wide range of materials: books, dissertations, hard copy and online periodicals as well as encyclopaedias. Many of the books are available for loan, seven books being the usual limit at any one time. Copies of high demand texts are kept in the Librarian's Office for reference purposes only.

Books are usually loaned for 3 months and may be renewed if not required by another borrower.

Online resources

All of the Library's online resources are linked from its Moodle page. This is where you will find the Library catalogue and links to subscription databases.

The Library uses the 18th edition of the Dewey classification so the majority of titles are in the 200 class for Religion or the 100 class for Philosophy. The Library is currently moving to a new catalogue called Access-it which will be easier to search and provide more information about resources. Students will also be able to use it to check their current and past loans. This is a major project which involves recataloguing the library stock and until it is completed, both the old and new catalogues are available via Moodle for searching.

Students have access to EBSCO's *Religion and Philosophy Collection,* and JSTOR's *Religion and Theology Collection* of ejournals. These databases give access to more than 200 full-text journals and magazines, with further titles indexed.

Maryvale also subscribes to the *Cambridge Companions* series of ebooks. These are a series of authoritative books, written by leading experts, offering lively, accessible introductions to major writers, artists, philosophers, topics and periods.

The Moodle links for these databases will log students in without needing to enter an additional username or password.

Scans of extracts from printed books and journals may be requested from the Librarian. These are subject to UK copyright limits (usually 1 book chapter / journal article), and the Librarian can advise on this.

Working in the Library

In the Library there are four computer workstations with internet access available for student use, along with a black and white printer and a scanner. A wireless internet connection is also available for users' own laptops.

There is a photocopier available in the Library for student use; all that is asked in return is a small payment per photocopied sheet, as indicated alongside the equipment.

Students are required to observe the regulations in the Library policy.

Training and support

The Librarian offers student inductions to the Library and training sessions on using specific resources, which are also recorded and available on the relevant course pages on Moodle. One-to-one support sessions over Zoom are also available on request.

External resources

External Library catalogues are available online, for example:
British Library
JISC Library Hub Discover (formerly COPAC)
Vatican Library
NB. Maryvale Institute has no control over and takes no responsibility for the contents of any external sites or of sites linked to or from them.

Maryvale Institute is a founder member of ABTAPL (the Association of British [and Irish] Theological And Philosophical Libraries), the highly successful arrangement between theological colleges and specialised department libraries for Inter Library Loans (ILLs) or copying services. Charges may be made for ILLs, dependent on the donor library. The Librarian will advise on this.