STU Library
&
Horizon College & Seminary

LIBRARIES

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Section 1:

General Information

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Our Libraries

The Saskatoon Theological Union Library consortium consists of 4 library collections, housed in 2 locations:

- **Saskatoon Theological Union Library** houses the library collections of the College of Emmanuel & St. Chad, the Lutheran Theological Seminary, and St. Andrew's College.
- **Horizon College & Seminary Library** (A.C. Schindel Library) houses the library collection of Horizon College & Seminary.

The STU Libraries' print collection consists of over 100,000 monographs and approximately 80 current journal subscriptions.

Our collections include resources on: preaching and pastoral care, theology, church history, biblical studies, social justice, and denomination specific materials. We are committed to developing Indigenous collections and resources.

Our patrons can borrow and return materials at both locations.

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Locations, Hours & Contact Info

Horizon College & Seminary Library

604 Webster Street
Saskatoon, SK | S7N 3P9

306-374-6655
library@horizon.edu

Monday - Thursday: 8:30 am - 8:00 pm

Friday: 8:30 am - 3:30 pm

Saturday: 1:00 pm - 5:00 pm

Saskatoon Theological Union Library

1121 College Drive
Saskatoon, SK | S7N 0W3

639-398-5561
library@saskatoontheologicalunion.ca

Monday - Friday:
8:30 am - 4:30 pm

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Borrowing Information

- Loan periods:
  - General: **3 weeks**
  - Distance/ Mail-out (within Canada) : **5 weeks**
- Five renewals are available unless another user has requested the item.
- Extensions on loans are available upon request.
- No late fines on regular loans.
- Reserve items are subject to late fines of $1 per day / item.
- You may borrow up to 100 books. Borrowed materials may be returned to either library.
- All items are subject to recall.
- We are able to scan and email 1 chapter or 10% of a book (in accordance with copyright law)

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Course Reserves

- Course reserves are located in both library locations for current students to borrow.
- Loans vary from 1 day - 7 days. Reserve materials are subject to overdue fines of $1 per day/ item.
- Reserve materials are not available for distance students.

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Services for Distance Students

- Distance students may request books to be mailed to them with pre-paid return postage.
- Staff will also scan and email portions of books to distance students (within copyright standards).
- All patrons are encouraged to access our database in addition to requesting print materials.

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Pickup / Dropoff of Library Materials

- Students and patrons are encouraged to email or call ahead with lists of the library materials they would like to borrow. Staff will retrieve your materials and place them in the Holds area for you to pick up.

- If you do not want to come into the library to get your materials, you can arrange for a door/curbside pickup within library opening hours.

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Section 2:

Searching the Catalogue

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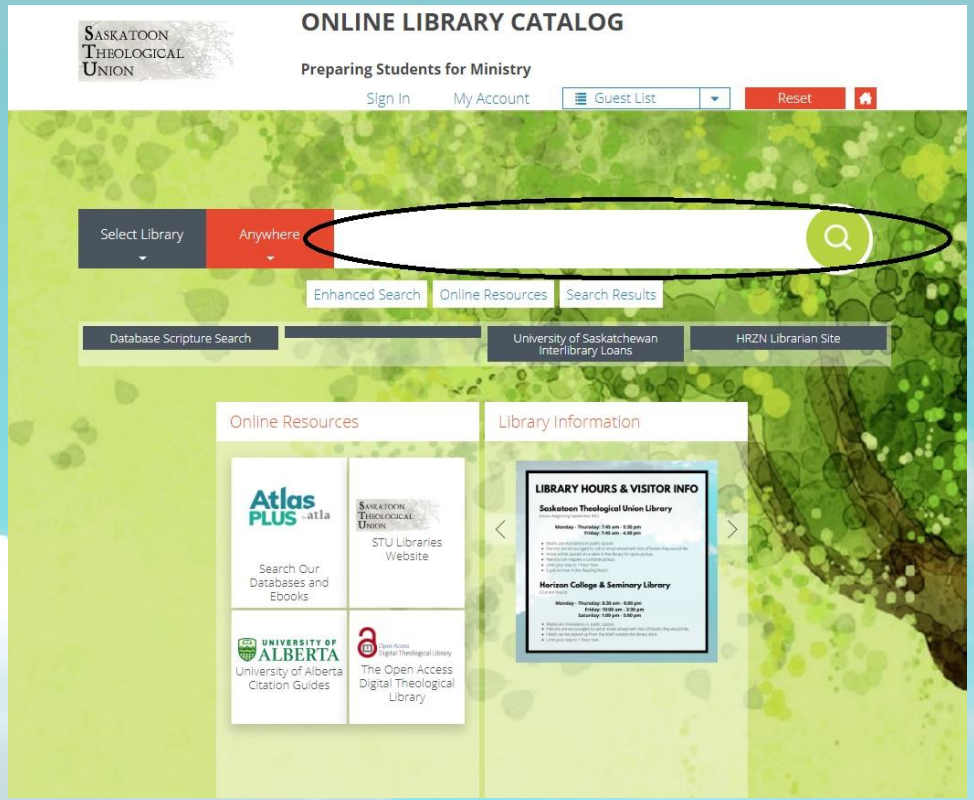
Searching For a Book

Main Menu

The main search box for the catalogue is located near the top of the home page, and is in the same spot on all the other pages of the catalogue.

To search add keywords you would like to find into the search box. Your keywords can be anything from an author's name, to part of a title or a word or a subject.

The system does not recognize the logical operators: OR, AND, NOT. It does let you put a phrase in "quotation marks" to look for an exact match of it. As well you can use * as a wildcard after part of a word. So for example Luther* will find not only items with Luther in the record but also those with Lutheran, Lutheranism, and any other word that starts with Luther.



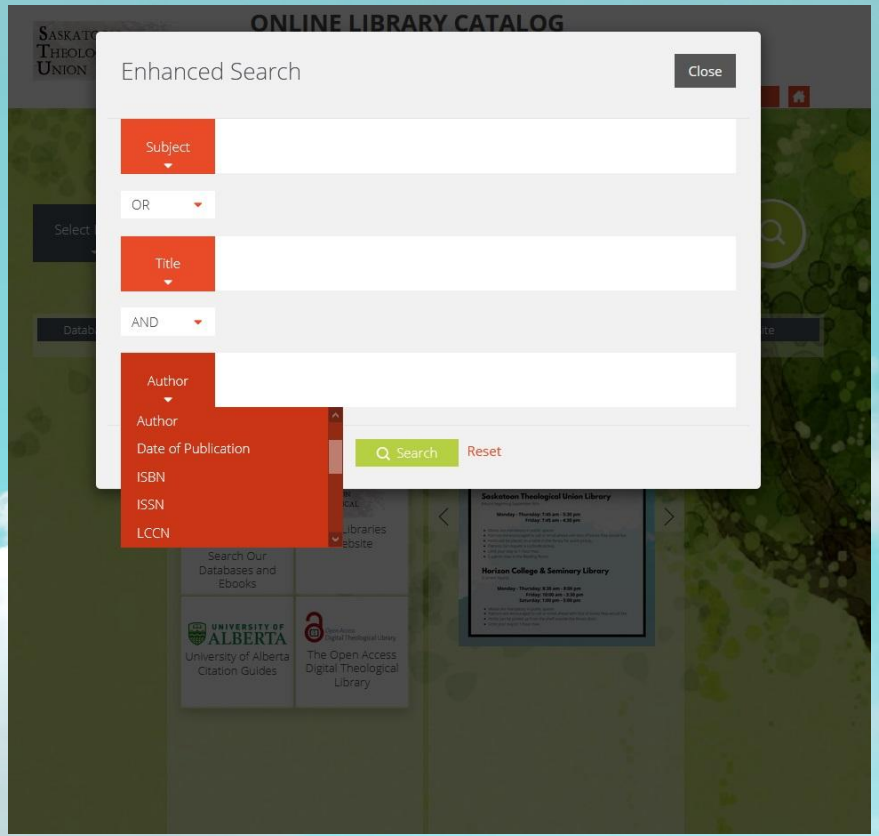
Enhanced Search

Main Menu

If you are looking for a way to further narrow down a search our catalogue has an enhanced search function. The button for it is just below the main search box.

In it you have the ability to search keywords in multiple specific fields. To choose a field click on an orange box and pick the one you want from the drop down that appears. Then type in the keywords you would like to search for in that specific field in the box to its right.

The different lines are connected by logical operators. One of OR, AND, or NOT to change which logical operator is being used click on it and select the one you would like to connect your search terms from the drop down menu.



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Logging Into Your Account

You can log into your library account by clicking the sign in button that is on the top of every page. This will bring up a screen that asks for your login name/barcode and password. Your login name is found just below the barcode on your library card, and the password field is blank by default.

Once you are logged into your account there will be a few extra functions available to you. You can now access your account information by clicking "My Account" at the top of the page. If you have overdue materials there will be a number in an orange oval beside the "My Account" button letting you know how many items you have that are overdue.

On the "My Account" page it will list all the materials that you currently have borrowed from the library, and beside each is the due date. To the right of the due date is a renew button that you can press to extend your loan on materials. If an item is overdue there will not be a renew button, but if you still require such a book for longer please contact the library and if there are no holds on the item our staff would be happy to renew it for you.

This page also has a "History" button on the left which will let you see all the materials you have borrowed from us in the past. Finally there is a "Change Login/Password" button that you can use to set a password on your library account if you want to.

Placing a Hold

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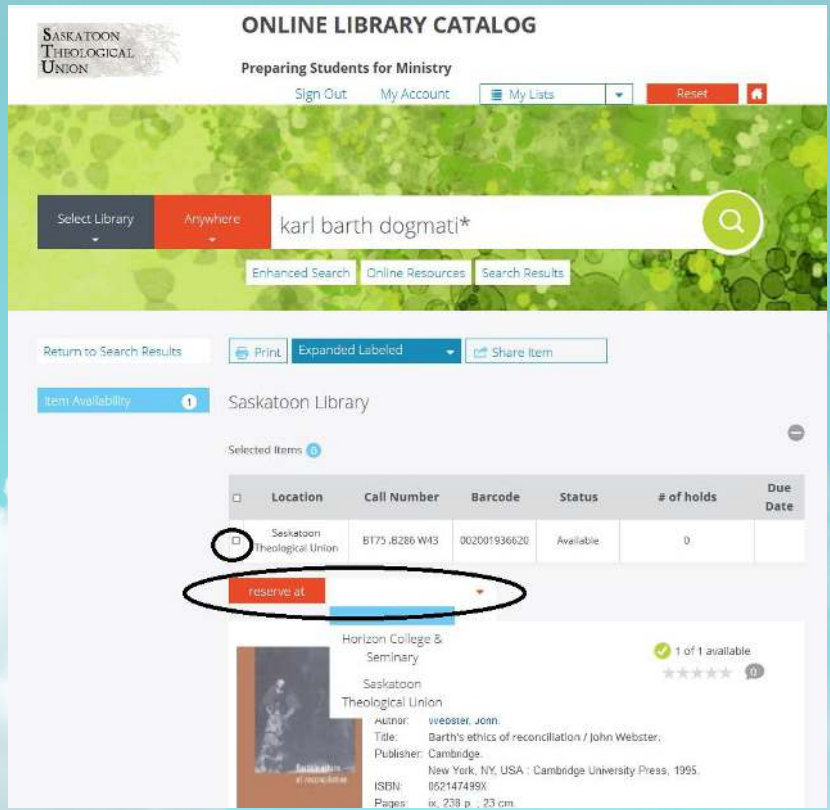
When you are signed in to your library account you can place a hold on materials that you would like to borrow. To do so find the book that you would like to request, and go to its page.

Once there click on the check box to the left of one of the copies in the list. Below the list of copies there is a button that says “Reserve At” to the right of that is a white drop box with an orange arrow. The next thing you do is click on that box and choose which library you would like to get the book from. Once you’ve chosen a library click the “Reserve At” button to submit your request.

Once we have received your request we will prepare it and send you an email to let you know that it is ready for you to pick up.



Citation Resources

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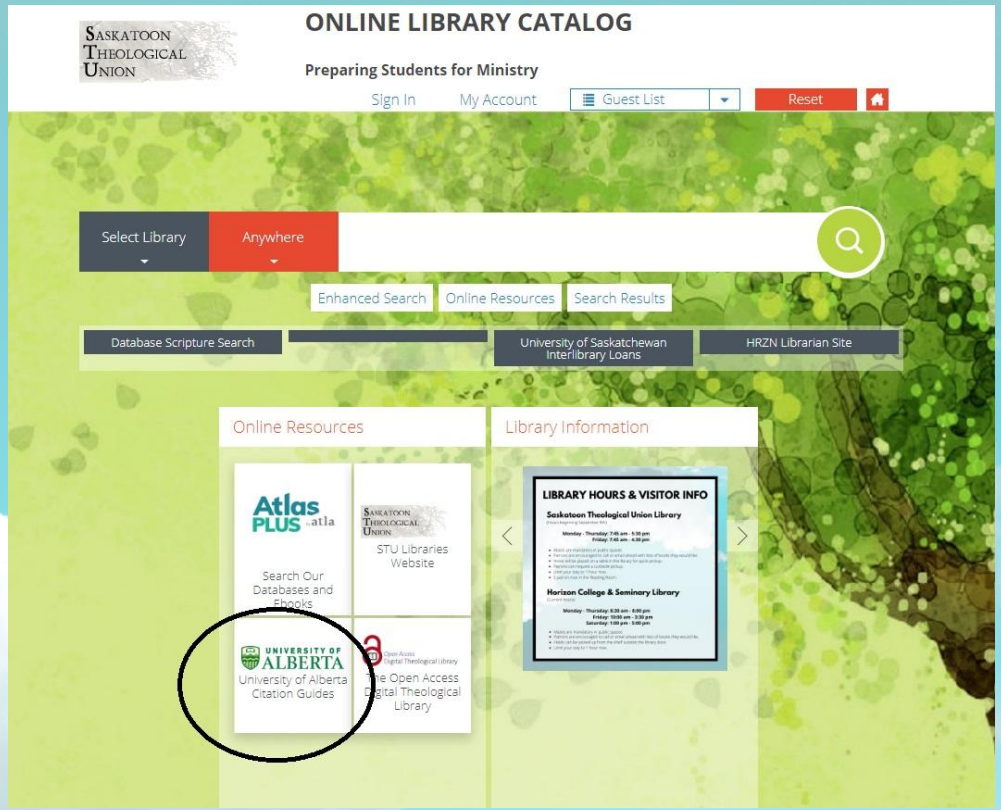
On the main library page there is a link to the University of Alberta's citation guides.

This page has links to guides that will help you create citations in several different styles. It also has links to several other useful writing resources like the Purdue Online Writing Lab.



Section 3:

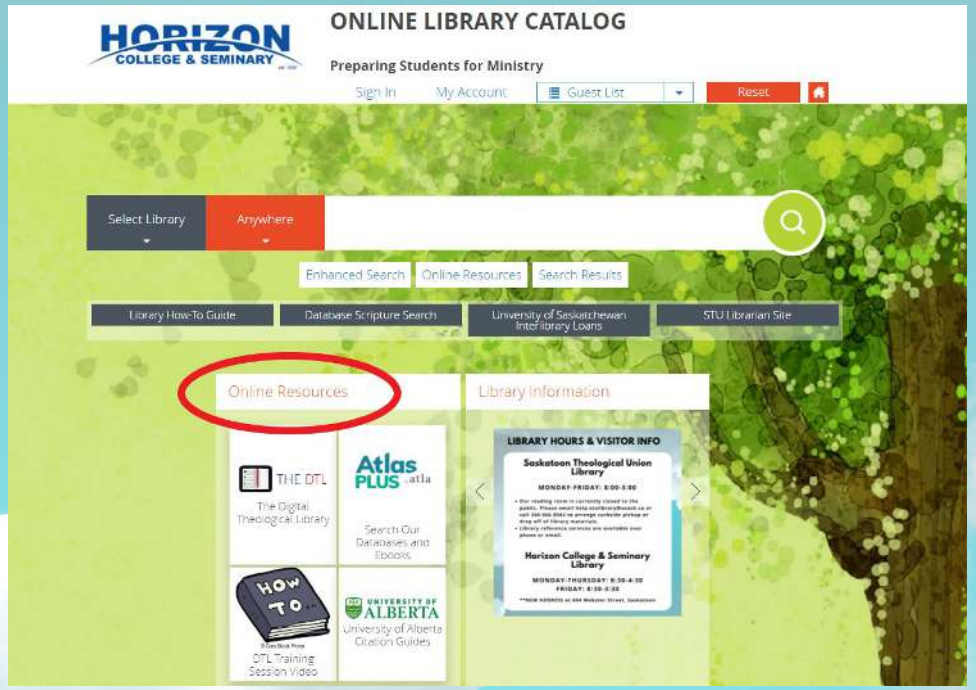
Using our Online Resources

Main Menu

Accessing Online Resources

Online Resources can be found on our catalogue front page.

The Digital Theological Library (DTL) is the main resource that our libraries provide. All current or enrolled (including auditing) students have access to the DTL.



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About the Digital Theological Library (DTL)

The DTL is an online library of religious and theological studies that is co-owned by its members. As members of the DTL, the STU and Horizon Libraries provide students with access to hundreds of thousands of the DTL's resources and contributes to the continuous growth of the DTL's collection.

These resources are held through many different individual databases, all with access provided through the DTL. Therefore, the DTL is not a single database, but an organization with access to many databases all through the same site and search bar.

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Digital Theological Library Access

Current students are granted access to the DTL when they enroll. If you would like to access the DTL, please enroll in a class offered at the College of Emmanuel & St. Chad, Lutheran Theological Seminary, Horizon College & Seminary, or St. Andrew's College.

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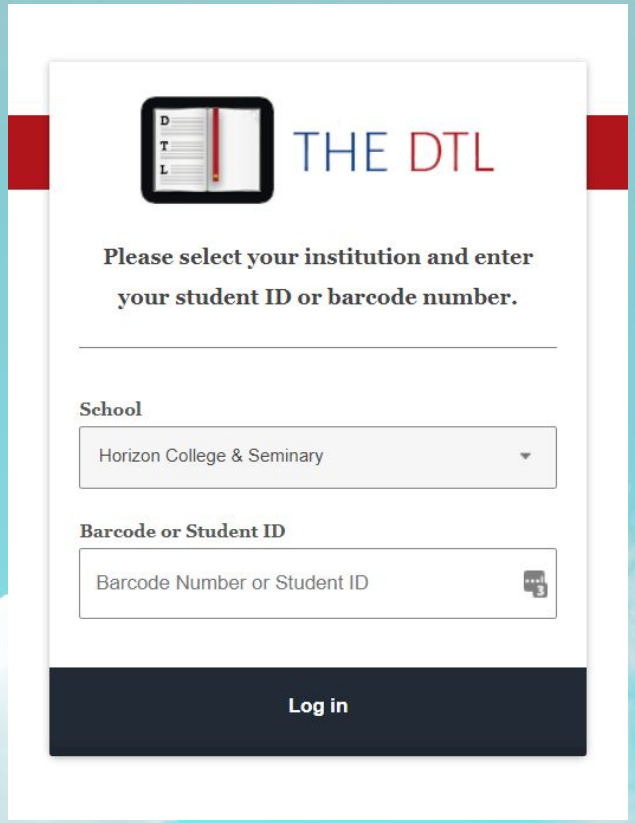
Logging into the DTL

The login page will appear once you click on “view ebook” or “access full text” from the search results page.

You will need to choose either “Horizon College & Seminary” or “Saskatoon Theological Union” from the School dropdown menu.

Enter your library card number for the Barcode or Student ID.



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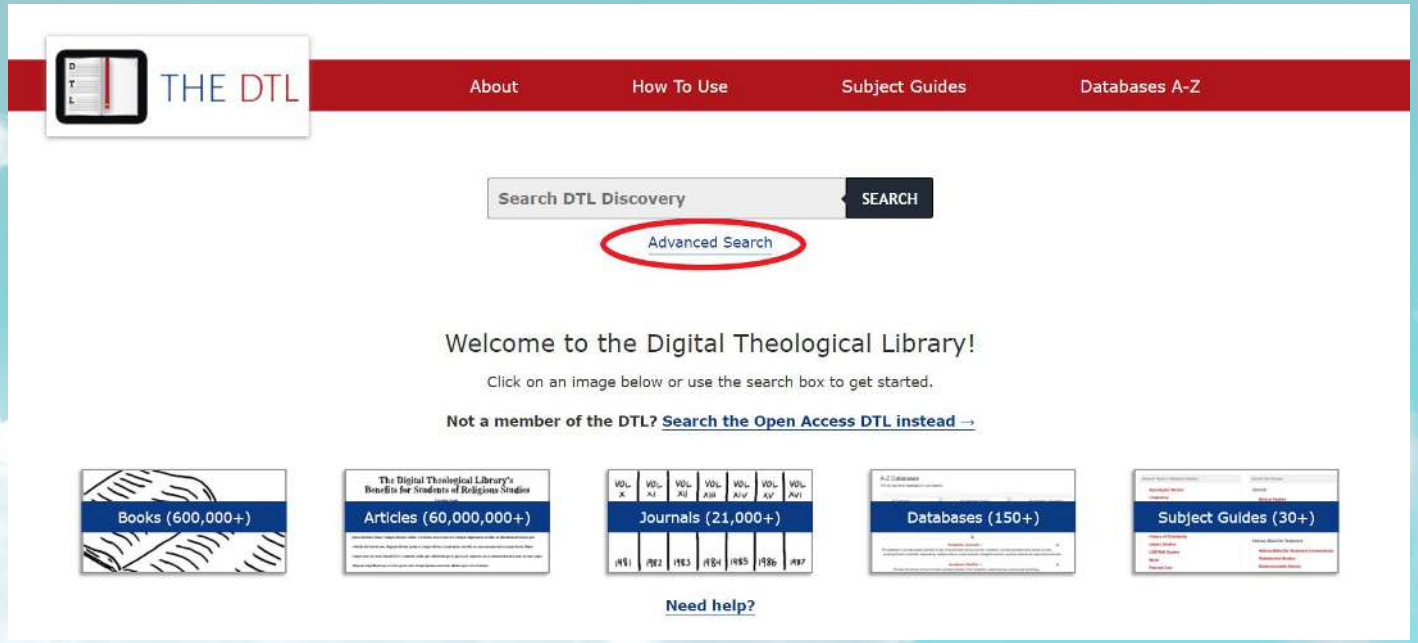
Searching the Digital Theological Library

You can enter search terms in the main search bar, or you can click on “advanced search” for more options.



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Searching the Digital Theological Library

Searching a database is not like searching Google--you can't search with sentences and questions. Instead, searches are made up mostly of a combination of **keywords** and **Boolean search terms**.

Other things can alter a search, such as punctuation, truncation (slide 30).

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Keywords

Keywords are terms that relate to the information you want to find.

These keywords may be found in an article's subjects, author, publisher, date of publication, the text of the article itself, and more.

It is helpful to list your keywords once you know your search topic.

Example: If you were looking for information on C.S. Lewis' early life, helpful keywords might be:

C.S. Lewis, Clive Staples Lewis, childhood, biography, early life, etc.

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Boolean Operators

Boolean operators help you alter how keywords are searched.

The operators are AND, OR, and NOT.

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Boolean Operator AND

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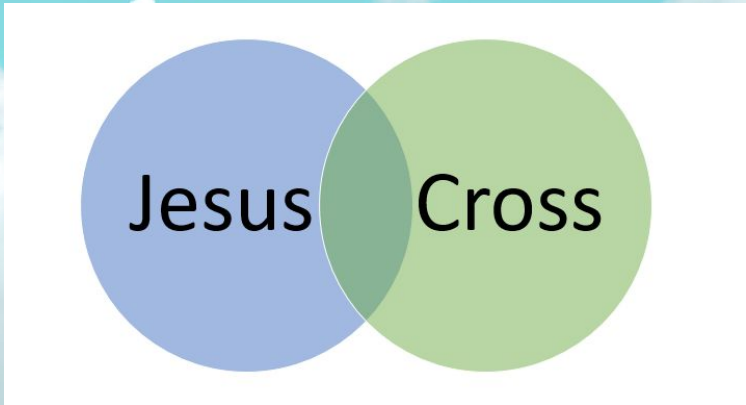
AND is placed between keywords to indicate that BOTH (or all, if used multiple times) of the search terms should be found in an article for the database to include it in the search results.

If no Boolean operators are added between keywords, EBSCO will automatically search as if an AND is between them.

Example Search:
Jesus AND Cross

Search results would only return the overlap portion, where both terms are present.



Boolean Operators - OR

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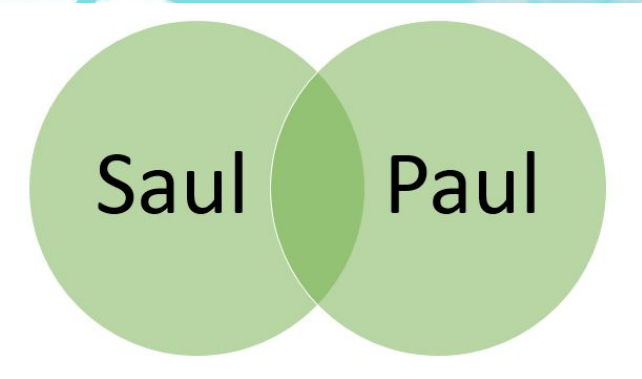
OR is placed between terms that can be used interchangeably in order to broaden your search.

Searching “Saul” may not get many results, but using it in conjunction with “Paul” will ensure you don’t miss any articles that might refer to him with only one of his names.

Example Search:
Saul OR Paul

Search results would include everything on the left, right, and centre of this graph.



Boolean Operators - OR

OR is often used in conjunction with AND in a search. Use OR to link keyword synonyms, and group them in parenthesis to include a beginning and end marker so the

Example:

(manuscript OR codex) AND matthew AND gospel

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Boolean Operators - NOT

NOT is usually reserved for when a search is including a lot of unwanted results, and you need to weed those results out.

Example:

You are interested in searching for different types of beatles, but your search results are filled with information on the music group The Beatles. To exclude all those returns, you could add the phrase “NOT Lennon,” or “NOT band,” etc. to exclude those results.

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Truncation

An asterisk can be placed at the end of a word to tell EBSCO to search for any alternative ending that creates an english word. EBSCO will include all the resulting keywords in the search.

Searching "laugh*" will result in:

laugh
laughing
laughter
etc.

NOTE: do not truncate too early. Truncating "human" at "hum*" will return words like "humming," "hummus," "humbug," etc.

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Wildcards

Wildcards work similarly to truncation, but are placed in the middle of a word.

Example:

Searching “wom*n” will return results for both “women” and “woman.”

This also works for alternate spellings.

Searching “hum*r” will return both “humor” and “humour.”

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Keyword Phrases

If a search term includes more than one word, it is considered a keyword phrase.Keyword phrases must be put in quotation marks in order to find exact matches to the phrase.

Example:

Search “social justice” in quotations if you want to search for the exact phrase.

Otherwise, EBSCO will assume they are two separate keywords and search them as “social AND justice,” which will return any article containing those two words, whether or not they come one after the other.

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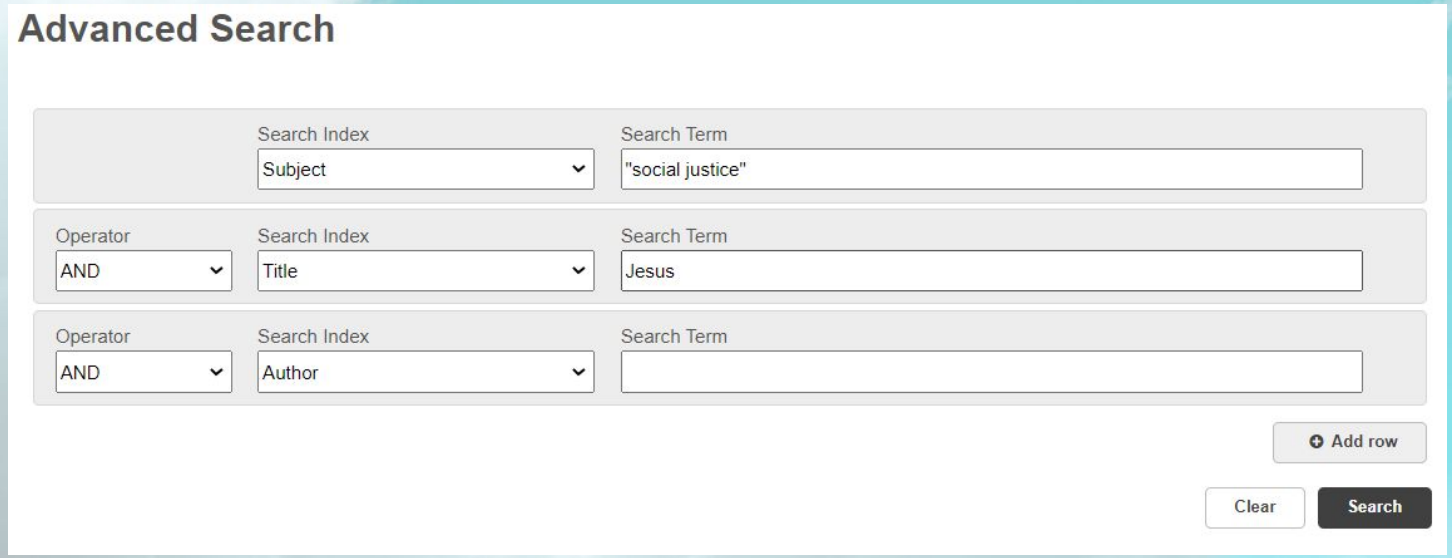
Advanced Search

You may choose in which field a keyword is searched from the Advanced Search page by using the dropdown menus on each line.

If you wanted an article that included “social justice” as a subject and “Jesus” in the title, you would search:



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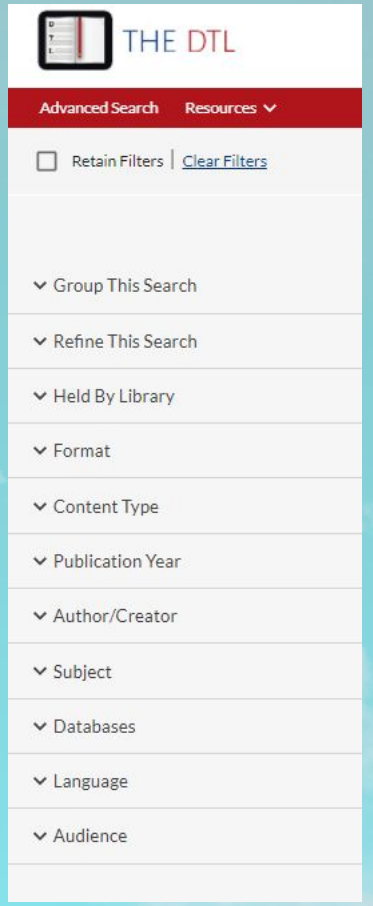
Altering Your Search

Along the left-hand side of the search results, you can choose to (among other options) alter your search by:

- Limiting results to show a specific format (ebook, article, etc.)
- Limiting by articles that have been peer-reviewed or to those that are open access or have full text available (listed under “Content Type”)
- Narrowing results by “Publication Year”
- Limiting results by certain subjects

These will narrow search results down to a manageable number and help you to get more accurate results.



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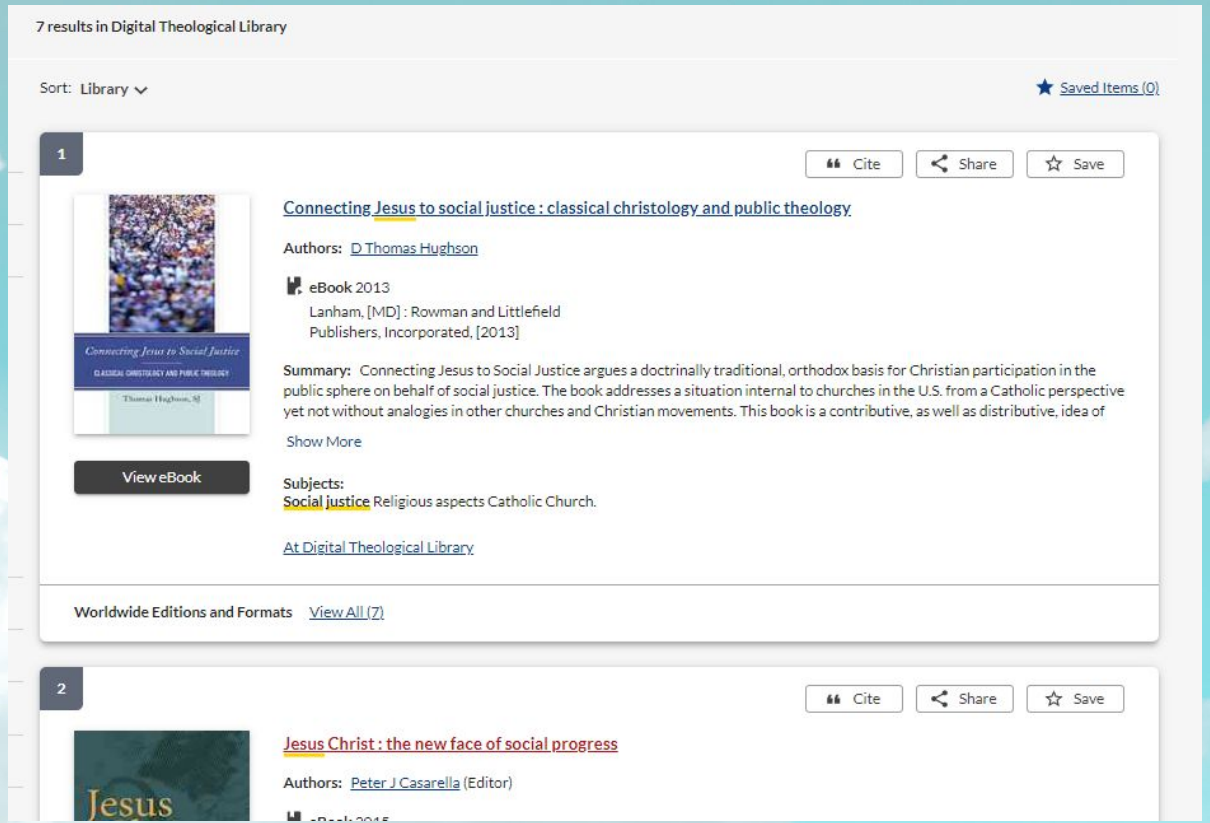
Search Results

Search results will show a brief overview of the item. You can click “View eBook/article” to access the resource from here, or click on the title to view more detailed information.



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Accessing Resources

Once you click to access a resource, you will be asked to sign in (if you have not already signed in recently), and you will then be sent to the database where that item is held.

Because the DTL has access to so many different databases, this means your experience accessing one item may differ greatly from another. Some databases may require you to create an account with them to read or download and ebook.

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Accessing Resources

You are also able to search these databases directly instead of searching from the DTL searchbar (which collects searches from all the DTL databases in once place, but may not have all the features of another database search). You can access them from the “A-Z Databases” link (see slide 39).

If you ever have difficulty accessing an item or database, please contact your institution’s library and let them know the issue so they can work on a solution.

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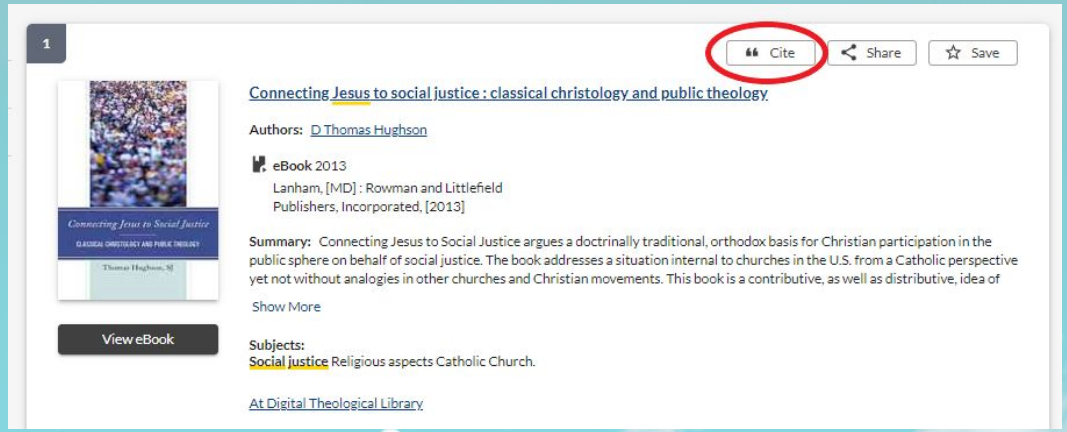
Citations

On a search result, you can click on “Cite” to bring up a variety of citation formats to copy.

You may need to alter the citation further to conform to your format guide.



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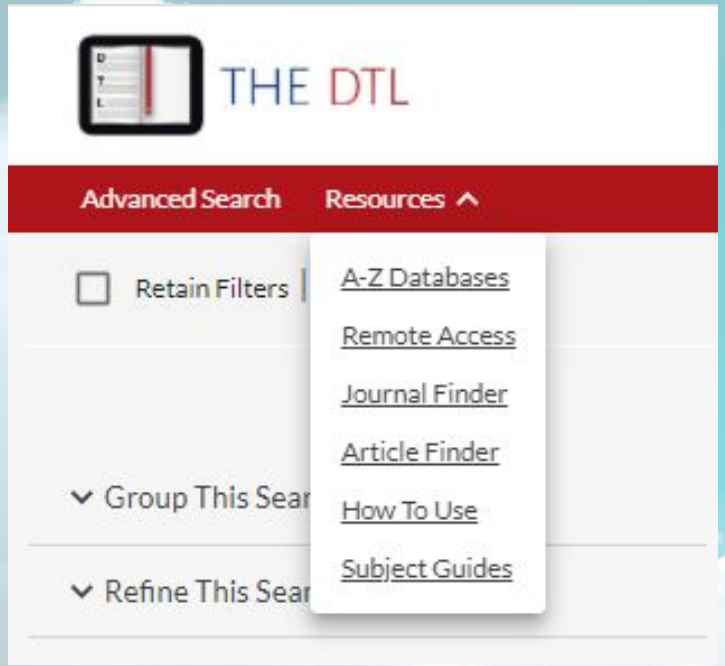
Locating Journal Titles and Databases



You can search by journal title by clicking on “Journal Finder Under “Resources” from the search page. This link also has an option so browse by journal title alphabetically.

There is also an “A-Z Databases” link you can search to see which databases are held by the DTL.

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You have completed the STU and Horizon Library how-to guide!

If you have any further questions that were not answered by this guide, please contact your library directly.

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