

**Guidelines for Using Montgomery Library  
Westminster Theological Seminary**



The library's collections are intended primarily for the use of students, faculty and staff of Westminster Theological Seminary. Alumni, faculty and students at other schools, as well as area residents and pastors are welcome to use the library facility.

**Membership Fees and Borrowing Privileges**

<u>Patron Type</u>	<u>Fee</u>	<u>Borrowing Term</u>	<u>Material Maximum</u>
WTS Alumni	\$5	12 months	10 items
SEPTLA Student/Faculty	none	academic year	10 items
General Public	\$20	6 months	10 items
	\$30	12 months	10 items
Pastor	\$10	6 months	10 items
	\$15	12 months	10 items

*\*\*New applicants must have their application processed by the Circulation Manager before they can borrow books. Applications received after 4 PM or on the weekend will generally be processed the next business day.*



### **Loan Period**

The loan period for all circulating materials is 28 days (four weeks).

Library materials needed by other students and faculty are subject to recall.

### **Renewals**

Books that are not needed by other students or library patrons may be renewed up to three times. Renewals may be done in person, by phone or online with your account login. Renewals may only be done seven days or less before the due date.

### **Overdue Fines and Notices**

Overdue fines are \$0.25 per day per item. Overdue fines for reserve materials are \$0.50 per hour for the first hour and \$1.00 per hour thereafter.

Three days before the due date, a courtesy email will be sent informing you of the pending due date. After the due date has past, you will be sent an overdue notice every two weeks, up to three notices. After the third notice, the book will be declared lost and the fourth notice will be a bill.

It is the responsibility of the library patron to keep their address, phone number and email information accurate with the WTS library and keep up with all correspondence from the WTS library. If a library patron does not provide WTS with an email address, notices will be sent in the mail.

### **Lost Books**

When a book is declared lost, the default cost for a missing book is \$50. There is also a \$20 processing fee and a \$25 billing fee. If the lost book is worth more, the patron will be charged at the discretion of the Librarian and the Circulation Manager.

### **Unpaid Library Fines and/or Other Charges**

Please be aware of the Seminary's policy on outstanding charges as described in the WTS catalog under Financial Information. "No student who has unpaid financial obligations to the Seminary, the Mentored Ministry Office, **Library** or Westminster Bookstore, shall be permitted to enroll for a subsequent semester, to have grades recorded by the Registrar, or to receive a diploma."



## **Holds and Recalls**

If a **hold** is placed on a book that is out, the patron with the book will not be permitted to renew it. When the book is returned, the requestor will be notified via email or phone and have five days to pick up the book at the circulation desk. *Holds can be placed online through the web login or at the circulation desk.*

If a **recall** is placed on a book, the patron will have seven days to return the item. The due date will change to seven days from the recall date. After the new due date has past, fines will accrue at a rate of \$1.00 per day.

*Recalls can only be made through the circulation desk. WTS students, staff and faculty have priority for use of library materials.*



## **Library Cards**

Library cards for non-WTS patrons are made when the new patron information is added to the database. If you apply for library privileges after normal business hours, please check at the circulation desk at your next visit to the library to pick up your card.

Students, faculty and staff are issued IDs from the Student Affairs office that function as library cards.

Please present your library card or student ID when borrowing books.

## **Logging In to Your Patron Account Online**

To login to your patron account, go to <http://newlibrary.wts.edu> and click on the 'Login to Your Account' option at the top of the catalog search page. Enter your name in the first field, followed by your patron barcode number in the second field. Click 'Submit.'

By logging in, you can view books checked out on your account, renew books, and place holds on books. In addition, you may save preferred searches and also 'opt in' to save your personal reading history if you wish to do so.