The TA’s Guide to the BU Theology Library

For TAs, RAs, TFs and anyone else who’s helping a Professor

1. Checking out books for Professors

Boston University Libraries require written permission for anyone other than a professor to check out books to that professor’s library account. Written permission may come in the form of a signed letter (which the library will keep on file) or an email sent from the professor’s BU email account.

The written permission should include:

- The name of the TA
- Whether the TA is allowed to check out to the account.
- Whether the TA may be told account information (books out, overdue books, fines, etc.)
- Whether the TA is allowed to sign out InterLibrary Loan (ILL) materials requested by the professor (see #3 below).
- An end date for these privileges (if no end date is given, the end of the semester is assumed).

Please note that Mugar Library also requires that the TA bring a copy of the professor’s ID each time books are checked out to the professor’s account. The Theology Library does not require this.

2. Photocopying for Professors

All TAs are allowed to use the faculty copy card to photocopy articles or book chapters for the professors they serve. Special written permission is not required unless the TA learns that their name is, for some reason, not on the list sent to the library at the beginning of the year.

TAs are not allowed to use the faculty copy card for personal benefit. All persons using the faculty copy card must sign and date the faculty copy card log at the Circulation Desk, marking how many pages were copied.

3. InterLibrary Loans

It is advisable that professors place InterLibrary Loan requests on their own ILL accounts. This saves TAs from responsibility for overdue notices and fines, should the book be stored in an office on campus.

TAs cannot create ILL accounts for professors, because the ILL account is linked to the user’s UID and eligible status (enrolled, hired, etc).

TAs may sign out ILL materials requested by a professor, provided written permission has been granted (see #1 above).

4. Course Reserves

Fall, Spring, and Summer Course Reserves can be placed by TAs or professors. A paper copy of the lists (one for articles and the other for books) can be found at the Circulation Desk. An electronic copy of the lists can be emailed to the TA; please contact the library to request this email.
Please fill out the form as directed. You do not need to find the books and bring them to the library; library staff will pull the materials for you. (However, if the semester has already started, it would be helpful to pull materials for us if they are needed right away.)

Items that are currently checked out to patrons will be recalled for reserve.

Items owned at other BU libraries will be transferred to the Theology Library for the duration of the course.

Items not owned by BU will be ordered for purchase. Please note that purchase takes time, including the subsequent cataloging and processing of the book before it can be available for checkout. It is important to submit Course Reserve lists on time so that all books will be ready before they are needed.

Professors or TAs can also provide personal copies of materials that need to be purchased, so that a copy is available during processing. Personal copies are always kept on two hour, library use only status so that they do not leave the library. The library does not copy articles for reserve so it is your responsibility to provide copies of any articles you would like to have on reserve for your course(s). All articles are considered personal copies. If personal copies are submitted, please remember to pick these up at the end of the semester.

Deadlines for Course Reserves are the following:

- Fall Course Reserves by July 1
- Spring Course Reserves by December 1
- Summer Course Reserves by May 1

Submission of Course Reserve lists after the deadlines could delay the availability of materials during classes.

Items are removed from Course Reserves the day after finals, unless otherwise requested by the professor.