Welcome! Inside this booklet you will find information on library policies, how to find resources outside of our library, information about computing and printing, what privileges you will have as a TF to borrow for your professor and submit course reserves, how to find sample dissertations in the library, and how to submit your dissertation.

GETTING HELP: RESEARCH ASSISTANCE

Professional library staff are available at the Reference Desk, Monday through Thursday from 10:30 am – 3:30 pm.

You can also use this Reference Request form: www.bu.edu/sthlibrary/for-students/reference or email sthref@bu.edu.

Our staff is trained to answer questions about your research topic(s), help you locate and access rare or difficult to find items, teach you how to find databases, help you format citations, show you how to use citation managers, and much more! Please stop by the Reference Desk and say “hi” to learn more.

Personal Librarian Program

Every incoming student is assigned a Personal Librarian (PL.) Your PL serves as a single point of contact for the Library — a resource person for all of your research needs. You are also encouraged to contact your PL with any questions you have about your research or the Library.

In addition to consulting their Personal Librarians, STH students should feel free to contact any library staff member with questions or for research assistance.

Follow us on Twitter, Facebook, and Instagram!
Your BU ID is your library card. Students at the School of Theology may use any of the other libraries at Boston University. For more information on the hours at all the B.U. libraries, go to www.bu.edu/library/about/hours.

My Account and Renewals
In the BU Libraries Search catalog, there is a link in the upper right-hand corner to sign in to your account and renew online. There are also links on the Services bar of the homepage and on the “For Students” drop-down menu.

Course Reserves
Items placed on reserve for a course are located behind the circulation desk. To search course reserve items, choose the “Course Reserves” tab on the search bar in our BU Libraries Search catalog and type the professor’s last name or the class code (for example, TF901). Please bring the call number of the item you need to the circulation desk and we will pull the item for you. (See the left side panel for loan periods and see p. 5 for how to submit course reserves for a class).

Scanners
There are FREE book scanners in the scanning alcove (halfway down the library’s main hallway, on the left). Scans can be saved to a USB drive or emailed.

Restrooms
There are two in the library’s Reading Room.

Food and Cell Phone Policy
Food is allowed in the library but only in the Reading Room. Please do not use your cell phone in the library as the noise is disruptive to other patrons.
All the world’s books at your fingertips. 
If you need it, we can help you find it.

INTERLIBRARY LOAN

Using Interlibrary Loan Borrowing through a program called ILLiad, current BU School of Theology students, faculty, and staff are eligible to request needed resources from libraries throughout Greater Boston and throughout the world, to be delivered to the School of Theology Library Circulation Desk!

Visit www.WorldCat.org and type in the needed resource you need. Once you find what you need, WorldCat.org will show you if the item is available at any libraries near you, including Boston University libraries, BTI libraries, Boston Library Consortium libraries, or any other participating libraries throughout the world.

If the item is available for check out at any BU library on the Charles River Campus, you will not be able to place an interlibrary loan request, due to standard consortial borrowing and interlibrary borrowing agreements.

If the item is not owned by any BU library on the Charles River campus you can place a FREE interlibrary loan (ILL) request by going to www.bu.edu/sthlibrary/ill and signing into ILLiad with your BU ID and password. Our ILL staff will then send your request to libraries around the world. Books requested via interlibrary loan can take as little as 3 days for delivery (within consortia) to as long as 1-2 weeks. You will receive an email when the item becomes available for pickup at our circulation desk. Due dates and borrowing length depends on the lending institution, and is printed on a slip on the book.

As well as requesting books, current BU students, faculty, and staff can request scans of single book chapters or journal articles to be delivered electronically through ILLiad. These deliveries take around 3 business days. To access ILLiad directly, click on “Interlibrary Loan Borrowing” in the “For Students” drop down menu or the “Log into ILLiad” link on the side of our home page, underneath Library Hours.

WORLDCAT

WorldCat.org is a public database that combines billions of items at libraries all around the world into one easy-to-search catalog. This is a great tool for finding resources outside of what BU owns.

WorldCat.org uses your IP address (or you can manually enter your zip code) to show libraries near you that hold the item.

Check it out!
COMPUTING & IT HELP

There are computer workstations in Room 209, the Instruction Room located off of the Reading Room. All workstations in the library use campus print quotas via BU’s MyPrint software (www.bu.edu/phpbin/myprint/help/about.shtml).

To connect to the wireless network on BU campus: connect to “BU (802.1x)” with your computer or mobile device. Enter your Kerberos username and password when prompted.

To access your BU Google Apps Mail account (Gmail) visit http://www.bu.edu/google/mail

To get help with technical questions:
❖ E-mail ithelp@bu.edu or Call 353-HELP (4357) or visit www.bu.edu/tech
❖ Visit the Help Center at Mugar, right behind STH, or
❖ Visit the Help Center at Kenmore Square, 533 Commonwealth Avenue.

Both locations can assist you if you’re having trouble with your computer or mobile device, with e-mail and course websites, and help with virus and spyware prevention and removal.

---

Catch our Library Workshop series on Wednesdays from 1-1:30 pm in the library’s instruction room (rm. 209) each semester.

---

PRINTING WITH MYPRINT

From a Public Computer
1. Login to with your BU ID and password.
2. Open the document you wish to print, and hit “File” and then “Print.”
3. The default printer is “MyPrintBW.” Click “Print” one more time.
4. Release your print job! Visit our printer, located by the scanners. Swipe your BU ID or type in your username and password. Select the document you wish to print, and it will begin printing immediately. The printed pages will be subtracted from your semester’s print quota.

From a PC Laptop
1. Type “\terrierprint.bu.edu” in the Run window and click OK.
2. Enter your Kerberos username as “AD\login” and password.
3. Double-click the printer you wish to add: “MyPrintBW”. (Note: “MyPrint-BW-Stapled” is only available at Mugar.) The driver will download automatically.
4. Once installed, print to “MyPrintBW” from within the document.
5. Release your print job! Visit our printer, located by the scanners. Swipe your BU ID or type in your username and password. Select the document you wish to print, and it will begin printing immediately.

From a Mac Laptop
2. Double-click the MyPrint.pkg icon. Then follow the directions.
3. Print to “MyPrintBW” from within the document. The first time you may be asked for a password; make sure that your Apple ID does not autofill the fields; please enter your BU username and Kerberos password instead.
4. Release your print job! Visit our printer, located by the scanners. Swipe your BU ID or type in your username and password. Select the document you wish to print, and it will begin printing immediately.

Note: If you use your entire semester’s quota, you can still print by purchasing Convenience Points.
TF PRIVILEGES: BORROWING FOR FACULTY

BU 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 TF allowed to check out to the account.
- Whether the TF may be told account information (books out, overdue books, fines, etc.)
- Whether the TF 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 TF 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.*

TF PRIVILEGES: INTERLIBRARY LOAN

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

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

However, TFs may pick up ILL materials requested by a professor, provided written permission has been granted (see #1 above), by signing out the materials at the circulation desk.

TF PRIVILEGES: COURSE RESERVES

Fall, Spring, and Summer Course Reserves can be placed by TFs 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 TF; 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.)

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.

POLICIES FOR COURSE RESERVES

* **Checked out items** 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 TFs 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.
SEARCHING FOR DISSERTATIONS

All theses and dissertations at Boston University (and the School of Theology) are available in our online catalog. Because STH Dissertations are physically located within in our library’s Research Collection for preservation purposes, they unfortunately cannot be browsed. If you have a title, just simply search on our homepage. If you don’t have a name or title, or just wish to browse virtually, you can search dissertations and theses using a subject search on our online catalog.

- To search Theses and Dissertations from the School of Theology, type the following into the search bar: Boston University. School of Theology–Dissertations, or, Boston University. School of Theology–Theses.

- To search Theses and Dissertations from the BU Division of Religious and Theological Studies, type the following into the search bar: Boston University. Division of Religious and Theological Studies–Dissertations, or, Boston University. Division of Religious and Theological Studies–Theses.

- To search Theses and Dissertations for any BU Department, type the following into the search bar: Boston University. Dept. of [insert department name here]–Dissertations [or Theses]. (For example: Boston University. Dept. of Philosophy–Dissertations.)

SUBMITTING YOUR DISSERTATION

An electronic copy of your dissertation will be submitted to the ETD Administrator. However, you will need to submit a title page, an abstract, two hard-copy signed signature pages, and a check for $115 (made payable to Boston University) to the STH Library’s Administrative Coordinator for the processing of your dissertation.