Distance Learning Student's Guidelines

If you participate in a MABTS Distance Learning Program, it is always wise to utilize the available resources of Community College, College and University Libraries in your area in addition to your sources here at MABTS. For visitor privileges, if they require a Letter of Good Standing or a card showing you’re a current student, please contact Mary Teed at mteed@mabts.edu or Terrence Brown at tbrown@mabts.edu with your request.

Your program at MABTS allows you to:

- Check out up to a limit of 30 books, unless you receive special permission from the Library Director to increase the limit. Decisions will be made on an individual basis.
- Have a two week checkout period
- Renew books by fax, mail, e-mail, or phone

Other policies:

- Holds may be placed on any books checked out
- Shortened checkout times may occur as needed

Things to Remember

These policies are in place to allow you to use the Library more efficiently and to allow the staff to serve you better.

- Fines are .20 a day Tuesday through Friday on books from the general collection
- All pages printed from the computers in the library are $.05/page
- Photocopies are $.05/page, scanned copies sent to e-mail accounts are free
- The Library closes to everyone during all chapel services which include Founders' Days. Chapel time is 11 a.m. to 11:45a.m. Tuesday and Thursday
- Materials being returned by mail need to be insured. This allows for tracking of lost materials
- The Library may have to request materials to be returned for other students to use. Be considerate and make wise use of the Library's books
- For Off-Campus students requesting books, please make a list of the books you need, according to priority, and submit it in person or by fax, mail, or e-mail. Please include title, author, and call numbers.
- Remember to check the Area Library Links for institution and seminary libraries with whom we have reciprocating borrowing agreements
- Do not send your entire reading list in one request; rather, please submit it in increments of 10.