Welcome

On behalf of the entire staff of Mid-America Baptist Theological Seminary, I welcome you to the Ora Byram Allison Memorial Library and all its facilities, collections, and services. This *Students’ Guide* that you are reading was prepared for the purpose of orienting you, the library user, to our policies and services. Your ability to make complete use of the library and its components is dependent, to a great extent, upon your familiarity with the material in the *Students’ Guide*. We would, therefore, encourage you to 1) read the *Students’ Guide* carefully, 2) keep it in your briefcase—or mark the Library’s web page as a favorite—for future reference and needs, and 3) never hesitate to approach me or any member of the library staff with regard to information in it.

The library is the heart of an educational institution, and, as such, should pump the blood of knowledge and understanding into the minds of its users. To insure that end, the entire library staff is ready and eager to assist you in any way possible. We are here to help you; please feel free to give us the opportunity.

Terrence Neal Brown
Director of Library Services

“Little learning and much pride come of hasty reading.”
--C. H. Spurgeon
Purpose Statement

The purpose of the Ora Byram Allison Memorial Library is to support the education curricula of Mid-America Baptist Theological Seminary by developing, providing, and maintaining facilities, materials, and services for the degree programs of Mid-America Baptist Theological Seminary – Associate of Divinity, Associate of Christian Education, Bachelor of Arts in Christian Studies, Master of Divinity, Master of Missiology and Intercultural Studies, Master of Arts in Christian Education, Master of Christian Education, Doctor of Ministry, Doctor of Philosophy – and for faculty, staff, and alumni patrons in traditional classroom and distance learning settings.

Academic Research Support

One of the primary objectives of the Ora Byram Allison Memorial Library is to provide needed research resources used to support the academic research faculty members and the academic research of the Doctor of Philosophy students – seminar papers, seminar research, and dissertation research. To that end, the Director of Library Services gives priority in purchases for library acquisition to all recommendations and requests from faculty and Doctor of Philosophy students. Recommendations and requests are made to the Director of Library Services by the use of the “Faculty-Doctoral Student Purchase/Acquisition Form” at the Circulation Desk. These forms include purchase requests for books, theses, dissertations, microforms, journals, DVDs, CDs, databases, and other formats requested.
Library Staff

The following staff members are available to assist you in using the Library.

Terrence Neal Brown………………………………………………Director of Library Services
Mary Teed………………………………………………Technical Assistant to the Director of Library Services
Lesley Brandt………………………………………………..Head Preservation Officer
Hadassah Cox……………………………………………………Preservation Clerk
Blake Gower………………………………………………………Preservation Clerk
Justin Maute…………………………………………………………Library Clerk
Kevin Fukala………………………………………………………Library Clerk

Library Information

Ora Byram Allison Memorial Library
Mid-America Baptist Theological Seminary
2095 Appling Road
Cordova, TN  38016

Seminary Main phone: 901-751-8453
Seminary Fax: 901-751-8454
Library main phone: 901-751-3007
Library Fax: 901-259-0398

Library web page: www.mabts.edu  Library e-mail: mteed@mabts.edu

Operating Hours

<table>
<thead>
<tr>
<th>Regular School Term</th>
<th>Break Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Monday</td>
</tr>
<tr>
<td>8:00am to 10:00pm</td>
<td>8:00am to 4:30pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>7:00am to 10:00pm</td>
<td>8:00am to 4:30pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>7:00am to 4:30pm</td>
<td>8:00am to 4:30pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>Thursday</td>
</tr>
<tr>
<td>7:00am to 10:00pm</td>
<td>8:00am to 4:30pm</td>
</tr>
<tr>
<td>Friday</td>
<td>Friday</td>
</tr>
<tr>
<td>8:00am to 8:00pm</td>
<td>8:00am to 4:30pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>Saturday</td>
</tr>
<tr>
<td>9:00am to 6:00pm</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Sunday</td>
<td>Sunday</td>
</tr>
<tr>
<td>CLOSED</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

The Library will open at 8:00am and close at 4:30pm during the weeks that classes do not meet, including summer weeks. Additionally, the Library will be closed on Saturday of these weeks. Other changes in operating dates and hours will be announced and posted when necessary.

Patrons can call the Library’s voice mail, 901-751-3007, or check the Library’s web page, www.mabts.edu for any operating hour changes.
Circulation Policies

Loan Periods
Loan periods vary according to the type of materials borrowed.

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Loan Period</th>
<th>Overdue Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
<td>2 weeks</td>
<td>.20/day</td>
</tr>
<tr>
<td>Kindle</td>
<td>2 weeks</td>
<td>.20/day</td>
</tr>
<tr>
<td>Audio/Visual</td>
<td>2 weeks</td>
<td>.20/day</td>
</tr>
<tr>
<td>Journals</td>
<td>non-circulating</td>
<td></td>
</tr>
<tr>
<td>Microfilms &amp; Microfiche</td>
<td>2 weeks</td>
<td>.20/day</td>
</tr>
<tr>
<td>Rare Books</td>
<td>non-circulating</td>
<td></td>
</tr>
<tr>
<td>Reference Books</td>
<td>non-circulating</td>
<td></td>
</tr>
<tr>
<td>Reserve Books</td>
<td>2 days, 3 days, or 1 week</td>
<td>2.00/day</td>
</tr>
</tbody>
</table>

Maximum Fines
Book - $20.00/per book
Doctoral Students’ maximum fine is $500.00 per term
Reserve Books - $30.00
Lost Books – No fine will be charged. However, borrower must pay for the book to be replaced plus a $35.00 processing fee.

ALL FINES MUST BE CLEARED FROM TERM TO TERM BEFORE STUDENT IS ALLOWED TO REGISTER

Who May Borrow
The primary patrons of the Library shall be members of the seminary family: students, faculty, staff, and alumni. Upon consultation with the Director, others may apply for a user’s card.

Renewals
Library Materials are on loan for two weeks, they can be renewed for another two weeks unless they are on hold for another patron. Renewal’s can be made in person, by phone (901) 751-3007, or by e-mail - mteed@mabts.edu.

Holding Books
A patron may ask the attendant at the Circulation Desk that a book be placed on hold when it is returned. He will be notified when the book becomes available.
**Overdues**
Responsibility for the prompt return of materials is placed on the borrower. A reasonable effort will be made to notify patrons when such items are overdue.

**Reserve Books**
Heavily used materials may be placed “On Reserve” for limited check out periods by teaching faculty.

**Food or Drink**

NO FOOD IS ALLOWED INSIDE THE LIBRARY Patrons will be asked to dispose of any food they have brought into the Library. Drinks, in containers with lids, may be consumed in the library.

**No Talking Policy**
The Allison Library observes no talking in the following areas: reference room, journal area and the general stacks. Talking elsewhere in the Library should be kept at a minimum. Patrons causing excessive noise will be asked to leave the Library.

**Cell Phone Policy**
If using a cell phone, please keep the ringer on silent or vibrate and take the phone call in the hall. Please be considerate of your fellow library patrons as they are trying to do research and study.

**Online Library**
Visit us at www.mabts.edu. Once you are on the page, click the Library link. You will have access to the OPAC (Online Public Access Catalog), Journal holdings, free e-journals, American Theological Library Association (ATLA), Southern Baptist Periodical Index (SBPI), Historical Monograph Collection, and the Academic Search Elite databases.

**ATLA Historical Monographs Collection**
Two databases with digital access to more than 29,000 titles focused on religion and theology, containing more than 10 million pages.
ATLA Historical Monographs Collection Series 1 – 13th century to 1893
ATLA Historical Monographs Collection Series 2 – 1894 - 1923

**Academic Search Elite**
Indexes over 2,100 publications, including scholarly journals in the social sciences, humanities, general science, education and multicultural studies.
Online Catalog

The Ora Byram Allison Memorial Library has an online catalog called Online Public Access Catalog (OPAC).

On the Atrium Online Public Access Catalog page you can choose from Basic Search, Combo Search, or Expert Search. Until you are familiar with the program, you may want to choose the Basic Search.

**BASIC SEARCH - Search Example**

![Search Example]

**BASIC SEARCH - Search Results**

Once the results for your search have been found, click on the Title you are interested in for more information or tick the boxes of several titles you are interested in and would like to add to your bibliography page.

![Search Results]

Select All Deselect All Add to Bibliography Display Bibliography 1

1. [Founders' Days, 1994 sound recording](#) - by Mid-America Baptist Theological Seminary. - (1994) - Copies:1 (Main)

2. [Life is Not Fair! Stress in the Ministry, Ecclesiastes 4: 1-6 sound recording](#) - by Spradlin, Mike - (1993) - Copies:1 (Main)

3. [Founders' Days, 1995 sound recording](#) - by Mid-America Baptist Theological Seminary. - Copies:5 (Main)
Online Search Tips

The following basic filing rules should be recognized when using the OPAC:

➤ Articles (in any language) at the beginning of the title are disregarded

➤ Spaces, dashes, hyphens, diagonal slashes, periods, and only these, are ignored (pretend there is a space) and have equal value

➤ Searching for the Author is done by keying in last name first and first name last.

SPECIAL NOTE

➤ When all else fails, READ THE SCREEN
## Classification of Material

The Library of Congress (LC) classification system is used in organizing all materials. A call number is assigned to all materials according to the subject of the material. The call number is used to locate an item on the shelves.

The Library of Congress classification for philosophy, psychology, and religion is shown below, since most of our collection is classified in these sections.

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Call Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Philosophy (General)</td>
<td>BS 701 – 1899 – Old Testament</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BS 1901 – 2970 – New Testament</td>
</tr>
<tr>
<td>BC</td>
<td>Logic</td>
<td>BT 2000 – 3799 – Missions (including evangelism)</td>
</tr>
<tr>
<td>BD</td>
<td>Speculative Philosophy</td>
<td>BV 4000 – 4470 – Pastoral Theology</td>
</tr>
<tr>
<td>BF</td>
<td>Psychology</td>
<td>BV 4485 – 5099 – Christian Life</td>
</tr>
<tr>
<td>BH</td>
<td>Aesthetics</td>
<td></td>
</tr>
<tr>
<td>BJ</td>
<td>Ethics</td>
<td></td>
</tr>
<tr>
<td>BL</td>
<td>Religion, Mythology, &amp; Rationalism</td>
<td></td>
</tr>
<tr>
<td>BM</td>
<td>Judaism</td>
<td></td>
</tr>
<tr>
<td>BP</td>
<td>Islam, Bahaism, Theosophy, etc</td>
<td></td>
</tr>
<tr>
<td>BQ</td>
<td>Buddhism</td>
<td></td>
</tr>
<tr>
<td>BR</td>
<td>Christianity</td>
<td></td>
</tr>
<tr>
<td>BS</td>
<td>Bible</td>
<td></td>
</tr>
</tbody>
</table>

### Reference Assistance

Reference assistance is provided for library patrons in using the OPAC locating materials, and searching for answers to questions. During regular business hours, the Director of Library Services is available to assist any patron. During other hours, questions should be directed to the circulation attendant.
Interlibrary Loan

Through a cooperative plan among libraries, research materials not available at one library may be borrowed from another. When Memphis area library resources are exhausted, then one may inquire at the circulation desk about Inter Library Loan service. Please allow at least two weeks to receive requested loans.

Formal and reciprocal cooperative agreements among libraries in the area enable students and faculty to draw on resources not available at MABTS. Because lending policies vary among the institutions, check with the librarian here before contacting other libraries.

Consult these schools before requesting Inter Library Loans:

- Christian Brothers University    321-3432
- Harding Graduate School of Religion  761-1354
- LeMoyne-Owen College    942-7380
- Memphis Theological Seminary    458-8232
- Memphis Shelby County Public Library  725-8800
- Rhodes College    843-3900
- Southwest Tennessee Community College  333-6037
- Union University – Germantown Campus  759-0029
- University of Memphis    678-2205

Additional Services

➤ Information via microform readers is available. The microform printer is located in the copy room next to the Reference Room. For students and visitors, the cost of printing is .25/page.

➤ A self-operated photocopier is in the Copier Room next to the Reference Room; copies are .05/page. In order to use the copier you will need to set-up a pre-paid account. There is a $5.00 minimum in order to open an account. All payments need to be made in the business office. They will give you a receipt that needs to be brought to the Library so that we can create or update your copier account information. Once your account is established you will be able to copy, scan to e-mail, and fax documents. The scan and fax options are at no cost to the student.

➤ Any documents printed from the computers in the Library will print directly to the copy machine located in the Copier Room next to the Reference Room. Any printed pages made from the computers are .05/page. You will need to set-up a pre-paid account to use the computers. This account is a different account from the copier account and there is no minimum amount that has to be paid to use this account. This account takes 24 hours to be activated, so you will need to initiate this account in the Library before any payments can be made. All payments need to be made in the business office.