

Library Support for

Faculty Lecturers Visiting Professors



at
**Union Theological Seminary
2007-2008**

The Burke Library at Union Theological Seminary is part of the larger Columbia University Libraries system. We look forward to supporting your teaching and research through library services, collections and staff.

The Burke's collection is world renowned in the field of theology and reflects the pluralistic and ecumenical concerns of the Seminary. Key library information is outlined below; please contact us for details.

Bookmark [The Burke Library website](#) to connect to online resources, see the current schedule of library hours, learn about events and exhibits... and more.

A currently valid **Union ID card is required for access to The Burke** and to all the libraries at Columbia.

Please contact Union's Human Resources Office for your ID (UTS room AD 514)

A **Columbia "UNI"** (university network identifier) and password are necessary for you to have library borrowing privileges and to access many of the online resources available through the Libraries. The UNI is also your Columbia email address.

Please contact Union's Human Resources Office (UTS room AD 514) and the UTS Computer Systems department if you need assistance.

Your [Library Privileges](#) include semester loans for most materials. Journal issues do not circulate.

You may designate a **Deputy Borrower** to check-out books on your behalf.

You are not charged fines (with exceptions of the Health Sciences Library, Interlibrary Loan/Borrow Direct, and Barnard Reserves) but are asked to return or renew materials on time. Borrowing privileges are blocked for failure to return recalled books on time or if fines exceed \$99. Overdue fines will be removed when overdue items are returned.

Library circulation notices are sent only to your Columbia email address (e.g., *abc123@columbia.edu*).

For convenience, you may set-up your Columbia email to forward to another address.

CLIO is the main online catalog for all Columbia libraries (except Law and Teachers College). You may limit your CLIO searches to Burke collections; click on the “Pre-set Limits” before entering your search terms and choose Burke as the library location.

Remote access to nearly 1,000 online databases and thousands of e-books and e-journals is possible with your Columbia UNI by connecting through the Libraries’ website.

If the book or other material you need is checked out or not owned by the libraries, you can request it online through **Borrow Direct** (a service among 7 Ivy League university libraries), or through **Interlibrary Loan** to obtain material in the U.S. or internationally.

Library Self-service copiers use **Flex Cards**; purchase one at Butler, Barnard or Teachers College libraries.

The Course Reserves service makes the required reading for your classes easily available to your students in electronic or paper formats within copyright guidelines. General information on policies and submission guidelines are available on **Burke’s reserves webpage**.

or talk to Eun Ja Lee, Circulation Desk, Burke Library: 212 851-5605
or email ejlee@uts.columbia.edu

Submit reserves requests ASAP to ensure that materials are ready for the start of the semester.

The Burke librarians can describe the strengths of the general, special, and archival collections; are eager to receive your suggestions for new library materials; will provide course-related library research instruction to your students in your classroom or the library. We look forward to working with you.

Seth Kasten
Reference & general collections
skasten@uts.columbia.edu
212 851-5607

Michael Boddy
Special Collections
mboddy@uts.columbia.edu
212 851-5609

Ruth Tonkiss Cameron
Archives
rcameron@uts.columbia.edu
212 851-5612

Ree DeDonato
Acting Director, Burke Library
rd94@columbia.edu
212 851-5611