

**Library Support for
Faculty
Lecturers
Visiting Professors**



**at
Union Theological Seminary
2008-2009**

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 borrow library material 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 please return or renew materials on time. **Your borrowing privileges will be blocked** for failure to return recalled books on time or if the system applies a lost book fee (\$99). The charges will be removed when items are returned.

Library notices are sent only to your Columbia email address (e.g., abc123@columbia.edu). We suggest that you set your Columbia email to automatically forward messages to your @uts.columbia.edu address. Ask us how!

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 then 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 use **Interlibrary Loan** to obtain books and other material in the U.S. or internationally.

Library Self-service copiers use **Flex Cards**; purchase one at Butler, Barnard or Teachers College libraries. (*Flex Cards are not on sale in The Burke Library!*)

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.

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