USING THE LIBRARY AND THE ONLINE CATALOG:

Searching the Online Catalog
To search for a book in Trinity's Library, you will likely want to access the Online Catalog. There are multiple ways to do this:

1) You can visit the Online Catalog directly at http://catalog.tsm.edu on campus or at home.

2) You may also find the Online Catalog by visiting Trinity's homepage, http://www.tsm.edu/, then clicking Academics, then Library, and finally Online Library Catalog.

3) If you are in the library, you may access the Online Catalog by using the OPAC, or Online Public Access Catalog computer, near the Student Printer. To open the Online Catalog from this computer, simply click on the Internet Explorer icon.

When you reach the Online Catalog, you will be greeted by an interface with many options, including a search box at the top. Conduct simple keyword searches by typing in a title, author, or subject here. You may also search more specifically by clicking on Search, Browse, or Combination.

By clicking on any of these three terms, you will be taken to another search interface. From here you may search more specifically by keyword, title, author, subjects, series, etc.

You can also set search limits by clicking on Set Limits underneath the search box.
Item Records
If you were to search for and find the book *Essential Truths for Christians* by John H. Rodgers in the Online Catalog, you may click on the title in the results list to see more information about the book, including the full title, author, and publishing information. Below this, you will also find how many copies the library owns, where in the library the book is shelved, the book’s call number, and its availability.


Interlibrary Loan
If you need a book that is not part of the Trinity Library collection you may be able to request it through Interlibrary Loan. This means that the book or article you want may be available at another library that will allow us to borrow it for a set amount of time. See one of the librarians to learn more about this service.

Personal Account
You may also manage your library account by clicking on *Account* from the Online Catalog interface.

Using your library card ID Number and PIN (which is the last four digits of your ID Number, unless you change it), you may view the items you currently have checked out, holds you have placed, and fines that have accrued on your account. You may also renew any items you wish to keep for another loan period. To access your online account, you must be a registered patron of the library.
Library Collections:

Class Reserves Collection
These are resources that instructors have set aside for current courses. This collection can be found behind the circulation desk. When you need to check out a resource on reserve, you must find a student worker or librarian to assist you. **Students may not go behind the circulation desk to retrieve Reserve Resources.** Students may check out Reserve Resources for a loan period of 3 and 1/2 hours. If Reserve Resources are checked out within an hour of the Library’s closing, the resource may be taken overnight as long as it is returned within the first hour of the Library’s opening the following day. You may view the books on reserve through the Library’s Online Catalog. Simply click on **Reserves** from the interface to search for Reserve Resources according to Department, Course and Instructor.

Circulating Collection
These are books you can check out. They are organized and arranged using the Library of Congress classification system. This system uses a combination of letters and numbers. For more information on the Library of Congress classification system, visit [http://www.loc.gov/catdir/cpso/lcco/](http://www.loc.gov/catdir/cpso/lcco/). You can find the Circulating Collection on the main floor of the library, arranged alphabetically according to call number. Students may check out up to fifteen books at a time, for a loan period of four weeks.

Reference Collection
This collection is made up of encyclopedias, bibliographies, dictionaries, and commentaries, as well as other informative resources. Reference resources must be used in the library. They may not be checked out or taken from the library. The Reference Collection is shelved in the room across from the circulation desk. All Reference Collection resources have REF at the beginning of the call number, both on the book and in the Online Catalog.
New Books Collection

New books are shelved across from the Circulation Desk, next to the entrance to the Reference Room. These books are available for check out and will show up in the Online Catalog as shelved on the New Book Shelves. Each book in this collection will have a *New Book* sticker on its cover or spine.

Stanway Collection

The Marjorie Stanway Collection houses a variety of Bibles, Prayer Books and Hymnals from all over Africa and the world. The collection was established in honor of Marjorie Stanway, the wife of Trinity's first Dean and President, Alf Stanway. The Marjorie Stanway Collection is very unique, and one of the largest collections of its kind. Items shelved here are available for check out. This collection can be found in the room near the circulation desk. The letters STWY will precede the call number on the spine of each book and in the Online Catalog.

Rare Book Collection

The library’s Rare Book Collection is made up of a variety of interesting items including historical manuscripts, frail volumes, and the published works of faculty. The Rare Book Room is always locked. Should you need to view an item that is housed in the Rare Book Room, please see a librarian. All Rare Book Collection materials have the letters RARE before the call number. Also housed in the Rare Book Room is Trinity’s student thesis collection and the school’s archives.

Media Collection

The Media Collection is made up of video cassettes, audio cassettes, DVDs, CDs, CD-ROMs, and other audiovisual materials. Students may check out these items for a loan period of four weeks. The Media Collection is housed in a small room near the Student Printer. In this room there are televisions, DVD/VHS players, and an audio cassette tape player with headphones available for use in the library as well. These items may not be checked out. All Media Collection materials that are available for check out have the letters MDIA before the call number.