

# LIBRARY STUDENT HANDBOOK



## 2017 / 2018

PREPARED ON AUGUST 29, 2017

## TABLE OF CONTENTS

HIGHLIGHTS: WHAT'S AT THE LIBRARY THIS YEAR

LIBRARY OPERATING HOURS

HIGHLIGHTS FOR DE STUDENTS

### I. INTRODUCTION

- A. About Master's Library
- B. Mission
- C. Library Services
- D. Sample of Library Goals
- E. Frequently Asked Library Questions

### II. LIBRARY FACILITIES

- A. Computer Lab
- B. Wireless Internet Access
- C. Study Area
- D. Food Restriction

### III. LIBRARY POLICIES

- A. Loan Period
- B. Limits
- C. Renewals
- D. Requests & Reserves
- E. Overdue Items & Fines
- F. Loss of Materials
- G. Borrower Responsibilities
- H. External Library Membership Policy

### IV. REFERENCE & INFORMATION

- A. Books: Online Public Access Catalogue
- B. On-Line Journals
- C. Distance Education/Off Campus Students
- D. Library Orientation & Instruction
- E. Suggestions Welcome

### V. ASC ACADEMIC SUCCESS CENTRE

### VI. APPENDIXES

- A. Dewey Decimal Classification
- B. Dewey Decimal Classification for Religion
- C. Pathfinder to Potentially Helpful Internet Resources
- D. Helpful Titles from Oxford Reference Online

## HIGHLIGHTS: WHAT'S AT THE LIBRARY THIS YEAR

### SITKA/ EVERGREEN LIBRARY CATALOGUE

- [EVERGREEN](#) is our online catalogue used to search print books, eBooks, print journals and reference materials.

### EVERGREEN FEATURES TO MAKE YOU AWARE OF:

- Orientation is coming soon for first year students

### PHOTOCOPIER ACCOUNTS:

- New Students: **MUST** visit the library and load your student library printer account by \$20.00 before third week of classes. This is **IMPORTANT!** Sometimes personal dorm printers malfunction and assignments need to be printed in a short timeframe, or late penalty marks are the consequence. That is why we insist upon this step. Credit carries over from one term to the next, but if there is a balance still on your account by graduation date, you will be entitled to a reimbursement.

### NEW E BOOKS

- Many new e books were added last year; all are indexed in both our public catalogue, and accessible through the [EBSCOHOST](#) login; look for the e book heading, just below ATLA Religion database and Religion and Philosophy Collection headings. The same login as for journals gives you access to e books.

### E-JOURNALS

- *ATLA Religion* database will be your most frequently used source for theological journals.
- *Religion and Philosophy* database will also be in heavy demand.

### FREE E-JOURNALS AND FREE E-BOOKS

- Open access and free e-books are available; please ask staff for suggestions.

## LIBRARY ORIENTATION AND TUTORIALS

- Five library tutorials are now available on the [Library Services](#) page of the college website. These tutorials will teach students how to use ATLA, how to download e books, how to search and other library orientation tasks.
- Distance Educational students can also find these tutorials on D2L.
- A Complete Guide to MLA 8 is available from the MLA tab.

## LIBRARY HOURS

- Learning Commons Hours of Operation: for the first half of the term the Learning Commons will be open Monday, Wednesday, and Thursday from 8:00 am to 9:00 pm and Tuesday 8:00 am to midnight. Fridays 11:30 am to 6:00 and Saturdays 12:30 pm to 6:00 pm; for the second half of the term Monday to Thursday library hours are extended to midnight. Friday and Saturday hours remain the same.

## ACCESS TO LEARNING COMMONS:

- Access is through the front doors during business hours, but after 4:00 pm students are encouraged to walk through the tunnel, using card swipes, since outside doors will be locked. Note that exercise room at bottom of stairs below cafeteria is the way through.

## RESERVE ROOM

- Cabinet contains resources Professors have placed on two-hour loans, for in-library use. Heavy use resources are also available here.

## BASEMENT STORAGE AREA

- Books 30 years or older must be asked for; staff will retrieve item within a 24-hour turn-around time (or sooner, if you really need it!)

ASK LIBRARY STAFF IF YOU WANT MORE DETAILS!

**WINTER 2017**  
**MCS**  
**LIBRARY**  
**REGULAR**  
**OPERATING**  
**HOURS**

Sept 7 to Oct 14, 2017  
(6 weeks)

Monday 8:00am – 9:00pm  
Tuesday 8:00am – 12:00 am  
Wednesday 8:00am – 9:00pm  
Thursday 8:00am – 9:00pm  
Friday 11:30 am – 6:00 pm  
Saturday 12:30pm – 6:00pm  
Closed Sundays

For information please contact:

EMAIL Ruth Sadlier

Director of Learning Resources at  
[ruth.sadlier@mcs.edu](mailto:ruth.sadlier@mcs.edu)

CALL (705) 749-0725 EX 248

Or

EMAIL Amber Webb

Assistant to the Director at  
[amber.webb@mcs.edu](mailto:amber.webb@mcs.edu)

CALL (705) 845-7463

**PUBLIC ACCESS CATALOGUE**  
**AVAILABLE 24-7 ON MCS WEBSITE**

[www.mcs.edu](http://www.mcs.edu)

**WINTER 2017**  
**MCS**  
**LIBRARY**  
**EXTENDED**  
**OPERATING**  
**HOURS**

Oct 16 to Dec 9, 2017  
(8 weeks)

Monday 8:00am – 12:00 am  
Tuesday 8:00am – 12:00 am  
Wednesday 8:00am – 12:00 am  
Thursday 8:00am – 12:00 am  
Friday 11:30am – 6:00pm  
Saturday 12:30pm – 6:00pm  
Closed Sundays

On campus students:

**POSSIBLE ADJUSTMENT IN LIBRARY**  
**HOURS DURING:**

**READING WEEK** Oct 23<sup>rd</sup> – Oct 28<sup>th</sup>

**EXAM WEEK** April 11<sup>th</sup> – 15<sup>th</sup>

**PLEASE REGULARLY CHECK** website for  
Library updates, new  
resources and new Library  
Orientation tutorials plus  
changes in library operating  
hours.

## EMAIL [ruth.sadlier@mcs.edu](mailto:ruth.sadlier@mcs.edu)

What should you email ---or visit and chat with---library staff about?

- Finding books, journals, e-books, e-journals and reference resources;
- Library orientation to using the library services, and doing research;
- Steps in the research process, and tools to get the job done right;
- Asking about an assignment, and where to find resources on a specific topic (she'll start you on the research journey, but you'll do the actual work!)
  
- Setting up an appointment for training in how to use EasyBib, ATLA Religion database, or how to use the library catalogue to find books on a specific topic;
- If in doubt, ask! Library staff will be happy to help with your library needs!

## EMAIL [library@mcs.edu](mailto:library@mcs.edu)

What should you email ---or visit and chat with all library staff about?

- Finding books, journals, e-books, e-journals, and reference resources;
- Library orientation to using the library services, and doing research;
- Circulation, computer lab needs, photocopier, reserve room loans and other library functions;
- If in doubt, ask! We will be happy to help with your library needs!

### **HIGHLIGHTS FOR DE STUDENTS**

- REQUESTING BOOKS: If you reserve items directly from the library catalogue, please also email [ruth.sadlier@mcs.edu](mailto:ruth.sadlier@mcs.edu) to request that the books be mailed out.
- CONSULTATION: know that it is okay to ask Ruth for advice on finding resources on specific research topics; email her at [ruth.sadlier@mcs.edu](mailto:ruth.sadlier@mcs.edu)
- MAILING OUT BOOKS: Books can be mailed out, with MCS paying one way for mailing out and the student paying the return mailing charges. Added service charges may be arranged, if needed, for speedier guaranteed 2 to 3-day delivery of requested items;

- LIBRARY POLICIES, such as loan periods, rules for the library, overdue fines are the same for DE as for on campus students; see Student Library Handbook for details, and clarification of all policies.
- D2L LIBRARY TAB: LIBRARY NEWS AND E RESOURCES: regularly check this tab link, for updates on library resources, especially new e-resources;
- D2L LIBRARY TAB: LOGIN AND PASSWORD: check here for login and password information needed to access EBSCOHOST ATLA Religion databases; other services such as EASYBIB for MLA formatting of essays will be here
- D2L LIBRARY TAB: TUTORIALS and LIBRARY ORIENTATION: check D2L LIBRARY for tutorials and videos. Each are about 2 minutes, and offer quick reviews of how to use specific library services;

Please email [amber.webb@mcs.edu](mailto:amber.webb@mcs.edu) if you have any library related questions, or need help to use the library; you may also email [ruth.sadlier@mcs.edu](mailto:ruth.sadlier@mcs.edu).

## I. Introduction

### A. About Master's College

A library collection of over 35,000 volumes and two online journal databases, including ATLA and Religion and Philosophy are available for students and faculty. Pre-1965 volumes are in storage, but can be accessed within a 24-hour turn-around time. Close to 600 academic journal titles are currently available in full-text. The library's holdings are accessible on-line and through a link to the library on the College's web page ([www.mcs.edu](http://www.mcs.edu)). A Microfiche reader/printer is available, plus various CD-ROM files accessible via the Computer Lab stations in the library. The library is open Monday through Saturday during the school terms as well as a modified schedule during the summer months. Expanded evening hours occur during the second half of each term. Our library staff are always willing to lend a helpful hand. The library is an invaluable asset to the College since the theological student will spend considerable time using library resources.

An integrated learning educational model is practiced, which means library instruction and library orientation to services are offered as a part of existing curriculum learning activities, in addition to regular library services and established library operating hours.

The library offers various services designed to assist students and faculty in study and research. Our staff and volunteers are always willing to lend a helpful hand.

### B. Mission

The purpose of MCS Library is to provide the learning resources and services to support Master's College's mission and academic priorities. This responsibility falls within the college mandate to create an effective learning community that provides programs and services which equip Pentecostal leaders for ministry.

### C. Library Services

- **Circulation collection** can be borrowed. Books 1965 and newer are located on shelves; books pre-1965 must be requested from storage.
- **Reference collection:** books are for in-library use only



- **Reserve collection:** located at the circulation desk; these are items put on reserve by Professors, for specific course use; loan periods vary from one hour, two hours, overnight or two night loans;
- **CD format/Microfilm/fiche** of pre-2006 research journals and some CD format options. An older microfilm unit, with printing capability at 0.10 per page, is currently operational.
- **ATLA Religion database and Religion & Philosophy Collection** offer online academic research journals.
- **EasyBib:** is recommended for all essays at MCS; it is a free bibliographic tool enabling students to produce MLA format citations and bibliographic summaries for research titles consulted.
- **Computer Lab,** with seven terminals, for printing assignments at 0.10 cents per page, or for Internet research needs, and college assignment activities. Students are reminded to save essays on a portable USB.
- **Photocopier,** for printing, at 0.10 cents per page, reserve items, reference resources, and/or other items, as allowed by Canadian copyright restrictions.

#### NEW PHOTOCOPIER

- All Students: please load to your library printer account \$20.00 before third week of classes, and throughout your time at MCS ask library staff to add \$20.00 increments, as needed;
- **Library Orientation,** including instruction in how to use the library catalogue, how to access online journals, and how to use EasyBib, plus other forms of instruction, as required;
- **Mailing Collections out to DE students,** as individual email requests are received and processed, MCS will cover regular post-delivery mailing charges out; student will pay mailing charges for return of books, and added service charges, if needed, for guaranteed 2-3-day delivery.
- **Individual Consultations with Director of Learning Resources, by appointment,** including advice on how to find resources for specific essay thesis statements, advice on research strategy options to best locate materials relevant to a specific assignment and other library instruction, as needed.

## D. Library Goals

- new books will be purchased monthly, in areas recommended by faculty, areas identified as subject gaps by library staff, and in response to student suggestions.
- out-dated books will be removed according to a 10 year “weeding policy” that focuses on a segment of the collection each term.
- e-resource collections will be high priority library purchases.
- Numerous collections of consortium offered e-books, in the religion and theology subject areas, have been purchased for MCS library and are now accessible to registered MCS students; all new accessible e books are currently listed in the library’s catalogue, [EVERGREEN](#). Login to [EBSCOHOST](#), which lists ATLA Religion journals as the first choice, Religion & Philosophy Collection as second choice followed by eBook search options, is another way to search for and access e-books.

## **E. FREQUENTLY ASKED LIBRARY QUESTIONS**

- first year students will receive in-classroom library orientation. This includes instruction in how to use the public catalogue, how to access journals using ATLA Religion database and the Religion & Philosophy Collection, and how to use EasyBib for preparing MLA citations;
- one-on-one demonstrations in library orientation areas are offered, as needed, to any student making this request.
- lists of free e-journals in areas of religion and theology are available for consultation.
- lists of websites potentially relevant to essay writing at MCS are available for consultation.
- suggestion forms, to invite students to offer ideas to improve the library or to recommend the purchase of a book, are available in the library, or suggestions can be emailed to [ruth.sadlier@mcs.edu](mailto:ruth.sadlier@mcs.edu)
- changes in scheduled library operating hours, if needed, will be posted on the library door at the top of the stairs.
- DE students should email library staff to ask for books or request advice on which books to request; books will be mailed out within 48

hours with the college paying one way and the student paying the return mailing costs.

- storage stacks are retrieved or acknowledged as unavailable, with topic substitution choices suggested, within a 24-hour library operating hour's turnaround time.
- STUDENT LIBRARY STAFFING: Students are at times hired to work various library hours, including Fridays and Saturdays, and some evenings, and mornings.
- LIBRARY PERMANENT STAFFING: Assistant to the Director of Learning Resources can be reached via email at [amber.webb@mcs.edu](mailto:amber.webb@mcs.edu) or [library@mcs.edu](mailto:library@mcs.edu). Director of Learning Resources can be reached via email at [ruth.sadlier@mcs.edu](mailto:ruth.sadlier@mcs.edu) or [library@mcs.edu](mailto:library@mcs.edu) or by phone at 705 749 0725 ex 248. Community volunteers may also be invited to assist with some library activities. Student library assistants also continue to serve the MCS students, during evening and weekend library operating hours.

## II. LIBRARY FACILITIES

### A. Computer lab

A computer lab equipped with three PCs is available for email, Internet searching, Microsoft Office, and sending documents for printing. Four library orientation PC's are also available.

### B. Wireless Internet Access

Wireless Internet access is available in the library.

### C. A Study Area

A study area furnished with study tables provides opportunity for study and research. Outlets nearby allow for laptop plug in.

## D. Food restriction within library

Students are encouraged to take breaks instead of bringing lunches, drinks, and snacks into the library. However, there is a COFFEE CORNER, where coffee can be enjoyed, and lounge seating will (hopefully) soon be available. Ensure that cups have tightly covered lids, please, if you choose to have coffee at a study table.

## III. LIBRARY POLICIES

### A. Loan Period

1. The standard loan period for library materials is two weeks (14 days) with two renewals of two weeks each, assuming no holds or recalls apply.
2. Faculty may borrow materials for up to four months, (120 days) with no renewals, assuming no holds or recalls apply.
3. Loan periods for **Reserve Collection** materials vary:
  - a. two-hour loans; if borrowed during the last hour of the day, items must be returned within the first hour the library is open the following day, or an overdue fine of \$1.00 per hour is applicable.
4. **Non-circulating:** reference, periodicals, microforms, and 2-hour reserves remain in the library.

### B. Limits

A maximum of three items on the exact Dewey decimal subject category can be checked out on one library card at one time, by a single borrower; there is no limit on the number of subject categories, or total number of books that can be out by students, assuming no unpaid fines are on the library card at the time of checkout.

Visitors can check out books, at the discretion of the library staff; there are times when some subject areas are in great demand by students.

### **C. Renewals**

1. The standard loan period is 2 weeks (14 days) with two renewals, assuming no holds or recalls apply. Do not wait for the overdue date. Overdue items cannot be renewed by email or telephone, but books must physically be returned to the library, in case a hold is captured when a renewal attempt is made. Two renewals of two weeks each is usually available, unless the titles are high demand items. Contact Ruth Sadlier by email at [ruth.sadlier@mcs.edu](mailto:ruth.sadlier@mcs.edu), if you have questions.
2. No renewals are allowed for reserve items.

### **D. Requests and Reserves**

Students will be able to place holds on circulating books.

2. Once a hold is placed, there is a 3-day timeslot for the hold to be picked up, or the item may be automatically captured for the next borrower on the holds list. Over holiday weekends, and Sundays this may be adjusted.
3. Interlibrary loan is a service that may be provided, if needed. However, extra charges may apply for items obtained through ILL and time factors may make this an impractical route. Note: Often alternatives to Interlibrary loan are available, therefore, students are asked to consult with the Director of Learning Resources, for advice before asking for an Interlibrary loan order.

## E. Overdue Items & Fines

**Borrowers are responsible to return materials within 14 days of the check-out (or renewal) date, or must show email confirmation of renewal extensions granted.**

1. \$0.25 cents per day, per item (beginning on the due date)
2. After 30 days, replacement cost of item plus \$6.00 non-refundable processing fee will be automatically added to borrower accounts.
3. Maximum of \$10.00 is allowed before borrowing privileges end. Total fine to be paid in full before borrowing privileges resume.
4. Reserve items loaned for 2 hours: \$1.00 per hour charged if overdue.
5. Video/DVD and special heavy demand items: \$1.00 per day.
6. All overdue/lost material fines must be paid in full 14 days prior to exam week.

## F. Loss of Materials

1. By checking out any library materials, the borrower assumes full responsibility for the return or replacement of that material. Please report the loss of library property promptly.
2. Those who lose items still in print will be charged replacement cost plus a \$6.00 non-refundable processing fee.

## G. Borrower Responsibilities

The library will hold the borrower whose name is on the computer circulation record, responsible for all items checked out to that account.

1. Returning all items when due.
2. Adherence to all library policies as stated in the Student Library Handbook.
3. Ensuring no fines or charges remain in library records each term, and library accounts are paid in full, two weeks before exams.
4. MCS Student ID card must be confirmed when borrowing items, if the student is not a regular library user known by name; cards are

not transferable; only the holder of the card can check out materials on a card.

5. Immediate notification of change of address, email address or phone number is required.

## H. External Library Memberships Policy

Although Master's College & Seminary is a private institution, all persons are welcome to use library materials within the library. Borrowing privileges, however, are extended to visitors only when items requested are not in demand for current curriculum needs.

## IV. REFERENCE & INFORMATION

### A. Books: Online Public Access Catalogue

The library catalogue, **EVERGREEN**, is accessible 24-7 from the college website at [www.mcs.edu](http://www.mcs.edu). Students are encouraged to click on the **SEARCH** tab, find titles, then subject headings of interest, and note Dewey Decimal call numbers for items of interest.

### B. On Line Journals

ATLA Religion Online Journals is accessible, offering over 1,923 journal titles for on-line searching in theological subject areas with 230 titles offering full text. From the MCS website, click on "Library Services" and choose **EBSCO database** from the menu on the right.

Our license agreement allows currently registered students to use the EBSCO login to access the ATLA Religion database as well as the Religion & Philosophy Collection.

The Religion & Philosophy Collection is comprised of 260 journal titles which cover topics such as Biblical studies, religious history, world religions and political and moral philosophy.

All journal searches will be automatically limited to full-text; but the advanced search option allows you to de-limit the search, if there is a need to do so.

### C. Distance Education/Off Campus Students

Distance education and off campus students have 24/7 access to the library catalogue and EBSCO online journal databases through the D2L library link. Print books can be RESERVED DIRECTLY through the Evergreen library catalogue; however, please continue to email Ruth Sadlier at [ruth.sadlier@mcs.edu](mailto:ruth.sadlier@mcs.edu) to consult about searches and arrange for books to be mailed out, even if they have been reserved electronically.

Books can be mailed out, with MCS paying one way for mailing out and the student paying the return mailing charges.

### D. Library Orientation and Instruction

Workshops are available, upon request, for students requiring instruction in:

1. Use of the public catalogue to locate specific subjects or find relevant books.
2. Use of ATLA Religion and Religion & Philosophy Collection databases, to locate journal articles on specific subjects.
3. Use of EasyBib to create an MLA works cited bibliography.
4. Use of computer lab to obtain e-resources on theological or curriculum based topics included in integrated learning instruction packages.

### E. Suggestions Welcome

If a student has found an online link to e-resources that would benefit other students doing similar research, these great resource ideas should be collated as suggestions ASAP. Please email [ruth.sadlier@mcs.edu](mailto:ruth.sadlier@mcs.edu) with ideas on ways to enhance library services.



Know also that every effort is made to satisfy the information and research needs of students, faculty and users of the MCS library; therefore, if there is something that the library can do to better serve current student research needs, or books that need to be added to the collection to satisfy a specific research topic, please email your suggestions on ways to improve the library to the Director of Learning Resources. If you prefer, a suggestion form, available at the library, can be filled in, and left at the circulation desk. Thank you, everyone, for making the library highly effective---and a place where excellence is pursued by all.

## V. ASC ACADEMIC SUCCESS CENTRE

Wendy Holmes is the Director of the Academic Success Centre located in the Learning Commons. Academic Success Centre tutoring, workshops and help with research and writing assistance is available. Please contact [wendy.holmes@mcs.edu](mailto:wendy.holmes@mcs.edu) .

Please contact [ruth.sadlier@mcs.edu](mailto:ruth.sadlier@mcs.edu) for in-library assistance with research related queries---or for help to locate relevant resources. We welcome your questions and will come alongside students having trouble finding books on a specific topic.

## VI. APPENDIXES

### A. Dewey Decimal Classification

000 Computer science, knowledge & systems	150 Psychology
010 Bibliographies	160 Logic
020 Library & information sciences	170 Ethics
030 Encyclopaedias & books of facts	180 Ancient, medieval & eastern philosophy
040 [Unassigned]	190 Modern western philosophy
050 Magazines, journals & serials	200 Religion
060 Associations, organizations & museums	210 Philosophy & theory of religion
070 News media, journalism & publishing	220 The Bible
080 Quotations	230 Christianity & Christian theology
090 Manuscripts & rare books	240 Christian practice & observance
100 Philosophy	250 Christian pastoral practice & religious orders
110 Metaphysics	260 Christian organization, social work & worship
120 Epistemology	270 History of Christianity
130 Parapsychology & occultism	280 Christian denominations
140 Philosophical schools of thought	290 Other religions

300 Social sciences, sociology & anthropology  
310 Statistics  
320 Political science  
330 Economics  
340 Law  
350 Public administration & military science  
360 Social problems & social services  
370 Education  
380 Commerce, communications & transportation  
390 Customs, etiquette & folklore  
400 Language  
410 Linguistics  
420 English & Old English languages  
430 German & related languages  
440 French & related languages  
450 Italian, Romanian & related languages  
460 Spanish & Portuguese languages  
470 Latin & Italic languages  
480 Classical & modern Greek languages  
490 Other languages  
500 Science  
510 Mathematics  
520 Astronomy  
530 Physics  
540 Chemistry  
550 Earth sciences & geology  
560 Fossils & prehistoric life  
570 Life sciences; biology

580 Plants (Botany)  
590 Animals (Zoology)  
600 Technology  
610 Medicine & health  
620 Engineering  
630 Agriculture  
640 Home & family management  
650 Management & public relations

660 Chemical engineering  
670 Manufacturing  
680 Manufacture for specific uses  
690 Building & construction  
700 Arts  
710 Landscaping & area planning  
720 Architecture  
730 Sculpture, ceramics & metalwork  
740 Drawing & decorative arts  
750 Painting  
760 Graphic arts  
770 Photography & computer art  
780 Music  
790 Sports, games & entertainment  
800 Literature, rhetoric & criticism  
810 American literature in English  
820 English & Old English literatures  
830 German & related literatures  
840 French & related literatures  
850 Italian, Romanian & related literatures  
860 Spanish & Portuguese literatures  
870 Latin & Italic literatures  
880 Classical & modern Greek literatures  
890 Other literatures  
900 History  
910 Geography & travel  
920 Biography & genealogy  
930 History of ancient world (to ca. 499)  
940 History of Europe  
950 History of Asia  
960 History of Africa  
970 History of North America  
980 History of South America

## B. Dewey Decimal Classification for Religion

200 Religion  
201 Religious mythology & social theology  
202 Doctrines  
203 Public worship & other practices  
204 Religious experience, life & practice  
205 Religious ethics  
206 Leaders & organization  
207 Missions & religious education  
208 Sources  
209 Sects & reform movements  
210 Philosophy & theory of religion  
211 Concepts of God  
212 Existence, knowability & attributes of God  
213 Creation  
214 Theodicy  
215 Science & religion  
216 [Unassigned]  
217 [Unassigned]  
218 Humankind  
219 [Unassigned]

220 Bible  
221 Old Testament (Tanakh)  
222 Historical books of Old Testament  
223 Poetic books of Old Testament  
224 Prophetic books of Old Testament  
225 New Testament  
226 Gospels & Acts  
227 Epistles  
228 Revelation (Apocalypse)  
229 Apocrypha & pseudepigrapha  
230 Christianity & Christian theology  
231 God  
232 Jesus Christ & his family  
233 Humankind  
234 Salvation & grace  
235 Spiritual beings  
236 Eschatology  
237 [Unassigned]  
238 Creeds & catechisms  
239 Apologetics & polemics  
240 Christian moral & devotional theology

241 Christian ethics  
242 Devotional literature  
243 Evangelistic writings for individuals  
244 [Unassigned]  
245 [Unassigned]  
246 Use of art in Christianity  
247 Church furnishings & articles  
248 Christian experience, practice & life  
249 Christian observances in family life  
250 Christian orders & local church  
251 Preaching  
252 Texts of sermons  
253 Pastoral office & work  
254 Parish administration  
255 Religious congregations & orders  
256 [Unassigned]  
257 [Unassigned]

258 [Unassigned]  
259 Pastoral care of families & kinds of persons  
260 Social & ecclesiastical theology  
261 Social theology  
262 Ecclesiology  
263 Days, times & places of observance  
264 Public worship  
265 Sacraments, other rites & acts  
266 Missions  
267 Associations for religious work  
268 Religious education  
269 Spiritual renewal  
270 History of Christianity & Christian church  
271 Religious orders in church history  
272 Persecutions in church history  
273 Doctrinal controversies & heresies  
274 History of Christianity in Europe  
275 History of Christianity in Asia  
276 History of Christianity in Africa  
277 History of Christianity in North America  
278 History of Christianity in South America  
279 History of Christianity in other areas  
280 Christian denominations & sects  
281 Early church & Eastern churches  
282 Roman Catholic Church  
283 Anglican churches  
284 Protestants of Continental origin  
285 Presbyterian, Reformed & Congregational  
286 Baptist, Disciples of Christ & Adventist  
287 Methodist & related churches  
288 [Unassigned]  
289 Other denominations & sects  
290 Other religions  
291 [Unassigned]  
292 Greek & Roman religion  
293 Germanic religion  
294 Religions of Indic origin  
295 Zoroastrianism  
296 Judaism  
297 Islam, Babism & Baha'í Faith  
298 (Optional number)  
299 Religions not provided for elsewhere

## C. Pathfinder to Potentially Helpful Internet Resources

**Apologetics.com**

<http://www.apologetics.com/>

**Bible Gateway**

<http://www.biblegateway.com/>

**Catholic Encyclopaedia**

<http://www.newadvent.org/cathen/>

**Christian Classics Ethereal Library**

<http://www.ccel.org/>

**Creeds of Christendom**

<http://www.creeds.net/>

**Digital Book Index**

<http://www.digitalbookindex.com/search001a.htm>

**Early Christian Writings**

<http://www.earlychristianwritings.com/>

**Google Scholar**

<http://scholar.google.ca/schhp?hl=en&tab=ws>

**Internet Public Library**

*For everything but religion*

<http://www.ipl.org/>

**New Testament Gateway**

<http://www.ntgateway.com/>

**Project Gutenberg**

[http://www.gutenberg.org/wiki/Main\\_Page](http://www.gutenberg.org/wiki/Main_Page)

**Religion-Online**

<http://www.religion-online.org/>

**Theological Journal Search**

<http://www.google.com/cse/home?cx=018443097211386924752%3Aluwi5uy2qbe>

**Wesley Center Online**

<http://wesley.nnu.edu/>

Note that this list is not exhaustive, and it will be up-dated periodically, as new suggestions from students and faculty are received.

Note that there are new open access books available through the new SITKA/EVERGREEN library catalogue. These can be downloaded directly in pdf format.