

Other Services

There are two **computers** for general use in the Library Annexe. Both give access to the Anglicat catalogue at the John Kinder Theological Library, Auckland, which hosts our catalogue.

Computer Access to many periodicals, indexes and other resources is available to us through the John Kinder Theological library. To use them, you need to register as a member of the Bishop Sutton Library, as overleaf.

A **photocopier** is available in the hallway for student use. You need to register with our Administrator (office@bishopdale.ac.nz) who will issue you with a code to use for printing and photocopying purposes. You will be invoiced for your copying at the end of each semester. The prices of photocopying are displayed near the photocopier.

If you have any other queries, please feel free to leave a note or email the Librarian on library@bishopdale.ac.nz.

Location:

Bishop Sutton Library
Bishop Eaton House
PO Box 347
30 Vanguard Street
Nelson 7040
Tel: 03 548 8785 (extn 4)
Email: library@bishopdale.ac.nz

Library Staff:

Jennifer Patterson, BA Hons, MIS,
Librarian

Rachael Higgs, Library Assistant

Hours of Opening:

Mon & Tues:

10 am - 6 pm (in-Semester)

10 am - 4.30 pm (out-of-Semester)

Wed: 10 am - 5 pm

Thurs: 10 am - 4pm (in-Semester)



The Bishop Sutton Library

Te Puna Mātauranga o Whakatu

Information
for
Transformation

Guide to the Library

03 548 8785 ext Library

The Collections

The Main book collection is in the Library on the ground floor. It is wide ranging, and covers theology, church management, church history and many aspects of ministry. The Main collection is shelved in classified order according to the Library of Congress Scheme.

There is a Reference collection of encyclopaedias and dictionaries. These books must be used in the Library and may not be borrowed.

Books published before 1960, are housed separately in the Library 'stack' room. Anyone needing access to them is asked to arrange this with the librarian. Not all of these books have been catalogued.

Journals are shelved in the Common Room, together with some Reference material. They are filed alphabetically by title. They are not for loan, but articles may be photocopied within the restrictions of the Copyright Act. We ask you not to remove them.

Registering as a Member

To join the library it is necessary to fill in a Registration form (No charge). These forms are available electronically on the BTC website (www.bishopdale.ac.nz) or on the Issues Desk at the Library.

Please give/email the completed form to the Librarian and you will be issued with a Borrower's card which gives you access to both Bishop Sutton Library and the John Kinder Theological Library.

What's in the Library?

The holdings of the Bishop Sutton Library are recorded on Anglicat, a catalogue for Anglican Theological collections that is hosted by the John Kinder Theological Library, Auckland.

To find out what books are in the Bishop Sutton Library, go to www.kinderlibrary.ac.nz on the internet. There is also access through the Nelson Diocese website (nelsonanglican.org.nz). You can do this in the library or at home. Once on the John Kinder Library home page:

Click on **Anglicat catalogue search**.

In the **search bar**, type in the author, title or subject that you are looking for. Below the search bar is a button labeled **show options**. This allows you to choose the library you wish to search. Highlight **Bishopdale Theological College** and select the lower button "only retrieve records with copies at selected libraries" then click **Search**. This means your search is limited to books held at Bishopdale. The Search results page will display a list of matching titles which you can scroll through until you find the record you are looking for. Click on the underlined title. This will bring up a fuller record and towards the bottom of the page you will see "Copy Information" which lists the library, the "call number" and availability (if it is out on loan or not). You need the call number (spine label) to find it in the library. If you are searching from home, you can print the search results, or email them to your address. You can also create a bibliography, and return to add titles to it later. The librarian is happy to help you learn how to use this system if you contact her (library@bishopdale.ac.nz).

Borrowing

Most books are due back one month after the date of issue, unless there is a waiting list, when a book may be recalled earlier. Books may be renewed twice, but then must be returned.

Student Course Books: Texts and some recommended reading titles for courses being undertaken by BTC students are available on loan for **one week only**. In fairness to other students, they must be returned on time, or earlier if you have finished with them.

Overdue notices will usually be sent by email. If a book has not been returned after two notices, an account for the replacement cost will be issued, and library privileges revoked until the account is cleared. If you receive a notice and would like to renew the book, please forward the notice to library@bishopdale.ac.nz. If no-one is waiting for it, it will be renewed for a further month.

Issue Systems

When staff are in the Library, they will issue your books using a barcode reader. If no staff are available, please record your name and the details of the books you are borrowing on a **"book loans"** sheet on the issues desk. Please be sure to record the **item number** (barcode number inside the back cover). This is the number used to track the book.