CHICAGO THEOLOGICAL SEMINARY

LAPP LEARNING COMMONS

2018-2019

Resources available for all Bexley-Seabury students

The Learning Commons at CTS is located on the third floor of the Seminary building. The Learning Commons' website can be accessed at http://www.ctslibrary.org. From this website, you will be able to access the Learning Commons' online catalog, research assistance resources, a complete copy of the Learning Commons' policy manual, and online journals, databases, and ebooks. Learning Commons' hours are posted on that website as well.

The Learning Commons' Physical Resources

The Learning Commons includes multiple group study rooms (individuals can use these as well, but first priority is given to groups), study spaces, a quiet reading room, cheerful staff, a multifunction photocopier/scanner and multiple computers for student use. Course readings are kept on reserve for all students enrolled in CTS courses. These reserve books can be checked out for three hours.
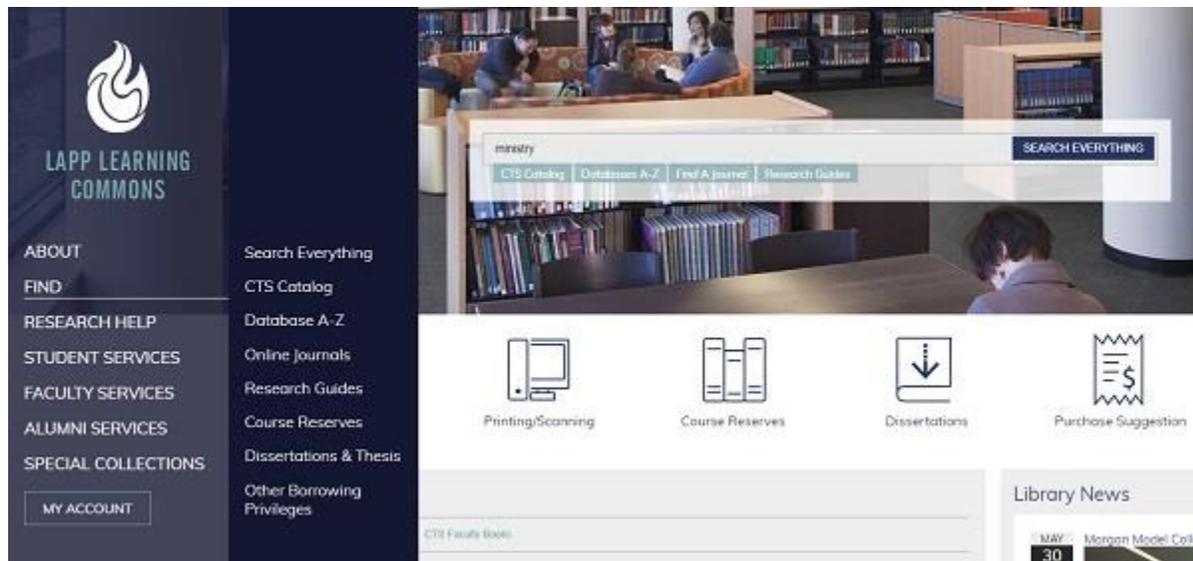
You will need to bring their Bexley Seabury student ID card and your current ACTS card to the Lapp Learning Commons in order to check out books.

The Learning Commons' Electronic Resources

Many electronic resources are made available to Bexley-Seabury students. Online access to CTS's databases, ebooks, ejournals and streaming videos is available to all Bexley Seabury students who are physically in the library. Only students who are enrolled in a CTS course will have remote access to these resources from their home computer or personal devices. Enrolled students will receive an email from the Learning Commons informing them of their login credentials that will be valid for the duration of the CTS course.

Doing Research at the Lapp Learning Commons

Most research materials can be found under the **"Find"** tab on the main web page. Each sub-group is named after what you'd be looking for.

"Search Everything" This is exactly what it sounds like. CTS subscribes to EBSCO Discovery Service, a new platform that allows users to search in one place all the content the Learning Commons either owns or subscribes to. You can search for books, articles, streaming media and more across our catalog and all of our databases (e.g. ATLA, EBSCO, JSTOR, Project Muse, etc.).

"CTS Catalog" takes you to the local book catalog. Inside of it is all of our print books, print journals, ebooks, and A/V, including streaming videos. You can search by title, author, or keyword.

 "Find—Databases A to Z" is exactly what it sounds like. All databases the Learning Commons subscribes to are listed alphabetically on this web page.

"Find—Online Journals" takes you to a search screen for ejournal titles. Please note that this is not where you'd search for a topic. It's only useful when searching for specific journals you want to look at.

"Find – Research Guides" takes you to our research guides. These guides are a curated list that provide two or three key "starting point" databases for a particular subject area, with a long list of other related databases in the box(es) below it. Occasionally, other guides of relevance are added (such as the Getting Started, Navigating Databases, and DMin guides.

"Find – Course Reserves" takes you to the listing of course reserves. This listing is updated on a semester-by-semester basis.

Find – Dissertations and Theses takes you to a listing of dissertaton and theses databases

Reference Management Tools

Zotero
A free bibliography tool, similar to NoodleTools, RefWorks, and Endnote. Autoback-up online.

Chicago Manual of Style Online

An online version of the Chicago Manual of Style.

[Turabian Quick Guide](#)
A quick outline of how a citation should look in Turabian. Turabian is the student version of *The Chicago Manual of Style*. *The Chicago Manual of Style* is aimed at professional scholars and publishers. Think of Turabian as a lite version of Chicago.

Computers, Printing, Photocopying and Scanning

Three public computer work-stations are available in the Lapp Learning Commons for the use of Bexley Seabury and other ACTS students.

Printing services are also available to Bexley Seabury students. However, since the public computers are not networked with the printers, you will need to request that the circulation desk print materials for you. For printing services, you can email material to the circulation desk or download material onto a USB drive and bring it to the circulation desk. Printing and photocopying costs $0.10 per side of the page, i.e. a double-sided printout on a single sheet is still $0.20.

In order to print something on the Bexley Seabury copy machine from an email or USB drive for free, email it to or see Ron Fox with a request for printing. rfox@bexleyseabury.edu.

The Learning Commons also has a self-serve scan station that you can use for free. You can scan material and send via email or save it to your USB drive.

Other Borrowing Privileges

ACTS Library System
As a Bexley-Seabury student, you are also entitled to use the library resources at other ACTS schools. In order to use these resources, you will need an ACTS Library card. Take your student

ID to Br. Ron Fox and he will present you with your ACTS card. These cards are valid for one year.

ATLA Reciprocal Borrowing Program
The ATLA Reciprocal Borrowing Program creates an arrangement between participating North American seminaries to grant check-out privileges to each other's patrons/students. A patron/student walks into a participating seminary library, shows proof of current enrollment at another participating seminary, and checks out materials based on the library's local lending policies. Here's the [list of participating seminaries](#) in the ATLA Reciprocal Borrowing Program.