



## Library Handbook 2011/12



# Welcome

Our in-house library contains approximately 12,000 books. The collection includes 25 journals, newspapers and other periodicals, (a number of these are available on line). There are three computer workstations in the library and a networked photocopier and printer.

Our vision is to *“provide and continuously improve a high quality academic library, anticipating information needs and delivering first-class user-centred information resources and services”*.

The organisation of the library and associated facilities allows for a flexible and personal approach to accessing information, which can be catered to the needs of each library user. Library loans are on a self-serve basis with library users responsible for issuing and returning their own books. The Information Officer is available to help with your enquiries, please ask if you require any assistance finding books, articles or information. A trained team of students play the vital role of shelving all the returned books, ensuring that all resources are located in the correct place.

This handbook is to help you feel at ease in the library and enable you to use the library services more effectively. Inside you will find information regarding the resources and facilities available. Please use this information as a reference guide to library use during your time here.

If you have any questions regarding the library services, now or throughout the year, please ask.

Anna Williams  
Information Officer

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# St Michael's College

St Michael's College, Llandaff is a Christian, Welsh college, which holds these core values:

- Community (which is built on respect for people and a valuing of diversity)
- Generous inclusivity (extended ecumenically, in inter-faith dialogue and more widely)
- Quality offered with integrity (to all who are part of, or have dealings with the College)
- Creativity (which the College not only values but works to stimulate)

Its vision is to be:

- Hospitable and welcoming, inviting people to share a holistic and balanced approach to life.
- A partner with others in learning which is inspiring and transforming. They will see that the learning is embedded in the organisation, touching and shaping individuals, churches and other organisations, engaged with the local and the global, in Wales and beyond.
- A people-centred organisation, living and offering effective models of co-operation and leadership.
- Engaged with the breadth of life, and involved in social action, in a way that speaks to all those who come into contact with its life and work.
- Rooted in and living a broad understanding of Christian mission, involving dialogue that goes beyond conversation.

St. Michael's College, Llandaff is a training college two miles north of the city centre in Cardiff. It was founded in 1892, as a college to train students for ordained ministry in the Church in Wales, and it has been on this site since 1905. The buildings were rebuilt in the 1950s after war damage, and we are going through a large programme of refurbishment, funded by the Church in Wales, which will take place in 2009-2010.

Training can be residential or non- residential. Men and women are trained for lay and ordained ministry in the Church of England, Church in Wales, the Methodist Church in Wales, as well as other denominations including the Lutheran and United Reformed Church This reflects our commitment to generous inclusivity. The college also hosts the Cardiff Centre for Chaplaincy Studies, co- sponsored by Cardiff University, which runs a three year Master's course in chaplaincy, is engaged in a number of chaplaincy research projects, has several Ph D students, and an induction course for new hospital chaplains, some of whom have been Islamic chaplains. It is increasingly consulted by those involved in setting national chaplaincy policy in Wales and England, acting as a consultant to a range of bodies such as the Sailors' Society and the Hospital Chaplaincies Council. We are in partnership with many outside bodies, always seeking to offer high quality training and research.

The pattern of training varies. It covers those doing the traditional two or three year residential ordination training, non residential Reader and ordination training, and in- service training. Training is focussed on creating leaders, who will learn what effective co- operation means in practice in today's society.

In -service training can be non residential, delivered for a day somewhere in Wales, or residentially over a period of days. Nor is the training simply concentrated in Cardiff. It is also delivered in Wrexham (North Wales) and Carmarthen (West Wales). In each case ordination and Reader training forms part of a Cardiff University qualification. Only the Cardiff University Medical School and St. Michael's College are able to teach Cardiff University degrees outside the Cardiff University campus.

The college is also part of the Faculty of Religious and Theological Studies of Cardiff University, alongside its partners, the South Wales Baptist College and the School of Religious and Theological Studies in the Humanities building. We have a commitment to valuing creativity, which is shown in the wide range of courses which we offer, together with our Faculty partners and on our own.

There is a very close relationship between the Church in Wales and the college. The college is its Provincial college, the Principal is the Church in Wales' Ministry Officer, and the Dean of Ministry Development also carries out all Provincial training for the Church in Wales, from curates to archdeacons. This means that training can cover everything from the exploratory "Who me, Lord?" course for those considering selection through to mid - ministry and pre - retirement courses. All this is done in close co-operation with the Methodist Church, and the six dioceses of the Church in Wales, who also offer their own diocesan in- service training. It also means that non- residential and residential students train together on evening courses.

The college is also very much an all party college, including Catholics, Evangelicals, liberals, charismatics, as well as those whose Anglican identity embraces a range of these descriptions. This makes community life a place where students learn to understand what they believe through interaction with those from very different traditions. We seek to hold as one of our core values that we are a community, built on respect for people and a valuing of diversity. That includes valuing different church traditions and denominations.

The college is therefore a very busy training and conference centre, which is used by students taking our own courses, but also by outside bodies, from businesses to public services. Bringing in outside groups, from churches, charities, the public sector or small businesses, does not only earn our income. It is a profound statement about what in theological terms could be called an "incarnational ministry". It reflects our commitment to be "engaged with the breadth of life, and involved in social action, in a way that speaks to all those who come into contact with its life and work." All this is only made possible by an enormous range of staff, who constitute what is our greatest asset. There are those across Wales who act as personal tutors, module tutors and placement supervisors; there are those who teach full time or part time in Llandaff, sometimes travelling across Britain to deliver seminars; and there are those who run this college, from its beautiful grounds and buildings to the quality of the food, from its administrators to those who lead worship here throughout the year. We seek always to be hospitable and welcoming; people –centred and nurturing; a college engaged in Christian dialogue and mission in the twenty first century. As you read this handbook, our aim is very simple. We hope that the vision and values which we express in this introduction are experienced by you in this place. "By their fruits you will know them" (Matthew 7:16).

Peter Sedgwick  
Principal

# Library Staff

Information Officer: Anna Williams



Anna is the Information Officer at St Michael's and is responsible for providing the library service, including both printed and online information resources.

Anna has a degree in Theology from the University of Wales Lampeter and has a Masters degree in Information and Library Studies from the University of Wales Aberystwyth.

Before joining the College Anna was a full time mother taking an active role in groups and organizations. Prior to this she was a primary school teacher, attaining a P.G.C.E. from Nene College, Northampton and working first in Cambridgeshire and then Flintshire.

Outside of work Anna is a busy Mum of 3 boys but in her spare time she enjoys reading, going to the cinema and various arts and crafts.

Tel: 029 20 83 8074 (direct line); 029 2056 3379 (switchboard)

Email: [anna.williams@stmichaels.ac.uk](mailto:anna.williams@stmichaels.ac.uk) or [library@stmichaels.ac.uk](mailto:library@stmichaels.ac.uk)

# Opening Times

The library is staffed from 9.00 am until 4.30 pm Monday – Friday

In addition the library will be staffed from 9.00 am to 4.30 pm on the following Saturdays

**2011**

Sat 3<sup>rd</sup> September 2011

Sat 29<sup>th</sup> October 2011

Sat 17<sup>th</sup> December 2011

**2012**

Sat 7<sup>th</sup> January 2012

Sat 3<sup>rd</sup> March 2012

Sat 19<sup>th</sup> May 2012

Sat 4<sup>th</sup> August 2012

Sun 5<sup>th</sup> August 2012

The library is available to students and staff on an open access system 24 hours a day, 7 days a week. Guests and visitors may use the library during staffed hours. On occasion it is necessary to lock the library. Wherever possible notice of closure will be given to all registered students and staff.

# Using the Library

Library induction is provided during your induction programme where you will receive your library account details and library card. The open-access nature of the library means that its smooth operation relies upon the full cooperation of all users.

## Supporting the Library

The library is run on a self-serve basis and as such relies on all library users to contribute to its smooth running.

- Please only use Reference books, periodicals, journals and newspapers within the Library (this includes the photocopier area).
- Please log **all** borrowed books to your library account, log them off again on return and place all returned books on the returns trolley.
- Please leave the Library tidy and ready for others to use.

## Borrowing Books

How many items can you borrow?

<b>Standard Loans</b>	<b>Total</b>	<b>Loan Period</b>
Residential	12	21 days
Non Residential	12	28 days
MTh Chaplaincy	20	28 days
HCC Induction Course	10	28 days
Staff	18	21 days
Guest	0	Reference Only

Please note that loan periods vary; items in greater demand may be available for shorter periods.

## Students outside the Cardiff Area

For those students who live at a distance from the College a postal loan service is available; the Library will pay outgoing postage and the student will pay return postage. Additionally a number of journals (see p19) and other resources (see p21) are available online. The Information Officer is available to help with any information and resource enquiries; in order to access these services please contact the Information Officer (contact details p6).

## Overdue Books

If your book is not returned on time you will receive a renewal reminder and then two overdue reminders via email. On the fourth reminder a copy will be sent to the appropriate staff member and a loan stop will be activated on your library account.

	<b>1<sup>st</sup> email</b>	<b>2<sup>nd</sup> email</b>	<b>3<sup>rd</sup> email</b>	<b>letter/email</b>	<b>letter copied to</b>
Residential	1 day	3 days	7 days	10 days	Personal tutor
Non Residential	1 day	3 days	7 days	10 days	Course Director
MTh Chaplaincy	1 day	3 days	7 days	10 days	Course Director
Staff	1 day	3 days	7 days	10 days	Principal

## Fines

Fines will be charged at the discretion of the Information Officer and only when either no response has been received to repeated overdue messages or there is a refusal to return resources in a timely manner.

The following charges apply for overdue books.

	<b>Overdue Charge</b>
Standard loans	£1 per week overdue
Short loans	50p per day overdue

If you have fines or overdue items you will not be able to borrow until overdue items are returned and fines paid.

## Enquiry Service

An enquiry service is provided by the Information Officer (including assistance with literature searches) offering ongoing support, guidance and help to library users in fulfilling their information needs. Additionally, training in information literacy skills can be provided if required; please ask the Information Officer for further details.

## Library Layout

The library books are arranged on the shelves using the Library of Congress classification system, and all our books are classified within the classification schedule **B: Philosophy, Psychology, Religion**. This is subdivided into the following sections:

<b>B</b>	Philosophy
<b>BC</b>	Logic
<b>BD</b>	Speculative Philosophy
<b>BF</b>	Psychology
<b>BH</b>	Aesthetics
<b>BJ</b>	Ethics
<b>BL</b>	Religion
<b>BM</b>	Judaism
<b>BP</b>	Islam
<b>BQ</b>	Buddhism
<b>BR</b>	Christianity
<b>BS</b>	Bible
<b>BT</b>	Doctrinal Theology
<b>BV</b>	Practical Theology
<b>BX</b>	Christian Denominations

There are also different sequences and classifications for different types of stock, with the following prefixes:

<b>CD</b>	CD's
<b>DISS</b>	Dissertations
<b>DVD</b>	DVD's
<b>GROVE</b>	Grove Booklets
<b>REF</b>	Reference

Less heavily used items are stored in the Stack, located in the Chapel organ loft.

Each of the above classification sections are listed as locations in the Heritage library catalogue and the library map indicates the location of these areas in the library. The map is reproduced here and is also displayed at each end of the library by the doors.



# The Library Catalogue

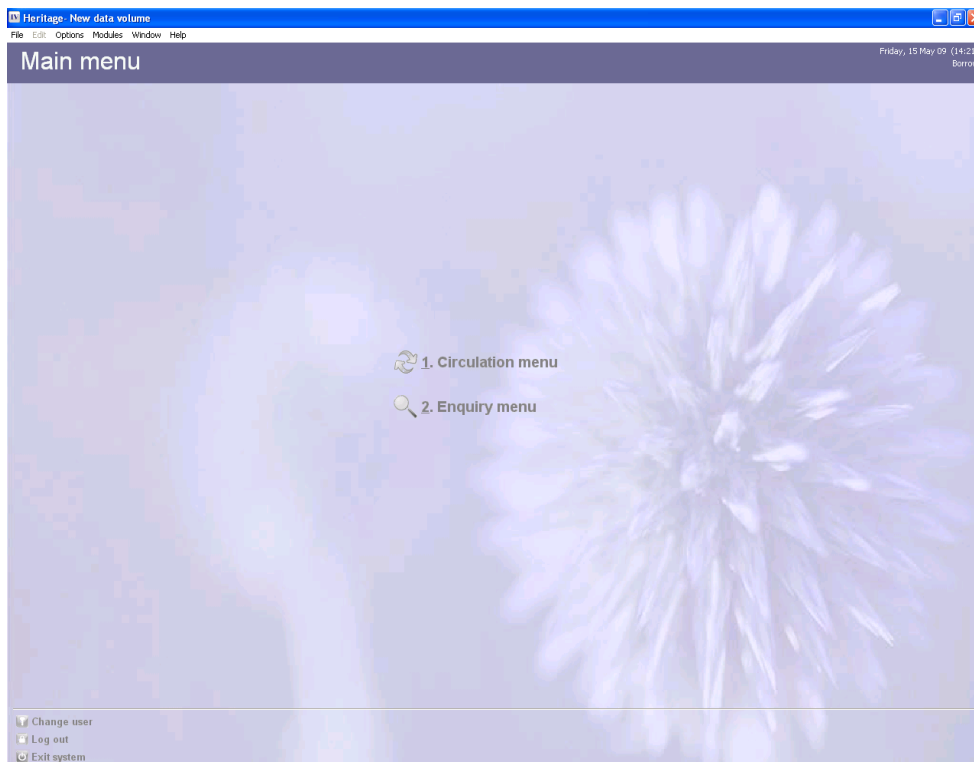
Heritage, The Library's electronic catalogue, can be searched from any College networked computers (i.e. in the library, the Talbot Room, staff personal PC's) and also online at <http://stmichaels.ath.cx/Heritage/default.htm>. Searching in Heritage is similar to making a search on the Internet, for example, running a Google search.

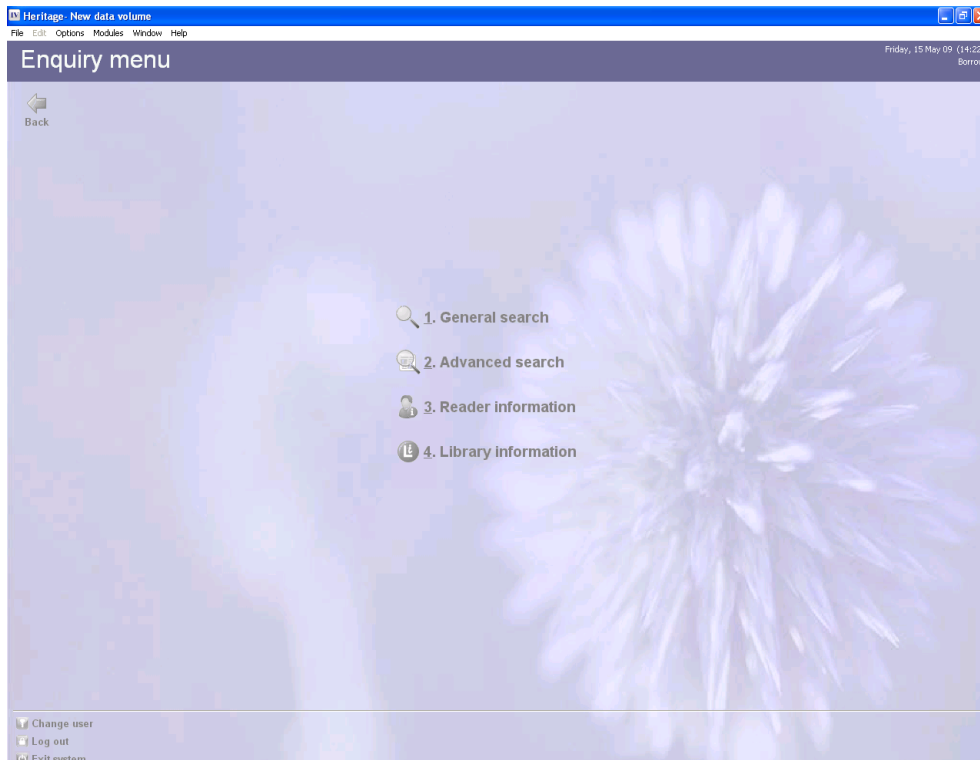
## Searching for Books

1. After logging in to your computer user account click on the Heritage IV icon on the desktop.

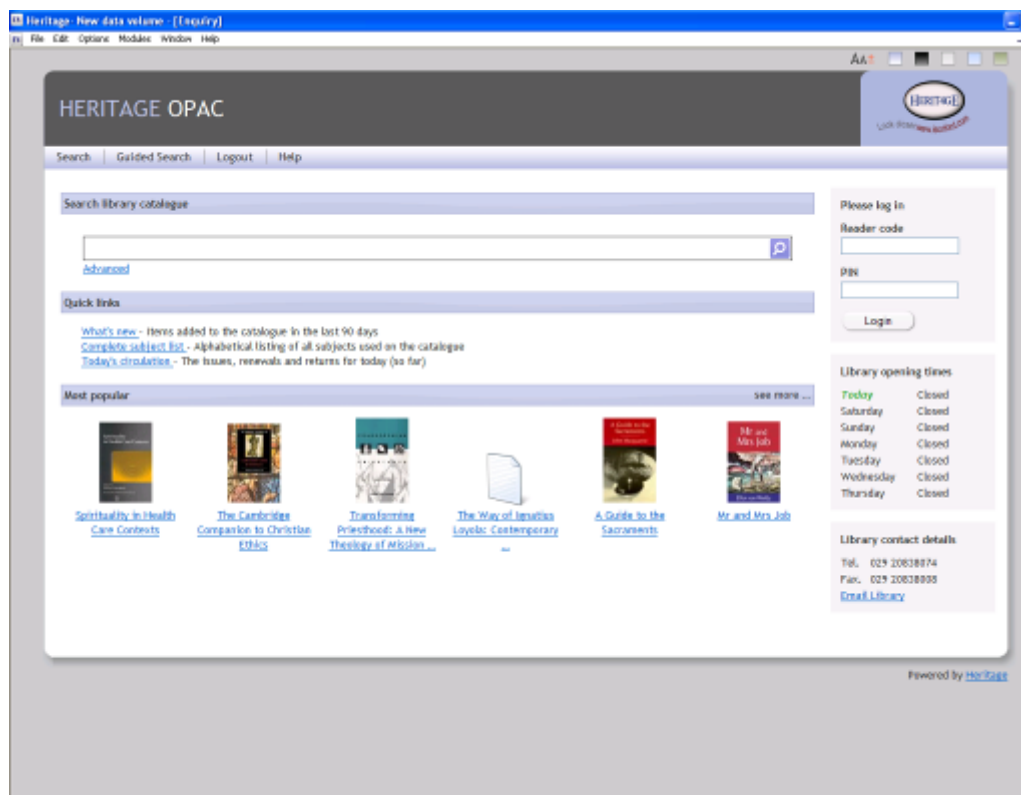


2. **How to search:** Select the **Enquiry Menu** option (see below). Then select the type of search you wish to make. The **General Search** option is fine for a quick search but the **Advanced Search** option is more flexible and more accurate.

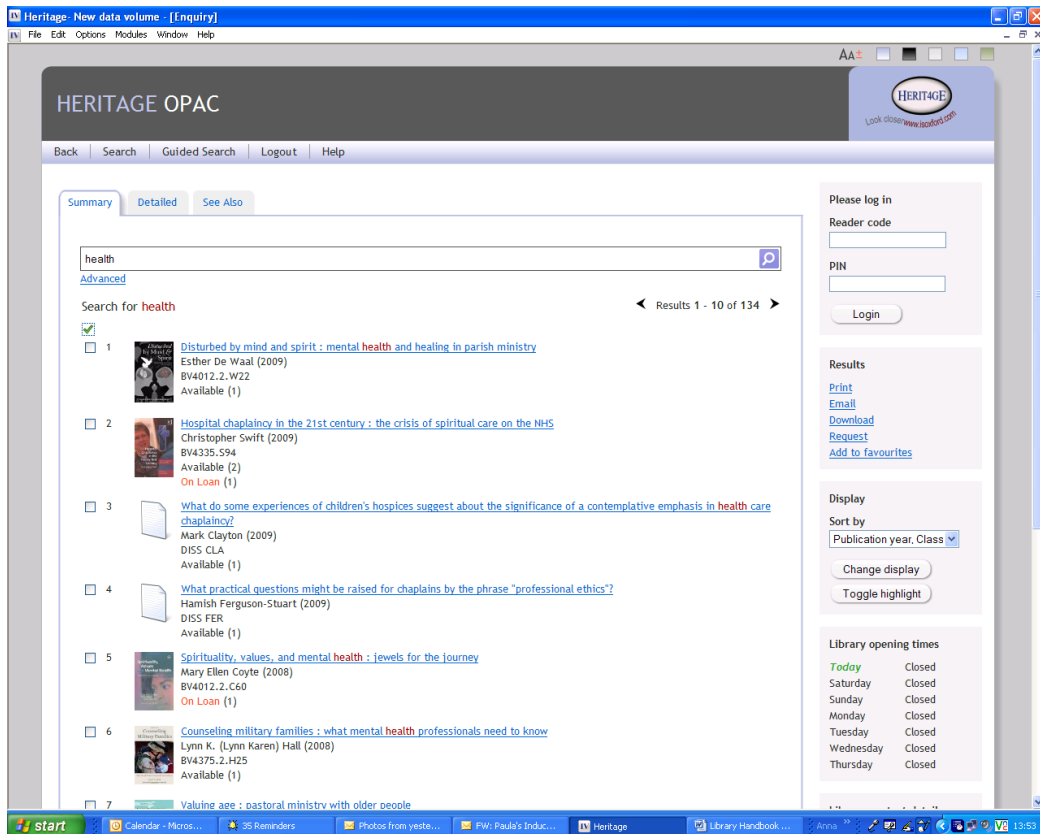




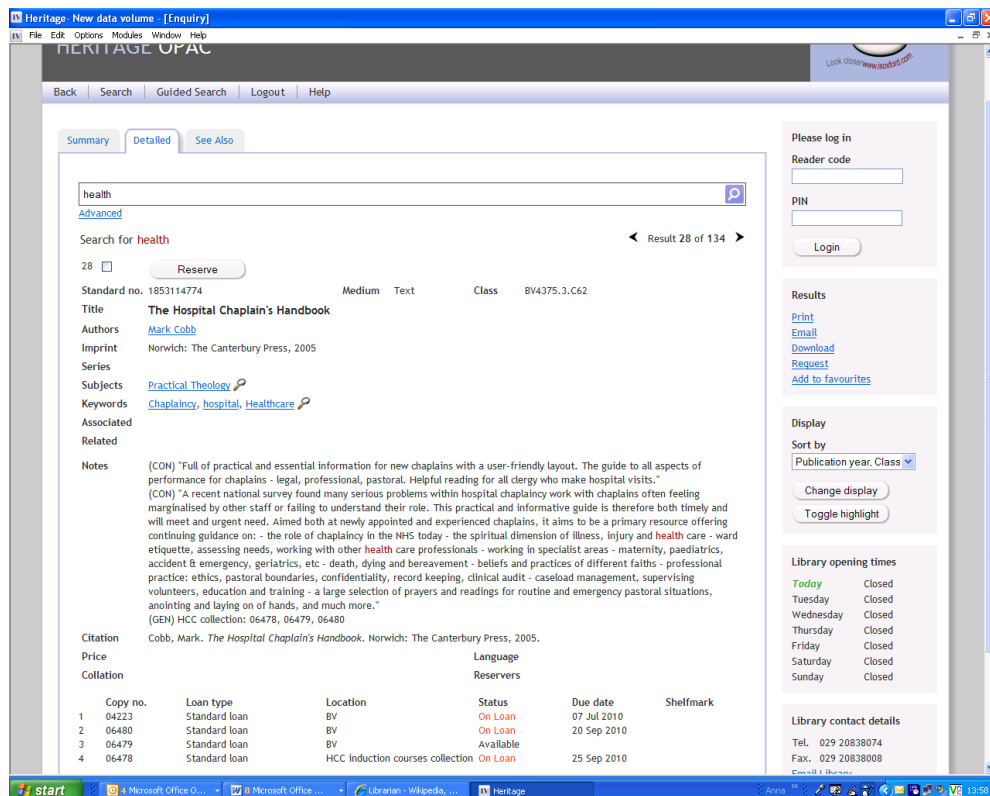
3. Choose a search term e.g. author, title, publisher, etc. (preferably not a common word such as “LITURGY”). Type it into the search box (see below); as you enter words and phrases, a list of similar words contained in the index appears on the left. Either press the **Return** key or click on the **Search for** button.



4. If records are found, brief results will be displayed showing where the items are, whether they are on loan or available, and what kind of loans they are (e.g. 2 week loan). Use the up and down arrow keys to move the highlighted bar to select a particular record.



5. Clicking with the mouse on a highlighted item will display more detailed results. When you move to the detailed results, you can carry out a new search by highlighting a word or phrase and pressing the right hand mouse button, or clicking on the **Search** icon.



6. If you want to find a book on the shelves you need first to check it is available then make a note of its location and its Class number (at the top right hand side of the record) to help you find the item on the shelves.

7. If the item you want is on loan you can reserve it from this screen by clicking on the 'reserve' button at the top of the record – please inform the Information Officer if you have reserved an item.

8. When you have finished using the Heritage library database please **Exit** the system. This can be done by clicking on the X at the top right hand side of the screen or by clicking on **Exit system** at the bottom left hand side of any menu screen.

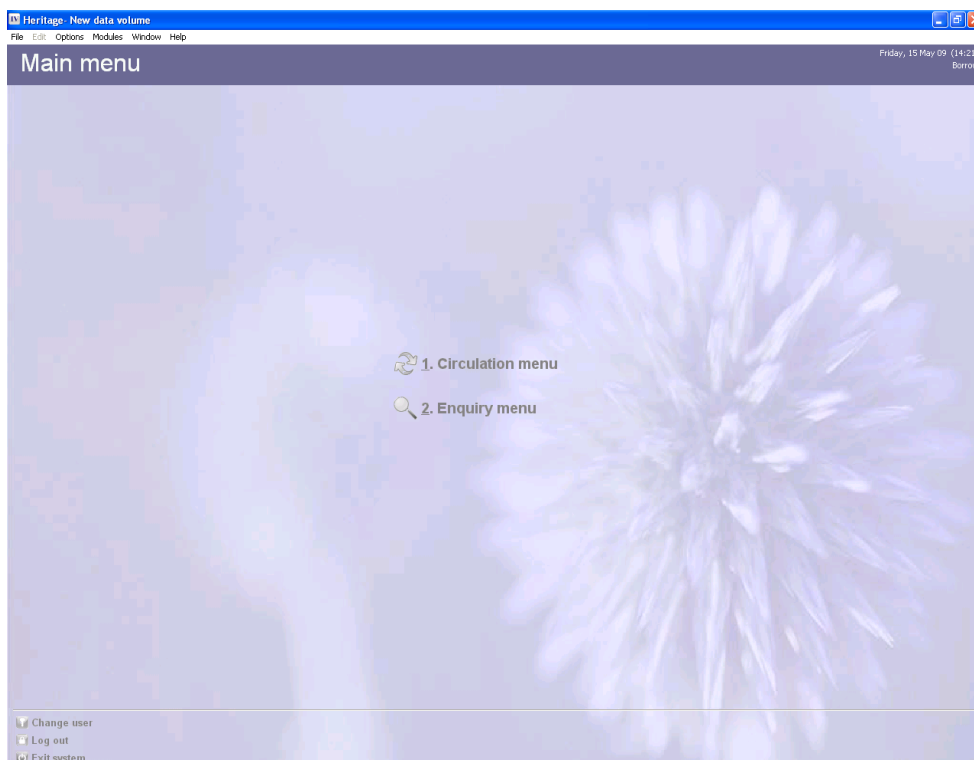
## Borrowing Books

Library loans are run via a self-service system which, in order to run smoothly, relies on the honesty of all library users.

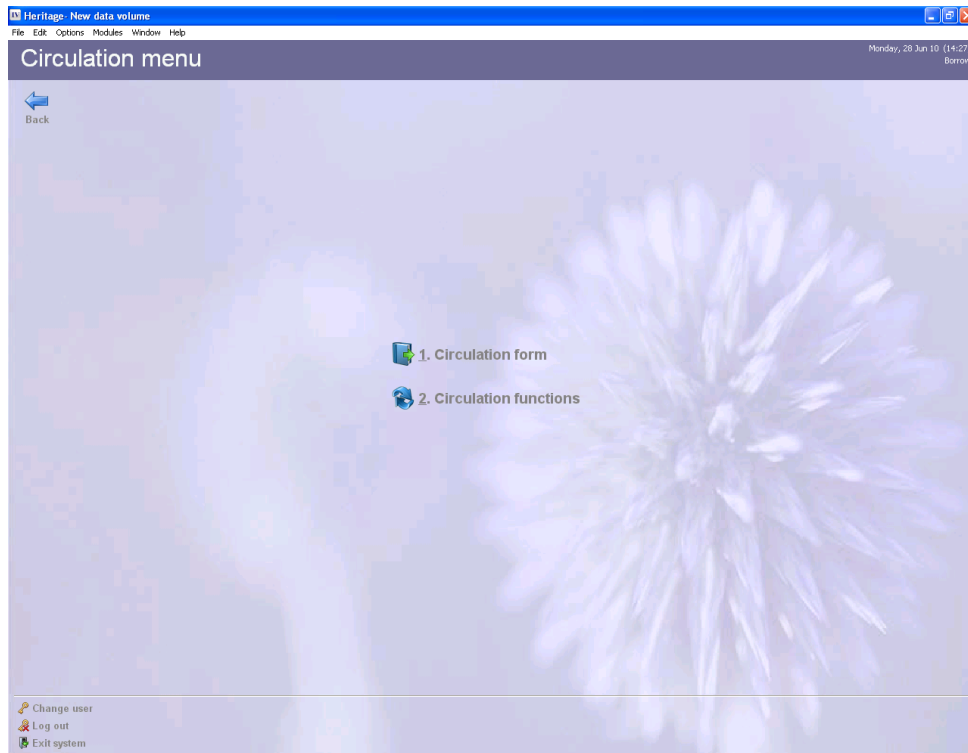
1. After logging in to your computer user account click on the Heritage IV icon on the desktop.



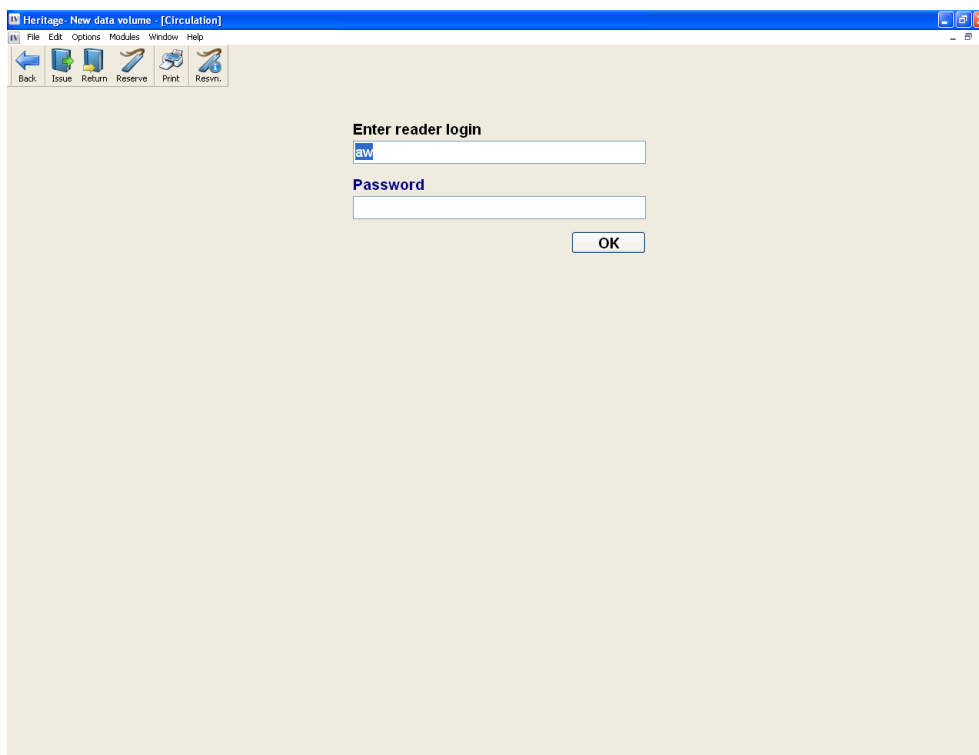
2. When Heritage opens you will see the Main menu screen which has the Circulation and Enquiry menus.



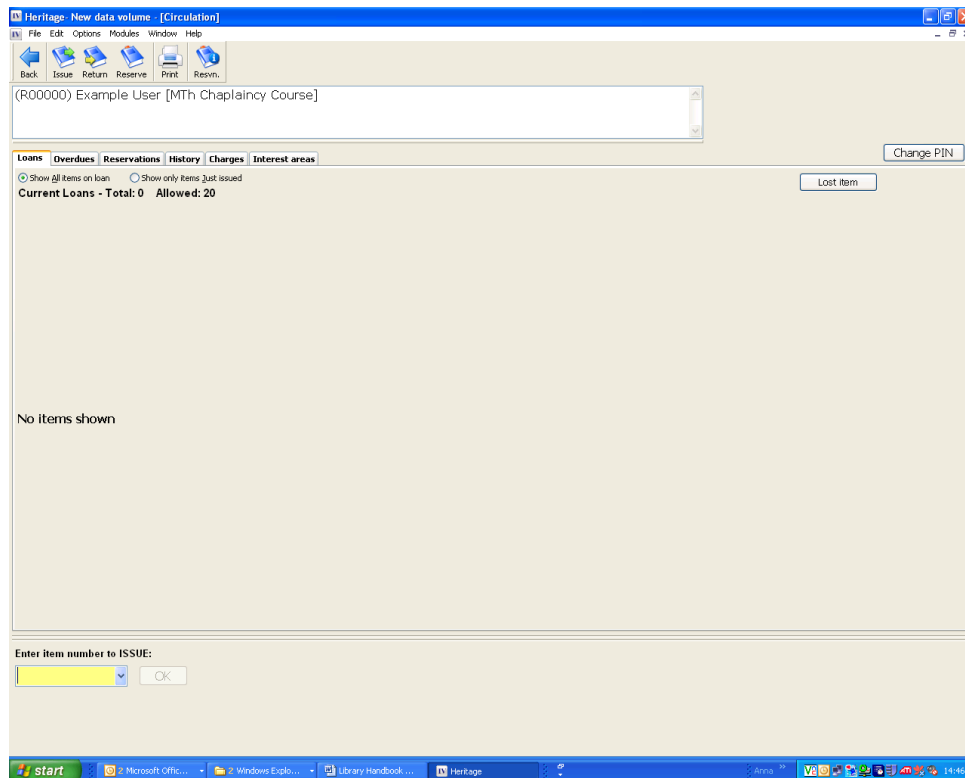
3. If you wish to borrow books, select the **Circulation menu** option, the Circulation menu will be displayed. Select the **Circulation form** option.



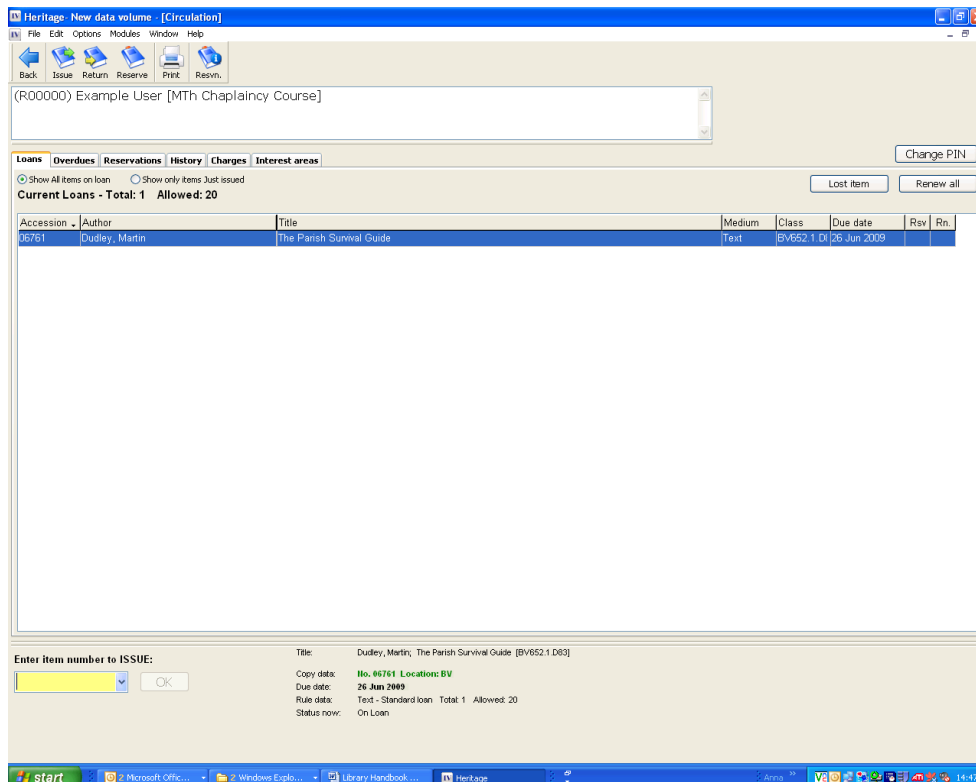
4. In the **Enter Reader Login** field enter your St Michael's College user name which is the one you use to log in to St Michael's College computers. In the Password field, enter your St Michael's College password. (You will be issued with your user name and password during your course induction).



5. Any books that you have on loan already will be displayed in your reader record. All library books have a St. Michael's College barcode inside the front cover (if there is no barcode please inform the Information Officer). Type this number into the **Enter Item Number to Issue** field and click on **OK**.

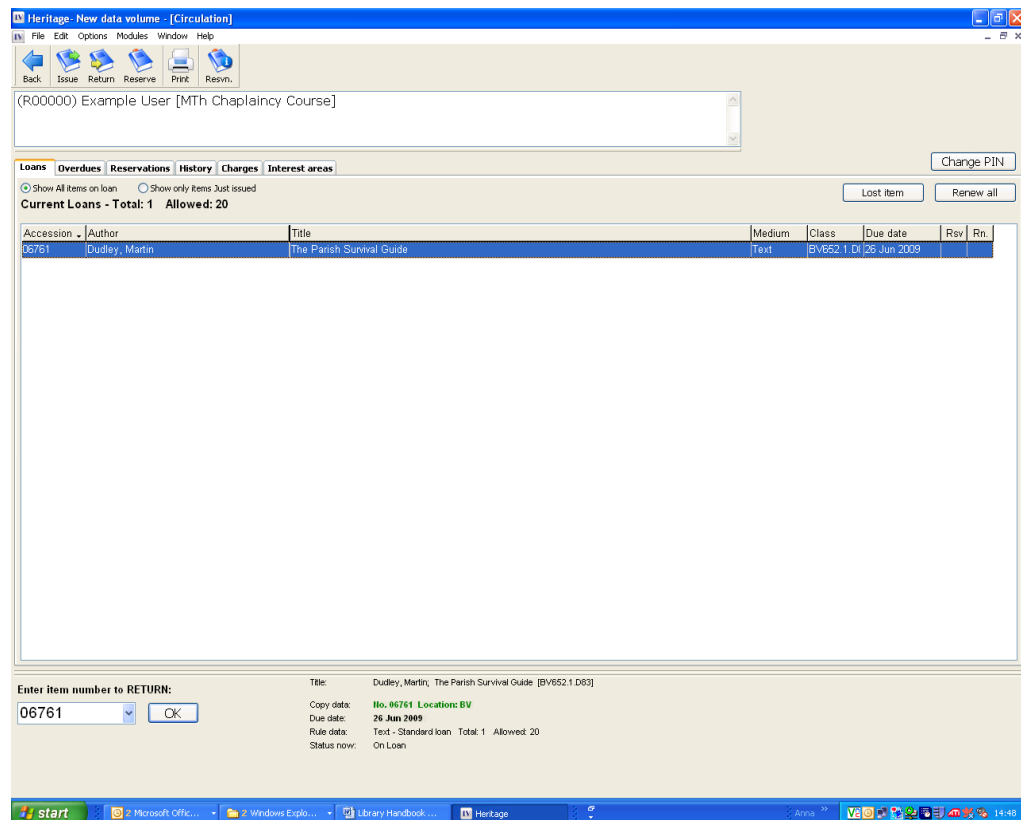


6. This item has now been issued to you and its details will be displayed on the **Loans** tab along with any other items. The due date for each item is displayed on the right hand side. You can continue to add books in this way.



7. To renew your books click on the **Renew All** button on the right hand side of the display; a new date will be displayed in the Due date column.

8. To return a book click on the **Return** icon to the right of the **Back** arrow in the button bar along the top of the screen. Type the St. Michael's College barcode number (from inside the front cover of the book) into the **Enter Item Number to Return** field and click on **OK**. The book will be removed from your record. To return to previous menus, use the **Back** arrow button at the top left of the screen.



9. If you wish to reserve a book you may use the **Reserve** feature, but in addition to this you must inform the Information Officer of the book details you wish to reserve.

10. When you have finished using the Heritage library database please **Exit** the system. This can be done by clicking on the X at the top right hand side of the screen or by clicking on **Exit system** at the bottom left hand side of any menu screen.

11. Once books are logged out of your library account they should be placed on the '**Returns Trolley**'. Please do not re-shelve books yourself.

# Journals and Periodicals

The library holds a number of newspapers and journals which are selected to complement the large number of journals to which Cardiff University subscribe. The current editions are displayed on the Journals shelves on the raised floor area at the front of the library. Back copies are kept on the shelves immediately behind the main library door and on the shelves above the computers.

<b>Journal Title</b>	<b>Publisher's Description</b>
Anglican World	The Official Magazine of the Anglican Communion.
Biblical Studies Bulletin	A newsletter published quarterly by Grove Books Ltd. contains news, reviews, surveys of useful commentaries, computer tidbits and off-beat humour relating to the field of biblical studies.
Church Music Quarterly	Published by the Royal School of Church Music (RSCM): A wide range of articles and interviews by distinguished musicians, theologians and scholars, providing expert advice, information and inspiration for readers.
Practical Theology (formerly Contact)	Practical theology and pastoral care.
Country Way	Life and Faith in Rural Britain. Country Way is about the best of Christian life and work in rural Britain. Published by The Arthur Rank Centre.
Crucible	The Christian journal of social ethics.
Dharma Deepika	A South Asian Journal of Missiological Research.
Epworth Review	A Quarterly Theological Journal for the whole church.
Forward Thinking	The newsletter of Changing Attitude
IMAgenda	The bi-monthly published magazine of the Industrial Mission Association
Journal of Anglican Studies	Provides a serious scholarly conversation on all aspects of Anglicanism as a religious tradition.
Justice Reflections	Worldwide papers linking Christian ideas with matters of justice.
Ministers at Work	The journal for Christians in secular ministry. The journal of the National Association of Christians in Secular Ministry (CHRISM).
Movement	Magazine of the Student Christian Movement.
RE News	Published by the Welsh National Centre for Religious Education. A bilingual termly magazine, containing news items, articles, and reviews.
Retreats	Programme and events for over 200 retreat centres. Information, articles and book reviews.
Roots Adult and All Age (formerly Roots Worship)	Worship and learning for the whole church. ROOTS is a lectionary-based resource programme for churches from all denominations, specially designed

	to support the worship and learning of the whole Church community.
Roots for Children	Worship and learning for the whole church. ROOTS is a lectionary-based resource programme for churches from all denominations, specially designed to support the worship and learning of the whole Church community.
Royal Army Chaplains Department Journal	RACHD journal.
Rural Theology	International, ecumenical and interdisciplinary perspectives. The journal of the Rural Theology Association.
Studia Liturgica	An international ecumenical quarterly for liturgical research and renewal.
Studies in Christian Ethics	Devoted exclusively to questions arising in the field of Christian ethics and moral theology.
The Anglican Peacemaker	The newsletter of The Anglican Pacifists Fellowship.
The Anglican Theological Review	A quarterly journal of theological reflection. An international, fully refereed journal which publishes articles and reviews current work in the study of Anglicanism.
The Church of England Newspaper	The Church of England Newspaper is the original church newspaper, dating back to 1828, one of the oldest newspapers in the world.
The Church Times	Founded in 1863, The Church Times has become the world's leading Anglican weekly newspaper. It has always been independent of the Church of England hierarchy.
The Journal of Military Ethics	<i>Journal of Military Ethics (JME)</i> is an international, peer-reviewed journal devoted to normative aspects of military force.
The Methodist Recorder	The world's leading Methodist newspaper.
Theology	A journal for all those who want to develop and deepen their knowledge of theology.
The Reader	The magazine of The Central Readers Council of the Church of England
The Scottish Journal of Healthcare Chaplaincy	The journal provides a multi-disciplinary forum for the discussion of a wide range of issues pertaining to health care and health care chaplaincy in all of its diverse forms.
The Tablet	The international Catholic weekly.
Third Way	Christian comment on culture

## Electronic Resources

A number of current College subscriptions are now available for access online. There are also a number of resources that can only be accessed via the Library computers (e.g. Visual Liturgy). Details of these resources are provided during Library Induction. In addition an up-to-date list of current resources and log in details are available on site in the Library folder on the 'P' drive and for those offsite this information can be emailed on request.

The College is building a collection of film and music resources on site (e.g. DVD's, CD's), which are detailed in the library catalogue and can be borrowed in the same way as books.

## Computers

There are three computers available in the library. These computers are for using the Heritage catalogue, access to subscription resources, academic study and ministerial training related work (e.g. service sheets; portfolio; placement preparation).

The centre of the three computer workstations is for Heritage use only.

Computer workstations for personal use (e.g. checking emails; online banking; Facebook) are available in the Talbot Room.

## Printing and Photocopying

A networked photocopier/printer is available at the rear of the library. All staff and students are issued with a library card which also operates the library photocopier. Guests and visitors may use Guest Cards, which are available by the photocopier. Information on operating the copier is provided during library induction.

# Cardiff University

## Inter-Library Loans

St Michael's College does not run an interlibrary loan service, however, staff and students may use the interlibrary loan service is available via Cardiff University libraries. Please ask at the Arts and Social Studies library for further details.

Email: [assliby@cardiff.ac.uk](mailto:assliby@cardiff.ac.uk)

Phone: 029 2087 4818

## SCONUL

SCONUL Access (Society of College, National and University Libraries) is a co-operative venture between most of the higher education libraries of the UK and Ireland. It enables staff, research students, full time postgraduates and part-time, distance learning and placement students to borrow material from other libraries.

All universities in the United Kingdom and Ireland are SCONUL members: so too are many of the UK's colleges of higher education. Also members are the major national libraries both sides of the Irish Sea. Check the list of member libraries at <http://www.access.sconul.ac.uk/members> .

Information from <http://www.sconul.ac.uk/>