

Other Services

There is a **computer** for general use in the Library Annexe. It gives 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: 021 243 7209
Email: library@bishopdale.ac.nz

Library Staff:

Jennifer Patterson, BA Hons, MIS,
Librarian

Hours of Opening :

Mondays & Tuesdays:

10 am – 6 pm (in Semester)

10 am – 4.30 pm (out of Semester)

Wednesdays:

10 am - 5 pm



The Bishop Sutton Library

Te Puna Mātauranga o Whakatu

Information
for
Transformation

Guide to the Library.

Ph: 021 243 7209

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 1975, 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 book 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.

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. You can do this in the library or at home. Once on the John Kinder Library home page:

Click on **Catalogue**.

You can select different options in the search box. **Library catalogue** does a keyword search, or you can select other options such as **Author** or **Subject**.

Library catalogue ▾ wright mission of God

On the left of your screen you will see the holding libraries.

Click on the Bishopdale Theological College to see the books which are in the College Library.

The librarian will assist you with finding digital resources. Below are three requirements for accessing eBooks.

- 1) You need to download **Adobe Digital Editions** (a free software on the internet.)
- 2) You must logon to the catalogue using your full library borrower number as your **Login** and the last 4 digits as your **Password**.
- 3) Your search box must be set on **Discovery** to give you the widest choice of eBooks on the catalogue.

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.