

# Taylor-Vanguard Library

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## **1. WEBSITES (see below for details on the [Digital Theological Library \[DTL\]](#))**

[www.taylor-edu.ca/seminary/library](http://www.taylor-edu.ca/seminary/library)

Under "Seminary", click "LIBRARY" to:

- Learn more about the Vanguard-Taylor Schalm Memorial Collection Agreement.
- Link to the library catalog (NEOS).
- Link to several online databases.

[www.vanguardcollege.com/library](http://www.vanguardcollege.com/library)

Under "Current Students", click "LIBRARY" to:

- Learn more about the Library's physical space.
- Learn more about the Library staff.
- See current hours of operation.
- Link to the library catalog (NEOS).
- Link to electronic resource database (EBSCO).

## **2. LIBRARY INFORMATION FOR NORTHERN ALBERTA RESIDENTS**

### **VANGUARD LIBRARY HOURS OF OPERATION→COVID19 REVISIONS \*Subject to Change**

*Vanguard campus access hours below are currently only for Vanguard College students and staff:*

**Mon - Tues 9am - 11am & 12pm-4pm;**

**Wed - Fri 9am - 12 pm & 1pm - 4pm** (closed Midday for cleaning)

- If you wish access to a book in any northern Alberta library within the NEOS system, sign in online with NEOS using your library card number, book a Hold online for that book, click the drop-down menu tab which directs that book to be physically shipped directly to Taylor Seminary, then go to Taylor's Main Office for pick up when it arrives (usually 2-5 business days) (see NEOS access details below in "BOOKS").
- Vanguard campus and library is currently closed to the general public. External borrowers may book appointments during the above hours for curbside pickup only: <http://libraryappointments.vanguardcollege.com/>
- Taylor students wishing to book Study Space, can do so by email directly to the Library Director, Karina Dunn (see below)

### **CONTACT INFORMATION**

Vanguard College, 12140 – 103 Street NW, Edmonton, AB T5G 2J9

Karina Dunn, Library Director

780-452-0808 ext.123

[karina.dunn@vanguardcollege.com](mailto:karina.dunn@vanguardcollege.com)

### **FEES & FINES**

- Recalls: \$2–\$5 per day for late returns (depending on owning library)
- Lost or damaged material \$150 (Payable at the material owning library)
- Replacement Library Card \$15
- Borrowing privileges are suspended when fines exceed \$50.00

### **BORROWING CONDITIONS**

<i>Item Type</i>	<i>Borrowing Period</i>	<i>Renewals</i>	<i>Overdue Fine</i>
<b>Books</b>	3 weeks	4	None
<b>DVD's &amp; CD's</b>	1 week	None	None
<b>Reserve</b>	1 day	None	None
<b>Reference</b>	None	None	None
<b>Magazines</b>	None	None	None

## **BOOKS ACCESS: NEOS LIBRARY CONSORTIUM**

- The NEOS Library Consortium allows access to over 10 million books and journals. They can be delivered directly to Taylor’s Main Office or to Vanguard’s library.
- Taylor Seminary as well as the Vanguard College Library remain members of NEOS, which is a large group of academic, government, and hospital libraries within the greater Edmonton area that share an integrated online catalogue and resources.
- In this way, Taylor’s students have continued access to the Schalm Memorial Collection, and borrowing privileges with the Vanguard College Library is facilitated by the NEOS system.
- The courier travels between Taylor and Vanguard every Wednesday and Friday unless the day falls on a holiday, in which case the delivery will be made the following regularly scheduled day.
- Therefore books from Vanguard (or any other NEOS library) can still be checked out and/or returned at Taylor College and Seminary.
- Books from Vanguard or any other NEOS library can be requested using the online catalogue, or checked out in person from the owning library. <https://catalogue.neoslibraries.ca/?lib=vanguard>
- Books requested from NEOS libraries normally arrive within 2-3 business days and are held at the requested location library for 5 days. An automatic email notification will be sent when the book arrives. The requested items must be picked up within the week or they are returned to the owning library.
- You may borrow from and return books to any library within NEOS without charge. See list of member libraries, locations, and hours: <http://www.neoslibraries.ca/member-libraries/>
- These NEOS privileges are only accessible for current students of Taylor Seminary or Vanguard College. External borrowers cannot place holds or borrow from other libraries with their Vanguard College Library External borrower card.

### **ONLINE NEOS CATALOGUE**

<http://www.taylor-edu.ca/seminary/library>

Also accessible at: [www.vanguardcollege.com](http://www.vanguardcollege.com)

### **NEOS Online Catalogue: Access**

The NEOS catalogue can be accessed from any computer on the Internet.

Use the online catalogue to:

- **Search** for books within Vanguard and NEOS.
- **Request** books from Vanguard or other NEOS libraries.
- Use the “My Account” feature of the catalogue to:
  - See what items you have signed out.
  - Renew books.
  - See any fines owing.
  - See the status of any books you may have requested.
  - Cancel a request if you no longer need it.
  - Change your PIN (*please note – after changing it will be 24 hours before you can place holds again*).

When using the “My Account” feature, your personal ID is your **library card barcode number**. Request that your PIN be emailed to you or ask at the circulation desk (the default is the last 4 digits of your library barcode number).

For searching items:

Select “Vanguard” in the drop down menu to search the Schalm Memorial Collection and Vanguard collection specifically. Search by title, author, subject, etc.

### **3. LIBRARY INFORMATION FOR ALL TAYLOR/KAIROS STUDENTS**

#### **ARTICLES ACCESS: ONLINE DATABASES**

The Taylor-Vanguard Library subscribes to a variety of electronic databases that provide access to thousands of online resources. These databases contain citations, abstracts, and/or full-text articles. If you require assistance in using the databases, please ask library staff for help.

#### **Campus Databases**

At [www.taylor-edu.ca](http://www.taylor-edu.ca) go to the library page and click on the "Online Database Search" link to see the list of databases we have available. Please note that you can also access the databases from off campus.

#### **EBSCO**

1. Click on the "HERE" button beside the "EBSCO" image
2. Sign details for EBSCO,  
**Username: vantayl**  
**Password: T@y10rstudents2020**
3. Click the checkbox "Select/deselect all" under the Continue button
4. Click "Continue"
5. Type in your subject area(s) into the Search window; Click "Search"

#### **If you know the name of the specific Database/Journal you wish to access (e.g., New Testament Studies):**

1. Click the words "Choose Databases" above the EBSCO Search Window.
2. Click the words "Detailed View" below the green Choose Databases header
3. Within the "Academic Search Elite" section, click "Title List"
4. Click the Alphabetical list on the first letter of the Journal title (e.g., N for New Testament Studies)
5. Type the Journal title into the Browse window, and click Browse. This takes you to the Journal title's hyperlink
6. Click on the Journal title (New Testament Studies); scroll down to where All Issues are listed in order of publication year.
7. Click the publication year you wish to view (e.g., 2020) and a list of all issues, and then of all articles within each issue will become available.

EBSCO is also accessible at: <http://www.vanguardcollege.com>

Click on Current students, then under LIBRARY click on "EBSCO search".

#### **BOOKS AND ARTICLES: DIGITAL THEOLOGICAL LIBRARY**

The Kairos Project is now a co-owner of the Digital Theological Library (DTL), "a co-owned, born-digital library of religious and theological studies." Students, staff, and faculty now have access to a library with over 600,000 e-books, 22,000 journal titles, 50,000,000 full-text, peer-reviewed articles, and over 150 different databases.

- (1) You will need to acquire a code to gain access to the DTL. The code is located on the [Taylor student portal](#). If you do not know the password to the portal, contact Ai Hayashizaki at [Ai.Hayashizaki@Taylor-Edu.ca](mailto:Ai.Hayashizaki@Taylor-Edu.ca).
- (2) Here is the direct link for the library catalog: <https://thedtl.on.worldcat.org/discovery>. You can go there to search for anything!
- (2) Type in a resource (e.g., Paul and Women) and click the Search icon. Click on the resource title you wish to view (Books will have a "View eBook" option). Click View eBook for downloadable PDF's of the book's contents. At this point, you will be redirected to the DTL authentication page:
  - In the School window, arrow down and select **Kairos**
  - In the Barcode or Student ID window enter the code that you found on the student portal.
  - Click Log In
- (3) DTL will now open full access to the resource you selected for viewing.  
If it is a book, scroll down to the Table of Contents and select the section of the book you wish to view.
  - Click the chapter heading for reading purposes or
  - Click the PDF "download" icon (to the right of the Book Cover picture) to download a full text PDF of that chapter.

To learn better how to use DTL go to <https://libguides.thedtl.org/howtouse> to find instructions and basic video tutorials. The DTL Homepage is at <https://libguides.thedtl.org/home> for catalog search and resources like library guides and A-Z list.