

The Master's Seminary Library

Policy for Off-Campus TMS Students & Alumni' Usage of TMS Library Materials

(Adopted 09/2016; Revised 4/2017)

This policy addresses the library usage of TMS students and alumni who do not study on the main campus of The Master's Seminary (TMS) in Sun Valley, CA, or at any of its Distance Location sites. This includes, but is not limited to online students, students in the modular Th.M. program, D.Min., or Ph.D. students who do not reside near any of TMS' campus/sites.

The Master's Seminary Library (TMSL) is committed to providing our off-campus TMS students with print and electronic resources to support all areas of study offered at TMS. This policy outlines how off-campus students can search for, locate and secure books, journal articles and other information resources. Visit our TMS Library page for additional information about the library and its various services.

Accessing our Print Resources

- Visit the [TMS Library web page](#) and conduct a [TMS Library Search](#) or [Online Databases](#) to see if the requested book/journal article is part of our collection.
 - The following tools are available to help with your searching:
 - Boolean Logic Applied to Online Searching (helpful with using the online catalog): [Boolean.ppt](#)
 - Citation Searching (looking for the source of a quote): [Citation Searching.ppt](#)
 - Additional resources are located at The Master's University Library page: [LibGuides](#)

Books: TMSL currently lends physical items only to individuals when they come on the TMS campus; however, off-campus students can request a book through the “[Inter-Library Loan](#)” (ILL) service offered at many local libraries. Follow these steps to request a book or journal article through ILL:

1. Visit a local library and ask about their Inter-Library Loan service.
2. If the service is available, the local library can request a book directly from TMS, using our ILL library code: MSV. The local librarian will need this code to make the ILL request.
 - a. Please note that any item that is requested *must* be available at TMSL. Please always conduct a thorough [TMS Library Search](#) before requesting an ILL.
 - b. After placing the ILL request, TMS off-campus students **must** email our ILL Librarian (akroll@tms.edu) to inform her of incoming requests. *Do this immediately after* submitting the request at the local library.

- c. Please send the email through your TMS student account only (@my.tms.edu).
- d. TMSL will not charge for the loan, but the local library may charge fees. These fees are the responsibility of the student requesting the material.
- e. Due to time-constraints and additional expenses, this service cannot be offered to students residing in Alaska, Hawaii, or in other countries.
- f. The initial loan period is 35 days. This includes estimated time for delivery to and from the destination library.
- g. Please ensure the prompt return of the item(s) to the local library in order to avoid late-fines.
- h. Books can be renewed for an additional 30 days (renewal request must be received before initial due-date). Renewals cannot be made by contacting TMSL but must be requested at/through the borrowing library (i.e., the student's local library).
- i. Standard TMSL late fees (\$0.25 per book per day) and book-loss fees (minimum \$100 per book) apply. These will be charged to a student's TMSL account.

Journal Articles: Article requests can be fulfilled by completing the ILL form on the TMSL website (<http://www.tms.edu/academics/library/inter-library-loans/>).

Please keep in mind the following:

- a. Items should only be requested if the student's local library is unable to provide the article.
- b. Items requested by students must be available at TMSL.
- c. The ILL form must be submitted through a student's @my.tms.edu e-mail address. Requests from other email accounts will not be considered for fulfillment.
- d. Students will receive a scanned copy of the article in their @my.tms.edu email inbox. There is no need to return the scanned copy.

Limitations to Inter-Library Loan services:

ILL services for physical items are only available to students in the United States.

ILL services for journal articles or copies of short portions of books are available to all TMS off campus students and alumni. Students and alumni located in other countries should familiarize themselves with the copyright laws (©) of their nation to ensure compliance with national and international laws. By submitting an ILL request, a student acknowledges and affirms that he is in compliance with [laws of the United States](#), international laws, and the laws of his own country.

Electronic Resources: [Online databases and resources](#) are available to TMS students once they are logged into the TMSL [page](#).

If a student is unsure of his account information, he can contact our circulation desk (email: library@tms.edu) using his @my.tms.edu email account.

Please review the [Library Policies](#) and [Library Services](#) pages for more information.

If you need additional information or help with accessing our resources please contact the TMSL Director via e-mail at library@tms.edu.

Any abuses of these services will be investigated by the Director of Library Services and the Director of Distance Education and may result in students losing their library privileges in serious situations.