

RTS Jackson Library User Guide

2026



Library Staff

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Library Hours

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Semester	**9 am – 9 pm**	**9 am – 9 pm**	**9 am – 5 pm**	**9 am – 9 pm**	**9 am – 4 pm**	**10 am – 5 pm**	**Closed**
Between Semesters	*9 am – 5 pm*	*9 am – 5 pm*	*9 am – 5 pm*	*9 am – 5 pm*	*9 am – 5 pm*	*10 am – 5 pm*	*Closed*

Online

home page: https://rts.edu/academics/library/jackson/ catalog : library.rts.edu

Borrowing Items

How do I check out library materials?

Library items are checked out at the library's front desk using your student ID/library card. As a courtesy to other students, please limit the total books checked out on your card to five with the same main call number. You will not be allowed to check out any items if you have five or more overdue items.

Books: 3 Weeks
Reserve Books: 3 hours

Only check-out books you are using to your library account, and do not check-out your books to someone else's library account. If you need exceptions to any circulation limits, please contact library staff.

How do I access Reserve Course Readings?

Reserve books are checked out at the library's front desk for 3 hours. Books on reserve are library use only.

Where and when can I return items?

Return items at the circulation desk during normal operating hours of the library. A Book Drop is located outside of the library for when the library is closed.

Can I renew items?

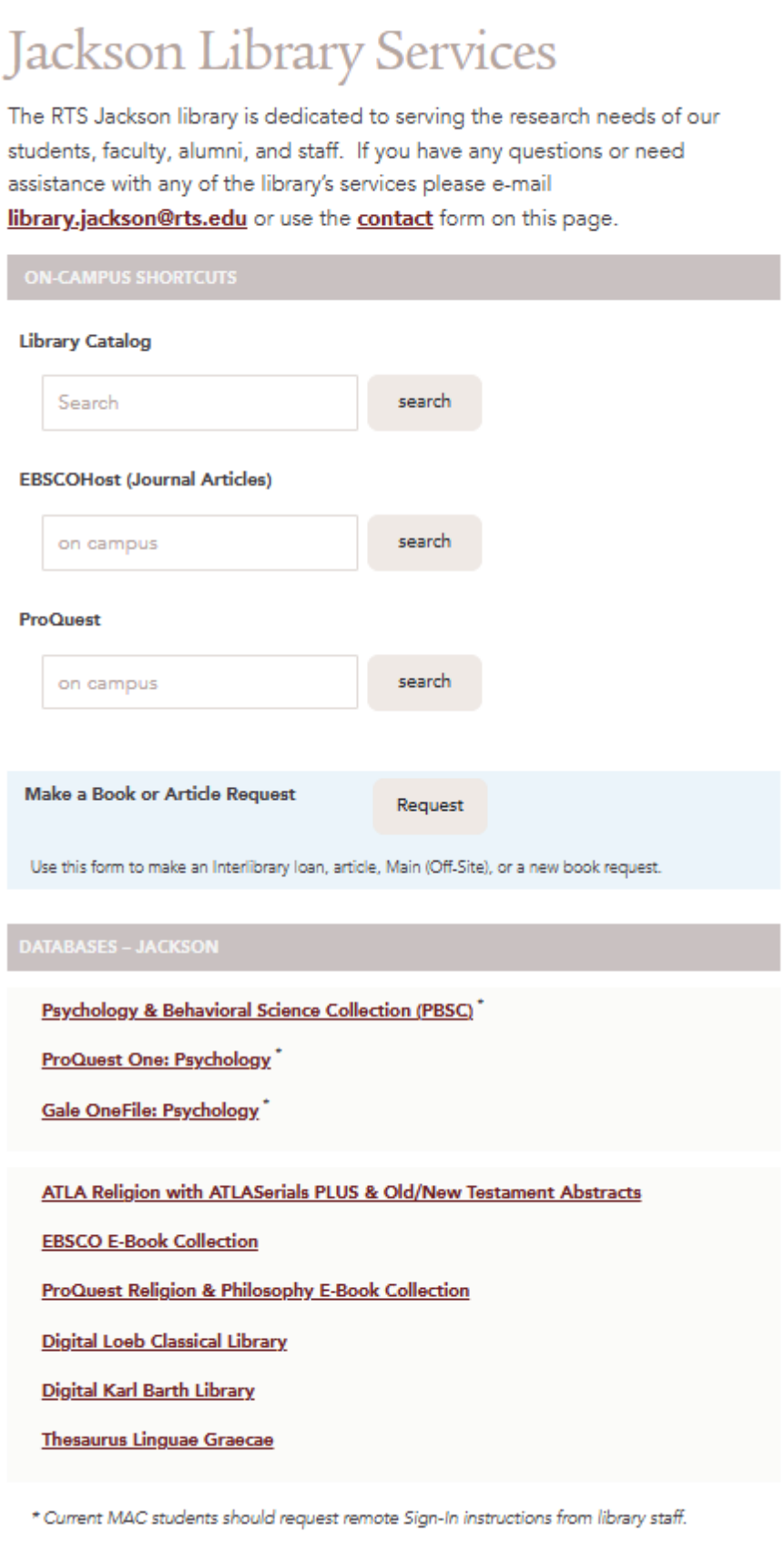
- Yes. You can renew each item twice. The new due date is 3 weeks from the renewal date.
- You can renew items at the circulation desk in the library.
- You can also renew your items online by accessing your account from the Library Catalog. The **Renew Books** option is in the upper right of the catalog search screen. You will need your library card number (below the barcode) and the PIN # (default is the last 4 digits of the barcode.)



Library Home Page - https://rts.edu/academics/library/jackson

The Jackson Library Services page is the key to accessing and finding library resources. The library's online site provides you links to,

- All of the library's online databases
- Interlibrary loan request form
- Instructions for accessing each resource
- An index of the library's print journal collection
- An extensive list of Internet links to theology, church history, and counseling sites
- Detailed answers to common library questions, including how you to renew your books online



Jackson Library Services

The RTS Jackson library is dedicated to serving the research needs of our students, faculty, alumni, and staff. If you have any questions or need assistance with any of the library's services please e-mail library.jackson@rts.edu or use the contact form on this page.

ON-CAMPUS SHORTCUTS

Library Catalog

Search | search

EBSCOHost (Journal Articles)

on campus | search

ProQuest

on campus | search

Make a Book or Article Request | Request

Use this form to make an Interlibrary loan, article, Main (Off-Site), or a new book request.

DATABASES – JACKSON

Psychology & Behavioral Science Collection (PBSC) *

ProQuest One: Psychology *

Gale OneFile: Psychology *

ATLA Religion with ATLASerials PLUS & Old/New Testament Abstracts

EBSCO E-Book Collection

ProQuest Religion & Philosophy E-Book Collection

Digital Loeb Classical Library

Digital Karl Barth Library

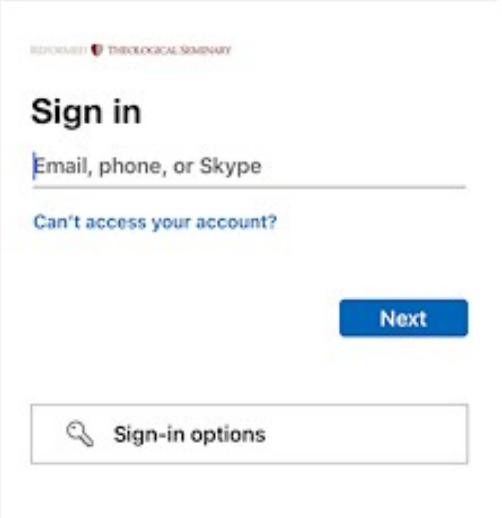
Thesaurus Linguae Graecae

* *Current MAC students should request remote Sign-In instructions from library staff.*

Off-Campus Access to Databases - https://rts.edu/academics/library/databases/

When you are not on campus, you will be prompted to Sign-in to use these databases.

- Your Username and Password are the same as your **@rts.edu** or **@student.rts.edu** login.
- You must use the links to the databases from https://rts.edu/academics/library/databases/
- **MAC Students:** The counseling databases require a separate set of login credentials to access off-campus. Please contact library.jackson@rts.edu for those credentials.



The following databases are available on-campus and remotely to all Jackson RTS students.

The **EBSCOHost** platform includes access to 1-6.

1. **ATLA Religion Database with ATLA Serials PLUS**
2. **ATLASerials, Religion Collection**
3. **Old Testament Abstracts**
4. **New Testament Abstracts**
5. **Psychology & Behavioral Science Collection**
6. **EBSCO eBook Collection**
7. **ProQuest One: Psychology**
8. **Gale OneFile: Psychology**
9. **ProQuest Religion Collection (e-books)**
10. **Loeb Classical Library (Full-Text)**
11. **Digital Karl Barth Library**
12. **Thesaurus Linguae Graecae**

Finding Books - http://library.rts.edu

Search the Library's Online Catalog

Our online library catalog lists books and other items available for check-out, as well as books that might be available at the other RTS campus libraries. You can access the catalog over the Internet at http://library.rts.edu

Some search tips:

- Expand your search terms: If you are not finding any matches for your search, you may want to expand your search by using less terms or broader terms. For example, instead of "Gothic Bible Development," you may want to just use "Gothic Bible"
- Use the right terms: You'll need to identify the proper terms for the subject you are searching. Book catalogs use a limited vocabulary, so you'll need to match your subject with the term used in the catalog. Looking through the alphabetically arranged Library of Congress Subject Headings is one way to become familiar with the proper terms. Another method is to write down the subject headings for a book you have already found on your subject and use those terms, in various assortments, in your search. The online catalog also provides Subject heading hyperlinks that will list other items with the same subject heading.
- Verify correct spelling of terms and look for variant spellings. For example, John Calvin is usually listed as Jean Calvin, Francis Turretin as Francois Turretini.
- Omit general terms and use specific terms: Do not include articles, "the", "a", "an" in your search. Also, leave out prepositions, "in", "of", etc. and conjunctions, "and", "or", etc. Use a combination of two or three proper nouns, such as "Calvin Biography," or "Switzerland Reformation".

When you search the library catalog, each search result will identify the campus location and the collection where the item is located. For the Jackson library, the below table describes each collection's call number prefix and where it is in the library.

PREFIX	DESCRIPTION	CHECK-OUT	LOCATION
DISS	RTS Dissertation collection	No	Off-site
-blank-	Main circulating collection	Yes	On campus
CD or DVD	Compact Disc and DVDs	Yes	Circulation desk
MAIN (Off Site)	Off-site Main circulating collection	Yes	Off-site
MICROFICHE	Microfiche filed in Reference area	No	On campus
REF	Reference collection	No	On campus
REF (Off-Site)	Off-site Reference collection	Yes	Off-site
RESERVE	Course Reserves	Yes	Circulation desk
SOUTHERN	Southern Presbyterian titles in Rare	No	Rare Book Room
SPECIAL	Rare book collection	No	Rare Book Room
TREN	Microform collection	No	On campus

Off-Site: Request "Main (Off-Site)" titles at https://rts.edu/academics/library/offsite/ or contact a library staff member and we will retrieve the item and put it on hold for you.

Shelf Location at Jackson

Collection	Shelf Location	Status
Main (Off-Site)	BT45 .D53 Copy 1 1959	Checked In

E-Books

The following databases provide on campus and remote access to e-books. The EBSCO E-Book collection titles will appear in the online library catalog.

E-Books are viewed online, but you are often able to download sections or chapters. If you need to view an e-book offline, please contact library staff.

DATABASE	FULL TEXT	SUBJECTS
EBSCO E-Book Collection	Yes	Theology Church History Biblical Studies Counseling Psychology Marriage and Family Therapy Sociology
ProQuest E-Book Collections	Yes	Theology Church History Biblical Studies Psychology Counseling / Therapy
Loeb Classics Digital Library	Yes	Complete Loeb collection of Greek and Latin texts alongside English translations
Digital Karl Barth Database	Yes	Works of Karl Barth

Reserve Books

The library attempts to put every required reading text on Reserve in the library. You can check a reserve book out for 3 hours at a time. You cannot take them home, but you can scan sections for free in the library.

When available, an e-book of a required text will also be available. You will find these as a separate search result in the online catalog, and the "More Options" button will take you to the e-book database.

You can access and read a reserve e-book remotely.



Shelf Location at Jackson

Collection	Shelf Location	Status
Reserve	BT75.3 .C46 2016	Checked In

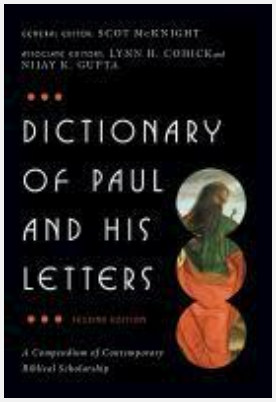
Other Helpful Resources

1. Visit the https://rts.edu/academics/library/

- Links to LibGuides on how to use the various databases, as well as subject specific research guides.
- Links to the best free biblical and theological research sites available online.

2. Search worldcat.org

WorldCat is the world's largest network of library content and services, and provides a single online catalog to search the collections of libraries throughout the country at the same time. Although the RTS Library will not own most of the books present in the worldcat.org catalog, it is an excellent source for research and finding books that may be available through interlibrary loan.



3. Search Dictionaries and Encyclopedias

- Dictionaries and encyclopedias are located in the Reference section of the library.
- They are helpful in identifying search terms to use when searching the library catalogs and databases, as well as for compiling a list of people, places, and events related to your topic.
- References provided in encyclopedias are often definitive and respected sources, such as biographies, and you will want to track them down. These sources, in turn, will contain helpful bibliographies.

TITLE	CALL #
Anchor Bible Dictionary	Ref. BS440.A54 vols. 1-6
Baker Encyclopedia of Psychology and Counseling	Ref. BJ63.B167
Cambridge Handbook (series)	Varies by subject
Dictionary for Theological Interpretation of the Bible	Ref. BS440.D495 2005
Dictionary of Jesus and the Gospels	Ref. BS2555.2 .D53 1992
Dictionary of New Testament background	Ref. BS2312 .D53 2000
Dictionary of Paul and his letters	Ref. BS2650.2 .D53 1993
Dictionary of the Old Testament: Historical Books	Ref. BS1205.55 .D53 2005
Dictionary of the Old Testament: Pentateuch	Ref. BS1225.52 .D53 2003
Dictionary of the Old Testament: wisdom, poetry & writings	Ref. BS440 .D53 2008
Encyclopedia of Christianity	Ref. BR95.E8913
Encyclopedia of Psychology	Ref. BF31.E52
IVP Bible background Commentary : Old Testament	Ref. BS1151.2 .W35 Copy 1 2000
IVP Dictionary of the New Testament	Ref. BS2312 .I89 2004
New Dictionary of Biblical Theology	Ref. BS440 .N437 2000
Oxford Dictionary of the Christian Church	Ref. BR95.O8
Oxford Dictionary of the Christian Church	Ref. BR95 .O83 2005
Oxford Handbook of Systematic Theology	Ref. BT75.3 .O94 2007
Oxford Handbook (series)	Varies by subject
Theological Dictionary of Old Testament	Ref. BS440.B5713
Zondervan Encyclopedia of the Bible	Ref. BS440 .Z63 2009 vols. 1-5

Finding Journal Articles

The following databases help you search and find a combination of journal citations and full-text articles on your search subject.

When you find a journal article citation that does not provide the full-text of the article, you can request the article through interlibrary loan. You may also search the Jackson Library's Print Journal index to see if a print copy of the article is available.

JOURNAL DATABASE	FULL TEXT	SUBJECT FOCUS
ATLA Databases	Yes	Theology Church History Biblical Studies
New Testament Abstracts	No	Biblical Studies Biblical Language Studies
Old Testament Abstracts	No	Biblical Studies Biblical Language Studies
Psychology and Behavioral Science Collection	Yes	Counseling Psychology Marriage and Family Therapy Sociology
ProQuest One: Psychology	Yes	Counseling Psychology Marriage and Family Therapy Sociology
Gale OneFile: Psychology	Yes	Counseling Psychology Marriage and Family Therapy Sociology

Interlibrary loan - https://rts.edu/academics/library/jackson/jackson_ill/

Interlibrary loan is a nationwide service among participating libraries that allows a member of one library, you, to borrow items or receive article scans from a library where you are not a member.

When you cannot find an item in the RTS library, you may submit an interlibrary loan request for it.

ILL request forms are available at https://rts.edu/academics/library/jackson/jackson_ill/

Prior to submitting a request, make sure you have as much information as possible, including,

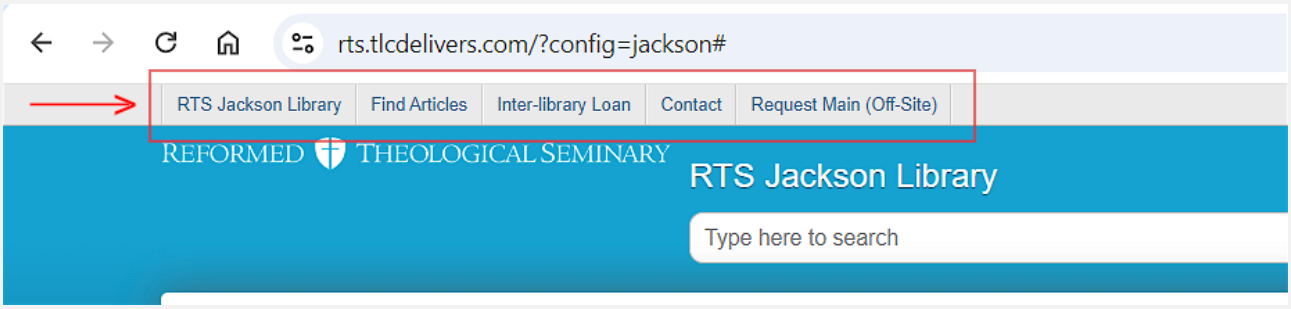
- Author's full name
- The full book or journal/article title (no abbreviations)
- Date of publication (month and year for journals)
- Volume/number for journals.

Once you have completed and submitted the form, you will be contacted by e-mail with a response to your request. If the item you are requesting is available, book requests may take up to two weeks, and article request make take up to one week.

You pick up any book requests at the library front desk under your last name, and any article requests will be e-mailed to you.

Online Catalog Buttons

In addition to using the online catalog to find books, several convenient buttons are located at the top left of the screen.



Research Workshop

The RTS Jackson Library provides a research workshop by appointment throughout the semester. If you need assistance with a research project, please feel free to contact library staff to schedule an appointment, or to answer any questions you have regarding the workshop.

- The workshop lasts approximately one and a half hours, and covers the entire process of taking your topic to creating a working thesis.
- Assistance and advice will be offered for your actual research project, including helping you find resources in the library and online databases.
- The text for the workshop, *From Topic to Thesis: a guide to theological research*, is available as an e-book. The call # for the print copies is **BR118.K53 2016**.

