Luther King House Library

Library Guide

This guide is available in other formats

Mission Statement

The Library exists to provide and equip its users with access to relevant information resources in a variety of formats and to teach them the skills to retrieve information from a variety of sources in a helpful and accessible learning environment that demonstrates a high quality of service and is responsive to the needs of the user.

The Library aims to remain an up-to-date, well-managed and well-stocked theological resource centre that supports, facilitates, encourages and enables education, research, learning and personal development within Luther King House and throughout the whole church, and to continue the promotion and development of our reputation as such a centre wherever possible.

Learning Resources Tutor: Rachel Campion
Learning Resources Assistant: Emily Jones

The Library

The Library holds around 37,000 books and 300 journal titles, of which around 180 are on current subscription. The computerised Library catalogue (www.lkhlibrarycatalogue.org.uk) contains details of the entire Library's stock.

Facilities:

- Quiet study space
- Long opening hours
- Fully qualified and knowledgeable staff on hand to provide help and support
- Computing suite with internet access, Wi-Fi and printing
- One-to-one and group computer training sessions*
- Access to an online catalogue
- Access to online journals and electronic books to help with research and study
- Strong links with other theological libraries, as well as with the University of Manchester Library
- An inter Library loan service*
- A postal loan service for members who do not live close to the Library
- Reasonable rates for external membership
- Access to the University of Manchester Library for LKH-registered students*
- Proof reading of assignments and study skills support, including one-to-one and group tutorials*
- Guided reading programmes (by arrangement)

* Please note that these services are not normally available to external members of the Library

Use of the Library

Use of the Library is possible whenever the Reception desk is staffed—from 7.30am–10.25pm, seven days a week.

Use of the Library is not possible outside of these hours. Please vacate the Library in the evenings when asked to do so by Reception staff. Because it is open long hours, the Library tends to operate on a self service basis.

Users are responsible for the issue and return of their own books and it is important that items are not removed without first having been issued on the computer.

The Library is normally staffed as follows (although working hours are flexible):

Monday:		9.00am–6.45pm (5.00pm in vacation)
Tuesday:		9.00am–5.00pm
Wednesday:	9.00am–5.00pm
Thursday:		9.00am–7.00pm (5.00pm in vacation)
Friday:		9.00am–5.00pm

The Library is staffed for some part of all course weekends, usually on Friday evenings and Saturday afternoons. All Library members are required to complete a Registration Card upon joining, and to keep Library staff informed of any change in contact details.

If you are not a member of staff or a student of Luther King House, you are welcome to join the Library as an external member. For more details, please refer to the separate leaflet for external members, or see the information on the website (www.lutherkinghouse.org.uk).

Attending a conference or staying as a B&B guest at Luther King House does not entitle you to borrow books or use the computing facilities. However, you are welcome to use the Library for reference purposes during your stay.

We ask all Library users to:

- Respect the Library as a quiet place to study
- Ensure that mobile phones are switched off
- Be very careful if consuming food and drink in the Library
- Remember to issue all loan items on the computer before removing them from the Library
- Remember that reference material should not be removed from the Library unless to photocopy

If you wish to photocopy any Library material, please ask the Library or Reception staff. There is normally a charge of 6p per A4 sheet.

Photocopiers are located in the Library and next to the Registrar's Office. The Library photocopier is only available for use when the Library is staffed. The other photocopier should be used at all other times, and for A3 and colour copying.

Loan Entitlements

Borrower Category	No. of Loans	Loan Period in Days	Reservations at One Time
All Saints	20	28	5
All Saints Reader Post Licensing	10	28	5
BA/CRCW	20	28	5
External (borrower)	6	21	5*
External (reference)	0	-	-
Other College staff/tutors/visitors	10	28	5
Postgraduate/Research	25	35	5
Staff	25	35	5
URC Ministers and TDOs**	6	21	-

*External borrowers are allowed to reserve items, but we cannot recall an item from one of our students for an external borrower. Therefore, we cannot confirm the length of time that you will have to wait for the item to be returned.

**URC Ministers and Training & Development Officers can borrow up to 6 items at one time from the URC Resources Collection without taking out an external Library membership. Please see Library staff for further details.

Renewals & Returns

Books may be renewed indefinitely online or by phone or email as long as they are not required by another user.

It is not possible to renew a book that has already been recalled for another user.

If you receive a reminder to return or renew an overdue book, or a request to return a recalled item, please try to respond as soon as possible. The Library does not charge fines for the late return or renewal of material. However, if you fail to respond to requests to renew or return your books, you will be invoiced for the cost of their replacement. It is acknowledged that some Library members may experience difficulty in returning items on time, and Library staff will try to take this into consideration when sending out reminders and recalls. We do not ask anyone to post books back to the Library except where an item has been recalled and we are unable to provide a copy from elsewhere. In exceptional circumstances we will refund your postage costs if you need to post books back to us.

Luther King House Online Library and Electronic Resources

The Luther King House website is www.lutherkinghouse.org.uk. Click on the link to Learning Resources. You will find lots of useful information here. The web pages are updated on a monthly basis.

If you live a distance away from Luther King House or you are unable to come to the Library to borrow books, we are able to post books out to you. Please use the online catalogue at www.lkhlibrarycatalogue.org.uk to check book availability and contact Library staff by phone or email. You will be charged half of the cost of posting the books out to you.

You can use the online catalogue to:

- check whether a book is in stock and available to borrow
- reserve an item that is currently on loan
- renew your overdue items
- email Library staff with any queries directly from the website
- add a star rating or review to the catalogue record of a book that you have read
- link to the full text of an electronic book

The online catalogue has all the same features as the catalogue available in the Library, and displays exactly the same information. Click on Enter to start. Use the buttons in the top right hand corner to alter the text size and background/font colour.

Use the OneSearch box to include online journal articles in your list of results. You will need to log in with the username and password (obtainable from library staff) to view any articles.

To renew your books

Enter your reader code (borrower number) and PIN in the boxes on the right hand side of the screen, and click "Login". Please ask library staff if you have forgotten your PIN (it should have been emailed to you).

Once you are logged in, your name will be displayed near the top of the right hand column. To see your current loans, either click on your name, or click on the "Account" button across the top of the screen.

To renew a book, click in the tick box on the right hand side of your loan, then click "Renew".

To change your PIN

After you have logged in, click on the 'Preferences' button across the top of the page. Scroll down to the bottom of the next screen and click 'Change PIN'

Other features

Using the buttons across the top of the Account screen you can check the progress of any current reservations, view your borrowing history, look at any book reviews you have written and see what books have been added to stock in any interest areas that you may have specified.

To contact the library

Click on the option 'Email library' in the right hand column. Enter your email address, select a subject and enter your message in the box below, then click on Send.

To place a Reservation on a book which is On Loan

If all the loanable copies of a title are on loan, you may reserve a copy. Perform your search in the normal way and click on the title on the results screen to open the detailed catalogue record of the item you require. Click the 'Reserve' box. (If you are not already logged in, you will be asked for your borrower number and PIN).

To request an item to be reserved or posted out

Please note that *Reservations* (as above) can only be placed on items that are on loan. If you want to have a book put to one side or posted out, please use the Request option at the right-hand side of the search results screen.

Click on the Search button at the top of the screen, and type in your search term(s).

From your list of search results, select the item(s) to be requested by clicking in the tick box on the right hand side of the screen.

Click on the Request button.

Enter your email address and add a message if one is needed.

Scroll down the screen to check that the correct items are being requested.

Choose the correct subject for your message, depending on whether you would like the books putting to one side or posting out.

Click on Send.

Due to server and network problems, the online catalogue is sometimes unavailable for short periods of time. Please advise library staff if the catalogue does not appear to be working as it should be, or if you have any other difficulties in using it.

The Library's electronic journals databases are available at search.ebscohost.com, or you can use OneSearch on the library catalogue to look for journal articles. Full instructions for using the databases are available from the Library's web pages or from the separate helpsheet, or watch the video tutorials in the Library area of Moodle. The databases are very useful for searching for journal articles on any given subject. The majority of the articles are available as full text, and can be printed, emailed or downloaded.

The Library also subscribes to the Cambridge Collections Online electronic books. These are available at cco.cambridge.org. The full text of other electronic books can be accessed at www.dawsonera.com. Please refer to the separate helpsheets for full instructions on using e-books, or watch the video tutorials in the Library area of Moodle.

Usernames and passwords for all electronic resources are available from Library staff.

Using other Libraries

There may be occasions when you will need to make use of other libraries in order to find the information you require.

University of Manchester Library (formerly known as John Rylands University Library of Manchester)

Oxford Road, Manchester M13 9PP
Telephone: 0161-306 3203
Email: uml.membership@manchester.ac.uk

If your course is validated by the University of Manchester, you are encouraged to join the University of Manchester Library. Membership forms are available in Luther King House Library. Please return your form to us, and allow at least two weeks before going to the University Library to complete your registration and collect your card. University Library membership for PhD. students is arranged through the University's Student Services.

The catalogue is available on the internet at www.library.manchester.ac.uk.

Nazarene Theological College Library

Dene Road, Didsbury, Manchester M20 8GU
Telephone: 0161-438 1927
Email: library@nazarene.ac.uk

Nazarene Library is the nearest specialist theological Library to Luther King House. Their website is nazarene.ac.uk/about-us/facilities/library.

Obtaining material from other libraries (Inter-Library Loans)

Luther King House Library is a member of the Association of British Theological and Philosophical Libraries (ABTAPL). Books and journal articles can be obtained from other APTAPL member libraries from all over the country. See Library staff for details.

Luther King House Library also has an account with the British Library Document Supply Centre, and can therefore obtain books and journals from the British Library, as well as from other libraries all over the country. Please refer to the separate leaflet on Inter-Library Loans for more details.

Computing Facilities

Luther King House has a computer use policy, which is displayed in the open access computer area and is also available to read on the Library's area of Moodle. All users will need a password to log in to the computers in the open access computer area. This can be obtained from Library staff.

Please do not disclose your password to anyone else. Please remember to log out when you have finished using the computer.

All external borrowers are entitled to use the computing facilities but it is helpful if you can book a session in advance with Library staff. During busy periods, each session is a maximum of 2 hours long and will need to be arranged at a time when Luther King House students do not need to use the computers.

All computers, except the computer in the small room on the right of the Periodicals area, are connected to a black and white printer. The computer in the small room at the bottom of the Periodicals area is connected to a colour printer.

Although there is no charge for printing, please print responsibly and do not waste resources. We welcome donations towards printing costs. Paper can be obtained from Library or Reception staff.

One computer has Texthelp (Read and Write) assistive technology installed on it. This is useful for dyslexic users, users with a visual impairment and students for who English is not a first language. Please ask the Learning Resources Tutor if you would like further information on Texthelp.

The Internet is to be used for academic purposes only. Please do not try to access any restricted sites or download any software etc. The viewing of sites of an inappropriate nature and the use of chatrooms are strictly prohibited. Please do not keep the only copy of your work on the hard drive or server. The computers are periodically cleaned and your work may be lost. Save all your work on memory sticks instead. Please remember that your work is not secure if stored on the hard drive of a computer or on the server, and other users will be able to view it.

Free Wi-Fi is available throughout Luther King House. You will need to collect a username and password, either from the Library or Reception.

Please ask if you require any extra help and support in computer use (internet, email, word processing etc.).

Using Moodle

Moodle is a Virtual Learning Environment (VLE). Moodle is used by tutors to hold copies of handouts, presentations and further resources. The Library uses Moodle to group together useful online resources, to communicate with Library members and to provide training documentation, video guides and helpsheets, as well as supplementary induction material.

To use Moodle, you will first need to register. Go to learnlutherkinghouse.org.uk and follow the instructions on the right hand side of the screen. Choose your own username and password. A confirmatory e-mail is sent to your inbox. Reply to this message and your registration is complete. You do not need an enrolment key (password) to use the Learning Resources space on Moodle. However, enrolment keys are needed for other areas of Moodle. These will be provided by tutors so you can access online course material. Please refer to the separate helpsheet or see Library/Registry staff if you have difficulty using Moodle.

You should familiarise yourself with the Guide to Writing and Submitting Assessed Work, your Programme Handbook (which contains course regulations and descriptions of all the available modules) and your College Handbook. You will need to refer back to these documents throughout your programme of study.

Information on the electronic submission of assessed work through Moodle is provided in the Guide to Writing and Submitting Assessed Work. Registry staff can provide further assistance.

Once you have a Moodle account, you are expected to check your course areas on a regular basis so you are aware of any new or updated information and resources.

Please see the Library webpages or Moodle space for information on the following:

- Different sections of Library stock
- Searching for items using the Library catalogue
- Issuing, returning and renewing books on the computer
- Introduction to computing facilities
- Using online databases and electronic books
- Using the combined online Library catalogue
- Useful websites

We hope you will enjoy using the Library. Please let us know if you have any difficulties or if there is anything you think we could do to improve our service to you.

 Luther King House Library

Luther King House Library
Brighton Grove, Rusholme
Manchester M14 5JP

Telephone (Direct Line with Voicemail): 0161-249 2514 or 0161-249 2509
Telephone (Luther King House Reception): 0161-224 6404
Fax: 0161-248 9201
Email: library@lkh.co.uk

Website: www.lutherkinghouse.org.uk
Online Catalogue: www.lkhlibrarycatalogue.org.uk