

Welcome to the Leon Morris Library, Ridley College

We apologise for disruptions due to the Ridley building project and look forward to our refurbished and extended library building opening in Semester 2, 2019.



The Leon Morris Library is primarily a resource centre for the students and staff of Ridley College. This information will help you use the library more effectively. Please do not hesitate to ask library staff for assistance when you have questions about the library.

Address: 170 The Avenue, Parkville, 3052
Telephone: (03) 9207-4905
URL: <https://library.ridley.edu.au/>
Email: library@ridley.edu.au

Staff

Ruth Weatherlake (College Librarian)

Alison Foster (Associate Librarian)

Harriet Sabarez (Librarian)

Student Library Assistants are employed to work in the library when a Librarian is not on duty.

Library Hours (NB There may be some variations in 2019 Library hours due to building works – watch for updates)

| Lecture, Reading, Swot Vac & Exam Weeks | |
|--|-------------------|
| Monday | 8.30 am - 7.30 pm |
| Tuesday | 8.30 am - 7.30 pm |
| Wednesday | 8.30 am - 9.30 pm |
| Thursday | 8.30 am - 7.30 pm |
| Friday | 8.30 am - 6 pm |
| Saturday | 10 am - 4 pm |
| Vacations | |
| Monday – Friday | 9 am - 5 pm |

Print Collections

Many theological resources are not (or not yet) available electronically. It is important to develop and retain research skills for locating and using print resources.

The Leon Morris Library has an excellent and growing print collection that has been built up over many years. It includes books (approx. 50,000 volumes), journals (approx. 150 current subscriptions), and some audio-visual materials.

The library uses the *Pettee* classification system (Union Theological Seminary system), which is especially devised for theological libraries. For a guide to the classification see page 6.

The library's resources are divided into the following collections:

1. The Theological Collection

This is the main library collection.

2. The Journal Collection

The journal collection contains the library's collection of periodicals, serials, magazines, etc., arranged in alphabetical order by title. Journals are not available for loan. After use, please return journals to the shelves or to the shelving trolley.

Journal titles appear in the online catalogue, and a detailed listing of journal holdings is located at the beginning of the journal shelves. Please note that back issues of journals that are available online via the ATLA/ATLAS/RPC databases have now been placed in storage.

3. The Reference Collection

The Reference Collection contains books that are important reference sources such as dictionaries, encyclopedias and atlases. Reference items have a **REFERENCE** label above the call number and are not available for loan. After use, please return them to the shelving trolley.

4. The Reserve Collection

The Reserve Collection contains books that are in high demand for lecture courses. They are placed here at the request of lecturers, and may be used in the library only – they are **not** available for loan. They are arranged in subject groups, distinguished by colour-coded stickers. Please use a maximum of THREE Reserve books at one time and return Reserve items to the shelving trolley after use.

5. The Charles Perry Special Collection

Launched in July 2009, this collection is being developed as a specialist research collection covering evangelicalism in all its aspects. Books in this collection are intershelfed in the Theological Collection.

6. The Leon Morris Collection

Books donated to the library from the library of The Reverend Dr. Leon Morris are intershelfed in the Theological Collection.

7. The Leon Morris Display

The library has a display of the collected writings of The Reverend Dr. Leon Morris, Principal of Ridley College from 1964 to 1979. Items in this collection are not available for loan.

8. The Theses Collection

This small collection contains Masters and Doctoral theses written by people associated with Ridley College. Theses are not available for loan, except by special arrangement with library staff.

9. Audio-Visual Material

The library has a small selection of CDs, MP3s and DVDs available for loan. AV equipment (DVD camera, DVD player, data projector) may be pre-booked with library staff.

10. New Books and Journals

The library places new material on display before it is integrated into the collection. A *New Items List* is produced regularly. This list is displayed in the library and may be viewed on the Library page of the Ridley College web site (<https://www.ridley.edu.au/studying-at-ridley/library/new-items/>).

11. Exam Papers

Folders containing Ridley College past exam papers for on campus units are located near the Reserve Collection.

Electronic Resources

1. Online databases

The following online databases are available:

- [American Theological Library Association \(ATLA\) Religion Database](#) – index for journal articles and book reviews, and essays in books.
- [American Theological Library Association Serials \(ATLAS\)](#) – full text journal database.
- [Religion and Philosophy Collection \(RPC\)](#) – journal index and full text database.
- [ProQuest Religion](#) – journal index and full text database
- [Australasian Religion Index \(ARI\)](#) – index of journals published in Australia and New Zealand.
- [Australasian Union List of Serials in Theological Collections \(AULOTS\)](#) – database of the serials holdings of theological and religious libraries in Australia and New Zealand.

Online databases can be accessed from the catalogue workstations in the library. Eligible borrowers can also access the databases from offsite.

- **See also the video guide to online databases:**
<https://www.ridley.edu.au/library/library-tutorials/>

2. Ebooks

The library provides access to thousands of electronic books (ebooks). For eligible borrowers ebooks are accessible from off-site and downloadable to a range of e-readers and devices.

- **See also the video guide to ebooks:**
<https://www.ridley.edu.au/library/library-tutorials/>

3. Accordance Bible Software

Accordance Software (Hebrew and Greek language resources) is available on 3 computers (nos. 1, 4 and 6) on the library mezzanine level.

The Catalogue

Access the catalogue at: <https://library.ridley.edu.au/>

Items with the following prefixes to their call numbers are housed in separate areas within the library:

REFERENCE; PERIODICAL; AUDIO; KIT; VIDEO; THESIS; MORRIS ARCHIVE.

Items with the prefixes MORRIS and PERRY are intershelfed in the theological collection.

Please consult library staff if you have any questions about using the catalogue or locating an item on the shelf.

- **See also the video guide to using the catalogue:**
<https://www.ridley.edu.au/library/library-tutorials/>

Circulation Services

1. Membership

The library is not a public facility. While non-members are welcome to read in the library, borrowing is restricted to eligible borrowers.

Eligible borrowers include:

- Ridley College staff and students
- Staff and students of St. Andrew's Hall
- Members of the library

2. Loans

All books and other materials are available for loan, except **REFERENCE**, **RESERVE** and **MORRIS ARCHIVE** books, **THESES** and **PERIODICALS**. Ridley students may have up to fifteen (15) items on loan at one time. The normal loan period is two weeks. Items not in demand may be renewed via the online catalogue, by phone (9207-4905), by e-mail (library@ridley.edu.au) or in person. In some circumstances it may be possible to arrange with library staff to borrow items for an extended period.

Loan periods may be reduced for in-demand items. For large classes, books relating to essay topics may be placed on **short-term loan**. Short-term loans are for one week only with no renewals. Students may have up to five short-term loan books out at a time.

Variations on borrowing arrangements apply for Ridley Online students, Ridley faculty and staff, post-graduate research students and library members.

3. Reservations

If an item you wish to use is on loan to another borrower, you can reserve the item by placing a request via the online catalogue, or by asking library staff to place the request for you. You will be notified when the item you have requested becomes available. The item will be held for you for 7 days for normal loans and 3 days for short-term loans.

4. Fines

It is your responsibility to return items by the due date. Overdue loans cause frustration to other would-be readers so please return your loans on time. Fines accrue at a rate of 55 cents (including GST) per item per day. Patrons may be excluded from borrowing further items while they have items overdue or outstanding fines.

5. Borrowing

To borrow, bring your books, etc., to the front desk along with your student or library card. Borrowing is not self-serve - library staff will checkout your items for you.

6. Returns

Please return borrowed items via the library return slots. If you leave returns anywhere else they may not be checked in and you will be sent an overdue notice. Items on loan remain your responsibility until checked in by library staff.

Services and Facilities

1. Network Accounts for Ridley Students

Students will receive their network account details as part of the enrolment process. Network accounts give students access to the computer, photocopying/printing/scanning and internet facilities in the library.

2. Computers for Ridley Students

Six workstations for use by students are located in carrels on the mezzanine level of the library. The computers are networked to the copiers in the Print Room.

4. Internet access for Ridley Students in the Library

The library has Wi-Fi access, and the carrels on each side on the library mezzanine level have wired network ports.

5. Photocopying/Printing/Scanning

Two printers are available in the library. Students pay for their use of the printers via their network accounts. Visitors to the library may purchase print cards (\$2 and \$5). Photocopying and printing costs are displayed near the printers. Scanning is free. Please take great care when copying old or tightly bound volumes, which are easily damaged. Copyright regulations, displayed near the printers, must be respected – this is the user's own legal responsibility.

6. Library Committee

A Library Committee exists to assist in policy-making decisions in the library. Membership of the Committee includes the Vice-Principal, the Academic Dean, a student representative and the College Librarian. Suggestions for improvements to the library may be made to any committee member.

7. Book Requests

Requests for the library to purchase particular books may be made in writing to the College Librarian. Please supply as much bibliographical detail as possible. Requests will be considered by the College Librarian in the light of the library's selection criteria.

8. Locating Material Not Held at Ridley Library

Ridley Library members may visit other libraries to read and copy materials. Please note, however, that membership of Ridley Library does not entitle you to borrow from the University of Melbourne library, or from other college, theological or tertiary libraries. Anyone wanting to borrow from another library needs to enquire about becoming a member of that library. Other libraries in Parkville include:

- *St Andrew's Hall Library*, 190 The Avenue, Parkville, Ph. 9388-1666; A specialist missions library. Ridley staff and students are welcome to borrow from this library.
- *The Dalton McCaughey Library*
1 Morrison Close, Parkville
Ph. 9340-8888; <https://www.dml.vic.edu.au/>
- *Whitley College Library*
50 The Avenue, Parkville
Ph. 9340-8020; <https://whitley.softlinkhosting.com.au/liberty3/libraryHome.do>
- *Baillieu Library*, University of Melbourne
Ph. 8344-0444; <https://library.unimelb.edu.au/>

Also useful is the University of Divinity catalogue where you can search the libraries of all University of Divinity teaching institutions:

<https://library.divinity.edu.au/>

Please ask library staff if you need assistance in locating a particular book or journal not held by Ridley.

Rules and General Information

1. You are welcome to bring (non-alcoholic!) **drinks** into the library. Please do not consume **food** in the library.
2. Study areas of the library are intended for quiet study. Please keep noise levels to a minimum especially around the printers. The *Group Discussion Room* is available for group work.
3. Please do not mark or in any way deface books, journals or other library property.
4. The **emergency exit** is located at the south end of the library.

5. Carrels and Tables

Some carrels on the mezzanine level are allocated to later year full-time students for their personal use. To apply for a carrel please speak to library staff.

When you finish working at a library table or one of the general use carrels please clear the desk completely. You are welcome to store personal items on the storage shelves on the upper or lower levels.

6. Mobile Phones

Please have your phone on SILENT when you are in the library. Please do not make or answer calls in the library – this includes the Print Room, the Seminar Room and the front stairwell.

Outline of the Pettee Classification System

| | |
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| A | Bibliography. General materials |
| B | Languages & Literature |
| C | Bible – General |
| D | Old Testament |
| E | Judaica. Apocrypha and Intertestamental Literature |
| F | New Testament |
| G | Patristics. Leading Christian writers |
| H | History – General |
| I | Church History – General |
| J | History of doctrine |
| K | Christian denominations |
| L-M | History, Church History, etc. of particular areas (MW60-69 Australia) |
| N | Missiology |
| O | Comparative religion. Non-Christian religions |
| P | Science. Psychology |
| Q | Philosophy. Ethics |
| R | Theology |
| S | Sociology. Church and society |
| T | Education |
| U | Church government. Worship |
| V | Music |
| W | Pastoral theology. Church work |
| X | Spiritual theology. Devotional life |
| Y | Fine Arts. Practical Arts. Medicine |