

How to Order Books and Articles

AST Distance Students and **Off-Campus Students** can have access to the AST (and Novanet) collection of material when at home and not able to come into the library in person. Listed below are the procedures for the various scenarios.

To order material, or if you have questions about any of these instructions, please contact:

Brad Murray

email: bmurray@astheology.ns.ca

tel: (902) 423-0111

fax: (902) 423-7941

Atlantic School of Theology Library

624 Francklyn Street,

Halifax, Nova Scotia,

Canada,

B3H 3B5

(1) ORDERING AST LIBRARY BOOKS

To request books from AST to be sent to you, send an email to bmurray@astheology.ns.ca with the title and call number of the book.

For example:

Title: Probing the Frontiers of Biblical Studies

Call #: BS 1171.3 P76 2009

The item(s) will then be collected and mailed to you. As this process takes some time, please allow for some shipping time so that you will receive the material by the time you need it.

Please *always* include your current mailing address in every email request in case it has changed since entered in our records - we want to be sure you receive the books you need.

Included in your package will be a postage paid, return address label so that you do not have to pay for postage on packages sent back to us. **It is important to note that the exact same contents of the package must be mailed back to use this label as it is based on the weight and size of the original package (i.e. if 3 books have been mailed to you in a single package, all 3 must be mailed back together in a single package).**

(2) ORDERING BOOKS FROM OTHER NOVANET LIBRARIES

The above procedure also works for any available books in any Novanet library, except the process will take slightly longer as the books must be shipped to AST before they can be sent to you.

(3) ORDERING BOOKS THROUGH INTERLIBRARY LOANS (books not available in Novanet)

For books that are not available in Novanet, it is usually not practical to order these through interlibrary loan as these items almost always have a set 3 week loan period limit. Most of this lending time would then be used up as items were sent to and from you in the mail. Instead, we recommend that you request this type of item through the interlibrary loan service of your local public library. This service is usually free and you can then have use of the item for its entire loan period.

(4) ORDERING COPY REQUESTS

All types of copy requests (i.e. journal articles) can be submitted through the interlibrary loan form using your library card barcode and password:

<http://www.astheology.ns.ca/library/InterlibraryLoans.html>

Be sure to enter in as much citation information as possible and also to indicate how much you are willing to pay for an article. Articles obtainable from other Atlantic Canada academic institutions are usually free, but will cost a minimum of \$5.00 from the rest of Canada. We will always try to order these from the cheapest source first to save you \$\$\$.