

## **How to Request 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 request material, or if you have questions about any of these instructions, please contact:

**Sophia Godsoe**  
**sophia.godsoe@astheology.ns.ca**  
(902) 423-0111

### **(1) Requesting AST Library Books**

To request books from AST to be sent to you, send an email to [sophia.godsoe@astheology.ns.ca](mailto:sophia.godsoe@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 library card number and 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.

### **(2) Requesting 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) Requesting Books Through Interlibrary Loan (books not available in Novanet)**

For books that are not available in Novanet, it is usually not practical to request these through interlibrary loan as the loan time is taken up with mailing time.

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) Requesting Articles**

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/ast-library/interlibrary-loans.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 can cost a minimum of \$5.00 from the rest of Canada. We will always get your confirmation before requesting an item with an associated cost.