

Divinity Library Essentials (BTFO 2023)

<https://web.library.yale.edu/divinity>

You can access this document online: <https://tinyurl.com/4usmfb2z>



Regular Semester hours are as follows:

Monday – Thursday	8:30 am – 10 pm
Friday – Saturday	8:30 am – 5 pm
Sunday	2 pm – 10 pm

For more information on the hours the library is open, including holiday and break times, go to <https://web.library.yale.edu/building/divinity-library>.

Circulation: Your Yale ID card functions as your “library card.”

Yale Library Self-Check is now available at the kiosk by the entrance to the library and on the app, available for [iOS](#) and [Android](#)! You will sign in with your netID and password.

Loan period:

- ◆ 1 year for graduate students for regularly circulating items.
- ◆ Reference materials and unbound journals do not circulate.

Library fines:

- ◆ Graduate students are generally not charged for regular overdue books. However, the library appreciates the timely return of books.
- ◆ Recalled books: \$2.00 per day, beginning seven days after recall notice is sent.
- ◆ Reserve books: \$3.00 per hour or portion thereof.
- ◆ Lost books: \$130.00 lost book fee will be assessed.

Reserves:

- ◆ All electronic course reserves are posted in Canvas.
- ◆ Print books placed on reserve are available by request at the Circulation Desk.
- ◆ Most items placed on reserve circulate for 2 hours, but may circulate for up to 7 days, as specified by the instructor; ask at the Circulation Desk if you’re not sure when the item is due back.

For more information on reserves, go to <https://guides.library.yale.edu/reserves/students>.

Food & Drink Policy:

- ◆ Food is not allowed in the Divinity library.
- ◆ Beverages may be brought into the library so long as they are in covered, leak-proof containers. Please note that paper cups from the Refectory are not allowed.

Information Technology:

- ◆ The library has six public computers, five scanners, two microfilm/microfiche readers/scanners, one printer, and a self-checkout station.
- ◆ All computers have several software applications, including Adobe and Microsoft resources.
- ◆ You can print in black and white or color from any public workstation on campus or from your own laptop computer and retrieve your printed documents from any [BluePrint/PaperCut printing cluster](#) located on campus (including those in the Divinity Library and the Divinity School). To learn more about printing, go to <https://ypps.yale.edu/studentprint>
- ◆ For more detailed information on computers, scanning, printing, and copying in the Divinity Library, see: <https://web.library.yale.edu/divinity/computers>

Research Assistance, Library Instruction, and Special Collections:

- ◆ Every student at the Divinity School is assigned a “personal librarian,” who is prepared to meet with you virtually or in person to answer any library-related question. You will be receiving an email from your PL soon! Find your PL at: <https://web.library.yale.edu/divinity/personal>
- ◆ Need help navigating the physical or virtual library? Join us for a library tour during BTFO, check with your personal librarian, and watch for workshops on a variety of topics throughout the semester. These will be publicized on Yale Connect (https://yaleconnect.yale.edu/YDSlibrary/club_signup) and in messages from your personal librarian.
- ◆ We encourage you to reach out to Special Collections staff for information on primary sources, including archival materials, for course projects and theses. The Special Collections reading room is located on the lower floor of the library. Students can learn more about special collections at: <https://web.library.yale.edu/divinity/special-collections> Or, you can email us directly at divinity.specialcoll@yale.edu.