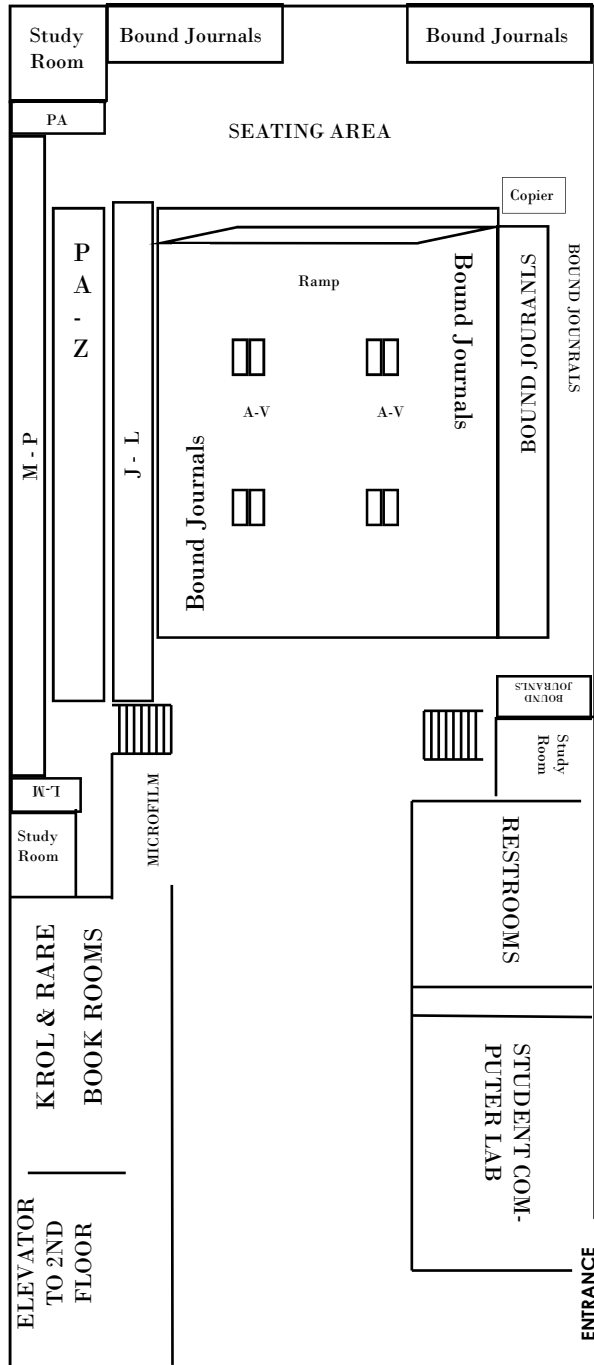


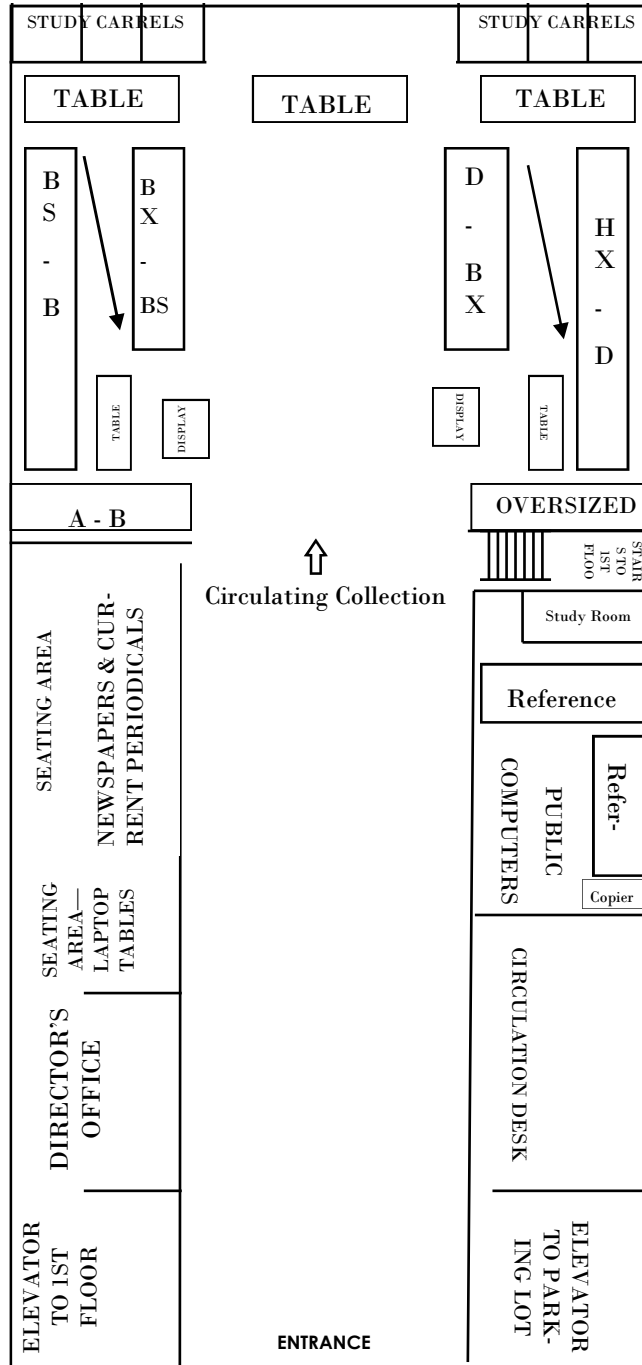
# Ryan Memorial Library

(renovated lower level)



# Ryan Memorial Library

(renovated upper level)



## LIBRARY STAFF

**Cait Kokolus**

Director of Library Services

**Ene Andrilli**

Supervisor of the Public Services Team

**Jim Humble**

Supervisor of the Technical Services Team

**John Holman**

Evening Co-Leader. Circulation Team

Reserves Team Leader

**Juan De Jesus**

Evening Co-Leader. Circulation Team  
Inter Library Loan/Serials Team Member

**Clesha Staten**

Web Administrator/Digital Resources

**RYAN MEMORIAL LIBRARY**  
**St. Charles Borromeo Seminary,**  
**Overbrook**

**100 East Wynnewood Road**  
**Wynnewood, PA 19096-3012**  
**610-785-6274 \* fax 610-664-7913**

**Email: [libraryscs@adphila.org](mailto:libraryscs@adphila.org)**  
**<http://library.scs.edu>**



Anthony Cardinal Bevilacqua  
Theological Research Center

at the

**RYAN MEMORIAL LIBRARY**

## Information Guide

### LIBRARY HOURS

**Monday—Tuesday**

8:30 am—11:00 pm

**Wednesday-Thursday**

8:30-10:00 pm

**Friday**

8:30 am—4:30 pm

**Saturday**

9:30 am—4:30 pm

**Sunday**

1:00 pm—10:00 pm

### **Who can use the library?**

Anyone is welcome to use library materials within the library.

The primary patrons we serve are the faculty, staff, and students of the three divisions of Saint Charles Borromeo Seminary:

Theology, College, and Religious Studies.

Visitors may purchase a borrower's card for \$15.00 for six months or \$25.00 for a year.

### **For how long can I take an item out?**

The loan period for books and audiovisual materials is 4 weeks. Any item can be renewed if not requested by another patron.

There is no limit on the number of items which can be borrowed by Saint Charles Seminary faculty, staff, and students. All other patrons may only have out 5 items at one time.

### **What if my books are late?**

The Library charges 10¢ per day for overdue books. There is a 7 day "grace period" where if a overdue book is received during this week fines will not be collected. After 50 days, an overdue book becomes lost and a \$50.00 replacement fee is charged.

Books can be renewed one time only. To renew your books click on "Renew Online" in the Voyager Catalog or call **610-785-6274**.

### **How can I find a book, video, or audiotope in the library?**

Books and audiovisual materials are listed in the online catalog (<http://library.scs.edu>). If the item you want is not on the shelf, please ask at the Circulation Desk.

### **What journals do you have in the library?**

A complete list of journals owned by the library can be found either in the online catalog or in the red binders located near the Circulation Desk. The latest issue of each currently received journal is on the display shelves in the main hallway, arranged alphabetically by title. Please refer to the map included on this brochure to find the location of bound journals.

### **How can I find journal articles on a particular subject?**

The library holds subscriptions to a variety of databases which is accessible at [http://www.scs.edu/library/e\\_journals.htm](http://www.scs.edu/library/e_journals.htm)

### **Where can I find course reserve materials?**

Course reserve materials can be requested from a library staff member at the Circulation Desk. Return the materials to the Circulation Desk.

If your professor has an "e-course", some reserve material may be able to be accessed electronically from those pages. Please go to the library homepage and click on the e-Courses menu.

*Note: Reserve materials may not be removed from the library.*

### **Is there a photocopier available?**

The library has 2 photocopiers for your convenience. The cost per copy is 10 cents with coin, or 7 cents with a copy card (available for purchase at the Circulation Desk).

### **How can I access the Internet?**

The library has a state-of-the-art computer lab on the lower level with 22 computer work stations. There are also two catalog work stations that are connected to the Internet.

### **How can I borrow something the library does not own?**

Through the Library's membership in two regional cooperatives, Saint Charles Seminary faculty, staff, and students have access to over fifty area college, university, and seminary libraries, including Eastern Baptist Theological Seminary and Saint Joseph's University.

Seminary faculty, staff, and students may also request books and journal articles through interlibrary loan.

### **Is there a place where can I study?**

#### **Study Rooms**

- Study rooms must be signed out and will be available on a first-come first-serve basis.
- The rooms are only available to groups of 3 or more - not single persons.
- The rooms are only available to the faculty and students of St. Charles Seminary.

### **Study Carrels**

- Students and faculty of Saint Charles are given preference for the use of the study carrels. Visitors may use the carrels if there are empty ones available. If a student or faculty member needs a carrel and all are being used, a visitor may be asked to vacate that space.
- The study carrels may be reserved only by faculty.
- If a student or faculty member would like to leave books on the study carrels overnight, they must check them out at the circulation desk then put a note on the books. If the librarians find a pile of library books on the study carrels without a note, books will be reshelfed.

If a librarian finds personal books left on the study carrels it will be held behind the circulation desk for a period of 30 days.

### **Computer Lab**

- The computer lab is for use for the faculty and students of St. Charles Borromeo Seminary only. No visitors may use the computer lab.
- If a faculty member would like to use the lab for a single class period he or she may do so by signing up for the room via the library director Cait Kokolus.

***Please ask at the Circulation Desk for more information.***