How to Get Books
from the John T. Christian Library

1. **Set up a library account.**
   - Email Library@nobts.edu with the following information:
     - Name, NOBTS ID, address, phone number, program of study, name of extension center used for other classes
   
     We will verify your enrollment and create the account.

2. **Research online using www.nobts.edu.** Go to the library’s book and media online catalog to search for books you need: http://baptist.nobts.edu/#focus.
   
     **Hints:**
     - When you find an interesting book title, click on it while it is underlined. Then you will see the call letters or call number.
     - If it’s checked in, include it in your email to us: title, author, and call letters or number for each book.

3. **Since people move so often these days, it helps us avoid shipping mishaps if you will also include the mailing address for the books.**

4. **Return your books!**

    John T. Christian Library
    4110 Seminary Place
    New Orleans, LA 70126

    Call (504)816-8018 to talk to us. You can reach us 8AM – 5PM daily.

**Other helpful information:**

- Email is checked at least once each day.
- We will print your request list, pull the books from the shelf, check them out to you (for 21 days), and get them in the mail, usually by the next day.
- We will respond to your email with news that your books are on their way. If you don’t get an email within a few days, give us a call.
- We ship to you at no charge; you pay for return shipping.
- If your books are *postmarked* by the due date, they will be considered “on time.”
- Renewals can be done by email to us. If no one else needs the book, we’ll renew it for you.