

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.