## Using Interlibrary Loan in the Digital Theological Library

If the materials you are looking for are not owned by the DTL, you can still request them through Interlibrary Loan by following these steps.

- Search for your materials in the DTL catalog at <a href="https://thedtl.on.worldcat.org/discovery">https://thedtl.on.worldcat.org/discovery</a>
  - o If you know the specific book or article you want, you can usually find it by entering the author's last name and major terms from the title. Make sure to confirm your spelling!
- If the item does not appear in your search, adjust the settings to search the entire WorldCat database.
  - o On the left side of the page, under "Held by Library," select the box labeled "Libraries Worldwide."

THE DTL	pastoral care		0 Q	Staff sign in	
Advanced Search Resources 🗸				ୟ Search history	★ Saved Items (0)
Libraries Worldwide					
Retain Filters	63,439 results in Libraries Worldwi	ride			
	Sort: Best Match V	Change from "Library"			
<ul> <li>▲ Group This Search</li> <li>✓ O Group Related Editions</li> </ul>		Pastoral care & counselling		66 Cite Share	📩 🛱 Save
▲ Refine This Search ▲ Expand Search with Related Terms	Pastoral Care & Counselling	Authors: <u>Gordon Lynch 1968-</u> <b>H</b> eBook 2002 London : Thousand Oaks, Calif. : SAGE PL	blications, 2002.		
<ul> <li>∧ Held By Library</li> <li>☑ Libraries Worldwide</li> <li>☐ Digital Theological Library</li> </ul>	Select to search outside the DTL	hary: Pastoral Care and Counselling pr ar and the ethical dimensions of practic ral carers need to explore their own vis At Diaital Theological Library	ovides an accessible fran e. In offering spiritual sup ion of humanity and what	nework for understanding the role of the g port and in helping others resolve their m t for them constitutes "the good life."	a <mark>storal care</mark> oral dilemmas,
▲ Format All Article (31.4K) Book (19K)	Access Online Worldwide Editions and Form	mats View All (6)			
Article, Chapter (37.9K)					

o Above the search results, change the "Sort" option to "Best Match."

• You may still see results available to you in the DTL. You can tell the difference between items owned and not owned by the DTL by looking at the result panel. Items owned by the DTL will have a black "Access Online" button underneath the image of the cover, and a link that says "At Digital Theological Library" under the item description. If the item is not owned by the DTL, it will not have the access button, and the text under the description will say, "At other libraries worldwide."

1	66 Cite 🔀 Share 🛱 Save
Pastoral Care & Counselling orden spect	Pastoral care & counselling         Authors: Gordon Lynch 1968:
2	mats ViewAll(6)

- To request an item that is not owned by the DTL, click on the item's title to open the full record.
  - o On the right side of the page, click the button that says, "Request Item through Interlibrary Loan."

Back to Search Results	C         Result 2 of 63,439         S		
2	44 Cite       ★ Share       ★ Save       Access Options		
	Pastoral care Authors: <u>J.Richard Spann (John Richard), 1891-1976</u> , (Editor)		
More Author/Title Info: Physical Description:	Edited by Richard J. Spann. 272 pages : 22 cm		
Contents:	Part one: the background of pastoral care The history and general principles of pastoral care/Charles F. Kemp Qualifications and preparation for the pastoral ministry/Rollin J. Fairbanks The ethics of pastoral work/Harold Leonard Bowman Building and administering a program of pastoral care/Loyd Ellis Foster Pastoral care through Christian education/W.McFerrin Stowe Part two: the field for pastoral care Children/Leon M. Adkins Youth/Hover Rupert Young newlyweds/Robert W. Burns Middler aged, normal church members/George A. Warmer, Jr The church's senior members/Paul B. Maves The heavy-laden/William F. Rogers The sick/James H. Burns Alcoholics/Ernest A. Shepherd The mentally ill/Ernest E. Bruder Church officials/David A. MacLennan New church members/John Branscomb Those without a church/W. Kenneth Pope Those in institutions/Robert A. Preston College students/Edmund Heinsohn.		
Subjects:	Library of Congress Subject Headings		

- You will need to log into the DTL as usual. Make sure to select "Claremont School of Theology" in the dropdown list before you enter your number.
- Fill out the Interlibrary Loan form with your contact details.
- You will receive email notification from the DTL. If you have requested a journal article, you will receive a PDF of the article. If you have requested a book, you will be notified one to two weeks before the book becomes available. The DTL will NOT notify you when the book is available, so make a note to search for it in the catalog.
- If the specific item you are looking for still does not appear in your search, send an email to <u>mfroelich@cst.edu</u>. Include your as much publication information about the item as you can, or a link to the item.
  - o Books: Author, title, edition (if other than the first), publisher, year
  - o Book sections/chapters: Request the whole book
  - o Articles: Author, title, journal, volume/issue, year, page numbers