# The Digital Theological Library

The Digital Theological Library is a fully online library for religious studies, theological studies, and all kinds of related fields. The DTL is co-owned by a collection of seminaries and theological schools, who pool their resources to provide high-quality scholarship to the whole community.

Because the DTL is fully online, you can access it from anywhere you have an internet connection. Create a bookmark in your browser to one of these two URLs:

THE DTL	About	How To Use	Subject Guides	Databases A-Z
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<u>https://libguides.thedtl.org/home</u>

# **Finding Materials**

You do not need to log in to search the DTL. Simply type your search terms into the field on either of the above pages. You can also use the Advanced Search option by clicking the link below the search field. Advanced Search lets you create more refined searches by using multiple fields. After you search, you will come to a page of results.

Use the checkboxes on the left side of the page to narrow your results even further.



### **Accessing Materials**

By default, the DTL will only show you materials that you can access. This setting can be changed to search beyond the DTL, but that is for a different handout to explain. Look for the At Digital Theological Library link under the item Summary to be sure that you have access to an item.

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Now you can click the Access Online button under the cover image to go straight to the access page, or you can click the title of the item to open a larger record for more information. In the record, you will see more complete publication information, as well as information about other editions and formats might exist for the item, and other libraries that own the item. From the record page, you can access the item by clicking on the Access Online button on the right side of the page.



After you click the Access button, you will be taken to a login page. The dropdown list shows the DTL's member schools in alphabetical order. Select Claremont School of Theology.

Please select your institution and enter your student ID or barcode number.				
School Academy	for Jewish Religion	<b>.</b>		
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After you select your school, the login screen should change.



If the screen does not change, simply click the Log In button without filling in the barcode number field, and the correct button will load. Once you see the Log In with Single Sign-On button, click it.

You will be brought to a Google page that will ask you to select the account to use for logging in. Select your CST email address. No other account will work. If you are not already logged into that account in your browser, you will need to provide your password.

# **Using Materials**

From the login page, you will be taken to the database that houses the item. How you may interact with the item will depend upon the specific database, vendor, and publisher. Most of the time, you can download journal articles without restrictions, but restrictions will vary for ebooks. You can read most ebooks directly in your browser, and some databases will give you the option to download all or parts of the book, usually for a limited period of time, to read on your desktop in <u>Adobe Digital Editions</u>.

Through its E-Reserves program, the DTL also collects and scans physical books that cannot be obtained digitally. If a book you are trying to access is available through E-Reserves, you will be taken to an instruction page after you log in. You may need to contact your librarian (details below) in order to get access. E-Reserves materials cannot be downloaded.

Many books have limits on the number of users that can access them at one time. If you get an error message suggesting that there are too many users, check back later. Please be mindful of other users and make sure to close any books you are not currently using, especially if they are for course reading.

#### More Help

CST's Director of Library Services is Dr. Maggie Froelich. Maggie is usually attentive to email during the workday in Pacific Time. If you have any problems accessing materials, contact her. For more in-depth help using the library, or for research consultations, make an appointment for a Zoom meeting.

Email: <u>mfroelich@cst.edu</u> Appointments: <u>https://mfroelich.youcanbook.me/</u>