

Dana Dawson Library Library Cards and Circulation

Library Cards

All library users must have a barcoded ID Card in order to borrow books and reserve materials; no borrowing transaction can be made without this card. Saint Paul School of Theology students, faculty, staff, graduates and retired/emeritus faculty use their Saint Paul ID Card as their library card.

Visiting Faculty and Students may obtain a library card by:

- Presenting a valid Student or Faculty ID from an area seminary
- Presenting a valid Student or Faculty ID, along with a UMKC Courtesy Card (obtained from home library) from a participating library

Area Ministers may obtain a library card by:

- Presenting a Picture ID
- Using their Kansas City Public Library Card

Loan Periods

Library materials circulate up to three weeks and may be renewed twice. All items must be checked out at the Circulation Desk. Borrowers are responsible for any library materials checked out in their name. Any items needed for class reserves are subject to immediate recall. Fines for all regular circulation items are 5¢ a day per item for the first 5 days after the due date and 20¢ a day for each additional day. A book depository is located outside the main (north) entrance to the library building. Please do not put overdue items in the depository unless the library is closed.

Unique IDs

Your Unique ID number will allow you to view information about your library account such as items checked out, items requested and due dates. You may also request items through the online catalog and renew items online with your unique id number. Your Unique Id is the 13 digit barcode on the back of your Saint Paul Library Card followed by spst, i.e. xxxxxxxxxxxxspst.

Reserve Materials

Books placed on reserve for a course may be checked out at the Circulation Desk. Articles on reserve are located on the 4th Level by the copiers and are arranged in folders by course number.

Reserve items may not leave the library unless they are properly checked out. A barcoded library/photo ID card is needed to check out reserves. Please observe the due date and time limit for reserve items.

Renewal Requests

You may request a renewal in one of the following ways:

- Call the Circulation Desk at (816) 245-4856
- In person at the Library Circulation Desk
- Via the Online Catalog (If items are not overdue)
 - From the library website click on WILO Online Catalog
 - Click on Saint Paul School of Theology link
 - Choose View Your Library Account link
 - Type in your first or last name in the Name box
 - Enter the 13-digit barcode from the back of your Library Card, followed by spst in the Unique ID box
 - Click Display record for person named above
 - Check the boxes next to the items you want to renew
 - Click the Renew Selected Items button

Requesting Materials

Saint Paul students, staff and faculty may request items from the online catalog to be sent to the Saint Paul Library within 2-7 days.

Users must know their Unique Id Number, the 13-digit barcode (located on the back of the Saint Paul ID) followed by spst.

Courtesy Card

Saint Paul School of Theology students, staff and faculty may obtain a semester use Courtesy Card for circulation privileges at several area colleges and seminaries; see any staff member for a card and for a list of participating libraries.

All materials checked out from other libraries are subject to circulation periods, restrictions, and fines according to the policies of the lending library.