Library Staff

- Rana Salzmann, Director of the Library and IT
  - Book selection, privileges, donations, policies, grants
  - rsalzmann@meadville.edu; 312-546-6483
- Sarah Levine, Librarian/Project Archivist
  - Reference, circulation, general queries
  - slevine@meadville.edu; 773-256-3000, ext. 630
- John Leeker, Archivist
  - Archives, acquisitions, special collections
  - jleeeker@meadville.edu; 773-256-3000, ext. 629

Open Hours
During Intensives:
Daily, as announced

Outside of Intensives:
Mon, Thurs, Fri: 9:00-12:00
Other times by appointment with Sarah Levine
Archives accessible by appointment with John Leeker

Checking Out Books
Find out what books we have by searching the library catalog. You can get to the catalog by clicking the "Find a Book" button on our website (meadville.edu/wiggin-library.php), then searching the Local Catalog. Use your I-Share account to check out your books by mail, or stop by during Open Hours to browse the stacks.

Electronic Resources
Wiggin Library has many electronic resources that you can access from anywhere—even from home! Our databases and video collections are all listed on the library website (meadville.edu/wiggin-library.php), and you can get the log-in information from Sarah. Visit our Links & Resources page for even more online resources!

Course Reserve Books
Wiggin Library places all required texts on course reserve. These books can be checked out by mail throughout the semester, or in person during Intensives. During the semester, course reserve books circulate for 2 weeks. During Intensives, course reserve books can be checked out overnight or during the day for use in class. Course reserve books cannot be renewed.

Reference Help
The library and archives staff is here to assist you. We provide reference assistance in person, by phone, through email, and over video chat. Call or email Sarah or John to set up an appointment for help.

Books from Other Libraries
Although we pride ourselves on our library collection, there are books and journals that we do not have. Whenever you need an item for a class and you can’t find it in our collection, you can request books from other libraries using your I-Share account. If you still can’t find the book, or if you need journal articles or book chapters, email Sarah to request them through interlibrary loan. We also have reciprocal borrowing privileges at seminary libraries across the country and can help you get access to books no matter where you are.
These are the questions that we get asked the most often, but they are not the only questions we get asked. You can find the answers to many more questions by visiting the FAQs page on our website, at www.meadville.edu/library-faqs.

How does circulation by mail work?
- We mail books to you using USPS's most economical rate. If you need a book faster, we're happy to ship it using a faster service or different shipper, although this cost is not built in.
- When you mail books back to us, you can use any shipper you like, and use the service that works best for you.
- When mailing books back, you should send Sarah an email so that we know the books are on their way to us. That way, if they get lost, we know it wasn't your fault. If books get lost in the mail and we don't have an email from you telling us they're in the mail, you may be responsible for any replacement costs.
- We recommend shipping old or out of print books with a tracking number or insurance, although this is not required.

How do I get a book you don’t have?
If the Wiggin Library doesn’t have an item you need, we can get it for you.
- Try checking I-Share. For help with I-Share, visit meadville.edu/library-tutorials. If it’s not available in I-Share, contact Sarah for help finding it in a library near you or through interlibrary loan.
- If you need an article from a journal we don’t have, email Sarah with a full citation for the article and she’ll find it through interlibrary loan. This is free and you will usually have the article within 3-5 business days.
- We are a member of several local, regional, and national library associations that allow you to borrow books at other libraries using your Meadville ID and sometimes a special library card. Contact Sarah for these cards and help finding a participating library near you.
- If you come across a book that you think we should have, let us know!

How do course reserves work?
- We always have at least one copy, and often two or more copies, of every required and recommended course book on reserve.
- These books circulate for a limited period of time:
  - 2 weeks during the semester (this includes shipping time!)
  - Overnight or during the day during Intensives
- Course books cannot be renewed

How do I print something?
- The library has computers and a printer that you can use during open hours. If you need to print something outside of open hours, check with a member of library staff to see if someone will be in the library to let you in.
- You can print up to 10 pages daily for free.
- If you print more than 10 pages, each additional sheet is 10¢. You can pay any member of the library staff.
- The library has a copier for student use. Each copy is also 10¢. You pay by feeding the machine.

How does the archive work?
- Archive materials include historical periodicals, pamphlets, and the papers & records of Unitarian, Universalist, and UU organizations, congregations, and ministers.
- The archive is comprised of several special collections, including the Sankofa Collection and the Angus MacLean Religious Education Collection. Learn more on our website.
- Archive material is only available to use in person. Email John for access. If you’re not able to come to campus to use materials in the archives, talk to John about alternatives.
- Some archive material is in off-site storage, so contact John at least two weeks in advance to ensure access to the material you need.
- If you need primary source material, check the library as well as the archive! The library has many books that include primary sources, and you can check them out to use at home.