



San Francisco  
Theological Seminary

2015

DASD

Student

Handbook

Program in Christian Spirituality



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## **Welcome DASD Students**

Dear Student,

Welcome to San Francisco Theological Seminary. We are glad you are here!

This Student Handbook will give you some basic information about the Diploma in the Art of Spiritual Direction – a program of which SFTS is justifiably very proud. The first four sections will orient you to the program, the next two explain our academic policies and the final section provides information about policies specific to the DASD program, as well as general information about the campus, faculty, staff and the library.

We hope this handbook will help make your entry into the SFTS community a lovely and easy thing. But please do let us know if we can answer questions or otherwise support your progress through this program.

Again – we are delighted to welcome you to the SFTS Family.  
May God richly bless this time of learning and may you be deepened in the life of the Spirit!

Sincerely,

Jana Childers, Ph.D.  
Dean of the Seminary  
Vice-President of Academic Affairs  
Professor of Homiletics and Speech-Communication

## **Diploma in the Art of Spiritual Direction (DASD) Program**

The Diploma in the Art of Spiritual Direction (Program in Christian Spirituality department) is a graduate program of San Francisco Theological Seminary that prepares persons for the ministry of Spiritual Direction and for leadership in this field of ministry. The DASD courses may lead to a Diploma, or they may be applied to other graduate theological degrees at SFTS or other institutions.

### **Visions and Assumptions**

The Diploma in the Art of Spiritual Direction seeks to honor the heart as well as the head; to attend to the body along with the soul; to probe the psyche in the context of the spirit; and to deepen contemplative awareness of God's presence in all things. This vision rests upon the following assumptions:

- Scripture offers us the presence of God in Jesus Christ.
- God is present in every dimension of human life: personal, interpersonal, societal, and environmental.
- Attending to God's presence transforms individuals, families, communities, and institutions.
- God leads each person in unique ways - through creative invitations and challenges.

The spiritual direction relationship provides a freeing model for the role of the pastor or lay leader as spiritual guide in a congregation.

### **Program Overview**

The Diploma in the Art of Spiritual Direction program includes three consecutive January terms, each three weeks in length. These periods of intensive study and practice form the heart of the DASD program. During each January term, students enroll in two graduate level courses of 3 credit hours each. Combined, the three (3) January terms constitute 18 semester hours of graduate level credit. Depending on individual need, students may take these courses for a letter grade or on a pass/fail basis.

In the months between January intensives, students engage in spiritual direction practice under the guidance of a competent and approved supervisor in their own geographical area. Issues and case materials from the supervision session are integrated into the January course work through three supervision courses, one per year. Students receive a total of 6 semester hours of graduate credit for the supervision of their spiritual direction. Supervision courses may only be taken on a pass/fail basis. In sum, the DASD requires 24 graduate credits for completion, 18 for content and skill building, and six (6) for supervision of their spiritual direction.

Each DASD course is designed to provide specific knowledge of various aspects of spiritual direction and to enhance and develop particular skills and sensibilities for this ministry. Students first explore and develop sensibilities and skills for individual spiritual direction. They then expand these into spiritual guidance ministries with groups and congregations. Because of the highly integral nature of individual courses as well as the curriculum as a whole, credits from other institutions are not accepted for the completion of this Diploma. Thus the three January terms constitute the residency requirement of the program.

In addition to the academic requirements of the program, each January term begins and ends with time for retreat and prayerful reflection. Each includes time for explorations in prayer, music, movement, and art. The community also gathers daily (Monday – Friday) for common prayers and Holy Communion. The development of a community of peers during the program provides opportunities for companionship and mutual support that often continue well after participants graduate from the program.

The Seminary emphasizes that this diploma does not imply credentialing as a spiritual director per se, inasmuch as the ministry of spiritual direction is constituted by a call from God, is instituted by a specific invitation to exercise this ministry, and is authenticated by its fruits.

San Francisco Theological Seminary is accredited by the Association of Theological Schools and the Western Association of Schools and Colleges, and all DASD courses are included in this accreditation.

### **Program Costs**

The costs per January Intensive are as follows:

Tuition: \$2,900 (tuition rates may increase slightly each year)

Supervision: \$450-\$1,080

Meals & Materials: \$295-\$415 (depending on meal plan)

Housing: \$625-\$1,300 (depending on shared or single room)

Application Fee: \$40

Graduation Fee: \$50

Book & Reader Costs: varies each year

**It is seminary policy that, in addition to completing the prerequisite courses, all tuition and fees must be paid in full prior to registering for the next January's courses.**

## **COURSE LISTINGS**

Each of the following six courses is worth three semester credits. Two courses are taken during each three week intensive term. The coursework in spiritual direction practice and supervision, accomplished during the intervening years, constitutes three additional courses together totaling six semester hours.

### **Year One**

During the first January Intensive, all entering students take two foundational courses.

#### SP 2465 The Art of Christian Listening 3 units

This course steeps first year spiritual direction students in the practice and theory of “contemplative listening” which lies at the heart of the ministry of spiritual direction.

#### SP 2680 Fundamentals of Spiritual Direction 3 units

This course offers first year students a thorough exploration of the basics of spiritual direction, including its theory, practice, context and roots in scripture, theology and Christian tradition.

### **Years Two and Three**

The second and third year intensive courses rotate from year to year and include the following:

#### SP 2000 History of Christian Spirituality 3 units

This course surveys significant figures/movements/traditions (e.g. Origen, Hadewijch, Martin Luther, John Calvin, John of the Cross, Christian Feminism, Latin American Liberation) of Christian spirituality, with attention to how the spiritualities of the director and directee affect the spiritual direction relationship.

#### SP 2499 The Art of Discernment 3 units

This course engages students in the theory and practice of discernment in Christian traditions and within the spiritual direction relationship.

#### SP 2685 Discernment: Systems and Nature 3 units

This course allows students to expand the traditional practice of discernment to include discerning God’s presence and call within communities, other institutions and systems, including the system in which we dwell, nature.

#### SP 2496 Contemporary Issues in Spiritual Direction 3 units

This course will address a variety of issues faced by spiritual directors in the contemporary church and society, as well as re-emphasize the fundamental skills of the practice of spiritual direction. Modules may include cross-cultural dynamics in spiritual direction, attending to the body in spiritual direction and incorporating the arts in spiritual direction.

## **Supervision**

During the months following each January intensive, students engage in the practice of spiritual direction under appropriate supervision. Students receive six units of academic credit, in the form of three courses, for their spiritual direction and supervision work.

### SP 2470 Spiritual Direction Practicum I (2 units)

Students enrolled in Year 1 of the SFTS Diploma in the Art of Spiritual Direction Program engage in the supervised practice of spiritual direction. As they offer ongoing spiritual direction for two to three people, students reflect on their sessions and meet regularly with their supervisors. Six written reflection forms structure their supervision conversations. Students receive supervision from their field supervisor on four sessions and receive supervision twice from program faculty. The student and field supervisor provide faculty with an assessment of the student's progress at the end of the year. Students receive 2 units of credit upon satisfactory completion of their assignments, and all course requirements must be satisfied in order to enroll in year two courses.

### SP 2471 Spiritual Direction Practicum II (3 units)

Students enrolled in Year 2 of the SFTS Diploma in the Art of Spiritual Direction Program engage in the supervised practice of spiritual direction. They continue to offer ongoing spiritual direction for two to three people, and offer group spiritual direction as well. Nine written reflection forms structure their supervision conversations. Students receive supervision from their field supervisor on eight sessions and receive supervision once from program faculty. The student and field supervisor provide faculty with an assessment of the student's progress at the end of the year. Students receive 3 units of credit upon satisfactory completion of their assignments, and all course requirements must be satisfied in order to enroll in year three courses.

### SP 2472 Spiritual Direction Practicum III (1 unit)

In this four-month course, students enrolled in Year 3 of the SFTS Diploma in the Art of Spiritual Direction Program engage in the supervised practice of spiritual direction. In particular, this course requires students to create a new spiritual direction group that meets at least four times and to meet their field supervisors for at least three sessions. The student and field supervisor provide faculty with an assessment of the student's progress by May 15. Students receive 1 unit of credit upon satisfactory completion of their assignments, and all course requirements must be satisfied in order to qualify to receive a Diploma in the Art of Spiritual Direction.

## **Ethical Guidelines**

These ethical guidelines apply to all DASD students:

### Receiving payment

Students are not to accept payment or gifts for their work with directees while in this program. There are no exceptions to this policy.

### SDI Guidelines

All DASD students are provided with a copy of the *SDI Guidelines for Ethical Conduct* ([www.sdiworld.org](http://www.sdiworld.org)), and all student directors in the program are expected to follow the *SDI Guidelines*.

### Receiving spiritual direction

In accordance with the *SDI Guidelines*, those offering spiritual direction should themselves be in spiritual direction. All students are expected to see their own trained and competent spiritual director at least once a month for spiritual direction during their years of study. If your current director is not well trained or well-seasoned, please consider seeing a different director, as sessions with your director will provide you with an important model of how spiritual direction is done.

## **Academic Policies**

### **1. Grading**

Students in the Diploma in the Art of Spiritual Direction Program may take courses in one of two ways, for a letter grade or they may take courses pass/fail. Practicum courses are pass/fail only. DASD students may not audit courses.

Instructors grant final grades for their particular courses based upon the fulfillment of the requirements for the course. The DASD Program follows the generally acknowledged grading system of San Francisco Theological Seminary. For those students who request letter grades, grades are submitted as A+, A, A-, B+, B, B-, C, F (Failure) and I (Incomplete). For those students taking a course pass/fail, grades are submitted as either pass or fail. We encourage students to take courses pass/fail unless they intend to apply their courses to another degree program or intend to go on for further study. The final grade for a course includes student progress in small group as determined by small group facilitators. Instructors communicate course grades to students by placing the grade for the paper and the grade for the course on the final class assignment.

### **2. Assignments – General**

Instructors in the DASD program recognize that participants in the program are ordinarily engaged in full-time, active ministry/employment during their three years of study. At the same time, program instructors acknowledge that



participants have chosen an academic course of study in the Art of Spiritual Direction that is offered at an intermediate graduate level. Course requirements are designed with both of these realities in mind. January courses generally require the following:

- Active participation in class discussions and exercises;
- Active participation in contemplative listening or spiritual direction praxis groups;
- Required reading of an amount that is in accord with the realities described above;
- A 15 page integration, synthesis, or research paper, or its equivalent. [The latter requirement may be structured in a variety of ways, e.g., in the form of two shorter papers, or as a brief reflection paper on a suggested spiritual practice and a longer research paper, etc.]

Check the individual syllabus for any exceptions.

### **3. Pre-Course Assignments**

Second and third year DASD students are encouraged to complete the required reading assignments for January term courses prior to the first class meeting. The Program Manager sends a list of required readings and other pre-class assignments such as exercises, practices, or brief papers, if there are such, to students no later than October 1. Instructors determine the dates these assignments are due, and such assignments are delivered, in person, via mail or email, directly to the instructor of the course. The preferred mailing address of the instructor is included in assignment materials.

### **4. Post-Course Assignments**

It is customary for instructors in the DASD program to assign a final paper for each January course. Students complete these papers after the January term has concluded. Papers are submitted directly, either in person, via mail or email, to the instructor or designated reader for the course. Instructors provide their preferred mailing address to students during the January session. The paper for the first course taught during the January term is to be postmarked on or before March 15th. The paper for the second course taught during the January intensive is to be postmarked on or before May 15th.

### **5. Handling and Distribution of Papers and Grades**

Instructors are asked to return student papers postmarked on or before March 15th to the DASD Program Manager before or by April 30th or as soon thereafter as possible. Student papers postmarked on or before May 15th are returned to the DASD Program Manager before or by June 30th or as soon thereafter as possible. The DASD Program Manager records student grades and returns student papers in a timely manner.

## **6. Late Paper Policy**

Students are to submit final papers to instructors on the date due. For serious reason, a student may request a three-week extension. Such requests are made directly to the instructor, with a copy to the DASD Program Manager. The instructor may or may not grant such an extension. For extraordinary reason -- prolonged personal illness, death in the family, natural disaster, etc. -- a student may request a longer extension. Such requests are made directly to the instructor, with a copy to the DASD Program Manager, who may or may not grant such an extension. If the instructor chooses to grant such an extension, the length of time must be specified and may not extend beyond August 30th. Students who fail to submit papers by an August 30th extension deadline must repeat the course in order to complete the program requirements. Only the director of the program may make an exception to this policy. In such a rare circumstance, the director of the program assumes the responsibility for evaluating the completed work of the student.

**ALL LATE PAPERS MUST PAY A FEE OF \$60, payable to SFTS, and submitted to the DASD office.**

## **7. Inclusive Language**

It is the policy of the Graduate Theological Union, of which San Francisco Theological Seminary is a founding member, to write papers in gender inclusive language. This includes language about human beings as well as language about God. The DASD program encourages the use of gender inclusive language in the writing of papers except when students are referring to their own experiences of God or to the specific God images of their directees. In these cases, students may refer to God in whatever language is appropriate to the experience.

## **8. Special Needs**

In the case of learning needs caused by documented disabilities, and if you have not yet spoken to the instructors or program director, please apprise us of your needs in order that appropriate and timely accommodations may be made.

## **9. Plagiarism**

At SFTS the issue of plagiarism is not taken lightly. If you have questions about what is or is not appropriate for using in your papers, err on the safe side and acknowledge the piece. There are websites to help you if you are puzzled about some entry i.e. <http://www.aresearchguide.com/6plagiar.html>. Please see SFTS student handbook for the full seminary policy on plagiarism; DASD students are bound by this policy. This handbook can be found at <http://sfts.edu/student/>.

## DASD Evaluations

### Departmental

These evaluations are to be submitted to the Program Manager before the last day of the January intensive. They are designed to give “immediate” feedback about the program’s logistics including accommodations, meals, worship, and small group process. The information obtained from these evaluations will be discussed at the closing staff meeting following the last day of classes.

### Moodle

These evaluations should be completed after the course has ended and any final exams have been taken. We have posted course evaluation questionnaires for most SFTS classes at the top of the home page of the corresponding Moodle course. Even if your instructor did not use Moodle, there will be a corresponding Moodle course where you can fill out the evaluation. Please follow the instructions below. **Evaluations should be completed by February 13, 2015.**

**All students are required to complete the evaluation before the class grades will be released.** Please be assured that the results of the evaluation form go directly to the administrator and that all student identifiers (such as name) will be removed by the administrator before any results are disseminated. ***Faculty will not receive the anonymous results until they have completed the posting of grades.*** Students will not have access to grades until course evaluations are completed.

**The course evaluation questionnaire can be found** at the top of the Moodle course page, clearly marked “COURSE EVALUATION”.

**If your teacher used Moodle**, you need only log in to complete the Course Evaluation.

**If your teacher did not use Moodle** for your courses, please follow this link to the instructions for enrolling in a Moodle course:

<http://www.gtu.edu/library/students/moodle-help>

**The link to our Moodle site is:** <http://moodle.gtu.edu/>

**You will need the Enrollment Key for your course.** The Enrollment Key is the course number with no spaces or dashes, e.g., HS9090.

**What to do if you don’t know your Moodle login information:** Your Moodle username should be the same as your WebAdvisor username – in most cases it is first initial, last name. Your password was originally set to your date of birth, mmddyy. The first time you log in to Moodle with your date of birth password, you are prompted to create a new password. If you did this and cannot remember what password you used, you must use the “Lost Password?” link at the bottom of the login box. **SFTS does not have your password and cannot retrieve it for you.** If you are still unable to reset your password, please contact Tech Support at [techsupport@psr.edu](mailto:techsupport@psr.edu).

Your opinions are greatly valued and we truly appreciate you completing the course evaluations.

If you have any questions about this process, please contact Susan Lawlor, Academic Services Coordinator & Associate Registrar. Phone: 415-451-2820 Fax: 415-451-2851 [slawlor@sfts.edu](mailto:slawlor@sfts.edu)

## **SFTS Student Handbook**

This DASD Handbook provides information and policies specific to this program. However, DASD students are covered by and responsible for all provisions of the full SFTS Student Handbook. The SFTS Student Handbook sets forth procedures and protections applicable to all SFTS students. The Handbook includes (but is not limited to) the following policies, protections, and procedures:

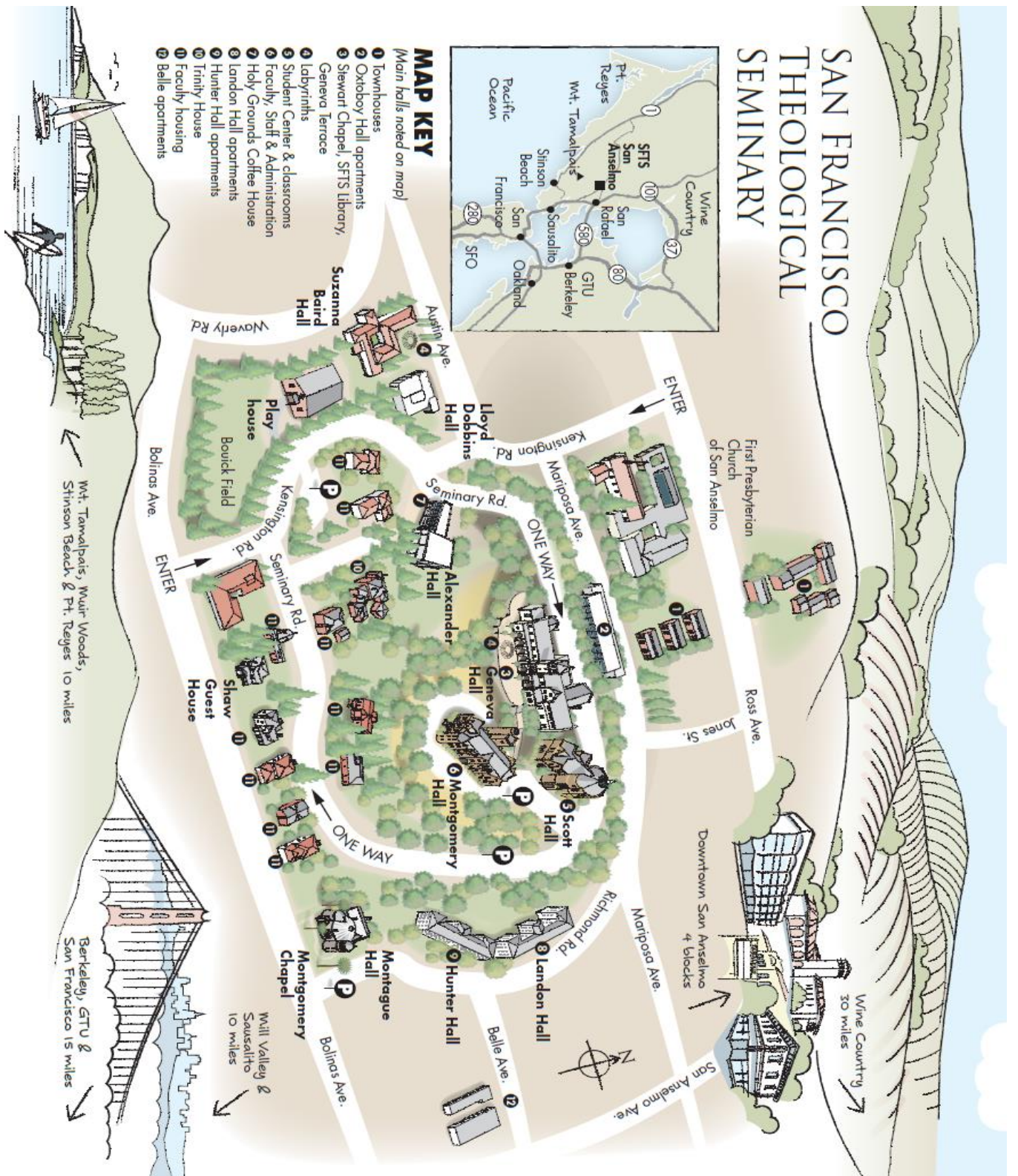
- Policy of non-discrimination;
- Policies that prohibit sexual harassment, sexual violence, and sexual intimidation (along with processes for filing a complaint and seeking help);
- Inclusive community statement;
- Inclusive language policy;
- Academic and personal integrity policies (including policy prohibiting plagiarism);
- Grievance and disciplinary procedures; and
- Drug-free community policy.

Other campus safety policies and procedures also can be found on that page of the SFTS website. Please take some time to review these policies and the protections they provide. If you have any questions about any SFTS policy, please don't hesitate to contact the PCS Program Manager or the Associate Dean of Student Life.

To download the current SFTS student handbook go to <http://sfts.edu/student/>.



# Campus Map



## SAN FRANCISCO THEOLOGICAL SEMINARY



### MAP KEY

(Main halls noted on map)

- 1 Townhouses
- 2 Oxtoboy Hall apartments
- 3 Stewart Chapel, SFTS Library, Geneva Terrace
- 4 Labyrinths
- 5 Student Center & classrooms
- 6 Faculty, Staff & Administration
- 7 Holy Grounds Coffee House
- 8 Landon Hall apartments
- 9 Hunter Hall apartments
- 10 Trinity House
- 11 Faculty housing
- 12 Belle apartments



# Campus Parking Map during construction



## Academic Calendar

### INTERSESSION 2015

#### JANUARY

- 3-4 DASD Check in**
- 5-23 DASD Intensive courses**
- 5-23 SFTS Intensive language courses
- 5-30 GTU Intersession 2015 (General Registration prior to first day of the course)
- 9 DASD tuition due**
- 19 Martin Luther King, Jr. Day: Administrative holiday/Library closed  
**DASD classes will be held**
- 19-30 General Registration for Spring Semester 2015
- 24 DASD Check out**

### SPRING SEMESTER 2015

#### FEBRUARY

- 2 Instruction begins for Spring Semester 2015
- 2-13 Late Registration Spring Semester 2015  
(\$100 fee for initial registration in this period)
- 9-10 Board of Trustees meeting
- 13 End of late registration period: deadline for making changes in enrollment without fee and for paying Spring tuition without incurring late fee
- 15 Course evaluation deadline (Moodle)**
- 16 Presidents' Day: Academic and Administrative holiday /Library closed
- 20 Last day to make up incompletes from Intersession 2015/ Grades due

#### MARCH

- 13 Intent to Graduate in May forms due to SFTS Associate Registrar
- 14 Essay due SP2465 Art of Christian Listening**
- 15 Housing applications due from returning students
- 15 "Nature" essay due SP2685 Discernment: Systems & Nature**
- 23-27 Spring recess GTU & UCB
- 31 Deadline to send a copy of your Supervision Contract and the signed Student Director Release form to your Director of Supervision.**

#### APRIL

- 3 Good Friday: Academic and Administrative holiday / Library closed
- 5 Easter: Library closed
- 13-24 Early Registration for Fall Semester 2015
- 15 "Structures" essay due SP2685 Discernment: Systems & Nature**
- 15 Deadline for completion of course requirements SP2472 Spiritual Direction Practicum III**

#### MAY

- 4-5 Board of Trustees meeting

- 14 Essay due SP2496 Contemporary Issues**
- 16 Essay due SP2680 Fundamentals of Spiritual Direction**
- 22 Spring Semester 2015 ends
- 22 Baccalaureate
- 23 Commencement
- 25 Memorial Day: Administrative holiday / Library closed

## **JUNE**

- 5 Tuition due for D.Min. Summer Session
- 12 Last day to make up Incompletes from Spring 2015 semester/ Grades due from Spring 2015 semester
- 8-July 17 D.Min. Summer Session

## **NOVEMBER**

- 15 Deadline for completion of course requirements SP2470 Spiritual Direction Practicum I**
- 15 Deadline for completion of course requirements SP2471 Spiritual Direction Practicum II**

## **SFTS Administrative Faculty, Administration, & Staff Offices**

### MONTGOMERY HALL

The first floor of Montgomery Hall houses academic administrators; faculty offices occupy the second floor and a few offices on the first floor. Other administrative offices are on the third floor and on the garden level (basement).

### **FIRST FLOOR**

#### DEAN'S OFFICE

Rev. Dr. Jana Childers,  
Dean of the Seminary and Vice President for Academic Affairs, Room 117

Petey Thornton,  
Executive Assistant to the Dean, Room 116

#### RECEPTION ROOM

Gillian Harris,  
Faculty Support, Room 115  
Faculty mailboxes

#### OFFICE OF STUDENT LIFE AND CHAPLAIN

Rev. Scott Clark,  
Associate Dean of Student Life and Chaplain, Room 106  
Pastoral care Student-service concerns  
Worship program, special services Access to SFTS counseling and spiritual-direction voucher program



## Orientation Graduation/Commencement

Lucas Walker (M.Div. '12),  
Pastoral Care Associate

Sarah Chivington-Buck, Eunjoo Choi, Jihun Kim, Brooklynn Smith,  
Student Chaplain's Assistants

### STUDENT SUPPORT SERVICES

Stephanie LaMonaca,  
Director of Student Services and International Student Support, Room 104  
Financial aid, student loans, housing  
International student support

### ACADEMIC SERVICES

Susan Lawlor,  
Academic Services Coordinator and Associate Registrar, Room 103  
Verification of enrollment and transcripts  
On-site contact for GTU Registrar  
SFTS and GTU program requirements (with faculty advisors)  
Faculty support  
IT for faculty  
Health insurance

John Seal, GTU Registrar, jseal@gtu.edu (Located at the GTU in Berkeley)  
Registration and changes in enrollment  
Loan deferments

### VOCATIONS DEPARTMENT

Rev. Elizabeth McCord,  
Associate Dean of Vocations, Room 108

Cathy Fusco,  
Director of Program Outreach, Room 107

Kristin Dableo Martel,  
Vocations Associate, Room 110

Rev. Dr. Deana Reed,  
Interim Director of Field Education, Room 209

### ADVANCED PASTORAL STUDIES (APS)

Doctor of Ministry degree program  
Rev. Dr. Virstan Choy,  
Director of Advanced Pastoral Studies, Room 109

Gail Priestley,  
Program Manager for Advanced Pastoral Studies, Room 112

CENTER FOR INNOVATION IN MINISTRY

Rev. Sherri Hauser,  
Program Manager for the Center for Innovation in Ministry, Room 114

Kristi LaHaye

Program Coordinator for the Center for Innovation in Ministry, Room 105

PROGRAM IN CHRISTIAN SPIRITUALITY AND CPE PROGRAM

Rev. Ruth T. West,  
Program Manager for Program in Christian Spirituality and CPE, Room 113  
    Diploma in the Art of Spiritual Direction (DASD)  
    Clinical Pastoral Education (CPE) Program  
    Retreats and other spiritual formation programs

**SECOND FLOOR**

CLINICAL PASTORAL EDUCATION (CPE) PROGRAM

Rev. Laurie Garrett-Cobbina,  
Shaw Family Chair in Clinical Pastoral Education,  
CPE Supervisor, Room 206

PROGRAM IN CHRISTIAN SPIRITUALITY

Dr. Elizabeth Liebert,  
Director of Program in Christian Spirituality,  
Professor of Spiritual Life, Room 208

**THIRD FLOOR**

PRESIDENT'S OFFICE

Rev. Dr. James McDonald,  
President, Room 301

BUSINESS OFFICE

Barbara Brenner Buder,  
Vice President for Finance and Administration, Room 310

Marcel Dejio,  
Controller, Room 307

Tyrone Collins, Accountant, Room 308

Jason Nunes, Accountant, Room 308

    Payment of tuition and rent

    Loan disbursement

Kathleen Waters,  
Director of Human Resources, Room 313  
Timecards and paychecks  
Jobs and registering as a van driver

DEVELOPMENT AND EXTERNAL RELATIONS

Jack Kirkman,  
Vice President of Development and External Relations, Room 305

Judy Carr,  
Special Advisor, Room 305

Rev. Dan Christian,  
Director of Development, Room 317

Rev. Dr. Dean McDonald,  
Special Advisor, Room 317

Kaaren Van Dyke,  
Executive Administrator, Room 304

Rachel Howard,  
Director of Communications, Room 314

Charles Wei (M.Div. '13),  
Communications, Room 306

GARDEN LEVEL PHYSICAL PLANT, MAINTENANCE

Gary Miller,  
Director, Room G04

Dean Hansen  
Doug Carnahan  
Building maintenance  
Seminary vehicles

EVENTS AND CONFERENCE SERVICES

Janel Stewart,  
Director, Room G05

Heather Liencres,  
Senior Manager,  
Lodging and Facility Rentals, Room G06

Debbie Carey,  
Assistant Manager, Weddings and Special Events, Room G06

Christina Albin,  
Guest Services, Room G13

INFORMATION TECHNOLOGY (IT)

Larry Pickard,  
Director, Room G17

**GRADUATE THEOLOGICAL UNION LIBRARY**

**SAN FRANCISCO THEOLOGICAL SEMINARY BRANCH**

(415) 451-2845 <http://library.gtu.edu>

JANUARY 2015 HOURS

Mon, Wed, Thurs, Fri: 9am to 5pm

Tuesday evenings until 9pm

Sat & Sun: Closed

Mon, Jan 19: Closed

ABOUT THE LIBRARY

The SFTS Branch Library houses approximately 110,000 items, including books, serials, reference works, microforms, compact discs and videos, as well as rare and archival materials. The library is a branch of the Graduate Theological Union Library in Berkeley.

TO LOCATE BOOKS AND OTHER MATERIALS

GRACE is the on-line catalog for the GTU library. It is available via the Internet at <http://grace.gtu.edu/> It includes all SFTS materials. Staff is always glad to help you in person, by e-mail, or by phone.

TO LOCATE JOURNAL ARTICLES AND ELECTRONIC DATABASES

The starting point for researching articles, essays, reviews, abstracts and much more is the "Search for Articles" link on GRACE, the on-line catalog., <http://grace.gtu.edu/>

Look under “All Electronic Resources”, <http://gtu.edu/library/electronic-resources> for a wealth of databases to augment your search for information on your topic. Please have a member of the library staff show you how to get the most from these databases.

### ADDITIONAL SERVICES

The library has a photocopier (five cents per copy), scanner, used books for sale, and maintains a newspaper table featuring the *San Francisco Chronicle*, *Marin Independent Journal*, *Korea Times* of San Francisco and the *Christian Science Monitor*.

Computers with Internet connections are available for public use in the library.

### ABOUT CHECKING OUT MATERIALS

**Library Card:** You must have your library card to check out any stacks book, reserve book, CD, video or bound periodical. Library staff will scan your library card and stamp the item with the due date. Come in between 9 and 5, Monday -Friday, to have your card activated.

**Fines:** Overdue fines are charged at 50 cents per day for regular loans and \$1.00 per day for three-day or one week loans. Overdue Recalled items are charged \$1.00 per day. Overdue Reserve books are charged \$1.00 per hour.

### On-Campus Safety Procedures

Campus-wide safety policies (including the most current emergency contact information) are posted and available on the Seminary website at <http://sfts.edu/about/policy.asp>. These policies include information and procedures for specific types of safety situations, including fire, earthquake, power failure, and disruptive behavior. Students and all members of the Seminary community are encouraged to review and become familiar with these safety procedures.

#### **The following are some reminders about safety procedures.**

**Emergencies:** The only emergency number for the campus is 911. If you are in a life-threatening situation (fire, medical, gas leak, etc.) or if you see a criminal act in progress, call 911 immediately. Afterwards, please report the incident to the Campus Safety Director, Gary Miller, or the Dean and Vice President of Administration & Finance.

**Building Security:** Institutional buildings are open to the public during business hours and whenever SFTS activities are taking place. Employees and/or those in charge of activities are responsible for securing all doors and windows when the building is no longer in use. Student and faculty houses have individual locks, with keys issued to the

residents. Each resident of an SFTS housing unit is responsible for normal security precautions in his/her unit. Damaged and improperly functioning locks should be reported through the normal channels to the Maintenance Department.

Personal Safety: SFTS expects students and staff to exercise common sense and use prudent judgment in dealing with issues of security and crime prevention. The crime rate in San Anselmo is low, and the main Seminary campus is a relatively safe environment. Nevertheless, all of us should take standard precautions to reduce the likelihood of any threat to the safety of ourselves and others.