MSU Libraries Orientation for New Faculty 2016: Teaching track

Holly Flynn
Steven Sowards
Michigan State University Libraries
Mental maps of the “library”

- Too many resources and services to list
- The library means:
  - Places (physical facilities)
  - Web presence
  - People
  - Resources
  - Services
Places

The Main Library: open 24/5, with coffee!
On the Web: http://lib.msu.edu
Branches, Real and Virtual

• Gull Lake (at Hickory Corners, MI)
• Business (basement of the law college)
• Law (separately managed by the college)
• Internal: Maps, SPC, Turfgrass, Fine Arts, Vincent Voice
• Health Sciences Digital Portal
List of Special Collections/Libraries

Collections and Libraries

Africana

The Africana Collection of the MSU Library is one of the largest in the United States, having been built up since 1960 to support broad faculty involvement in research and development projects on the continent.

Cesar Chavez Collection

The Cesar E. Chavez Collection is an interdisciplinary browsing collection consisting of titles in a variety of formats, research levels and locations on Chicano and Boricua Studies. Chavez Collection materials in other locations require the storage, access/viewing facilities and services not available in an open shelves collection. The main part of this collection is located on the first floor, west wing lobby of the Main Libraries. This browsing collection is reinforced throughout the Libraries system by other titles in the main stacks collection and various branch collections.

Children’s and YA Literature Collection

The MSU Children’s and YA Literature collection consists of multicultural, diverse, and international literature ranging in age from preschool to young adult. Initially funded by a Creating Inclusive Excellence Grant from the Office for Inclusion and Intercultural Initiatives, this collection is available to
Subject Librarians

The table below lists the name, office telephone number and e-mail address of the librarian who specializes in service for each subject area. Subject librarians offer research advice to individuals or university classes, and consider requests for purchase of new materials. The subject terms are linked to corresponding lists of electronic resources. Librarians with liaison duties for Multidisciplinary Collections and Residential Colleges are listed at the bottom of the page.

For general questions about the collection, contact Steven Sowards, Associate Director for Collections at (517) 884-6391.

Collection Development Policy Statements

<table>
<thead>
<tr>
<th>African Studies</th>
<th>Joe Lauer</th>
<th>(517) 884-0839</th>
<th><a href="mailto:lauer@msu.edu">lauer@msu.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>African Studies</td>
<td>Peter Limb</td>
<td>(517) 884-0838</td>
<td><a href="mailto:limb@msu.edu">limb@msu.edu</a></td>
</tr>
<tr>
<td>Agriculture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agricultural, Food and Resource Economics</td>
<td>Suzanne Teghtmeyer</td>
<td>(517) 884-0894</td>
<td><a href="mailto:teghtmeyer@mail.lib.msu.edu">teghtmeyer@mail.lib.msu.edu</a></td>
</tr>
<tr>
<td>Agriculture and Forestry</td>
<td>Suzanne Teghtmeyer</td>
<td>(517) 884-0894</td>
<td><a href="mailto:teghtmeyer@mail.lib.msu.edu">teghtmeyer@mail.lib.msu.edu</a></td>
</tr>
<tr>
<td>Animal Culture inc. Beekeeping, Dairy Science</td>
<td>Andrea Kepsel</td>
<td>(517) 884-0838</td>
<td><a href="mailto:akepsel@msu.edu">akepsel@msu.edu</a></td>
</tr>
<tr>
<td>Anthropology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anthropology</td>
<td>Deborah Margolis</td>
<td>(517) 884-0892</td>
<td><a href="mailto:deborahm@mail.lib.msu.edu">deborahm@mail.lib.msu.edu</a></td>
</tr>
<tr>
<td>Architecture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architecture</td>
<td>Terrie Wilson</td>
<td>(517) 884-0862</td>
<td><a href="mailto:wilso398@msu.edu">wilso398@msu.edu</a></td>
</tr>
<tr>
<td>Human Environment and Design</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SearchPlus

Also Known As: A Discovery Tool or Summon
Catalog: magic.lib.lib.msu.edu

6194 results found. Sorted by relevance | date | title.

KEYWORDS (1-50 of 6194)
Most relevant titles entries 1-1999

1. **Handbook of climate change and India: development, politics, and governance**

   **LOCATION**: MSU MAIN LIBRARY
   **CALL #**: QC903.2.I4 H36 2012
   **STATUS**: AVAILABLE

2. **Ecological consequences of climate change: mechanisms, conservation, and management**
   - Author: Boca Raton, FL: CRC Press, c2012.

   **LOCATION**: MSU MAIN LIBRARY
   **CALL #**: QH543.E26 2012
   **STATUS**: AVAILABLE
Electronic Resources lists

Electronic Resources: Databases

Databases

Find Databases by Title

Databases allow you to search the content of scholarly journals, magazines and other materials. Most include summary abstracts describing article content, and some provide the full text of articles. Many cover specific disciplines or areas of study, while others are general or cross-disciplinary.

Browse the Database List by Subject, Title or Vendor.

License Restrictions

- Terms of Use for Electronic Journals and other Electronic Resources
- Commercial Use Restrictions

Commonly Used Electronic Resources

- Academic OneFile
- Ebrary ebooks
- EBSCOHost
- EBSCOhost eBook Collection
- Gale PowerSearch
- Gale Virtual Reference Library
- JSTOR
- LexisNexis Academic
- Opposing Viewpoints in Context
- Periodicals Archive Online
- Project Muse
- ProQuest (All databases)
- PubMed (Medline)
- SAGE Knowledge Encyclopedias and Handbooks
- SciFinder
- Scopus
- Web of Science
- WorldCat (OCLC)
Desire2Learn and TurnItIn Support

Distance Learning Services

About Us

MSU Library Distance Learning Services is designed to meet the research and information needs of student and faculty in off-campus or online courses, and faculty/staff in MSU off-campus units.

D2L Help

Our unit provides full support for D2L. This includes technical assistance, enhancement requests, and training and development.

Read more about D2L in the official help.

Distance Learning Help

As a distance or online student or faculty, there are many services available to you. The most common deal with requesting material.

- All requests will be handled via the InterLibrary Loan process.
- Please see the Off-Campus Users FAQ page, if you are more than 50 miles from the main campus for more information.
Information Literacy Classes

Request an Information Literacy Instruction Session

Before scheduling an Information Literacy Instruction Session, please keep some things in mind:

- Please give us a two week notice before your first choice session. This allows us to adequately prepare for your students.
- Please schedule your Information Literacy Instruction Session to that is coincides with your students’ research assignment. We are most helpful at the students’ point of need.
- Please be flexible in your schedule. We will try to honor your first choice for a session but this isn't always possible as we are scheduling your colleagues as well.
- We recommend using one full class time (1 hour 50 minutes or 1 hour 20 minutes depending on the class) for an Information Literacy Instruction Session. This allows your students to fully engage with new concepts and new methods.
- Submit your syllabus and assignment to libinstr@mail.lib.msu.edu In order to ensure maximum effectiveness for the students, we tailor our sessions to address their immediate research needs. If the students will not be working on a research assignment at the time of the scheduled library session, we strongly suggest rescheduling the session.

Required fields denoted with asterisk *.

Faculty/Instructor Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Input Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Re-type Email Address</td>
<td></td>
</tr>
</tbody>
</table>

Course Information
Tips for Designing a Research Assignment

Teaching Resources

1. **Check with a librarian to ensure that the MSU Libraries can support the assignment’s requirements.**
   - Because of the dynamic and ever-changing nature of our resources, especially electronic information, even assignments and guides used previously may need updating.

2. **Don’t assume students already know how to use the library or can successfully navigate its complex information environment.**
   - Request a Information Literacy instruction session and encourage students to "Ask a Librarian" for help at the beginning and throughout the research process. Even upper-class and graduate students can be intimidated by the complexities of a large academic library.

3. **Offer general suggestions for resources, rather than limiting students to particular titles or formats.**
   - Since particular resources may only be available electronically or in print, both traditional print sources and Web documents may be necessary for research on most topics. Do, however, specify what category of resources you require or prefer; e.g., scholarly journal articles, primary sources, subscription databases available through the MSU Libraries’ Web pages.

4. **Share your assignments – including the due date – with the Information Literacy staff at libinstr@mail.lib.msu.edu.**
   - We can be prepared for last minute demand and inform staff of the "Ask A Librarian" service as to the nature of the assignment in anticipation of answering questions from students.

5. **Provide a reasonable time frame for the completion of the assignment.**
   - Be certain to give your students enough time to request materials through interlibrary loan if they are not available at MSU.
Course Guides from Subject Librarians
Course Reserves FAQ for Instructors

Contents:

- Where may I place material on reserve?
- Who can place items on reserve?
- How can I submit a reserve list?
- What can be placed on Reserve?
- How soon should I submit my reserve list?
- How long will it take before my list is ready?
- How can I expedite processing of my list?
- Will you contact me when my list is ready?
- Can material be made available electronically?
- How can I view the status of my reserve list request?
- How do I order material the Library doesn’t own?
- Is there a limit to the number of items I may reserve?
- How many copies of a title will you reserve?
- I’ve never put things on reserve before...
- Can I place a coursepack on Reserve?
- What are the loan periods for reserve material?
- Are fines charged?
- How long are material kept on reserve?
- What should I tell my students about using Reserves?

Where may I place material on reserve?

Every library in the MSU Library system offers Course Reserves services. Policies will vary with each location. Contact the service desk directly for specific information.

Top ↑

Who can place items on reserve?

Faculty members or their representatives (Teaching Assistants, Research Assistants, etc.) may submit reserve requests. Students enrolled in the class may NOT place material on reserve.

Top ↑

How can I submit a reserve list?

You can send your list electronically. Go to "General Info " on the navigation, then click on "Faculty Services." From there you can select your preferred choice under "Reserve Services."

Top ↑
Course Materials Program

Upcoming Course Materials Program Deadlines for Faculty

Due Dates for Fall 2016 Semester Course Pack Projects

To have your pack ready for sale in our partnering bookstore a week before classes start (August 24th, 2016), contact us by:

- **JULY 6TH, 2016** - if your pack CONTAINS third-party copyrighted material
- **AUGUST 10TH, 2016** - if your pack DOES NOT CONTAIN third-party copyrighted material

If you have not worked with us in the past, or have a brand-new course pack project, please contact us as soon as possible, no matter what stage you are with course content selection!

What We Can Do for Faculty

The Michigan State University Course Materials Program offers the best value in quality course packs. That's why the Associated Students of MSU recommends MSU faculty and students. We strive to make it easy for faculty to select the course material that best meets the needs of their students.
Reference In Many Formats

Ask A Librarian

Need help using the MSU Libraries?

- **In-Person**
  Visit the [Main Library Reference Desk](https://www.msu.edu/library/reference) or meet with a [Subject Specialist](https://www.msu.edu/library/research-help) who specializes in your area of study.

- **Phone**
  (800) 500-1554 or (517) 353-8700
  A Reference Librarian is available by phone during hours when the [Main Library Reference Desk](https://www.msu.edu/library/reference) is open.

- **Email**
  Send us your question and you will receive a response within 2 business days.

- **Engagement Centers**
  Get research help from our Peer Research Assistants on a drop-in basis. Research Assistants are available on Sunday-Wednesday nights from 6-9pm at the Brody, Hubbard, McDonel.

[24/7 research help via web chat](https://www.msu.edu/library/research-help) from MSU librarians or academic librarians from partnering institutions.
Copy Center: Print, Plot, Scan, Supplies

Use the Copy Center

The Main Library Copy Center is located on the 2nd Floor of the West Wing and has its own [hours of operation].

For questions or more information, contact the Copy Center staff by phone at (517) 884-6386.

- Jill Thornton, Unit Head — Phone: (517) 884-0843 and E-mail: thornton@msu.edu

Main Library Copy Center Services and Useful Information

All services except color copying, large format scanning, and poster lamination are self-serve. Staff will assist with set up and explain features of the equipment. The Copy Center has a limited amount of small office supplies, paper, and cardstock on sale. All supplies are subject to Michigan sales tax.

Copying

- Black & White
- Color
- Copy Cards

Printing

- Laser – Black & White and Color
- Microformat
- Plotting (prints up to 36 inches wide)
Main Library

**Hours**: Sunday through Thursday, 5 p.m. to 10 p.m.

**Location**: First floor of the West Wing, situated right next to the Chavez and Faculty collections and directly across from the North Stairs.

The Library Writing Center has a ton of space for you to spread out and get comfortable. We’re on the main floor of the library so there’s always a pleasant hum of conversation going on in the background, and a Sparty’s just down the way. If you arrive early for your appointment, you can sprawl out on the comfy couches in the Chavez Collection.

**Categories**
- #FinalsWeekProblems
- Announcements
- Consultant Diaries
- Currently Reading
- Events
- Featured Consultant
Assistive Technology Center

Assistive Technology Center (ATC)

Contacts

- If you need assistance in the Library, please notify a Library staff member at any public service desk
- You may also email our staff at atc@mail.lib.msu.edu with any questions about the ATC room or to request an appointment
- Or contact the Library's RCPD liaison, Emilia Marcyk.
  - Email: marcyk@msu.edu
  - Phone: 517-884-6455

Location & Hours

The ATC is located in room W124 on the first floor of the Main Library. The ATC is available the same hours that the Main Library building is open.

Access & Security
Thank you for your attention, and interest in the MSU Libraries.

Questions?