MSU Libraries Orientation for New Faculty 2017: Research 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 (brick & mortar, and on the Web)
  - Resources and finding tools
  - People
  - Services
Places

The Main Library: open 24/5, with coffee!
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
Collections and Libraries

We also offer some curated items from our collections shared via our Online Exhibits and Collections listing, some of which are targeted to move into our Digital Repository.

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 E. 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.
Faculty Services

Faculty Services

- D2L Help
- Subject Librarians
- Teaching & Learning Unit
- Self-Serve Scanning and Copying Options
- Copyright Advice and Permission Forms
- MARS: MSU Article Retrieval Service
- Faculty Borrowing at MSU and Elsewhere
- Faculty Authorization (Borrowing Materials)
- Research Data Management Guidance
- InterLibrary Services
- Course Materials Program
- Distance Learning Services
- Digital Scholarship Collaborative
- Research Guides of Interest
- Seminars and Workshops
- IT Services Technology Training

Reserve Services

- Place Materials On Reserve (or Renew a previously used list)
- Reserve Material Purchase Request
- Course Reserves FAQ for Instructors

Printable Reserve List Forms

(Click on the pdf link below for the appropriate location)

- Main Library (pdf)
- DMC/VVL (pdf)
- Fine Arts - Art (pdf)
- Fine Arts - Music (pdf)
- Business (pdf)
- Gull Lake (pdf)
Online list of subject librarians

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 (317) 884-6391.

Collection Development Policy Statements

African Studies

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Librarian</th>
<th>Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>African Studies</td>
<td>Jessica Achberger</td>
<td>(517) 884-0839</td>
<td><a href="mailto:achberg2@lib.msu.edu">achberg2@lib.msu.edu</a></td>
</tr>
</tbody>
</table>

Agriculture

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Librarian</th>
<th>Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural, Food and Resource Economics</td>
<td>Suzanne Teghtmeyer</td>
<td>(517) 884-0894</td>
<td><a href="mailto:teghtmeyer@lib.msu.edu">teghtmeyer@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@lib.msu.edu">teghtmeyer@lib.msu.edu</a></td>
</tr>
</tbody>
</table>
Self-serve scanning

Print, Plot, & Scan

Printing options and instructions vary by account type.

Print:
- Printing to the MakeCentral
- Make Central - 3D Printing, Laser and Vinyl Cutting
- Espresso Book Machine - Print your own book
- Single-sided printing from the Main Library Computers
- Tabloid (11x17) Printing
- MSU Print printing FAQ
- Checking your print job status with MSU Print
- Printing from Selected Resource Computers
- Wireless/DHCP printing setup
- FAQs and information about MSU printing and services

Plot (Poster Printing):
- Plotter FAQ

Scan:
- Scanning Options at the MSU Libraries (pdf)
- Simple Scan
- Large Format

Community Users, MSU Alumni or Visitors:
- Printing to the MakeCentral

Password Advisory:
If you change your MSU NetID password you will need to follow these directions to reset the password on your Windows Print Driver before you can use MSU Print again.

Main Library Printers will now print Double-sided unless you change the settings!
Copyright advice

Copyright Permissions Center

MSU Statement On Using Copyrighted Materials

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. Civil and criminal remedies may be imposed for violations of an author's copyright interests. Michigan State University is committed to obeying copyright law.

Obtain Copyright Permission

Beginning in August 2016, the Course Materials Program assists in obtaining permissions for MSU affiliated persons. If you already have a Copyright Permissions Center account, you can login below; otherwise, click here to create an account.

There is a $25 per hour fee for processing permission requests. Please provide account information as requested in the form. This fee enables the Library to:

- Consult with you about selections that can be Storable Linked, saving your department royalty fees
- On your behalf, broker licenses and seek payment for resultant royalties/fees from your department easily
- Connect you to librarians for additional assistance or material acquisition

Copyright Permissions Login

- Email:
- Password:

Library Office of Copyright

The purpose of the Library Office of Copyright is to act as a centralized reference point for members of the MSU community for information and guidance on copyright and cloud computing policy as it applies to teaching, learning, and research. The Office of Copyright will strive to educate the MSU community about copyright law and compliance through online tutorials, in-person workshops, consultations, and many other activities. The Office is comprised of Amy Blair (Copyright Librarian) and Lynne Woods (Copyright Consultant). If you need any assistance with copyright, please contact the Office of Copyright at copyright@msu.edu or 517-884-1060.

Questions regarding intellectual property can be directed to:

- MSU Technologies
  - Phone: 517-355-2186

For more information, please go to the MSU Technologies page: http://www.technology.or.msue.edu/

Other Resources:

- Commonly Asked Questions about Copyright
- Copyright Resources

Grant Copyright Permission

Copyright holders or faculty members who wish to contact rights holders themselves are asked to use one of the following forms and to send a copy to the Digital & Multimedia Center. We serve as a central location for permissions records for all types of MSU publications except course packs and MSU Press titles.

- Permission to record presentations at campus events (OCR)
- Permission to reproduce materials (OCR)

Permissions Contact Info:

If you have questions about copyright permissions, please contact:

Tyler Smelisko
Phone: (517) 884-9458
Email: permissions@mail.lib.msu.edu
MARS

MSU Article Retrieval Service

Free document delivery for MSU faculty, staff, and students

This service provides scans from the MSU libraries print collection of journal articles and individual book chapters not otherwise available electronically. MSU faculty, staff, and students may use these articles and chapters for personal research. Documents will be delivered electronically in 2 to 3 business days.

After locating an available item in the MSU Libraries catalog, use the Get It! button (as displayed below) and choose Request a Scan on the next page. You may be asked to sign into your ILLiad account. Please be sure to include information about the specific chapter or article that you need.

Requests may also be submitted directly by logging onto the Libraries’ ILLiad system and selecting "Article Request."

Contact:

InterLibrary Services
Email: ill@lib.msu.edu
Phone: (517) 884-6398
Hours: Monday-Friday: 8:00am-5:00pm ET
For general library questions, 24/7 Support Line Email: reachout@msu.edu Phone: (800) 500-1554

Library Home | Catalog Home | My Library Account | Research Guides | Course Guides | E-Resources

Library Home | Catalog Home | My Library Account | Research Guides | Course Guides | E-Resources

MSU Libraries | Catalog

Record 1 of 2
Result page: Next

Author: Spencer, Richard A. (Richard Albert), author.
Title: Harry Potter and the classical world: Greek and Roman allusions in J.K. Rowling's modern epic / Richard A. Spencer.
Citation: Citations for this item (from WorldCat)

LOCATION: MSU MAIN LIBRARY
CALL #: 195.646.L63 23874 2015
STATUS: AVAILABLE

E-mail address:
Faculty borrowing

Faculty Borrowing at MSU and Elsewhere

Michigan State University

Faculty members may use their MSU identification cards to check books out of the MSU Libraries. The loan period for most books is 180 days, but books can be recalled at any time by another borrower.

Faculty members may also authorize MSU staff or MSU student assistants to check out material in their names through the Faculty Authorization program. To authorize an individual, the faculty member must complete and sign a Faculty Authorization request form at the Main Library Patron Services Desk, by calling (517) 355-2333, or by emailing circadm@lib.msu.edu.

Big Ten Academic Alliance Universities

MSU faculty members may apply for borrowing privileges at most Big Ten Academic Alliance Universities and selected other universities through reciprocal borrowing programs. If you are planning to spend an extended period of time near another university and would like to borrow materials there, before traveling please inquire about qualifying libraries and apply for borrowing privileges at the Main Library Patron Services Desk.

Borrowing material not owned at MSU from other libraries

Please use InterLibrary Services to request books, dissertations, etc. from other libraries.
Check-out for library books

- Faculty loans: six months unless recalled
- Unlimited online renewals on our Web site
- Faculty Authorization: you may delegate borrowing privileges to your assistants
- Book Delivery: to your office on campus
- MSU Article Retrieval Service (MARS) for desktop e-delivery of articles and chapters
Faculty authorization (borrowing)

Faculty Authorization (Borrowing Material in a Faculty Member’s Name)

Michigan State University Libraries Policy and Procedure Statement 1.4.7 (Rev.8)
October 2015

I. Guidelines and Procedures

1. Any board-appointed MSU faculty member may authorize an individual to borrow library material and/or request material on interlibrary loan for that faculty member’s research.
2. Generally, only MSU students or MSU staff members will be authorized.
3. A maximum of three individuals may be authorized. If a special situation requires more than three authorizations, contact the Head of Patron Services for approval: ferriser@lib.msu.edu.
4. Faculty authorization cannot be used to provide extended borrowing privileges for MSU students or members of a faculty member’s family.
5. Faculty authorization cannot be used for faculty book delivery services.
6. To authorize an individual, the faculty member must complete and sign a Faculty Authorization request form at the Main Library Patron Services Desk or by emailing circadm@lib.msu.edu. Return the form to the Main Library Patron Services Desk, through campus mail (Faculty Authorizations, Patron Services Department, Main Library) or by FAX to (517) 355-5005.
7. When authorization records have been completed, the faculty member will be emailed that the authorized individual may obtain the library card (by presenting pictured ID and signing the “Use Agreement”) at the Main Library Patron Services Desk.
8. All authorizations expire in early May of the academic year in which the card was issued, unless an earlier expiration date was requested. Later expiration dates are not possible. The faculty member will be contacted during Spring semester about renewal or cancelation of authorized privileges.

II. Responsibilities of the Authorizing Faculty Member

1. Borrower responsibilities and lending policies regarding materials checked out by authorized individuals are identical to those for faculty members, summarized below and on this webpage for material borrowed from other libraries.
2. Because the faculty member is responsible for all material checked out in his/her name, lost or stolen faculty authorization cards must be reported immediately by calling (517) 355-2333.
3. If material is lost, stolen or damaged, the faculty member is responsible for replacing or paying for it. Minimum replacement charges are $100. If the current market value is more than the minimum charge, the former will be charged. Note: Replacement charges cannot be charged to MSU departmental accounts.
Research Data Management Guidance (RDMG)

Description
The Michigan State University Libraries support the University’s mission of preservation, creation, transmission and application of knowledge by providing access to educational resources and services. To that end, the Libraries in conjunction with the University Archives offers a Research Data Management Guidance service to respond to the emerging concern surrounding research data management.

Service Areas
- Research Data Planning & Design
- Data Collection
- Data Study & Analysis
- Data Publishing, Sharing & Reuse
- Long Term Storage

Target Clientele
- Faculty Staff
- Graduate Students
- Undergraduate Students
- Other MSU-affiliated unit/department

Web Address
//www.lib.msu.edu/rdmg/

Contact
RDMG Team
MSU Libraries
366 W. Circle Drive
East Lansing, MI 48824
researchdata@lib.msu.edu
Source not at MSU? Try ILL

- Inter Library Loan from consortial partners
- Fast reciprocal book sharing from 14 Big Ten partners: 12-week loan (Uborrow)
- MeLCat: holdings of 400 Michigan libraries
- Article delivery via ILLiad, usually via electronic attachment
- Lending and e-texts from CRL in Chicago
InterLibrary Services online
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 on-line 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.

Follow this link for information on in-person D2L training courses.

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.
- Medical patrons at remote sites, please see the Health Sciences’ Requesting Material information page for more information.

If you have problems accessing any library resource at home, please feel free to contact us at (800) 500-1554.

MSU Extension Help
We provide assistance to MSU County Extension employees with research, book and article delivery along with
Digital Scholarship Collaborative

MSU Libraries’ Digital Scholarship Collaborative

The Digital Scholarship Collaborative offers advice, support, and collaborative partnership for digital projects and initiatives to anyone on campus.

We'd love to meet and discuss your ideas!

Request a Consultation

Upcoming Events

**Getting Started with Humanities Data**
Thursday, September 7, 2017 - 3:00pm to 4:30pm
REAL Classroom (Main Library, 3 West)
Brandon Locke, Devin Higgins, Kristen Mapes, Marco Saiferle-Valencia & Megan Kudzio

**Introduction to QGIS:**
Make a Simple Map with Vector Data

Recent Projects

**SiRO: Studies in Radicalism Online**

**Google Books Data Set**

**MSU Academic Network**
Seminars and workshops

Library Events, Seminars & Workshops - MSU Libraries

Finding Nonprofit Funding Online
Nonprofit employees or individuals interested in helping nonprofit organizations raise money for activities should consider attending this free session. Those attending will learn how to use the Foundation.

- **Date:** Friday, August 18, 2017
- **Time:** 9:30am - 11:00am
- **Location:** Red Cedar West Instruction Room (Main Library 2 West)
- **Categories:** Grants & funding

Library Boot Camp
Don’t spend your valuable time trying to figure out library resources and services on your own. Spend an hour with us and we will show you the way!

- **Date:** Friday, August 25, 2017
- **Time:** 12:00pm - 1:00pm
- **Location:** Red Cedar West Instruction Room (Main Library 2 West)
- **Categories:** Workshop

Library Boot Camp

- **Date:** Thursday, August 31, 2017
- **Time:** 12:00pm - 1:00pm
- **Location:** Red Cedar West Instruction Room (Main Library 2 West)
- **Categories:** Workshop

Library Boot Camp

- **Date:** Friday, September 1, 2017
- **Time:** 12:00pm - 1:00pm
- **Location:** 
- **Categories:** 

Register - 6 seats left

Register - 30 seats left

Register - 35 seats left
IT services

TRAINING

Technology Training
Change in Direction for MSU IT Training
MSU IT training has been transitioning from traditional classroom delivery of content to web-based delivery methods over the past couple of years. This has been possible, in large part, by partnerships the university has formed with third party vendors (e.g., New Horizons, SkillSoft).

We will be growing these areas more aggressively, specifically:

- Eliminating remaining instructor-led training by MSU IT training personnel.
- Increasing the number of training partners to refer people to for instructor-led training.
- Focusing the efforts of MSU IT training personnel toward creating online training like the training at go.msu.edu/ups-training and coordinating any needed instructor-led training with other organizations.

Remaining instructor-led courses are posted in EBS. Click on "Courses for Employees" in "My Career and Training," and search the desired course term. To request assistance with training for career and job development, personal improvement, or departmental initiatives, please complete the request form.

You can also read about other local and area training resources.

Training Partners
New Horizons

TRAINING

SpartanLearn is a partnership between HR Professional Development Services and MSU IT Training.

The MSU IT Training offers web-based training and partners with third party vendors (e.g., New Horizons and SkillSoft).

Classes and programs that enhance professional skills and competencies provided by HR Professional Development Services.

To register for training via EBS:
1. Visit abc.msu.edu and log in.
2. Select "My Career & Training".
3. Select "Courses For Employees at MSU".
4. Click on the "Monthly Calendar View", then "Course Catalog" links or type a keyword to "Find" your desired class.

MSU IT TRAINING RESOURCES

Email List
Sign up to receive technology training emails on upcoming events or news by sending an email to listserv@msu.edu.
Scholarly communication encompasses the systems and processes involved in the creation, dissemination, and preservation of knowledge. As both an author and a reader, scholarly communication practices are an intrinsic part of the fabric of your professional life. The Libraries are your partner in navigating the complex issues around author rights, peer-review, access, costs, new models of publishing, preservation, and compliance with research funder policies.

Many components of the scholarly communication system are continually evolving along with changes in technical infrastructure, social practices, and the economics of publishing. This flux is called the “scholarly communications crisis.”

A major component of the changing scholarly communication system is Open Access (OA) publishing. OA describes materials, particularly from the scholarly literature, that are freely available to everyone. Access to much of the scholarly literature is only available to readers with affiliations to institutions that purchase and pay subscription fees to content.
Grants
Request MSU material (forms)

Request for Material Under Consideration, In Process, or Being Processed

Use this form to request rush processing of material shown in the catalog as UNDER CONSIDERATION, IN PROCESS, or BEING PROCESSED. This material has arrived in the library. Although it is generally not ready for six weeks, your request will result in priority handling for you.

What happens after this form is submitted? On the next business day, staff will look for requested material and processing will begin.

Required fields denoted with asterisk *.

Contact Information

- Name *
- Email Address *
- Re-type Email Address *
- Barcode from your MSU ID or Community Borrower Card * 21293

Material Information

- Author
- Title *
- Year/Volume
On the Web: lib.msu.edu

http://lib.msu.edu
SearchPlus
AKA: A Discovery Tool; Summon
Electronic Resources lists

MSU Libraries | Electronic Resources

Electronic Resources: Databases

Databases
- Newspapers
- Primary Sources
- Data & Statistics
- Media
- Electronic Journals

Need Help? Ask A Librarian!
- 1-800-500-1554 or 517-353-8700
- Visit the Reference Desk.
- Contact a Subject Specialist.

Databases
- Find Databases by Title
- Search

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®
- Ebook Central ebooks (formerly Ebrary)
- 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
Sources for data and statistics
Historical primary sources
Tools for grant-seeking
Special collections of the MSU Libraries

- Research collections in depth
  - Africana
  - Turfgrass
  - Special Collections (rare book room) including US Popular Culture, Comic Art, Cookery, Radicalism, Veterinary Medicine
- Plus numerous digitized archival resources
Special Collections

Special Collections was established in 1962 to hold, preserve, build, and make accessible rare materials and special collections in the MSU Libraries. All materials must be used in the Special Collections reading room to protect and preserve them for use today and in the future. Learn more about Special Collections.

Location
Special Collections
Main Library Building
Michigan State University

Discover Special Collections
Special Collections is pleased to hold a large collection of books by Georgia O'Keeffe.
## Citation Management Workshops

<table>
<thead>
<tr>
<th>EndNote</th>
<th>zotero</th>
<th>Mendeley</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSU has made EndNote available on campus computers. You can set up preferences to search within specific databases and collect citations through a personalized interface, with hundreds of citation styles available.</td>
<td>Zotero is a free software that you can download and use on Firefox, with plugins for Chrome and Safari. It saves citations and connections to online media, and takes screenshots of your internet research.</td>
<td>Mendeley is a free software that you can download to your computer or use in-browser. It takes all of your PDF article files and organizes them. It allows for tagging, and has a growing community of scholars.</td>
</tr>
</tbody>
</table>

### Learning Curve
- Takes longer to learn, training recommended.
- Quick to learn, especially with training.
- Quick to learn, especially with training.

### Considerations for Use
- Personal copies of EndNote are available for a fee through the Computer Store, or free on campus computers. Since EndNote is desktop-based, syncing between devices can be challenging, but continues to improve.
- Zotero is used with your personal browser — to use it on multiple devices you have to carry your library settings on an external device or sync via Firefox, which is not secure on a public computer.
- Mendeley has some difficulty downloading citations and PDF files from library databases. Older PDF files that do not have proper metadata will not give proper citation information to Mendeley.

### Storage Space
- EndNote Desktop: your computer's storage capacity.
- EndNote Web: 2 GB free, unlimited with purchase of EndNote Desktop.
- Zotero Desktop: your computer's storage capacity.
- Zotero Online: 300 MB free, additional space for a fee.
- Mendeley Desktop: your computer's storage capacity.
- Mendeley Online: 2 GB free.

### Library Help Guides
- MSU Library's EndNote Guide
- MSU Library's Zotero Guide
- MSU Library's Mendeley Guide

### Training Available?
- YES
- YES
- YES
Faculty carrels

- The Michigan State University Libraries have a few carrels available for use by faculty. Carrel applications are available in the Libraries' Main Office, Room W102, 517.884.6449 or fax 517.432.3532. Office hours: Monday through Friday 8:00am-12:00pm & 1:00pm-5:00pm. Assignments will be made as space becomes available.
Thank you for your attention and interest in the MSU Libraries.

Questions?