MSU Libraries Orientation for New Faculty 2017:
Teaching track

Holly Flynn
Ben Oberdick
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)
  – Faculty Services
  – Finding aids and catalogs
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

Facility 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)
In-Person D2L Training Opportunities

MSU faculty, staff, and graduate students with teaching assignments have the option to sign up for in-person D2L or Zoom/Mediaspace training through the Distance Learning Services Helpdesk. See details below for course offerings and registration or for setting up a consultation.

Walk-in Support

For Fall 2017, a Walk-In Support Session will take place Thursday, September 14, 2017 from 11:00am-1:00pm, in the Beaumont West Instruction Room in the Main Library (on the second floor of the west wing), and no registration is necessary. Interested parties may come and ask whatever questions they have at any time during the session, and D2L trainers will be on hand to assist.

Instructor Led Courses

Individuals may register for the following courses at http://bookings.lib.msu.edu/calendar/coursemanagement or by using the register buttons below.

D2L Introduction

This course will provide users with an overview of the key features and components of the Desire2Learn Learning Environment. Included will be instruction on activating courses, creating and managing modules and topics, as well as dropboxes, discussion forums, and quizzes/surveys, managing your classlist, and using widgets. The course will include time for questions and hands-on practice.

Your Faculty Fee Waiver benefit will be applied to D2L workshop registrations.

Thursday, August 10, 2017 from 1:00pm-4:00pm
REGISTER for August 10th

Tuesday, September 19, 2017 from 1:00pm-4:00pm
REGISTER for September 19th
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 (517) 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:teghtmey@lib.msu.edu">teghtmey@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:teghtmey@lib.msu.edu">teghtmey@lib.msu.edu</a></td>
</tr>
<tr>
<td>Animal Culture</td>
<td>Andrea Kepsel</td>
<td>(517) 884-0898</td>
<td><a href="mailto:akepsel@msu.edu">akepsel@msu.edu</a></td>
</tr>
<tr>
<td>Beekeeping</td>
<td>Andrea Kepsel</td>
<td>(517) 884-0898</td>
<td><a href="mailto:akepsel@msu.edu">akepsel@msu.edu</a></td>
</tr>
<tr>
<td>Dairy Science</td>
<td>Andrea Kepsel</td>
<td>(517) 884-0898</td>
<td><a href="mailto:akepsel@msu.edu">akepsel@msu.edu</a></td>
</tr>
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</table>

Anthropology

<table>
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<tr>
<th>Discipline</th>
<th>Librarian</th>
<th>Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>Deborah Margolis</td>
<td>(517) 884-0892</td>
<td><a href="mailto:deborahm@lib.msu.edu">deborahm@lib.msu.edu</a></td>
</tr>
</tbody>
</table>
Teaching and learning unit

Welcome!

The mission of the MSU Libraries’ Teaching & Learning Unit is twofold:

- to foster student learning by supporting analytical thinking, integrated reasoning, and effective communication through effective use of information
- to support the development of MSU librarians in the area of teaching and learning

Request an Information Literacy Instruction Session (Faculty/Instructors only)

Teaching & Learning Staff:

- **Benjamin M. Oberdick** - Head, Teaching & Learning - ob1@lib.msu.edu
- **Sara D. Miller** - Librarian for Interdisciplinary Teaching and Learning Initiatives - smiller@lib.msu.edu
- **Emilia R. Marcyk** - Instructional Technology/Teaching & Learning Librarian - marcyk@lib.msu.edu
- **Elizabeth A. Webster** - Teaching & Learning Librarian - ewebster@lib.msu.edu
- **Megan Kudzia** - Digital Scholarship Technology Librarian - kudzia@lib.msu.edu

Contact Information:

E-mail: libinstr@lib.msu.edu
Phone: (517) 355-2345
Fax: (517) 355-5005
Course Materials Program

Upcoming Course Materials Program Deadlines for Faculty

Due Dates for FALL 2017 Semester Course Pack Projects

To have your pack ready for sale in our partnering bookstore a week before classes start (January 2nd, 2017), contact us by:

- JULY 12, 2017 - NEW or EXTENSIVELY REVISED course packs containing copyrighted material
- AUGUST 9, 2017 - MINOR REVISIONS and EXACT REPRINTS of course packs containing material; or course packs with NO 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 us to MSU faculty and students. To assist our faculty partners, we:

- Facilitate the production of print and electronic course packs
- Distribute printed course packs for sale at the Spartan Bookstore in the MSU International Center and at Collegeville Textbook Company
- Electronically archive all course pack projects for easy reordering
- Evaluate copyright clearance needs, processing permission requests and payments, all on your behalf
- Connect you to other beneficial Library resources

For more information on course packs and copyright services, call (517) 884-6468, e-mail coursematerials@lib.msu.edu, visit the links in the sidemenu, or check out our helpful Simplifying Course Pack Creation guide as a PDF or the Simplifying Course Pack Creation webpage.
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.

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
Research & Course Guides
Inclusive Teaching

Inclusive Teaching

In partnership with the Office of the Associate Provost for Undergraduate Education and the Office for Inclusion and Intercultural Initiatives, MSU librarians have developed this site to highlight research and resources focusing on inclusive teaching in the disciplines. The site is a work in progress. Librarians have begun gathering resources by carrying out preliminary searches in their subject areas and summarizing their findings and search processes. These lists are meant to serve as a starting point for faculty interested in looking into research on pedagogy and inclusion in their fields. As we hope to grow and refine these lists, we welcome and encourage additional citations and contributions from faculty and students with interest and expertise in these areas. Please contact a librarian listed on the subject page in order to suggest resources, insights, or contribute to the bibliographies.

Contact Information

Jill Morningstar
Education, Psychology, and Children’s Literature Librarian
jmorning@lib.msu.edu
(517) 884-0852

Sara D. Miller
Librarian for Interdisciplinary Teaching and Learning Initiatives
smiller@lib.msu.edu
(517) 884-0835

Site sponsored by:

[Logos of Michigan State University and Libraries]
Reserves/Assigned Reading

Place Materials on Reserve (Instructors)

This form is for MSU instructors to place items already in the catalog on reserve for your classes at the Libraries.

Important items to note:

- The Library normally does not purchase course textbooks for reserve, but we are able to place instructor owned copies on reserve. Copies may be brought to the service desk for processing.
- Please do not recall checked out items yourself. Add them to the list, reserve staff will do the recall as part of processing.
- You can renew a previously used list. See the Course Information section below.

Other Options

- Request the purchase of an item for Reserve
- To place instructor-owned materials or a coursepack on Reserve, print and fill out the Printable Reserve List Form from the Faculty Services page for the appropriate service desk. Include a list of the items (if you don't specify them on the form) and bring them to the appropriate service desk. You may also send them through campus mail.

Required fields denoted with asterisk *.

Instructor Information

Instructor (Last, First) *

Office Phone

Office FAX

Building
Catalogs and discovery tools
On the Web: lib.msu.edu

http://lib.msu.edu
SearchPlus
AKA: A Discovery Tool; Summon
10383 results found. Sorted by relevance | date | title.

Result Page 1 2 3 4 5 6 7 8 9 10 11 ... 208  Next

**KEYWORDS (1-50 OF 10383)**

1. **SUSTAINABLE POTATO PRODUCTION AND THE IMPACT OF CLIMATE CHANGE [electronic resource]**: 2017
   - HERSHEY INFORMATION SCI REFER IGI 2017
   - Web link

2. **CLIMATE CHANGE AND NATURAL DISASTERS: TRANSFORMING ECONOMIES AND POLICIES FOR A SUSTAINABLE FUTURE.** 2017
   - THOMAS, VINOD, 1949-
   - NEW BRUNSWICK TRANSACTION 2017
Sources for data and statistics
Historical primary sources
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 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.

Special Collections is pleased to hold a large collection of books by Gervase.
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
Hollander MakeCentral services

- Main Library 2-West
- Photocopying, scanning, and faxing
- Makerspace, including 3D printers
- Poster printing
- Espresso Book Machine
- Course Materials Program
- Microforms, reserves, current periodicals
Hollander MakeCentral services

Using the Selma D. and Stanley C. Hollander MakeCentral: Service Desk

The Hollander MakeCentral: Service Desk is located on the 2nd Floor of the West Wing and has its own hours of operation.

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

- Jill Thornton, Unit Head — Phone: (517) 884-0843 and E-mail: thornton@msu.edu
- Kristina Jones, Hollander MakeCentral Staffing Coordinator — Phone: (517) 884-0845 | E-mail: jonesk89@msu.edu

Main Library Hollander Service Desk (MakeCentral): 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 Hollander Service Desk 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

Printing

- Laser – Black & White and Color
- Microformat
- Plotting (prints up to 36 inches wide)
Thank you for your attention and interest in the MSU Libraries.

Questions?