

# LIBRARY SERVICES



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April 2008 Newsletter

## RECEPTION HONORING

### 2006-2008 MINNESOTA STATE MANKATO FACULTY AUTHORS

Please join us **Wednesday, April 30, 2008, from 1:00 to 3:00 P.M. in the Lass Center for Minnesota Studies** (second floor of the library), for Memorial Library's first campus-wide authors' reception. This event will honor 23 faculty authors (including 5 faculty emeriti) who have written and/or edited books with publication dates between January 2006 and March 2008. For more information about the Library's MSU Authors Collection, and to be sure your publication within this time period is recognized, please visit the Web page [lib.mnsu.edu/archives/info/authors.html](http://lib.mnsu.edu/archives/info/authors.html) or contact **Daardi Sizemore, Archivist/Special Collections Librarian** at **507-389-5949** or [daardi.sizemore@mnsu.edu](mailto:daardi.sizemore@mnsu.edu). Minnesota State Mankato faculty, staff and administrators who have a book published after March 2008 are asked to remember to inform the Special Collections Librarian. We would like to add a copy of your book to the MSU Authors Collection and honor you at a future Minnesota State Mankato Authors Reception during National Library Week, when there are at least 10 books on our University Authors list.

## TEMPORARY CHANGES IN BOOK DONATIONS TO THE LIBRARY

Library staff and processing activities will be temporarily displaced during the remodeling of the third floor staff area and there will be no space to store donated books for consideration until fall semester. Therefore, **the Library is not able to accept or process any gifts of books at this time.** If this is an inconvenience, please consider donating your books to our Library neighbors:

- > **Friends of the Deep Valley Libraries** – books accepted the first Saturday of every month, 9:00 A.M. until 12:00 Noon, Blue Earth County Library garage area.
- > **South Central College** – call Judy Reich at 507-389-7251 to make arrangements.
- > **Bethany Lutheran College** – call Sybil Solting at 507-344-7349 to make arrangements.



MINNESOTA STATE UNIVERSITY MANKATO

## INTERLIBRARY LOAN SERVICE TIPS FOR FACULTY

The **Interlibrary Loan (ILL)** department is responsible for requesting and processing interlibrary loan requests at Minnesota State Mankato. Listed below are some “tips and tricks” on how to use this free service.

### • Requesting Journal Articles

Although you can always fill out a blank online ILL request form, the best option is to locate the article citation online. Check the Library’s **Databases A-Z** list [eresources.lib.mnsu.edu/page.phtml?page\\_id=21](http://eresources.lib.mnsu.edu/page.phtml?page_id=21) to find the journal. After you locate the article(s) you want, use the **Get Article or Book** link within the database to check the **Journals List** at [lib.mnsu.edu/research/journals/intro.html](http://lib.mnsu.edu/research/journals/intro.html). A new window will open to show this information. If the journals list shows that the Library does not subscribe to the journal or magazine, you can use the **Request Interlibrary Loan** link at the bottom of the new window to generate an online interlibrary loan request for the article.

### • Requesting Books and Other Materials

For books and other materials, start by searching the database **WorldCat** (found in the Library’s Databases A-Z list cited above). If the University owns the item, WorldCat will display a small graphic of a book in a building and the statement **MINNESOTA STATE UNIV, MANKATO**. Once you have determined that the University does not own the item you want or does not have a copy available when you need it, use the **Get Article or Book** link to populate an online interlibrary loan request form.

If you choose to fill out a blank ILL request form, please check the Library’s catalog [mnpals.mnsu.edu](http://mnpals.mnsu.edu) first to be sure we do not already own the item you are requesting.

### \* What is the “Need By” Date?

The “Need By” date is more accurately the “stop looking for it” date. Although most requests are shipped within a week or so, it can take up to a month to find a lending library, so enter a date at least three weeks away if possible.

### • Check the Status of Your Request

After you have submitted a request you may want to check on its progress. You will find **Your Borrowing Record** on the upper blue toolbar of the Library Catalog

page [mnpals.mnsu.edu](http://mnpals.mnsu.edu). To see the status of your ILL requests as well as the the University materials you currently have checked out, click on the link and login using your User ID/Barcode (14 digit number on the back of your ID) and Password (usually your last name).

### • When Your ILL Arrives

Requested articles are delivered electronically. When an article arrives, you will receive an e-mail with a pick-up link. Books and other materials will be sent to your office mail code unless otherwise specified.

### • Renew ILL items

To renew ILL items login to **Your Borrowing Record**. PLEASE NOTE: **It is important that you make your renewal request a day or two before it is due.** The lending library controls whether and for how long an item can be renewed. Overdue materials jeopardize the University’s ability to borrow anything from that lending library.

### • Using the Notes Field

When making your request, you will note that the ILL Request Form includes a Notes field. This is for information that is needed to complete the request. **Please do not write anything else in this box.** Although the staff enjoys being thanked, it slows down your request when we need to review these notes rather than letting the request be automatically sent to another library.

### • For More Information

More details on interlibrary loan policies and procedures can be found on the **Library - Guide to ILL Service** Web page at [lib.mnsu.edu/services/ill/index.html](http://lib.mnsu.edu/services/ill/index.html).

**Are you going to be on sabbatical or off campus for an extended period of time?** The ILL office can provide document delivery of Library materials to a temporary location. To make arrangements, contact the **ILL staff** at **507-389-1473**, **Interim ILL Librarian Barb Bergman** at **507-389-5945**, and/or visit the document delivery Web page at [lib.mnsu.edu/services/ill/docdel.html](http://lib.mnsu.edu/services/ill/docdel.html).

**Children’s Used Book Sale**  
**Saturday, May 3, 2008**  
**8:00 AM – 3:00 PM**  
**Myers Fieldhouse, Room 129**

## PERSISTENT LINKS: CONNECTING STUDENTS TO ONLINE ARTICLES

With more and more Minnesota State Mankato professors teaching online, the need for students to access information over the Internet continues to grow. Faculty can easily connect their students to online articles using a database feature called **persistent links**.

The instructions below, for the Academic Search Premier database, can be applied to any EBSCOhost database and most other library databases. Electronic Resources staff are always willing to help you figure out how to use this feature for a specific database.

### How to create a persistent link in Academic Search Premier:

1. **Locate the article** you want in the database.
2. **Click on the article title to open it.** The title is a link to the article's citation.

3. From the open article citation, **click on the Save** option. This will take you to the Save Manager Web page.
4. On the Save Manager page **mark the check box next to HTML link(s) to article(s)**.
5. **Click on the Save button to establish a persistent link.**
6. **Copy and paste the persistent link into your Web page.**

Only authorized Minnesota State Mankato users (i.e., enrolled students or current faculty and staff) can access these articles because the Library's proprietary databases will require authentication information (MaxMail user name and password) before activating the persistent link on a Web page. If you have any problems using this resource contact **Casey Duevel, Electronic Resources / Reference Librarian, at 507-389-5150** or [casey.duevel@mnsu.edu](mailto:casey.duevel@mnsu.edu).

## INSPEC: THE ENGINEERING AND TECHNOLOGY DATABASE

Librarians at Minnesota State Mankato are always on the lookout for resources to assist faculty with their research needs and to support the curriculum. A recent library acquisition is INSPEC, a premium subscription database that supports engineering and technology research.

According to the Institution of Engineering and Technology's Web site [www.theiet.org](http://www.theiet.org), INSPEC is the leading English language bibliographic database, providing comprehensive coverage of traditional and cutting-edge journals, as well as books, conference proceedings, reports, and dissertations, in the areas of physics, electrical and electronic engineering, computer science, and manufacturing, control, and mechanical engineering. INSPEC is a large database that offers a global perspective. The database contains nearly 10 million records! Each record from 1969 onwards has full subject indexing, classification codes, and abstracting included. A majority of the journal articles in INSPEC are also linked to full-text, through the Library's Serials Solutions' Article Linker, which means researchers can quickly access a full-text copy of their article.

The INSPEC database can be accessed from the Databases A-Z Web page [eresources.lib.mnsu.edu/page.phtml?page\\_id=21](http://eresources.lib.mnsu.edu/page.phtml?page_id=21) as well as from numerous Subject Guide Web pages. Researchers will notice right away the familiar look of the EBSCOhost interface. This powerful front-end tool allows for keyword and subject searching (through INSPEC's proprietary thesaurus), as well as limiting by publication type (such as book chapter, technical report, or patent), classification code, and treatment (e.g., economic, practical, theoretical, or product review). If you desire current awareness services, you may also create journal alerts using specific search criteria, save your searches, and create RSS feeds using the MyEBSCOhost Folder, located at the top of each page.

What other things might you use the INSPEC database for? As a comprehensive database with a global perspective, INSPEC can be helpful in tracking new developments in areas of specialization, monitoring patenting of new technologies and products, and accessing the best of the journal literature in physics, engineering (control, electrical, and/or manufacturing), and computer science. Please try out INSPEC and let us know what you think!

## SUMMER SESSION SATURDAYS

10:00 A.M. – 4:30 P.M.

In support of students and faculty who are on campus during summer weekends, the Library will provide daytime Saturday hours from **May 31<sup>st</sup> to July 25<sup>th</sup>, 2008**, except for July 5<sup>th</sup>. The data we collect on usage patterns will help us determine library hours for next year's summer sessions. Sunday hours during the summer will continue unchanged from 1:00 P.M. to 9:00 P.M. For more information check the detailed schedules listed on the "Library Hours" Web page at [lib.mnsu.edu/about/hours.html](http://lib.mnsu.edu/about/hours.html).



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