



# Library Resources

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## **LIBRARY OFFERS NEW SERVICES FOR STUDENTS AT A DISTANCE**

MSU students who live 30 miles or more from campus can now have copies of articles in periodicals owned by MSU sent to them for a processing fee of \$3 per article. For the same cost per item, Memorial Library will also mail books from the MSU collection and books received via interlibrary loan from other libraries. Copies of articles received through interlibrary loan will continue to be mailed free, as they are to all students, faculty, and staff.

Anyone who wants to use this service needs to complete a "Request for Document Delivery Service" form from Circulation Services. Requestors may call Harry Perkins at (507) 389-5064 or e-mail [harry.perkins@mnsu.edu](mailto:harry.perkins@mnsu.edu) to start the process. When the form has been signed and returned, the user's record will be changed so that all requests for materials will be mailed and charges will be processed automatically through the Business Office.

Students who have registered for the service can submit their requests electronically. From the MSU Library home page, [www.lib.mnsu.edu](http://www.lib.mnsu.edu), they can use QUICKLINKS to choose "Request book via ILL" or "Request article via ILL." One request must be completed for each item. The books and copies of articles will be sent by mail to the borrower's home address.

Although the students may keep the periodical articles, all borrowers are responsible for returning books to Memorial Library by the due date indicated. The books may be returned in person to the circulation counter or sent by mail, allowing enough time to reach the MSU Library on or before the due date. People need to check due dates on interlibrary loan books carefully since the length of the loan varies from one library to another. MSU does not set the loan periods; lending libraries do. Borrowers may want to insure all books they mail because they are responsible for the books' safe return to MSU.

If MSU owns the book or periodical, copy and delivery services will take approximately a week to 10 days. Books and articles requested from the collection of another library may arrive in as little as a week, or they may take up to a month or more depending on the availability of the book or journal.

Students who work in the interlibrary loan service will copy periodical articles and send the books and articles requested. The \$3 per item fee will defray part of the cost for the service and postage but does not cover the entire amount the library spends. A monthly bill will be sent to the user's home address and should be paid via the Business Office.

Copy service is limited to articles no longer than 50 pages. All copyright restrictions apply to this service as to all interlibrary loan requests. Anyone who has questions may contact the Interlibrary Loan office at (507) 389-5959.

Faculty can help the Library spread the word about this new service by sharing the information with students enrolled in extended campus classes and others who live a distance from campus.

## **DOES THE LIBRARY HAVE MY TEXTBOOK?**

Maybe it's the high price of textbooks. Maybe it's the quick response time to interlibrary loan requests. Whatever the reason, reference librarians have noticed an increase this semester in the number of students searching for textbooks in the MSU collection and other PALS libraries.

Although it is often possible to find a novel or play needed for a class, trying to locate the textbook or lab manual required for courses such as computer science or biology is much more difficult. Academic libraries, including MSU, rarely have the money necessary to buy textbooks for the courses offered on campus. Besides, the long-term value of such books in any library collection is negligible, especially when compared with other resources such as periodicals or electronic databases.

The Interlibrary Loan staff tries to secure any book requested, but the loan period for each book is set by the lending library. Although renewals are sometimes possible, it is highly unlikely that someone will be able to keep a book for an entire semester. When a library wants its materials returned, MSU borrowers must comply.

MSU faculty members can place required readings on reserve. Materials owned by the Library as well as items owned by faculty members can be put on reserve for an academic term. Interlibrary loan books cannot. The items can be designated for 2-hour, 1-day, 3-day, or 7-day checkout as requested by the course instructor. Complete instructions are available from Steve Johnson, Reserve Technician. He can be reached at (507) 389-5064 or via e-mail at [steve.johnson@mnsu.edu](mailto:steve.johnson@mnsu.edu).

## **CHANGES IN ERC COLLECTIONS AND SERVICES**

While major shifts in collections occurred on the second and third floors of Memorial Library between semesters, those moves weren't the only changes that took place between semesters. The Educational Resource Center (ERC) in the lower level also looks much different than it did two months ago.

The most dramatic change took place with the removal of a temporary wall erected years ago to divide the floor space into two rooms. (See map below.) Without the wall, the varied collections gained additional shelf space. New shelving arrangements and space for more study tables became a major consideration after study seating had to be removed elsewhere in the building. The ERC study areas are particularly useful to students working on projects requiring materials from various collections such as the supplemental teaching materials and children's books.

In addition to these work areas, the ERC has opened up individual study carrels which can be reserved and checked out by users. Keys for the carrels, located along the south and east walls, can be checked out at the circulation counter by the main entrance.

Any MSU student or member of the faculty or staff may use the carrels for a two-hour check-out period. Up to two renewals may be permitted, provided no one else has reserved the room. No more than two people may occupy a carrel. Carrels may be reserved by phoning the circulation staff at (507) 389-5064 or sending a message to [harry.perkins@mnsu.edu](mailto:harry.perkins@mnsu.edu)

Because ERC students and staff spend many hours a day delivering instructional equipment to classrooms across campus, many of the materials that used to be checked out at the ERC counter now circulate from the desk by the Library's main entrance. Library patrons should take ERC materials, including audio books, children's books, and curriculum items to first floor circulation. Only films, videos, equipment, and audio tapes for the Global Learning Lab will be checked out downstairs.