



## Summer Library Services

During the summer months, the academic pace changes throughout campus. Course schedules can range from workshops lasting many hours on a few days to five-week sessions with daily classes. Graduate students and community members take advantage of vacation schedules to enroll in degree or enrichment programs. Faculty may find more time to engage in their own research or work on course development.

As you make plans for this summer and the 2006-2007 academic year, some of the following information about library activities and services may be useful. While we try to maintain as many services as possible year round, in summer sessions and interims there are fewer Library faculty and staff members available. See the calendar in this newsletter for hours the Library will be open during summer sessions and interims.

**Instruction services.** During the ten-week summer session, librarians can introduce students to resources that will help them complete assignments and research projects. Whether your class is an introductory course or a graduate seminar, librarians will work with you to develop a session tailored to the students' need for articles, books, maps, government documents, or other resources. To ensure a prompt response to your request for an instruction session, use the online form. Just click the link for Services for MSU Faculty found at the bottom of the Library's home page [www.lib.mnsu.edu](http://www.lib.mnsu.edu) As you develop syllabi for fall semester courses, you may submit requests well in advance to make sure that space and librarians will be available when you need to incorporate an instruction session into the class schedule.

**Reference services.** Reference librarians will be available most hours the Library is open during summer sessions. They will help users who come to the Library or phone with queries. In addition, MSU students, faculty, and staff can send e-mail questions via the Ask a Librarian link from the home page. Online chat reference service will be

available for a few hours each weekday. During the August interim, one librarian will be on call each day to help users who have reference questions. For more information about summer reference services, contact Mark McCullough, Reference Coordinator, at x5154 or [mark.mccullough@mnsu.edu](mailto:mark.mccullough@mnsu.edu)

**Interlibrary loan.** The transition to the new Aleph system will continue during the summer, but the timetable is uncertain. As changes occur, we will post information at the Library website. Articles that you receive through interlibrary loan will be posted to a website. You will be notified via campus e-mail when they are available for you to view online. Interlibrary loan books are sent to faculty members' campus offices. Contact the Interlibrary Loan office at x1473 if you need assistance using links for interlibrary loan requests or have other questions.

**Reserve services.** Many summer and academic year courses include reserve material. Print and electronic reserves allow students to gain access to information required for a class. Please allow at least a week from the time of your request until the article or book is available for student use. If you want to re-use copyrighted material for the same course or a different one, we must secure copyright permission before we can make it available again electronically. Because the permission process can take weeks, we need to work well in advance of when the article will be needed for the class assignment. We can begin preparing reserve materials for fall semester any time. It's not necessary to submit all the items at once. For additional information, or to receive Reserve Request forms, contact Steve Johnson, Reserve Technician, at x5065 or [steven.johnson-2@mnsu.edu](mailto:steven.johnson-2@mnsu.edu)

**Video orders, reserves and booking.** Remember that you can place a reserve on videos (ours or yours) for in-Library viewing by your students and that it is a good idea to place bookings on films that you plan to screen in class. If there is a video or

DVD that you would like the Library to consider acquiring for use in the Fall, now is the time to ask about possible purchases.

**Database searches.** MSU faculty, staff, and currently enrolled students can have access to all online subscription databases wherever they have an Internet connection. Just type in the same username and password that you use to get to the campus server. If you advise graduate students, you may want to remind them of the new policy that will be implemented fall semester. To maintain access to online services, including e-mail and databases, a student must register for at least one credit.

## Database Trials available until May 15

Although trial subscriptions to databases usually expire well before the end of the semester, some of the trials arranged by MINITEX extend into May 15. If you have comments about any of these resources, please send the information to one of the librarians who works with your college or contact Bobby Bothmann, Electronic Resources/Catalog Librarian, at [robert.bothmann@mnsu.edu](mailto:robert.bothmann@mnsu.edu) or x2010

Although links to all these resources can be found from the Database Trials link at the Library's home page, some of them require login information available from Reference Services at x5958.

**Thomson Gale** databases do not require a special login. They include the following:

- **Biography Resource Center with Marquis Who'sWho**—full-text biographical information from reference sources and magazine articles about more than 355,000 people from ancient times to the present day.
- **History Resource Center**—full-text materials related to 20<sup>th</sup> century world history.
- **Literature Resource Center with MLA Bibliography**—citations from MLA Bibliography as well as full-text journal articles, critical essays, author biographies, and links to websites.

**H.W. Wilson** databases require a password. They include the following:

- **Biography Reference Bank**—Wilson's full-text database of biographical information for more than 500,000 taken from their reference sources as well as magazines and journals.

**Online courses.** Why not take advantage of the full-text articles available in many databases to which the Library subscribes by linking to them from your online classes or course modules? Check out the instructions for creating persistent links to articles in various databases by clicking on the link from the Library home page for Services for Students at a Distance. Near the top is a section for faculty, including several exercises that can be incorporated in D2L courses. For additional information, contact Paul Wyss, Distance Learning Librarian, at x2256 or [paul.wyss@mnsu.edu](mailto:paul.wyss@mnsu.edu)

- **Book Review Digest Plus**—book annotations and selected full-text reviews.

**ProQuest** trials require a separate password to access the following databases:

- **CultureGrams**—concise and up-to-date country reports on more than 182 cultures.
- **SIRS Decades**—primary sources and reference materials related to 20<sup>th</sup> century American history

**EBSCO** database trials need a UserID and password to search the following:

- **History Reference Center**—documents, journal articles, e-books, maps, photos, and videos relating to world and U.S. history from ancient times to the present.
- **Humanities International Complete**—broad range of journals, books, and other full-text materials related to all humanities disciplines.
- **International Bibliography of Theatre & Dance**—full-text journal articles plus citations to books and other resources related to theatre in more than 100 countries.
- **Literary Reference Center**—full-text literary criticism articles, author biographies, book reviews, short stories, poems, and other primary and secondary resources.

In addition to these trials which will expire in mid-May, another database, **Nettrekker**, will be available until August 31. This resource, which requires a username and password, helps identify websites appropriate for use in K-12 instruction settings.