

LIBRARY SERVICES



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February 2008 Newsletter

Available for Faculty, Online E-Reserve Form

It's here! The online library reserve form, conveniently located and easy to use, is ready to go! To access the Reserve Request Form from the Library's home page:

Go to **lib.mnsu.edu**

Select **"Course Reserves."**

Select **"FOR PROFESSORS: Reserve Request Form Online."**

After completing the online form, faculty have three submission options. The form can be sent to the Library electronically, it can be printed out and sent through intra-campus mail, or it can be printed and delivered to the Library along with the material to be placed on reserve.

Library Reserve Procedures

- **Electronic reserve for journal articles or book chapters:** Provide a pdf of the material or a photocopy to be scanned.
- **Hard-copy reserve for library-owned books, videos, and DVDs:** Record the call number on the Online Reserve Request form. Library staff will pull the material from the Library shelves and process it for the Reserve shelf.
- **Hard-copy reserve for a personal copy of a book, video or DVD:** Deliver the material to the Library or send it through campus mail. Be aware that the Library will place clear tape on all hard-copy reserves.

Due to the large number of requests received at the beginning of each semester, it may take up to five working days to process reserve submissions. **Please submit your requests five working days prior to the date needed.**

If you have any questions about the Reserve Request Form, contact **Steve Johnson**, Circulation Technician, at **507-389-5065** or steven.johnson-2@mnsu.edu. (Steve is also known as the "night guy" in the Library, and can be reached from 1:30 p.m. until midnight, Sunday - Wednesday).

Reserving ERC Videos for Class Viewing

Are you planning on using Minnesota State University, Mankato Library films in your classroom? To guarantee the availability of Library videos for the dates you need them, be sure to **contact the ERC staff at 507-389-5944** as soon as you've scheduled the showing, with the following information:

1. The titles you need.
2. The dates you want to show the films.

Unless reserved by ERC staff, videos circulate to all qualified borrowers, including interlibrary loan requests. The sooner you let the ERC staff know what you need, the better they will be able to ensure the films' availability for your class.

NOTE: Library and personal videos can also be put on Reserve for in-library viewing.

Need something the Library doesn't own? Contact **Barb Bergman**, Media Services Librarian, at **507-389-5945** or barbara.bergman@mnsu.edu to discuss available options.

MavCash Machine Available in the Memorial Library

A MavCash machine is now located on the 1st floor of the Memorial Library next to the Copy Shop. With the new MavCash installation, the Copy Shop will no longer be adding funds to MavPrint accounts. Students can use the MavCash machine to deposit money to MavPrint accounts or by going online at <https://mavcash.mnsu.edu/webapps/portal/frameset.jsp>.



MINNESOTA STATE UNIVERSITY MANKATO

New Version of SciFinder Scholar

SciFinder Scholar is all about chemistry. It provides citations and abstracts for patents and journal articles as well as information about chemical substances, regulated chemicals, chemical reactions, and chemical supplier information. Nearly 22.4 million citations from over 9,000 journals worldwide are included.

An updated version of *SciFinder Scholar 2007* software is now available for both PC and Macintosh computers at: lib.mnsu.edu/research/documents/scifinder.html.

Tips for downloading and updating the software:

- Use **Internet Explorer** to download the software.
- If you are downloading the software from **off campus**, you will be required to authenticate using your Mav username and password.
- **Off campus**, *SciFinder Scholar* can only be used with the full virtual private network (**VPN**) running. **VPN** links to this page: www.mnsu.edu/its/started/network/vpn/.

If you have questions about downloading the new version of *SciFinder Scholar*, please contact **Peg Lawrence**, Systems Librarian, at **507-389-5058** or peg.lawrence@mnsu.edu.

Free Email Access to the New Chronicle Review Newsletter

A free e-mail service from the *Chronicle of Higher Education* is now available to Minnesota State University, Mankato faculty, students and staff. Each Monday, the **Chronicle Review** newsletter delivers quick summaries and links to articles and essays on intellectual debates and controversies, along with commentaries on the arts, books, culture, politics, and other topics. The *Chronicle Review* recently received special praise from the Utne Reader when it was awarded the 2007 Utne Independent Press Award for political coverage.

Subscribing to the newsletter is easy. All you need is a free *Chronicle* account. Go to chronicle.com/help/emails/review/?crh to sign up.

REMINDER: To access the *Chronicle of Higher Education* be sure to go through the Minnesota State Mankato Library web page at lib.mnsu.edu/. If you have any problems using this resource contact **Casey Duevel**, Electronic Resources Librarian, at **507-389-5150** or casey.duevel@mnsu.edu.



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