Guide to the MSU Libraries 2012-2013

Ask a Librarian!

Visit the Main Library Reference Desk. Hours during fall and spring term:
Monday-Thursday 9 am–9 pm; Friday 9 am–5 pm; Saturday 11 am–6 pm;
Sunday 11 am–9 pm. (Break, holiday weekends and summer session hours vary.)

Phone us at 1.800.500.1554 or 517.353.8700 during Reference Desk hours.

Text us at 66746 and start your first message with askMSU. Your normal
message and data rates will apply. Example: askMSU How do I find articles?

Chat with us 24/7—get help from MSU librarians, or librarians from partner
institutions who can help when MSU librarians are not available. Go to
lib.msu.edu/contact/askalib.jsp and click Web Chat.

Email your question via webform. We'll get back to you within 2 business
days: lib.msu.edu/contact/askalib-email.jsp.

Meet with the subject librarian who specializes in your area of study.
Contact list: lib.msu.edu/contact/subjectlibrarian.jsp.

Follow us!
What's going on at the library? Find out online!

- www.facebook.com/msu.libraries
- twitter.com/#!/msulibraries
- www.youtube.com/user/msumainlibrary
- www.flickr.com/photos/msumainlibrary
- plus.google.com/s/msu%20libraries

The MSU Libraries are dedicated to your academic success.
Browse our resources and services here, then visit the library
website to search the library catalog and link to thousands of
e-resources. Make lib.msu.edu your home page!

lib.msu.edu
Main Library Hours
During Fall and Spring semesters, when classes are in session, the Main Library is open all night long from Sunday morning until Friday night:
- Sunday: Open from 10 am to 1 am
- Monday-Thursday: Open 24 hours
- Friday: Open until 10 pm
- Saturday: Open 10 am-6 pm
During Summer semester, or when classes are not in session (such as holiday weekends or Spring Break) the Main Library has shorter hours. Please check lib.msu.edu/hours for current information.

The branch libraries and some departments within the Main Library have different hours. See lib.msu.edu/hours and use the menu on the left to find the branch or department schedule.

Group Study & Quiet Study
If you’re studying with a group, please use the WEST wing of the Main Library. You’ll find study rooms on the 2nd and 3rd floors. If all rooms are occupied, groups may work at tables anywhere in the West Wing.

The EAST wing of the Main Library is for quiet study only. Floors 1-4 of the East Wing are furnished with individual carrels.

In both the East and West wings of the Main Library, please be considerate of others—take your cell phone calls to the stairwell.

Computers in the Library
The Main Library has more than 400 workstations for students and faculty to use! The three branches together have 100 more. All are set up with the full set of applications available in campus computer labs.

The only exception is a small group of workstations right next to the Reference Desk—these connect only to library databases, so we can help users doing extended searches.

Statewalk will be expanding to the Business Library in Fall 2012! Check the library website for hours.

Events
The MSU Libraries offer many free great events! The Michigan Writer’s Series, Film Series, Library Colloquia, and much more. Don’t forget to check out our Featured Exhibits! Learn more and see our events calendar at lib.msu.edu/general/events.

Safety in Numbers
Studying late at the Main Library? Statewalk will walk you home! Statewalk is a free service provided by the Alpha Phi Omega service fraternity. Volunteers will walk with you from the Main Library to anywhere on campus.

Statewalk operates Sunday, Monday, Tuesday and Wednesday nights, 9 pm to 1 am. Look for the Statewalk table in the Main Library lobby, across from the Reference Desk.

Statewalk will be expanding to the Business Library in Fall 2012! Check the library website for hours.

Assistive Technology Center
The Main Library’s Assistive Technology Center, across from the Circulation Desk, provides specialized software and equipment so that patrons with various disabilities can access the library’s resources. Students can use JAWS, Kurzweil, and more. For more information, please contact librarian Deborah Margolis at 517.884.0892 or email deborahm@msu.edu. Deborah Margolis at 517.884.0892 or email deborahm@msu.edu.

E-Resources:
Find Articles Fast!
lib.msu.edu
Google is great, but with the library’s E-Resources you’ll find articles even faster—and for free! Current books and scholarly journals are usually not free on the web, but the library subscribes to these resources for you. For the best online information, use the MSU Libraries’ E-Resources page to find reference tools, full-text articles, e-books, statistical databases, and much more.

Collaborative Technology Labs
Need a high-tech location for your project group to work? Check out the library’s Collaborative Technology Labs: high-tech, multimedia group work spaces.

Each lab has a different configuration, ranging from interactive Smartboards and whiteboards, to audio and video recording equipment you can use to practice giving a presentation. There are six labs in the Main Library, three in the Business Library and four in the Engineering Library.

To reserve a Collaborative Technology Lab for your group, go to reservations.lib.msu.edu.

Watch for the new Geospatial Technology Lab, opening during the 2012-2013 academic year—with specialized software for map creation and geospatial data analysis. The Geospatial Tech Lab will be located inside the Map Library, in the Main Library building on 3 West.
Finding Articles Online

You can count on the library's E-Resources to find peer-reviewed, scholarly articles for your research. The library subscribes to article indexes on your behalf, and they’re accessible through the library website. This type of database lets you search thousands of different journals for articles on your topic.

To start, look for Basic Search for Articles on the library’s home page: lib.msu.edu. This will search an index called ProQuest—which is actually 60 different indexes on many subjects, from humanities to sciences. ProQuest indexes scholarly journals, dissertations, historical newspapers and more.

We have many more specialized indexes available. See pages 10-11 for the complete list as of May 2012, or er.lib.msu.edu/indexabstract.cfm for a current list. Too many to choose from? Ask a librarian for help, or check out the FAQ at libguides.lib.msu.edu/indexes.

About 90% of our journals have full text online. In some indexes, the index entry itself will have a link to the article. For others, follow the Find Text @ MSU link for directions.

Once you find an article, you can often email it to yourself. If we don’t have an article you need, request it through Interlibrary Services—see page 6.

Research Guides

Research Guides are web pages created by MSU librarians, which provide lists of resources and search strategies for finding information on specific subjects in all disciplines: the arts and humanities, the social sciences, the natural sciences and applied fields.

They’re a great way to get started on a new topic, or check whether you’ve covered all the bases in your searching. Find the complete list of Research Guides at er.lib.msu.edu/guides.cfm.
Subject Librarians
When you get beyond the basics in your research, a subject librarian can provide expert guidance! From African Studies to Veterinary Medicine, there’s an MSU librarian for your field.

What do subject librarians do? A little of everything:

- Consult with faculty and students on their research projects
- Prepare course guides to identify the important library services and resources for a specific course, and research guides to introduce a specific topic
- Teach class sessions about special resources and research techniques in their subject area
- Select the library's books and journals in their subject area

See the library website for your subject librarian’s contact information: lib.msu.edu/contact/subjectlibrarian.jsp. She or he will be glad to hear from you!

Borrowing Library Materials
Highlights from our lending policies are below. For full details, visit lib.msu.edu/about/policy-lendingall.jsp.

- Your MSU ID is your library card!
- Renew online or see when items are due: look for My Library Account on lib.msu.edu, or visit lib.msu.edu/general/account. Use your MSUnet ID and password to sign in.
- Please don’t damage or lose library materials—when you check out an item, you’re responsible if it has to be replaced.
- Do not use your card to check out material for anyone else. If you work for a professor, have him or her obtain a Faculty Authorization Card for you.
- CDs, DVDs, interlibrary loans, course reserves, and some other items must be returned to the desk where they were checked out. They will be clearly marked. Everything else can be returned via the book drops at the Main Library and branches.
- Community borrower cards are available for all Michigan residents who are at least 18 years old.

Interlibrary Services
Looking for an article or book we don’t own? Interlibrary Services can borrow for you from other libraries.

When you search the library catalog, look for the green Check Other Libraries button. You’ll get two other options for finding books:

- MelCat, a catalog of about 400 Michigan libraries. You can borrow MelCat books for three weeks, with one two-week renewal.
- UBoffice, a catalog of the Big 10 (or CIC) libraries. You can borrow these books for 12 weeks, with one four-week renewal.

MelCat and UBoffice materials generally arrive within 7 days. Pick them up at the Main Library Circulation Desk.

For articles, start with Article Reach, at arirll.ili.com. MSU is a member of this journal article delivery consortium. Your article should arrive in electronic form within 24 hours.

If the item you need isn’t available through these options, send us a request through ILLiad: interlib.lib.msu.edu. There is no charge for interlibrary loans!

MARS: MSU Article Retrieval Service
MARS is a special service for faculty and graduate students. Submit a MARS request when you need an article from our collection that’s only available in print, or a single chapter from a book. Library staff will retrieve the material, scan it, and send you a link to the digital copy.

Please note that exact citations are required, and copyright law prohibits us from supplying more than one article from the same issue of a journal. Requests are typically filled in 2-3 days.

For full details, visit lib.msu.edu/mars.

Citation Management:
EndNote Web & Zotero
Do you need help organizing your references and creating bibliographies? EndNote Web and Zotero are free reference management software programs that can help you format bibliographies in almost every conceivable bibliographic citation style: APA, Chicago Manual of Style, MLA, Turabian, Science and other journal-specific bibliographic citation styles.

For more information see our guides at libguides.lib.msu.edu/endnote and libguides.lib.msu.edu/zotero. We also offer free classes: See the list of workshops at right.

Course Materials Program
Faculty members and TAs: Check out the library’s course pack service! We handle all copyright clearances for you. Because we are a service unit of the University, we can often negotiate lower fees from rights owners than commercial services—which translate to lower prices for your students. Sales to students are handled through the Spartan Bookstore at MSU’s International Center.

Full details on the Course Materials Program are at lib.msu.edu/about/coursemat/.

Free Workshops
The library offers free seminars and workshops to help develop your research skills:

- EndNote x4 and EndNote Web
- Zotero Citation Management
- Search the Web Like a Pro
- Jumpstart Your Job Search
- Proposal Writing Basics
- Finding Academic Funding and more!

Enrollment is first-come, first-served. For more information and to register, visit classes.lib.msu.edu.

Information Literacy Classes
MSU faculty members and TAs: if your students have a research assignment or term paper, an information literacy class may help!

Librarians in the Information Literacy unit work with hundreds of class groups every semester. In a typical session we introduce students to the most important resources and library services for their assignment, plus smart, time-saving research methods.

Request an info literacy session for your class at: lib.msu.edu/about/libinstr/sessreq.jsp
Special Departments in the Main Library

Each of these units in the Main Library building has its own service desk. None are open all night, even when the rest of the building stays open, so check online for closing times: lib.msu.edu/hours.

Digital & Multimedia Center
Main Library, 4 West

The library is much more than books! The DMC is home to the Vincent Voice Library (see page 13) and the Multimedia Collection, including:
- Educational media and instructional software
- Games and simulations
- Documentaries and feature films
- Workstations for all formats: audio, video, software

The DMC also houses our digital content production team, who create online resources from our rare book collections. Highlights:

Global Sound. In the visual arts, ARTstor has more than 1,000,000 images from hundreds of museums and art collections: fine and decorative arts, photography, and architecture from all over the world and all periods of history.
Visit online: lib.msu.edu/branches/vvl.

Maps Library
Main Library, 3 West
Maps! We have maps! The Map Library has maps and atlases for every area of the world. The collection is especially strong in Michigan, the United States, Canada, Africa, Asia, and Latin America.
Specialized collections include 19th-21st century Michigan county atlases and plat books; maps and atlases in Braille; aerial maps and satellite images; and much more. The Map Library website offers printable and scanned maps. Visit online: lib.msu.edu/branches/map.

Fine Arts Library
Main Library, 4 West
Painting, sculpture, photography, architecture. Classical music, world music, jazz. Books, journals, CDs, musical scores. You’ll find it all in the Fine Arts Library!
Online, we have wonderful e-resources. In music, we have four streaming audio collections: American Song, African American Song, Classical Music Library and Smithsonian

Collection Highlights

At the MSU Libraries, we have information on every topic imaginable. But in some subjects, our collections are so extensive that they’re actually famous!

Africana Library

An internationally-recognized collection on African studies, with more than 270,000 books, journals, maps, archival collections and e-resources. The collection is especially strong in the regions which are the focus of MSU teaching and research: Nigeria, Ethiopia and Eritrea, South Africa, the Sahel region in West Africa, and the East Africa region including Kenya, Tanzania, Zambia, Zimbabwe, and Malawi.
The Africana collection is multi-disciplinary, embracing history, culture, language and literature, politics and economics, agriculture and natural resources of all the diverse societies on the African continent. Visit online: lib.msu.edu/general/collections/africana.jsp.

Turfgrass Information Center (TIC)
The most comprehensive publicly available collection of turfgrass educational material—in the entire world!
The TIC produces a database, the Turfgrass Information File, which is available by subscription to researchers and practitioners in the turf industry. These include golf course superintendents, sports field managers, and others who are responsible for managed landscapes. Visit online: tic.msu.edu.

Vincent Voice Library

The G. Robert Vincent Voice Library is a collection of 40,000+ hours of spoken word recordings, dating back to 1888—the very beginning of sound technology.
You can hear speeches and interviews by people like Henry Ford, Queen Victoria, John Lennon, Buffalo Bill Cody, Eleanor Roosevelt, and many others. The Voice Library has recordings of more than 100,000 persons from all walks of life, including extremely rare recordings on Edison wax cylinders. Most recordings in the public domain are available for online listening, with a link from the library catalog record. All other recordings may be heard in the Voice Library, located in the Main Library on 4 West. Visit online: vvl.lib.msu.edu.

Health Sciences Digital Library

lib.msu.edu/health

MSU is unique in having community-based medical schools. The College of Veterinary Medicine has a teaching hospital on campus, but students in Human Medicine, Osteopathic Medicine, and Nursing do their clinical training at some 30 hospitals around the state.
Our answer: the Health Sciences Digital Library website, serving all faculty, staff, and students in MSU’s health colleges and other clinical and biomedical areas. It’s a portal to all our e-resources in the health sciences: online journals, databases of research literature, evidence based medicine resources, e-books and more.
Print books and journals in health science fields are located in the Main Library, along with the six librarians on the Health Sciences liaison team.
Contact info for the Health Sciences team: lib.msu.edu/health/stafflist.jsp
Send a question to the Health Sciences team: lib.msu.edu/health/askhslib.jsp
Special Collections

The MSU Libraries’ Special Collections Division has more than 450,000 printed works, plus manuscripts, archival collections, and ephemera. The collection is heavily used by faculty and by students at all levels, including undergraduates!

The Comic Art Collection is easily the most well-known part of Special Collections: more than 200,000 comic books, plus comic strip proof sheets, graphic novels, books and journals about comic art. About 90% of our comic books are American, but our holdings from Europe, Latin America, and Asia are growing.

Comic art isn’t all we have! Other notable collections:

World history and cultures
- Ediciones Vigía (Cuba)
- Schmitter Fencing Collection
- Holtzmann Israeli Literature Collection
- British literature and county histories

Agriculture and natural history
- History of veterinary medicine
- Gardening and landscape architecture
- Agricultural equipment catalogs
- Stannard beekeeping collection

Cookery Collection
- Five centuries of cookbooks
- Brocker Sliker Culinary Ephemera collection

Russell Nye Popular Culture Collection
- Juvenile literature and textbooks
- Mysteries, romances, and westerns
- Etiquette books and almanacs

Gender studies
- Changing Men Collection
- Lesbian, Bisexual, Gay, Transgender, Queer Studies Collection

Political radicalism: non-centrist viewpoints on cultural, political, social, and economic issues
- Early 20th century Communism and Socialism
- The American left from the 1960s forward
- The Christian right and anti-semitic movements
- Trevino Chicano/Latino Activism Collection

Printing

Printing at MSU Libraries is easy and affordable. Rely on us for printing and save yourself the bother of maintaining a printer. There are two options, both priced the same:

- E-token printing from library computers, campus computer labs, and your own computer. Go to netprint.msu.edu and charge e-tokens to your Student Receivables ebill, credit card or Spartan Cash account. Black & white letter-sized prints are 5¢ each; color prints are 40¢ each. E-token printers in the library print double-sided so we can be Spartan green!
- When using a library computer, you can also print to the Copy Center on the second floor of the Main Library.

Copy Center

The Main Library Copy Center on 2 West has a full range of printing, copying, and scanning services:

- Copy or scan, in black/white or color
- Color printing from library computers
- Scan and print microfilm and microfiche
- Large format scanning (up to 42 inches wide, any length)
- Large format printing (up to 36 inches wide, any length)
- Also available: laminating, comb binding, and office supplies

Payment: the Copy Center takes cash, checks, Visa/Mastercard, and university departmental accounts. (Sorry, no Spartan Cash or charges to student accounts.)

For details and hours, visit lib.msu.edu/howto/copycenter.jsp.
Espresso Book Machine

The Espresso Book Machine prints books—fast!

Print a paperback book onsite with our Espresso Book Machine, in the Main Library Copy Center. Print your own content, or choose from 7 million titles in the On Demand Books catalog.

The EBM offers full color covers, and black & white interiors with optional color inserts. Prices for custom printing are very reasonable, starting at $13 to check over the files for a 100-page book and print one copy. Titles from the On Demand Books catalog start below $10.

See pricing details and search the On Demand Books catalog at lib.msu.edu/about/ebm.

To plan your custom printing project, contact the EBM coordinator: 517.884.0827 or ebm@mail.lib.msu.edu.