

Library Resources for Campus Employees

Checking Out Library Items

Your MavCard is your library card.

Some items available for check out:

Memorial Library Collections	Faculty/Staff Loan Periods
Audiobook Collection (ERC)	end of Spring Semester
Best Sellers	2 weeks
Books (2nd and 3rd floor General Collection)	end of Spring Semester
Juvenile & Big books (ERC)	end of Spring Semester
Books, Juvenile (CCYAB collection ERC)	do not circulate
DVD & VHS Collections (ERC)	7 days
Equipment, audiovisual (ERC)	48 hours
Games and Puppets	end of Spring Semester
Government publications	end of Spring Semester
Travel guides	end of Spring Semester
Music Library (Performing Arts Center 203)	
Compact discs	1 week
Music Scores and Sheet Music (Music Library)	end of Spring Semester

Books

Books at MSU

Use the **Books** quick search box in the center of the library homepage at lib.mnsu.edu to search the MSU library catalog

Locating Books in Memorial Library

Fill in the box to help you find an item in the library.

Title _____

Collection Name _____

Floor _____

2nd Floor General Collection: **A-PN**
3rd Floor General Collection: **PQ-Z**

Call Number _____

Books at Other Libraries

Below the **Books** quick search box, select **WorldCat**

- WorldCat provides citations to books and other materials (including out of print materials) held by libraries worldwide
 - Use **Get Article or Book** link within a WorldCat record to order a book
 - On the next screen, select **Interlibrary Loan and/or Request**
 - Your ILL User ID is the 14 digit barcode number on the back of your MavCard
 - Your password is usually your last name

Newspapers and Magazines Online

Many of our newspapers and magazines are available online. To find specific titles...

1. Go to the Library Services website at lib.mnsu.edu
2. Click on **Journals List**
3. Type the journal/magazine/newspaper name (e.g. Consumer Reports)

Online Resources

To quickly find the following databases, select **Article Databases A-Z** on the library homepage's sidebar

General

- Access Science (science and technology encyclopedia)
- Britannica Online (online version of Encyclopedia Britannica)
- ProQuest Newspapers (includes *Star Tribune*, *St. Cloud Times*, *Chicago Tribune*, *New York Times*, *Wall Street Journal*, and *Washington Post*)

Educational

- Junior Reference Collection (for middle school assignments)
- Kids Infobits (for elementary school assignments)
- Mango Languages (self-paced language lessons)
- Student Edition (for high school assignments)
- Testing and Education Reference Center (college and graduate school prep materials)

Health

- Consumer Health Complete
- Health & Wellness Resource Center

Historical Newspapers

- Early American Newspapers (1690-1922)
- Minneapolis Morning Tribune Historical (1866-1922)
- New York Times (1851-2006)

Getting Help

Reference Desk, 1st Floor

Under **Help...**, select **Ask a Librarian** from the library homepage...

or look for this box:

Ask Us!
email | chat

In Person: At the Reference Desk on the first floor of Memorial Library

Fall & Spring Semester Hours*

Mon. – Wed.	8:30 a.m. - 9:30 p.m.
Thursday	8:30 a.m. - 9:00 p.m.
Friday	8:30 a.m. - 6:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 9:00 p.m.

*Check the library's website for schedule variations or call 389-6201

By E-mail: Your question will be answered by a member of the reference staff within 1-2 working days.

E-mail the reference team by selecting **Ask a Librarian** from the library homepage.

By Chat: Chat online with a reference librarian by selecting **Ask a Librarian** from the library homepage.

By Phone: 507-389-5958