

Library

In the Miller Center

Library Services

for Faculty and Staff

Semester hours: Mon-Thur 7 am-2 am, Fri 7 am-8 pm, Sat 10 am-8 pm, Sun 10 am-2 am

Instruction and Information Literacy Services

The library instruction program helps students become efficient, effective, and independent researchers who think critically while gathering and using a variety of library and information resources. These skills are vital to success in academic studies, global citizenship and in lifelong learning endeavors. The library faculty at the Miller Center provides instruction, integrated resources, and consultations to faculty and students alike. For more information, visit lrts.stcloudstate.edu/library/services/libraryinstruction.asp

Instructional Materials for Syllabi, etc.

- *Assignment Calculator:* This tool provides students with a 12-step process based on their research assignments and their due date and topic. Steps include understanding the assignment, developing a topic, finding and evaluating books and articles, creating an outline, writing the first draft and revising/rewriting.
- *Subject Guides and Course Guides:* These tools give students a head start to completing research. Each guide is tailored to a specific subject area or course. (Note: Please contact Reference if you would like a guide created.)

Books and more (MnPALS catalog)

- Go to lrts.stcloudstate.edu/library and in the Library Search box, select the “Books and more” tab to start your search.
- Check out your materials at the Circulation Desk on 1st Floor West. You will need your Campus Card ID.

- You can check out books for 16 weeks and videos for 3 days (or up to 3 weeks on special request). You may check out up to 100 items at a time.
- Contact the Circulation Desk at (320) 308-3083 to reserve a video or DVD for your class. You can arrange to have it delivered to your department office.
- Click on “Your Borrowing Record” in MnPALS to renew your books online. You will need your 14-digit barcode number (on the back of your Campus Card ID).

Journals, Magazines and Newspaper Articles

- Nearly 1,000 current periodicals are available on the library shelves and more than 15,000 journals, magazines and newspapers are available online.
- More than 100 library databases are available online. When searching, use the “FindIt!” button to see if the article is available electronically, in print/microfilm/microfiche or to order it through Interlibrary Loan.
- Photocopying services are available to you by filling out a “Faculty/Staff Copy Request” form located at the Periodicals Desk. You will need your department account number, and you can request to have the items delivered to you through campus mail. Please allow up to four days.



Library Liaison Teams

Faculty and staff are encouraged to tap into the resources provided by the library liaisons. Librarians can recommend books, serials, videos and electronic resources for purchase or cancellation, teach library instruction sessions and more. Find your liaison below and be sure to contact your liaison team with any questions about the library and its services.

College of Business

Robin Ewing, 308-2093, rlewing@stcloudstate.edu
Olivia Olivares, 308-4822, oolivares@stcloudstate.edu

College of Education

Chris Inkster, 308-4930, cinkster@stcloudstate.edu
Sandra Williams, 308-2063, sqwilliams@stcloudstate.edu

College of Fine Arts & Humanities

Tina Gross, 308-4771, tmgross@stcloudstate.edu
Melissa Prescott, 308-4751, mkprescott@stcloudstate.edu
Jennifer Quinlan, 308-5626, jmquinlan@stcloudstate.edu

College of Science & Engineering

Keith Ewing, 308-4824, kewing@stcloudstate.edu
Cindy Gruwell, 308-1508, cagruwell@stcloudstate.edu
Susan Motin, 308-4996, smotin@stcloudstate.edu

College of Social Science

Michael Gorman, 308-2028, morgorman@stcloudstate.edu
Fred Hill, 308-4834, fhill@stcloudstate.edu
Olivia Olivares, 308-4822, oolivares@stcloudstate.edu
Tom Steman, 308-4753, tdsteman@stcloudstate.edu

Laptops and Equipment (Circulation Desk)

Laptop computers are available to be checked out for up to three weeks with one three week renewal (if not reserved for another patron). Audio/visual equipment such as portable data projectors, slide and overhead projectors, screens, digital camcorders, digital cameras and more are also available for check out at the Circulation Desk.

Print and Electronic Reserves

Print and electronic reserves can help to ensure that intensively used, required and recommended reading assignments for a class are available to all students in the class. Electronic reserves enable students to access most assigned materials on a 24/7 basis with their HuskyNetIDs, from any computer with Internet access. The library helps to ensure that all reserve materials are in compliance with copyright regulations. To place materials on reserve, bring them into the Circulation Desk and **fill out a "Reserve Request Form."** Reserve materials can also be in audio, DVD, or video formats.

RefWorks

RefWorks is a Web-based program that can help manage your references and create a bibliography—in 250+ styles—in seconds. Half-hour workshops are offered during Fall and Spring semesters to help faculty, students, and staff get started.

Order Items from Other Libraries (Interlibrary Loan)

Use Interlibrary Loan to get books and journal, magazine, and newspaper articles not available at SCSU.

- Fill out the online form at lrts.stcloudstate.edu/library/services/illrequest.asp or click on the "FindIt!" button in a library database, which will fill out the form for you. You will receive the materials in 2-10 days, often via e-mail.
- Access any library in the Minnesota State Colleges and University system and check out books using your CampusCard ID.

- Request a "University of Minnesota Special Privileges Borrower's Card" for advanced research at the University of Minnesota. Pick up an application at the Interlibrary Loan office.

Requesting Materials for the Library Collection

Requests for purchase may be submitted through your department's library materials procedure. Please be sure to use the "Book Request" cards or the "Non-Print Request"

Ask A Librarian

The reference librarians are available in person, by phone, e-mail or online chat service. Feel free to stop by the Reference Desk at anytime, or schedule a research appointment or one-on-one consultation.



Reference Desk Hours

Monday - Thursday: 8 a.m. - 9 p.m.

Friday: 8 a.m. - 4 p.m.

Saturday: 10 a.m. - 6 p.m.

Sunday: 1 p.m. - 9 p.m.

E-mail: askref@stcloudstate.edu

Phone: (320) 308-4755 or toll-free at 1-877-856-9786

24-hour chat: lrts.stcloudstate.edu/library/research/askalibrarian.asp



NEW: Get live, online research help at any time, 24 hours a day, 7 days a week through AskMN Chat, a cooperative service of academic Minnesota libraries, including St. Cloud State University.

Quick Library Contacts:

Reference Desk

MC 140 • 308-4755
askref@stcloudstate.edu

Circulation Desk

MC 130 • 308-3083
circulation@stcloudstate.edu

Interlibrary Loan

MC 130 • 308-2085
ill@stcloudstate.edu

Periodicals

MC 135 • 308-4758

University Archives

MC 314 • 308-4753
archives@stcloudstate.edu

Multicultural Resource Center

MC 136/137 • 308-6476
mrc@stcloudstate.edu

lrts.stcloudstate.edu/library

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