



McMaster University Library | 2016-2017

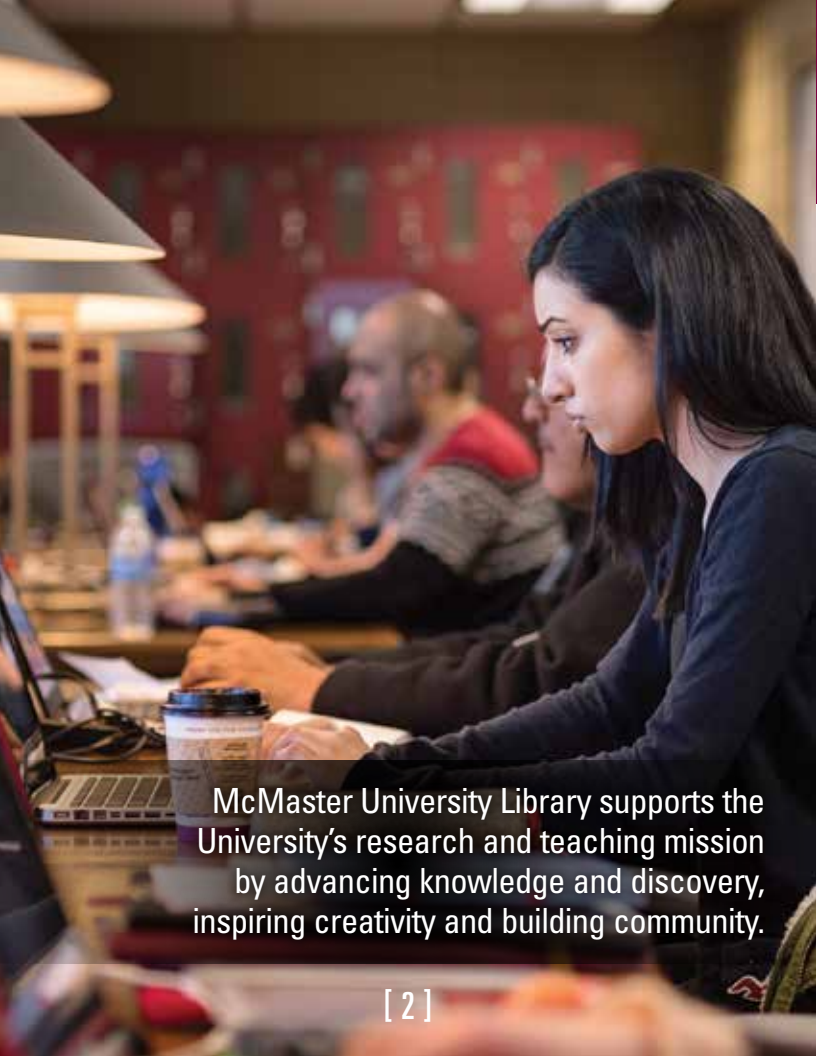
# Quick Guide for Faculty, Instructors, Post-Docs and Grad Students



[library.mcmaster.ca](http://library.mcmaster.ca)

McMaster  
University  
LIBRARY





McMaster University Library supports the University's research and teaching mission by advancing knowledge and discovery, inspiring creativity and building community.

## For your research and teaching

Your employee/student ID card is your **library card**. Use it to borrow materials from the library. Faculty and grad students can borrow materials for three months.

**Access your library account** online, check due dates, **renew** your items, and make hold and recall requests using the 14 digit barcode on your ID card.

[catalogue.mcmaster.ca/catalogue/MyResearch/Home](https://catalogue.mcmaster.ca/catalogue/MyResearch/Home)

**Books, journals and databases** can be accessed from the library's homepage. Use your **MAC ID** to access e-resources off-campus.

[mcmaster.ca/uts/macid/](https://mcmaster.ca/uts/macid/)

**Linking to e-resources** is quick and easy. Find out how to create persistent links for Avenue to Learn or your online course syllabus.

[library.mcmaster.ca/linking](https://library.mcmaster.ca/linking)

Get answers to **copyright** questions about using materials in your classroom or online, putting materials on reserve and producing custom course packs.

[copyright.mcmaster.ca](https://copyright.mcmaster.ca)

# For your research and teaching



**Book a class with a librarian** to help your students develop information literacy skills. Submit your request using our online form.

[library.mcmaster.ca/forms/library-class-request](http://library.mcmaster.ca/forms/library-class-request)

**Classroom Audio Visual Services** can help with all of your teaching A/V needs. Find out what equipment is available in your classroom and how to use it.

[library.mcmaster.ca/cavs](http://library.mcmaster.ca/cavs)

**Book films or videos for classroom viewing** using our online form or search the Interfilm/Watmedia database for films held in select Ontario universities.

[library.mcmaster.ca/forms/reserve-video-film](http://library.mcmaster.ca/forms/reserve-video-film)

**Recommend a purchase** to the library using our online form.

[library.mcmaster.ca/forms/recommend-book-journal](http://library.mcmaster.ca/forms/recommend-book-journal)

**RACER (Interlibrary Loan)** is a free library service that lets you borrow materials that McMaster does not own from other libraries around the world. Journal articles are delivered electronically via email. [library.mcmaster.ca/borrow/ill](http://library.mcmaster.ca/borrow/ill)

See **new resources** added to the Library's collections.

[catalogue.mcmaster.ca/catalogue/Search/NewItem](http://catalogue.mcmaster.ca/catalogue/Search/NewItem)

A **Grad Study Room** for use by grad students and post-docs is located on the 4th floor of Mills Library (L405).

[library.mcmaster.ca/news/22570](http://library.mcmaster.ca/news/22570)

Archives and rare books are available in the **William Ready Division of Archives and Research Collections**. Our collections include the archives of Bertrand Russell, books and serials from the 16th century to the present day, antiquarian maps, and archives on Canadian history, labour, authors and publishing, and peace and war. Instruction sessions for your class are also available. [library.mcmaster.ca/archives/](http://library.mcmaster.ca/archives/)

The **Digital Archive** offers high resolution digitized primary source materials including maps, manuscripts and books to support your teaching and research. [digitalarchive.mcmaster.ca](http://digitalarchive.mcmaster.ca)

**The Lewis & Ruth Sherman Centre for Digital Scholarship** provides support for grad students and faculty whose research employs new and emerging technologies within the context of digital humanities or digital scholarship. [scds.ca](http://scds.ca)

The **Lyons New Media Centre** offers a variety of spaces and services for faculty and students' media creation needs.

[library.mcmaster.ca/lyons](http://library.mcmaster.ca/lyons)



## McMaster University Library For your students

Find maps, aerial photos and other geographic information in the **Lloyd Reeds Map Collection**. Access GIS software and geospatial data in the Maps, Data, GIS Centre.

[library.mcmaster.ca/maps](http://library.mcmaster.ca/maps)

Access statistical and micro data from sources such as Statistics Canada, ODESI and ICPSR, or talk to a data specialist in the **Library Data Service**. [library.mcmaster.ca/data](http://library.mcmaster.ca/data)

Find information and resources to help you with your **research data management** activities. [library.mcmaster.ca/rdm](http://library.mcmaster.ca/rdm)

**Publish your research** in MacSphere, our open access institutional repository, and make it accessible to search engines such as Google and Google Scholar.

[macsphere.mcmaster.ca](http://macsphere.mcmaster.ca)

**Publish a scholarly journal.**

Faculty journals: [mulpress.mcmaster.ca](http://mulpress.mcmaster.ca)

Student journals: [journals.mcmaster.ca](http://journals.mcmaster.ca)

Use the Library's **Open Access** webpage to find information and links to resources about open access.

[library.mcmaster.ca/scholarly-communication/open-access](http://library.mcmaster.ca/scholarly-communication/open-access)

Get **Research Help** in all campus libraries. Drop by, call or email to get help finding and using library resources. Get **online Research Help** anywhere with our "Ask: Library help from anywhere" virtual reference service.

[library.mcmaster.ca/justask](http://library.mcmaster.ca/justask)

**Course Reserves** provide quick and convenient access to print course materials. Lists must be received well in advance of the start of a course. [library.mcmaster.ca/create-reserves](http://library.mcmaster.ca/create-reserves)

**Print, photocopy or scan** in the libraries using your PrintSmart account. Set up your account with your MAC ID. [library.mcmaster.ca/equipment/copying](http://library.mcmaster.ca/equipment/copying)

**IT Help** is available in person in the Mills Library Learning Commons (2nd floor), or by phone at ext. 20014. We can help with your MAC ID, configuring a laptop to use wifi, or printing and photocopying. [library.mcmaster.ca/content/it-help-desk](http://library.mcmaster.ca/content/it-help-desk)

The **Library Accessibility Services (LAS)** office, located on the 2nd floor of Mills Library (L212C), assists students with disabilities in obtaining course- and research-related materials in alternate formats. [library.mcmaster.ca/las](http://library.mcmaster.ca/las)

View "**How Library Stuff Works**" videos for information on using the libraries and doing research.

[library.mcmaster.ca/instructional-videos](http://library.mcmaster.ca/instructional-videos)

McMaster University Library

# Contact Us

905.525.9140

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**H.G. Thode Library of Science & Engineering** ext. 22000

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**Innis Library (Business)** ext. 22081

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**Mills Memorial Library** ext. 22077

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**Ron Joyce Centre, DeGroot School of Business** ext. 20561

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[library@mcmaster.ca](mailto:library@mcmaster.ca)



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