



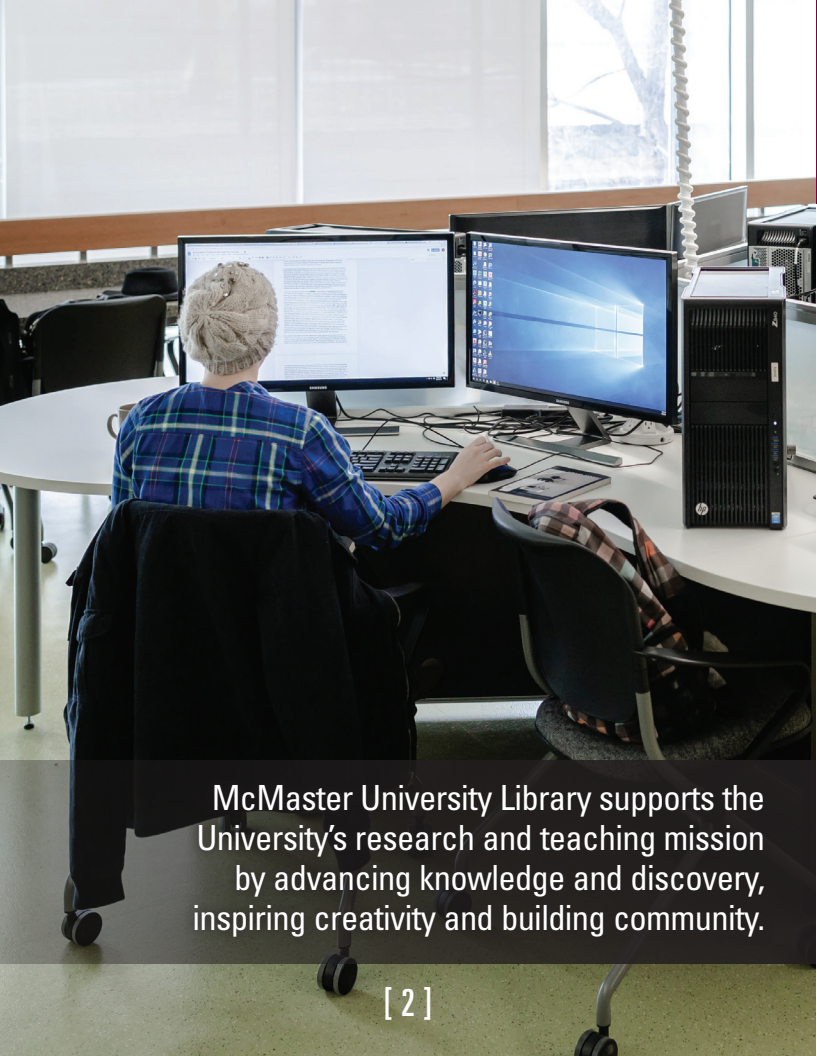
McMaster University Library | 2019-2020

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

library.mcmaster.ca

Library





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

McMaster University Library

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.

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/

Access your library account to check due dates and renew your items from **My Library Account** on the Library homepage. Log in with your MAC ID and password or the 14 digit barcode on your ID card and a PIN that you create.

library.mcmaster.ca/services/account

Make hold and recall requests and have items retrieved from the shelf and held for you by clicking the **Request it** button in the library catalogue and logging in to your account.

library.mcmaster.ca/services/account

In the interest of saving you time, the library can **scan a journal article** from one of our print-only journals, or **scan a chapter** from one of our print books, and send it to you by email as a PDF.

library.mcmaster.ca/services/scan-request

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

library.mcmaster.ca/newitems



The **Lyons New Media Centre (LNMC)** is a vibrant space on the 4th floor of Mills Library offering a special collection of media resources that facilitates teaching and learning. Book an appointment with our media specialist to see how we can help your students achieve success with their video or podcasting assignments.

library.mcmaster.ca/spaces/lyons

For your research and teaching

Recommend a purchase to the library using our online form. library.mcmaster.ca/forms/recommend-book-film-or-journal

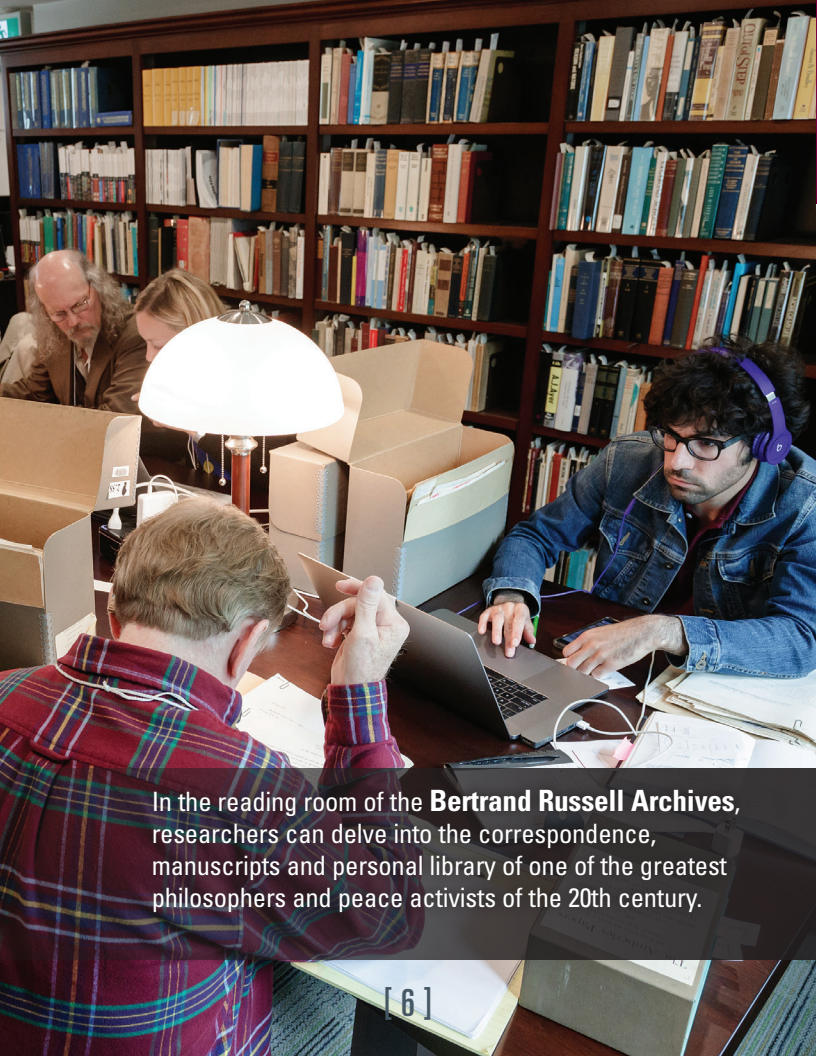
RACER (Interlibrary Loan) is a free library service that lets you borrow materials that McMaster does not own from other libraries around the world. Journal articles are delivered electronically via email. library.mcmaster.ca/services/ill

Linking to e-resources is quick and easy. Find out how to create persistent links for Avenue to Learn or your online course syllabus. libguides.mcmaster.ca/link-eresources

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

Book a class with a librarian to help your students develop information literacy skills. Submit your request using our online form. library.mcmaster.ca/spaces/learning-support

Book films or videos for classroom viewing using our online form or search the Interfilm/Watmedia catalogue for films held in select Ontario universities. library.mcmaster.ca/services/video-instruction



In the reading room of the **Bertrand Russell Archives**, researchers can delve into the correspondence, manuscripts and personal library of one of the greatest philosophers and peace activists of the 20th century.

McMaster University Library

For your research and teaching

Need to get **videos captioned** for use in your course?

We can help with that.

library.mcmaster.ca/services/captioning-and-described-video

Explore our licensed **streaming videos**, including **documentaries** from Kanopy.

library.mcmaster.ca/collections/video

Campus Classroom Technologies can help with all of your teaching technology needs. Find out what equipment is available in your classroom and how to use it.

library.mcmaster.ca/spaces/cct

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/spaces/grad-room

Archives and rare books are available in the **William Ready Division of Archives and Research Collection** (lower level of Mills Library). Our collections include 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. Also included is the **Bertrand Russell Archives**, located at 88 Forsyth Avenue North. Instruction sessions for your class are also available. library.mcmaster.ca/spaces/archives



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. The Sherman Centre is located on the 1st floor of Mills Library.

library.mcmaster.ca/spaces/sherman

The **Digital Archive** offers high resolution digitized primary source materials including maps, manuscripts and books to support your teaching and research. digitalarchive.mcmaster.ca

The **McMaster University Accessibility Hub** is an essential resource for all things related to accessibility. accessibility.mcmaster.ca

Find maps, aerial photos and other geographic information in the **Lloyd Reeds Map Collection**, 1st floor, Mills Library. Access GIS software and geospatial data in the **Maps, Data, GIS Centre**. library.mcmaster.ca/spaces/maps-data-gis

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/services/data-services

McMaster University Library

For your research and teaching

Find information and resources to help you with your **research data management** activities. library.mcmaster.ca/services/rdm

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

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

McMaster University Library Press (MULPress) is the library publishing platform for faculty journals. mulpress.mcmaster.ca

Student Journals @ McMaster is the library publishing platform for student journals. journals.mcmaster.ca

Send questions about publishing to scom@mcmaster.ca

McMaster Experts shares the scholarly work of McMaster's faculty with the world. By curating their Experts profile, faculty members can better showcase their work, allow the media and public to identify their expertise in specific areas of research, and help prospective graduate students find potential supervisors. experts.mcmaster.ca

McMaster University Library

For your students

In the **Thode Makerspace** (lower level of Thode Library), you can use tools, 3D printers, a laser cutter, sewing machine and much more to turn your idea into a physical reality. library.mcmaster.ca/spaces/makerspace



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: Chat with a librarian" virtual reference service. 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/services/reserves

Print, copy or scan in the libraries using your PrintSmart account. Set up your account with your MAC ID. library.mcmaster.ca/services/printing

The **Library Accessibility Services (LAS)** office, 2nd floor of Mills Library (L212C), assists students with disabilities in obtaining course and research materials in alternate formats.

Check out the **Campus Accessible Tech Space (CATS)**, also in L212, where we offer accessible technology and study space. library.mcmaster.ca/spaces/las

View "**How Library Stuff Works**" videos for information on using the libraries and doing research. library.mcmaster.ca/research/how-library-stuff-works

Contact Us

905.525.9140

Bertrand Russell Archives	ext. 24182
Campus Classroom Technologies	ext. 22761
H.G. Thode Library of Science & Engineering	ext. 22000
Innis Library (Business)	ext. 22081
Mills Memorial Library	ext. 22077
Ron Joyce Centre, DeGroote School of Business	ext. 20561
William Ready Division of Archives and Research Collections	ext. 22789

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