



## MRC Library Top 10 Quick Tips for Faculty

- 1) **LIBRARY ACCOUNT** - As an instructor at Mesabi Range College, you are automatically in our Library Circulation System. If you haven't already done so, please stop at the Circ Desk so we can activate your account. Once you've done so you will be able to search databases, order items through InterLibrary Loan, find resources in MnPALS Plus, and more!
- 2) **RESEARCH DATABASES** - The Mesabi Range College Library offers an excellent range of cross-disciplinary electronic research databases, many of which are full-text and offer print, email, save and citation format options. All of our databases and electronic resources can be accessed 24/7 from on campus or remote, off-campus locations. Find these research databases and more on the Library Web page at [www.mnscu.edu/academics/library](http://www.mnscu.edu/academics/library)
- 3) **INTERLIBRARY LOAN** - Can't find what you want in the MRC Library Collection? InterLibrary Loan materials can be ordered from any on or off-campus computer just by logging in with your Library Account number and password. You have access to the collections of over 60 other academic 2-year, 4-year and Technical college & University libraries; MN State Agencies and some public libraries. Your requested materials will be delivered to our Library in just 3-5 days!
- 4) **RESERVES** - The MRC Library "Reserve" Service allows you to put Library materials OR your own materials "On Reserve" for use by your students on a "2 hour, in-library use only" status. The Library keeps your materials secure, manages the Circulation, and returns your materials to you at end of the Reserve period you assigned. See me if you would like to put books, audiovisual items, periodicals or readings "On Reserve" for your course.
- 5) **FACULTY RESOURCES COLLECTION** - The MRC Library holds a special collection designated as "Faculty Resources". These titles focus especially on issues and topics critical to you as an educator such as teaching tips and techniques, assessment, teaching online, adjunct work, student motivation & achievement, strategic planning, leadership and more!
- 6) **REQUEST AHEAD** - Planning to use a DVD or video in Class? Don't assume the DVD/video will be there when you need it! Plan ahead and make sure you request your classroom resource well in advance. I will be happy to take a title out of Circulation so it is available for the dates that you need it in your classroom!
- 7) **COLLECTION DEVELOPMENT** - You can add to the Library's collection of materials for your discipline. Submit suggestions, recommendations or requests for books or AV items to the Library. Please provide me with as much information about the title as possible; include ISBN, vendor information, cost, etc. whenever possible. I will try my best to secure the materials you want to see added to the Library collection for your course, program or discipline!
- 8) **"RESOURCES FOR FACULTY" LINK** - The MRC Library Web site includes a "Resources for Faculty" link. Go to [http://www.mnscu.edu/academics/library/faculty\\_resources](http://www.mnscu.edu/academics/library/faculty_resources) to find information on Intellectual Property and Copyright Guidelines, links to educational resources, educational periodicals online, and more!
- 9) **COURSE QUICKSTART** - Would you like your students to have a tool that will give them a jump on the research they need to do specifically for your class? Course QuickStart is an interactive online annotated bibliography of the newest and best MRC Library resources that focus specifically on your course! Many courses can already be found in Course QuickStart; I will be happy to create a customized page for any class you offer! Go to this link to view some examples <http://libdata.mesabirange.edu/courses.phtml> or see me for more details...
- 10) **INFORMATION LITERACY SESSIONS** - I am happy to offer "Information Literacy" sessions tailored to your classroom needs whether your class is on campus or on-line! Develop your students' skills in critical thinking, research, writing, analyzing information resources, citing their work, avoiding plagiarism, and evaluating Web sites by bringing them into the Library for these practical and informative sessions that build life-long learning skills!