

# Faculty-Specific Library Info

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# Faculty Section of Library

## Website

**More details for faculty are found on the [Faculty Information](#) page of the library website.**

There you can find information about faculty fine policies, reserves, and more.

If there's something we're missing, please let Linda or Jan know, and we'll add it to the page.

# Reserves

**Books put on reserve are available for short-term use in the library.**

- Faculty may contact Jan Nass in the library ([nassja@mlc-wels.edu](mailto:nassja@mlc-wels.edu)) to [put copies of books on reserve](#).
- Digital versions of books are encouraged; contact Linda Kramer ([kramerlm@mlc-wels.edu](mailto:kramerlm@mlc-wels.edu)) for information on purchasing e-book reserves with library funds.

# Library Guides

**Library Guides are pages on subject areas or topics that provide more information on using the library.** Guides list databases useful for each subject area, give information on navigating the catalog and library for a subject, link to professional journals and reference sources, and more.

## Music Research Guide

The MLC Library has a variety of resources to help you find the music information you need. From our music-specific databases to music history books to our hymn prelude index, we can help you find what you need. Use this guide to get started, and ask a librarian for help finding even more items.

### All Items by Source

<a href="#">Ebooks</a>	<a href="#">Journals/Magazines</a>	<a href="#">Music Resources (Included in Discovery searches)</a>
<a href="#">General Databases</a>	<a href="#">Journals/Magazines available in full text through Discovery</a>	<a href="#">Music Resources (Search separately -- not included in Discovery)</a>

### Music Resources (Included in Discovery searches)

[Naxos Music Library](#)   
Extensive library of music information and recordings.  
**note:** Please remember to log out when you are finished with a session, as we have a limited number of people who can use this resource at the same time.

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[Oxford Companion to Music](#) 

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[Oxford Dictionary of Music](#) 

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[Oxford Music Online](#)   
Includes the full text of *The New Grove Dictionary of Music and Musicians*; *The New Grove Dictionary of Opera*; and *The New Grove Dictionary of*

**You may find it useful to link to a library guide in Moodle** to get students to topical resources efficiently.

**Guides can be created for a particular course to highlight library resources that would be most useful for students in that course.** If you'd like one created, contact Linda. It can be

customized to fit your needs.

**Library guides** are linked in the **Library Help --> Research Help** section of the [library website](#).

## Research Help

Reference  
Question?



**Mrs. Linda Kramer**  
Library Director  
Reference  
Librarian

MLC Librarian Research Help

MLC Library Resources Slideshow

Library Tutorials

Library Tip Sheets

Library Guides (organized by subject and by topic)

### Library Guides

Learn which library resources are useful for your research topic.

By subject area:

- Art
- Education
- English
- ...

#### CONTACT US:

Phone: 507-233-9131

Email: [library@mlc-wels.edu](mailto:library@mlc-wels.edu)

#### MENU

Library

- Library Resources
- Library Help
- **Research Help**
- Interlibrary Loan Help
- Library Account Help
- Writing Help
- Library Information
- Information for Graduate & Online Students
- Resources for Faculty

# Library Help for Students

**Please encourage your students to contact a librarian** for:

- Research help -- searching databases, selecting keywords, using indexes, finding books on the shelf, and more. Not all students know how to use a library before they arrive at MLC. We are ready to help them!
- ILL requests -- finding copies of books or articles, even if they aren't part of our MLC collections. Digital ILL article copies and requests for books from other libraries are an underutilized service that our library provides.

We are happy to help in person, by phone, or by email.

# Library Orientation and Instruction

**Many of our students have little to no experience using libraries.** They get a 15-minute tour during first-year orientation, and that is the only consistent, formal library information they receive. If your assignments require the use of library resources, please contact Linda Kramer to do a general or specific instruction session for your students. If you do your own instruction on the use of library resources, please let Linda know what you cover so that we present the best information without duplicating efforts.

Linda can also provide informational handouts or create web-based, self-paced tutorials that can be assigned as part of a class or as a standalone module.

# Book Purchase Requests

If you come across an interesting book when reading professional journals or catalogs, and you think it would be good for our library to own, **please submit a request for purchase.** Requests may be placed in a variety of ways; use what is most convenient for you:

- Email Linda Kramer ([kramerlm@mlc-wels.edu](mailto:kramerlm@mlc-wels.edu)) with the title, author, ISBN, etc.
- Mark catalog pages and send them to Linda through campus mail.
- Fill out a pink request card. (If you don't have any, let us know.)

Please let us know if the request needs special handling, e.g. rush status, will be placed on your reserve shelf, if you'd like to be notified when it is ready for checkout. We accommodate these requests from faculty to the best of our abilities.

# Did You Know?

**Some of our library collections and services are well-used by some and little-known by others. Here are a few highlights:**

- **We have a large collection of organ and piano music**, and hymns found in that music are available to search by title, composer, CW hymn number, or hymn tune name in our [Hymn Prelude Index](#). The index is found online, and a print copy is in the music room of the library. This is a great resource for pianists and organists. It has been available for over 30 years and continues to be updated.
- **Our Curriculum Library is made for teachers!** Located on the lower level of the library, it holds a variety of textbooks and teaching aids that can be checked out and used in lesson preparation. Curriculum library items are included in the [library catalog](#); search *curriculum library* plus the topic or item you're looking for, e.g. *curriculum library math* or *curriculum library puppet*, or visit the library to browse the collection.
- **Your library barcode and password give you access to two collections of ebooks and audiobooks** through a service called Overdrive. Check out and download titles to your phone, tablet, or e-reader from the [MLC Overdrive Collection](#) or the [TdS Overdrive Collection](#). Students may be interested to know that we have ebook copies of [MTLE test prep](#) materials.
- **You can browse copies of periodicals, or search within a particular journal or magazine, by using A-Z Periodicals**, linked below the search boxes on the [library's main page](#). Some journals are available in PDF so you see the article as it appeared in the journal (minus full-page advertisements), and others are in HTML full text. Hint: If you want a PDF, but the database you're looking at only has HTML, check other databases to see if they have PDF versions available.
- **We work closely with our area public libraries.** As part of the Traverse des Sioux consortium, our MLC library users have access to local public libraries' collections in person or by requesting their items to be picked up at MLC.
- **Many of our library databases are provided through the state of Minnesota's [ELM \(eLibrary Minnesota\)](#) project.**

The new ELM contract began on July 1, 2020, and there were some slight changes to the databases offered. You probably won't notice a difference, but if you have questions, please contact Jan Nass or Linda Kramer about this.

- **We weed the collection to make room for new materials and to keep the collection current and focused on our curriculum.** Initial "potential weed" lists are created by Linda based on checkout history, book condition, and other factors, but faculty are always invited to provide input before final decisions are made.
- **If you share articles with students, be sure to use the "permalink" or "stable URL" for the article.** This ensures that the article can be accessed later, from on and off campus. If you just copy and paste the URL from the address bar, it may not work when opened again. Jan or Linda can help with permalink questions.