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Note: all text in a red box or in underlined blue font is hyperlinked.
Support for Teaching

Your Liaison Librarian
Your department has a subject specialist Liaison Librarian who can contribute to your courses in many ways.

Your Liaison Librarian can:
- Develop tailored workshops and presentations for your courses
- Meet with your students to guide them in their discovery of information resources
- Offer advice on developing assignments that target research skills
- Train teaching and research assistants on searching library resources
- Assist in linking to course readings and other materials in myCourses
- Create course guides to highlight relevant resources for course assignments
- Buy additional material you need to support your teaching. Please let your Liaison Librarian know about any gaps in our collection or complete our Suggest a purchase form.

Essential Services for Teaching myCourses
myCourses can be a central source of required materials that in the past may have been on reserve or included in a coursepack. The Library often has online access to journal articles and book chapters that are assigned readings for courses. To minimize the need for a coursepack, your Liaison Librarian can help you create direct links from your myCourses site to required library resources. You may also upload scanned book chapters and journal articles to myCourses. The Library will seek permissions and pay copyright fees if needed. To learn more, refer to this online guide. A link to the Library automatically appears on every student’s myCourses homepage. Here is an online guide if you wish to add the links yourself.

You can also:
- Assign any library staff member a “Librarian” role in myCourses. He or she will be able to add links and upload files, such as in-class library presentation materials, to your class site.
- Link to course reserves from the myCourses navigation bar. If you prefer, your Liaison Librarian can do this for you once assigned a “Librarian” role within myCourses.

McGill’s IT Knowledge Base offers instructions on assigning Librarian roles.

Copyright Advice
For information on copyright best practices for teaching, contact the Library’s copyright office, your Liaison Librarian or visit the copyright FAQ page.

Course reserves
The Library purchases material to support coursework and other teaching and learning activities. Course materials that cannot be made accessible to students via myCourses can all be placed on short-term reserve loan (usually three hours or two days) in each of the branch libraries. Your students can search for reserve materials in the Library catalogue. For more information on course reserves, click here.

For more information about how the Library can support your teaching, visit our Teaching Services page.
Support for Research

Complying to funder open access policies
Librarians will provide support for complying with the Tri-Agency (CIHR, NSERC, SSHRC) policy on open access publications. We can assist in depositing your work in the Library’s institutional repository, eScholarship, as a means to comply with this policy. The repository exists in an online, open access environment, making it easy for researchers all over the world to find and access your research output.

Data management planning and sharing
Canada’s three federal research granting agencies—CIHR, NSERC, and SSHRC—have adopted the Tri-Agency Statement of Principles on Digital Data Management. Librarians are available to support researchers establishing and implementing data management practices that are consistent with ethical, legal, and commercial obligations, as well as Tri-Agency requirements. Librarians can also advise on the best repositories or platforms that securely preserve, curate and provide continued access to research data.

Copyright permissions and best practices
For researchers wishing to incorporate third-party content, such as figures or photographs, into their research outputs, the Library can provide copyright best practices. For more information, contact your Liaison Librarian or copyright.library@mcgill.ca.

Discovering and visualizing research data
The Library offers data services to help you discover, access and use research data. We are equipped with dedicated workstations offering Stata, SPSS, SAS, NVivo, and ArcGIS as well as a number of open-source applications. Librarians do not provide consultative services for running statistical analyses, but they can help you manipulate data to get it into the right shape and format so that you can run your quantitative tests. Librarians also support qualitative data mining and data visualization. The Library’s Research Commons provides researchers with access to a data visualization wall, 3D printers and more.

Library workshops
Workshops on tools such as citation management software and discipline-specific resources are offered throughout the year. Consult the schedule by clicking here.

Your Liaison Librarian can:
- Provide support with search strategies, including literature/systematic review support
- Direct you to collections and materials that are relevant to your research
- Purchase items to add to the Library collection
- Keep you informed of services and research tools, such as citation management software, and current awareness services
- Discuss issues of copyright
- Suggest options for disseminating your research
- Verify bibliographic information

Essential services for research
The Library’s Scholarly Communications team and your Liaison Librarian can provide specialized assistance on the following topics:

Research impact and metrics
Librarians can help you and your research team assess publication venues for impact and assist in avoiding predatory publication outlets. Librarians can also help you develop your researcher profile and enrich your tenure portfolio by helping you find your h-index, citation counts, alternative metrics and more. Visit our Impact Measurements guide for information about different types of research metrics.

Author support
Often publishers create barriers for authors who want to reuse their work or allow others to use it. Librarians can review your contract agreements and provide support and expertise in negotiating your rights. This is particularly important for authors with funding requirements for open access.
The Library offers McGill WorldCat and the Classic Catalogue for discovering its physical and electronic collections as well as other collections from around the world. All library resources (electronic resources and physical items) can be found in the WorldCat catalogue. Only physical items can be found in the Classic Catalogue.

**McGill WorldCat**
- "Discovery tool": An interface that searches McGill’s library catalogue, the catalogues of other WorldCat institutions, and select databases
- **Default search box on the Library’s homepage**
- Can be used to search library collections worldwide
- Provides a simple interface for refining search results by date, subject, language, format, and more
- Automatically searches select research databases to retrieve relevant journal articles
- Sign in to create and share saved lists, and to review items found in WorldCat

Capabilities include:
- Underlying structure built for web-scale and mobile devices
- Access to full-text and peer reviewed articles
- Access to open access resources like HathiTrust
- Multi-lingual interface; 12% of searches are done with the interface in French
- Usability-testing built into the process with real users
- Ability to link search results in Google Scholar to the full-text of e-resources found in WorldCat

**Classic Catalogue**
- Traditional library catalogue
- Accessible via link on the Library’s homepage
- Searches the Library’s print collections only
- Offers advanced search parameters to create a specific initial search
- Retrieves journal titles, but not individual articles
- Sign in with your library account to save searches and create lists (no sharing capabilities)

Local capabilities include:
- Access to your library account to renew books, view loans, etc.
- Access to special sub-catalogues (e.g., new titles, McGill theses, audio-visual etc.)
- Allows you to search the course reserves catalogue
- Allows you to search by branch or collection
- Allows you to search by call number
- Provides maps of library shelves to locate desired items
Collections
The Library has the largest collection in Quebec and is one of Canada’s largest academic libraries, with access to over 6 million items. The Library collects materials in diverse formats to support the teaching, learning, and research demands of all disciplines. Visit our branch page to learn more about the various collections found across the University.

Government documents
The Government Information Collection consists of publications produced by governments, government agencies, and intergovernmental organizations. The Library is a depository library for publications from Canada (in English and French), the United Nations, the European Union, and the International Labour Organization. Emphasis is also placed upon documents from the Canadian Provinces (particularly Québec), Great Britain, the United States, the OECD, the IMF, and the World Bank.

Data resources
The collections consist of numeric, spatial, and textual research data files, particularly quantitative research data, including microdata, aggregate data, and time-series databases of relevance to a wide range of disciplines. Visit the Data & Statistics website for more information.

Multimedia collections
The Library collects a full range of non-print materials including film, music, and art, in both physical and electronic formats.

- In addition to scores and literature about music, the Marvin Duchow Music Library houses sound and video recording collections, including over 30,000 CDs, 3,000 DVDs, and 40,000 LPs reflecting the full gamut of human musical creation.
- The Humanities and Social Sciences Library includes over 9,000 browsable DVDs in its self-serve reserves room.
- You can view audio and visual material in your office, in class, or anywhere else via such specialized databases as Films on Demand, Theatre in Video, ArtSTOR, Naxos Music Library, Medici.tv, Counseling and Therapy in Video, and Anatomy.TV.
- Overdrive is a platform for downloading popular e-books, videos, audiobooks, and music for a specific period of time.

Rare Books and Special Collections
The Library houses one of the major repositories of rare books and special collections in Canada. The Library began collecting rare materials in the 1850s and, through gifts and purchases, the holdings now constitute rich and highly diverse research collections. Detailed descriptions are available on the websites of McGill’s Rare Books and Special Collections Department, the Oster Library of the History of Medicine, the Marvin Duchow Music Library, and the Nahum Gelber Law Library.

In every branch, staff are available to assist faculty members by making all of these collections available for consultation, research, and teaching purposes. We encourage McGill faculty members to use materials from our collections. It is also possible to organize customized sessions for undergraduate or graduate students in the Library or the classroom.

McGill University Archives
The University Archives Reading Room, located on the 4th floor of the Humanities and Social Sciences Library, contains a range of resources, including published sources on the history of Montreal and McGill University, McGill University calendars, and McGill University publications, such as Old McGill Yearbooks and McGill News. Also available in the Reading Room are the University Archives finding aids for manuscript collections and University records, as well as a series of information files about the University.

The Archives maintain a significant online presence as well. A Guide to Archival Resources at McGill University, first published in print in 1985, includes descriptions of records held by the University Archives in addition to those in other McGill University repositories. Searchable databases include various photograph collections (with 14,000 digitized images), selected private fonds, media collections, and McGill University administrative records listings. The McGill University Archives website also contains online exhibits, such as McGill Remembers, honouring the soldiers of World War II, and electronic versions of the records from the War Records Office. The McGill History Portal sheds light on the individuals, groups, and events that have shaped the university’s history.

Digital collections
Visit the digital exhibitions and collections website to explore more than 40 online projects covering a wide array of subjects including art, architecture, history, literature, engineering, medicine, maps, music, and urban design.
Borrowing from the Library
Faculty enjoy generous loan periods and a high number of simultaneous loans. Nonetheless, you are also subject to recalls and fines for unreturned or lost items. Visit the [faculty borrowing privileges website](#) for more information.

Your McGill ID card is your library borrowing card. Please carry it with you whenever you visit the library.

To check out materials from any of the branch libraries, use an auto-loan machine or present your McGill ID card at one of the loans desks.

**Requesting items**
If you are a faculty member with a campus address that is served by McGill's internal mail system, you may request any item available for loan to be delivered to your campus address. You can also request to have material sent for you to pick up at the branch library of your choice.

Sign in to your [library account](#), find the item you want in the catalogue, click on the Request item link, and choose your preferred delivery location. Requests may be placed on both items out to another borrower and those on the library shelves. Note that delivery of requested items may take 2 to 4 working days.

**Scanning service**
McGill students, faculty and staff may request scanned copies of journal articles or book chapters from the Library's print collections to be sent to a McGill email address. Delivery time is normally 2 to 4 working days. More information is available on the [Library's website](#).

**Authorized borrowers**
Faculty may authorize individuals (e.g., students, research assistants, visiting professors) to borrow library materials on their behalf by completing an [authorized borrower form](#). Please note that all recalls, overdue notices, etc. will be sent to the faculty member, who assumes final responsibility for the loans. Authorized borrowers have the same borrowing privileges as McGill faculty and staff.

**Retired faculty**
Retired McGill faculty enjoy the [same borrowing privileges as active McGill faculty](#).

Spouses
Spouses of current McGill faculty can enjoy faculty borrowing privileges. To obtain a complimentary membership card, complete the [McGill Library membership form](#).

**If we don’t have what you’re looking for**
Suggest a purchase for the library collection. Speak to your [Liaison Librarian](#) or fill out the online [form](#).

University faculty, staff, and students may borrow items in person from participating Quebec and Canadian university libraries. To do so, you must first obtain a BCI card (acronym for the Bureau de Coopération Interuniversitaire) at the service desk of any McGill Library branch. The Library’s [Interlibrary Loans Service](#) (ILL) can also obtain materials you need that are not held at McGill. McGill faculty and students are entitled to borrow materials on a long-term basis from the [Center for Research Libraries](#) (CRL). You may search the [CRL catalogue](#) and request materials via ILL.

Your Library Account

Sign in to your library account in order to:
- See which items you have out
- Renew items
- Create and monitor your hold requests
- View your loan and hold history
- View any outstanding overdue fines
- Change your PIN

**How do I access my library account?**
2. Click on the “Library account” link in the bottom left-hand column
3. Enter the barcode number from your McGill ID card, and your library PIN. (You can also sign in with your McGill username and password.)

Your default library PIN is your birthdate in the form yyyyymmdd and can be changed.
Off-campus access to resources

If you are off campus, you will need to “authenticate” yourself as a McGill faculty member before accessing the Library’s wealth of online journals, databases, video collections, and more. There are two methods to authenticate, EZproxy and Virtual Private Network (VPN).

**EZproxy**

A quick way to gain off-campus access to McGill Library’s resources

If you navigate to a resource [such as an e-book or e-journal] from the Library’s website, you will be prompted to enter your McGill email address and password. You will be asked to log in once per browser session.

Requires no prior computer or browser set-up, so you can access McGill-licensed materials from any computer connected to the internet.

You will need to sign in again if you start a new browser session.

In order to authenticate, you must first navigate to a licensed resource such as an e-journal, database, or online book through the Library’s website.

If EZProxy doesn’t work with McGill WorldCat, use the VPN.

For more information click [here](#).

**Virtual Private Network (VPN)**

A connection to the McGill network using an off campus internet provider. Gives you the same functionality as when connected on campus.

First you must configure your computer with McGill’s VPN. The McGill IT website provides instructions for setting up this connection on different operating systems. For assistance, contact the IT Service Desk.

To connect, click the desktop icon before opening your browser. Your computer will be routed through the campus network as if you were on campus.

Provides a more seamless experience when navigating to McGill-licensed materials.

The VPN will remain connected until you disconnect, whether or not you close your browser.

VPN is a part of other university infrastructure and is required to remotely access restricted websites and services, such as buying and downloading some software.

Although you only need to set up VPN once, you will need to connect before opening your browser whenever you want to access library resources.
Printing, Photocopying, and Scanning

Printing and photocopying at all branches of the Library are managed by uPrint, a university-wide copy and print management service. You can send a print job to the central print queue and pick it up from any uPrint machine at McGill. You can also install drivers to print from your own laptop or computer at home. The uPrint system also handles photocopying. Colour and black-and-white machines may be found in each branch library.

To log in to a uPrint device, swipe your McGill ID card. Your departmental coordinator can ensure that your account is connected to the uPrint system.

uPrint machines can also scan documents and send them to your email as PDF attachments.

McGill University is also a member of Eduroam, an international authenticating service. With this service you can use your McGill email address and password to gain wireless internet access on the campuses of participating institutions around the world. Further details can be found in McGill’s IT Knowledge Base.

Citation management software
McGill provides two time-saving citation management programs, EndNote and RefWorks.

Citation management software allows you to:

- Save references from online searches
- Manually enter references
- Organize your references in different folders (groups)
- Find the full text of your references
- Create bibliographies
- Cite references within a text document

The Library offers hands-on workshops and consultations on using these programs. To get started or ask a question, visit our www.mcgill.ca/library or contact us.

The Research Commons
The Research Commons is a technology-enhanced, collaborative space that brings together services and resources to support researchers. Located on the first floor of the Redpath Library Building, Room A is a meeting and presentation space featuring a visualization wall, a powerful computer capable of running large datasets, a virtual reality headset and flexible furniture. Neighbouring Research Commons Room B is an innovation, collaboration and experiential learning space that features three 3D printers, a 3D scanner, and furniture groupings that facilitate one-on-one and small group discussions, as well as project meetings and training sessions.

Several of the Library branches have Spirit Book Scanners, which are self-service machines that can be used to easily scan book pages, saving high-quality PDF files directly to a USB memory device.

Working wirelessly at McGill and abroad
The Library is part of the McGill Wireless Zone. Log in to the wpa.mcgill.ca networks with your McGill email address and password.
This year’s cover was selected in honour of Expo ’67’s 50th anniversary and McGill’s Expo ’67 slide collection. Font cover: Thousands of Expo ’67 visitors filling the streets for a V.I.P visit outside the Yugoslavia Pavilion. Inside covers: USSR & USA Pavilions.
McGill Library. Everything you need.

www.mcgill.ca/library