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.

Copyright Advice

For information on copyright best practices for teaching, contact the Library’s copyright office or 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.

Copyright Permissions and Best Practices

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

Get to know your Liaison Librarian

Liaison Librarians, such as Michael David Miller, know your department inside and out and can help you find what you need.

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

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Millionaire's List: Your Past is Just the Beginning

Under exclusive agreements with your country's leading millionaires, we provide you with unparalleled access to their wealth of success stories. Discover how these titans of industry, finance, and innovation have achieved their fortunes and learn the strategies they used to become leaders in their respective fields. Whether you're a budding entrepreneur or a seasoned executive, our Millionaire's List is the ultimate resource for inspiration and guidance.

Get Started Today

Access the Millionaire's List now and unlock the secrets to financial success. From investment strategies to startup advice, our platform offers a wealth of information to help you achieve your own financial goals. Sign up for a free trial today and start your journey to financial freedom.

Why Choose the Millionaire's List?

- Exclusive access to successful millionaires
- Comprehensive resources for financial growth
- Tailored content for your success journey

Join the Thousands of Users Already Successing

Join a growing community of individuals who are committed to achieving financial success. With the Millionaire's List, you'll have access to the knowledge and resources you need to take your financial goals to the next level. Sign up now and start your journey to financial freedom.
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 Osler 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 guidelines. Visit 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. Archives finding aids for 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 over 6 million items 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(s) you want in the catalogue, click on the Request button, 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 days.

Scanning service
McGill students, faculty and staff may request scanned copies of journal articles or book chapters from Library’s print collections to be sent to a McGill email address. Delivery time is normally 2 to 4 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 Loan Services (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?
1. Go to www.mcgill.ca/library
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

Your default library PIN is your birthdate in the form yyyymmdd and can be changed.
The starting point for everything you need.
The Library’s website is your home base for accessing our collections and learning about our services.
mcgill.ca/library

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

**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

**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

**Pros**
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

**Cons**
For more information click here

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.

Several of the Library branches have Spirit Book Scanners, 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.

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 website or contact us.

**The Research Commons**
The Research Commons is a new 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.

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This year's cover was selected in honour of Montreal's 375th anniversary. Engraving after R.A. Sproule, View of Montreal from Saint Helen's Island, 1830. Lande Print Collection, #35, Rare Books and Special Collections, McGill University Library and Archives.
McGill Library. Everything you need.

www.mcgill.ca/library