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
• Guide your students in their discovery of information resources (research consultations)
• Offer advice on developing assignments that target research skills
• Train teaching and research assistants on library resources and research skills
• 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 want to support your teaching. Please let your liaison librarian know about any gaps or complete our “suggest a purchase” form.

Get to know your liaison librarian

Liaison Librarians, such as Jessica Lange, know your department inside and out and can help you find what you need.

Essential Services for Teaching

MyCourses

MyCourses can be a central source of required materials that in the past may have gone on reserve or 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 sites to required library resources. A link to the library automatically appears on every student’s MyCourses homepage.

Here is a video 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.

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.

eExams

Students appreciate the library’s eExams service, which provides copies of previous exams to help them prepare for upcoming exams. Faculty authorize the deposit of exam papers into the eExams database through the Examinations Coordinator’s Office. Contact McGill’s exam administrator for more information on making your past exams available to students.

For more information about how the library can support your teaching, visit the library’s Teaching Services website.
Support for Research

Librarians: collaborators in research

Your Liaison Librarian can partner with your research teams and contribute to your scholarly success in a variety of ways. Research culture may vary from discipline to discipline, 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 library 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

Determining the impact of scholarly journals

The library can help you track the impact of your work. Contact your Liaison Librarian to find out more about key resources and citation practices in your field. Two useful tools in the STEM disciplines are:

- Scopus Journal Analyzer, which offers its proprietary measures SJR (SCLmag Journal Rank) and SNIP (Source Normalized Impact per Paper)
- Web of Science (ISI Web of Knowledge)

Who is citing you?

Check Author Citation Rates (h-index) and track citations of individual articles as well as larger patterns in your field:

- Web of Science (ISI Web of Knowledge)
- Scopus
- Google Scholar

Consult with a librarian to find out more about SPARC Canadian Author’s Addendum and eScholarship

Library workshops for faculty

Workshops on tools such as citation management software and discipline-specific resources, are offered throughout the year to faculty. If you prefer, you can always contact your Liaison Librarian for a 1-on-1 consultation. For your information, there are extracurricular workshops and programs designed for undergraduate, graduate, and post-doctoral students from all disciplines.

Check our workshops calendar for dates and times.

The Essentials

McGill WorldCat and the Classic Catalogue

McGill 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 (e-resources and physical items) can be found in the WorldCat Local catalogue. Books and physical items can be found in the Classic Catalogue.

Classic Catalogue

- Traditional library catalogue
- Accessible via link on library’s home page
- Searches McGill 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.

Offers local capabilities:

- Provides access to your library account to renew books, view loans, etc.
- Provides special sub-catalogues (e.g., new titles, McGill theses, audio-visual etc.)
- Allows you to search course reserves catalogue
- Allows you to search by call number
- Provides maps of library shelves to locate desired items

McGill WorldCat

- "Discovery tool": An interface that searches McGill’s Classic Catalogue, the catalogues of other WorldCat institutions, and select databases
- Default search on library’s home page
- Can be used to search library collections worldwide
- Provides simple interface for refining search results by date, subject, language, format, and more
- Automatically searches WorldCat/FirstSearch periodical literature databases to retrieve some relevant journal articles and other research databases.
- 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
- Full-text and peer reviewed articles
- Open access resources like HathiTrust
- Interface is available in multiple languages, and 12% of searches are done with the interface in French
- Usability-testing built into the process with real users
- e-resources in WorldCat are linked to GoogleScholar
Collections
McGill Library has the largest collection in Quebec and is one of Canada’s largest academic libraries with access to over 6 million monographs and 80,000 online serials and databases. The library collects materials in diverse formats to support the teaching, learning, and research demands of all disciplines represented at McGill. Visit the branch library 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. McGill 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
McGill Library collects a full range of non-print materials including film, music, and art, in both physical and electronic formats including:
- 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 1,000 browsable DVDs in its self-serve viewing 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 Online, Medici.tv, Counseling and Therapy in Video, and Anatomy.TV.
- Overdrive is a platform for downloading popular e-books, videos, audiobooks, and music.

Rare books and special collections
McGill Library houses one the major repositories of rare books and special collections in Canada. The library began collecting rare materials in the 1850s, and through gift and purchase 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, and McGill News. Also available in the Reading Room are the University Archives databases of relevance to a wide range of disciplines, 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 the 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, reserved rooms 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 Materials
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 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 into 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 several days.

Scanning service
McGill students, faculty and staff may request scanned copies of journal articles or book chapters from the print collection of the McGill Library, to be sent to a McGill email address. Delivery time is normally 2 to 4 days. More information is available on the dedicated website for faculty and staff.

Authorized borrowers
Faculty may authorize individuals (e.g., students, research assistants, visiting professors) to borrow library materials on their behalf by completing an authorized borrowers 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 McGill doesn’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 can borrow items in person from participating Canadian libraries. To do so, you must first obtain a CREPUQ card (acronym for the Conférence des Recteurs et des Principaux des Universités du Québec) at the loans desk of any McGill branch library. The Library’s Interlibrary Loans Service can also obtain materials you need that are not held at McGill. McGill faculty are entitled to borrow materials on a long-term basis from the Center for Research Libraries (CRL). You can search for and request CRL materials through Interlibrary Loan.

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. Access “library account” icon on 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 000000 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.

EZproxy
A quick way to gain off-campus access to McGill Library’s resources.
If you navigate to a library resource (such as an e-book or journal) from the library’s website, you will be prompted to enter your McGill e-mail 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. To connect to the VPN, click on the desktop icon before opening your browser. Your computer will be routed through McGill’s campus network as if you were working on campus.

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).

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.
- For more information click here.

Cons
- 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.

To log in to a uPrint device, simply 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 e-mail 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.

Printing, Photocopying, and Scanning
Printing and photocopying at all branches of the McGill Library are now 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.

Mobile site
The library’s mobile site provides easy access to library services on most smart phones and tablet devices.

Features on the mobile site include:
- Catalogue search
- Course reserves
- Ask us
- Library hours
- Library finder on Google Maps
- Library news
- FAQs

Working wirelessly at McGill and abroad
The library is part of the McGill Wireless Zone. Log in to the wpa.mcgill.ca or mcgill.ca networks with your McGill e-mail address and password.

McGill University is also a member of Eduroam, an international authenticating service. With this service you can use your McGill e-mail 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:
- Collect references to books, articles, etc. when searching databases, library catalogues, and other sources
- Organize and search your personal database of references and attach related documents
- Generate bibliographies and format references using word processing software

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 at citations.library@mcgill.ca.

Connecting to Library Services off Campus

EZproxy
A quick way to gain off-campus access to McGill Library's resources.

If you navigate to a library resource (such as an e-book or journal) from the library's website, you will be prompted to enter your McGill e-mail address and password. You will be asked to log in once per browser session.