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Meet your Liaison

Get to know your Liaison Librarian

Liaison Librarians, subject specialists, know your department inside and out. We encourage you to schedule a meeting early in the semester with your librarian.

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

**Explore your LibGuide(s)**

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 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, you can 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.

**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

Data management planning and sharing data
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, visit the Copyright at McGill page.

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 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 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 here.

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

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

Research impact and metrics
Librarians can help you and your research team assess publication venues and assist in avoiding predatory publications. They can also help 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
Librarians can review your contract agreements and provide support and expertise in negotiating your author rights. This is particularly important for authors with funding requirements for open access.

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 worldwide to access your research.
The Essentials

WorldCat Discovery

How do I access my library account?
2. Sign in with your McGill username and password by clicking the Sign In button on the top right-hand side of the page.

Finding databases and journals

McGill WorldCat Discovery

- "Discovery tool": An interface that searches McGill’s library catalogue, the catalogues of other WorldCat institutions, and select databases
- Search box on the Library’s homepage
- Can be used to search library collections worldwide, including all of McGill’s physical collections and online resources
- Provides a simple interface for refining search results by date, subject, language, format, and more
- Advanced search allows you to construct a search specifying a combination of twenty three indexes such as Author, Language, Title Phrase etc.
- Automatically searches select research databases to retrieve relevant journal articles
- Underlying structure built for mobile devices
- Access to full-text and peer-reviewed articles
- Access to open access resources like HathiTrust
- Multilingual interface
- Allows you to search the course reserves catalogue
- 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

Library Guides

- Library guides help you make the most of the Library and find what you are looking for
- Guides covering everything from 3D printing to LGBTQ+ Studies to Writing Resources
- Searchable by subject, type or by librarian
- Guides are curated by your librarian and can help you find subject-specific: databases; articles; handbooks; encyclopedias; videos; grey literature; and more
**Collections**
The Library has the largest collection in Quebec and is one of Canada's largest academic libraries, with access to over 7.5 million items. We collect materials in diverse formats to support the teaching, learning, and research demands of the McGill community. Visit our [branch page](#) to learn more about our varied collections.

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

- **We have over 2,707,183 e-books**, growing yearly
- **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 musical creation
- **The Marvin Duchow Music Library also offers a comprehensive guide of online audio and discographies**, featuring music libraries and recordings
- **The Humanities and Social Sciences Library includes over 9,000 browsable DVDs in its self-serve reserves room and the Library offers a variety of film content databases and streaming services**
- **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**

**Rare 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](#), the [Osler Library of the History of Medicine](#), the [Marvin Duchow Music Library](#), and the [Nahum Gelber Law Library](#).

We encourage McGill faculty members to use materials from our collections. In every branch, staff are available to assist by making all of these collections available for consultation, research, and teaching. It is also possible to organize customized sessions for undergrad or grad students upon request.

**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 exhibitions and collections**
Visit the digital exhibitions and collections website to explore over 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 for pick-up or delivery**
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.
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.

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).

Printing, photocopying, and scanning
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.

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.

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.

Proxy and sponsored borrowers
Faculty may now choose between one of two new services “Sponsored Borrower” system or the new “Proxy Borrower” system. The new Sponsored Borrower system allows a faculty member to request borrowing privileges for non-McGill people. The new Proxy Borrower system allows a faculty member to have one or more individuals borrow materials on their behalf. Please review the information for both services and fill out the form to request the type of account that fits your situation. Please contact a branch library service desk if you have any questions about this transition. Additionally, contact a branch service desk if materials are checked out on the expiring Authorized Borrower than need to be transferred to one of the new types of accounts.

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 membership form.

Technology
The Library offers access to cutting-edge technology to enhance teaching and learning, including a visualization wall, a powerful computer capable of running large datasets, virtual and augmented reality headsets, 3D printers, 3D scanners, Raspberry Pi started kits, arduinos and more.
Contact Us

Birks Reading Room
Borrowing: 514.398.4127 | hsslloans.library@mcgill.ca

Education Curriculum Resources Centre
Borrowing: 514.398.4734 | hsslloans.library@mcgill.ca

Geographic Information Centre (GIC)
Info: 514.398.7438 | GICsupport@mcgill.ca

Humanities and Social Sciences Library (HSSL)
Info 514.398.4734 | hssl.library@mcgill.ca
Borrowing: 514-398-4734 | hsslloans.library@mcgill.ca

Islamic Studies Library
Info: 514.398.3662 | islamic.library@mcgill.ca
Borrowing: 514.398.3662 | islamic.library@mcgill.ca

Macdonald Campus Library
Info: 514.398.7881 | macdonald.library@mcgill.ca
Borrowing: 514.398.7881 | macdcirc.library@mcgill.ca

Marvin Duchow Music Library
Info: 514.398.4692 | music.library@mcgill.ca
Borrowing: 514.398.4692 | musiccirc.library@mcgill.ca

McGill University Archives
Info 514.398.4711 | refdesk.archives@mcgill.ca

Nahum Gelber Law Library
Info: 514.398.4715 ext. 00171 | law.library@mcgill.ca
Borrowing: 514.398.4715 ext. 00161 | lawcirc.library@mcgill.ca

Osler Library of the History of Medicine
Info: 514.398.4475 ext. 09873 | osler.library@mcgill.ca
Temporarily closed. Services, spaces and collections currently located in the Humanities and Social Sciences Library

Rare Books and Special Collections
Info: 514.398.4711 | rarebooks.library@mcgill.ca

Research Commons
Info: 514-398-4734 | research.commons@mcgill.ca

Schulich Library of Physical Sciences, Life Sciences, and Engineering
Info: 514.398.4769 | schulich.library@mcgill.ca
Borrowing: 514.398.4769 | schulichloans.library@mcgill.ca
Temporarily closed. Services, spaces and collections currently located in the Humanities and Social Sciences Library

Note: Osler Library of the History of Medicine and Schulich Library of Physical Sciences, Life Sciences, and Engineering are temporarily closed.

Click here for info on where to find Osler staff, collections and spaces and click here for the Schulich Library information.