**MSU Libraries**

http://library.msu.edu/

**How can I get help from a librarian?**

Extension’s appointed librarian is **Suzi Teghtmeyer**, who is the subject librarian for Agriculture, AFRE and our official Extension liaison: teghtmey@msu.edu. Also know that, depending on your area of research, you may want to check the MSU Library Subject librarians. <http://library.msu.edu/contact/subjectlibrarian/>

**Do I need an ID card to use the library?**

For many things, yes. You will need the barcode number on your employee ID to register in ILLiad and get books shipped to you, or to physically check out books yourself at the library.



For many of the electronic resources, you will just need your MSU NET ID and password. To get an ID, you need to either visit the [MSU ID office](http://idoffice.msu.edu/) the next time you are on campus, or contact Rachel Kramer with MSUE HR, and she can work with you and the ID office to get you an ID which will not have a photo on it, but will have the barcode needed for these services.

**If I’m doing research and need help, or get an error, who can I contact?**

Click on Contact - [Ask a Librarian](http://library.msu.edu/contact/askalib/). 24-hour help is available.

**I’m not close to campus. How can the library help me?**

If you are off campus, register in ILLiad as a Distance User: <https://interlib.lib.msu.edu/> . ILLiad – **I**nter**L**ibrary **L**oan form.

They can mail you books and send PDFs of book chapters and journal articles through the Illiad portal. You will need the barcode number on your employee ID to register in ILLiad. When you receive your items, instructions on how to return mailed items will also be included. You will need to return the materials via a verifiable delivery system (such as FedEx or UPS) or in person. You do not need to pay for the return payment of the material to MSU Library. Questions or concerns can be addressed to ILL at: ill@lib.msu.edu.

Here are some most common materials you can get from a distance, and how you can get them:

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| Articles from journals at MSU:  | MARS & ILLiad |
| Articles from journals not held at MSU: | ILLiad |
| * Books held at MSU Libraries:
 | ILLiad |
| * Books not held at MSU Libraries:
 | First - try Uborrow (using ILLiad)Second - try MelCatThird try - WorldCat (using ILLiad) |

**I’m not sure which sources to try first in my research. How do I know where to begin?**

Start with the MSU Research Guides: <http://libguides.lib.msu.edu/researchguides>. Research guides on various subjects will help you with identifying books, ebooks, article databases, reference materials and other items.

If you know your institute is going to be doing a lot of programming and research in a given area, and if a guide doesn’t exist for it, contact Suzi Teghtmeyer. She can point you in the right direction or, when appropriate, even create a research guide for you.

**Where can I search for journal articles?**

Electronic article databases are found on the main page under the heading Quick Links, then Electronic Resources. Commonly-used Electronic Resources are on the right. The search box allows you to type in the name of a known Database name. There is a link to browse the Database List by Subject, Title or Vendor.

**I have the citation for an article and want to read it all. What is the easiest way to get that article?**

Look up the title of the article using SearchPlus (found on the Library Homepage). Enclose the title in quotes [" "], and possibly include the title of the journal also.

If that doesn’t work, look up the title of the article in the Library Catalog. Find the online / e-resource version, then click on the access link. Click to find the right year, volume, issue to lead you to the title.

**I found a journal article I want, but I am not on campus, and the full text isn’t available as a button in the citation results. What should I do?**

Click the ‘Find text @ MSU’ link [web-bridge button]. If MSUL doesn’t have the article, place an interlibrary loan request through ILLiad.

**How can I get a book or a book chapter?**

If you want a book and its status is available, you can request it via ‘Get it’ / ILLiad-Distance Users. If you simply want a book chapter, we can scan the chapter and send it to you electronically. Either use the ‘Get it’ or in ILLiad, click on the ‘Request Article/Chapter’ link in the far right column.

If the book is checked out or not at MSU Libraries, check ‘Get it’ then UBorrow (Uborrow is the alliance of the Big 10 libraries). If a copy of the book is available in UBorrow, click the ‘Request’ link. The system will direct you to ILLiad where you will log in and submit the request. The item will be sent to the MSU Library then forwarded on to you. You will need to return the materials via a verifiable delivery system (such as FedEx or UPS) or in person to the MSU Library, and the library will send it on its home library.

**I found an ebook I want. Can I download it as a PDF?**

Not necessarily. It depends on who is offering it. Often, if you select to get the entire book, you have to register with the provider, and there will be a cap to how long you can access it. A better option is to just read or build a pdf of the chapters or part of the book you want. Most will offer a variable amount of pages that can be saved as a pdf.

**More help?**

* Distance Learning Services, 24/7, at reachout@msu.edu or (800) 500-1554
* InterLibrary Services at ill@mail.lib.msu.edu or (517) 884-6398, Monday-Friday, 8am to 5pm
* Suzi Teghtmeyer: teghtmey@msu.edu, search the library for ‘Teghtmeyer’
* Subject Librarian list: <https://www.lib.msu.edu/contact/subjectlibrarian/>