

Metropolitan State Library Services and Resources

<http://www.metrostate.edu/library>

<http://www.facebook.com/metrostatelibrary>

library.services@metrostate.edu

651-793-1616

Metropolitan State Library

The library is home to tens of thousands of books, journals, and DVDs. To find out what can be checked out search on **One Search** on the library website. Using One Search, you can search for books, ebooks, streaming videos, DVDs, encyclopedias, and more. If you can visit in person, the library on the St. Paul campus has comfortable study lounges, private study rooms, laptops, cameras, printers, photocopiers, scanners, and dozens of computer workstations.

Online Collections

We have an extensive online collection of electronic books, scholarly journals, and streaming videos that can be accessed from on or off campus. Visit the library website to search for articles for your research topic in library databases. For off-campus access, use your StarID.

Research Guides

Sometimes the hardest part of a research project is getting started. What database is best for a topic? What search strategy works well for an assignment? What are some trustworthy websites in the profession? Answers to these questions and more can be found by using our online research help, **Research Guides**, available via the “Research” box on the library website.

Getting a Student ID Card

You must **get your student ID card** before you can begin to use many library resources.

1. **In St. Paul** you can obtain your card at the Circulation Desk on the second floor of the Library and Learning Center whenever the library is open. You can also visit the Undergraduate Admissions Office at Founders Hall on the first floor, during business hours. The process takes approximately 5 minutes. You will need your driver’s license or a similar identification card with a photograph. We will then take a color photo of you for use on the university ID card.
2. **By mail.** If you are unable to obtain your ID card in person, you may apply by mail. For information on how to do so, please call or email us.
3. **By email.** You can request an ID card by email as well. For information on how to do so, please call or email us.

St. Paul Library Hours

Monday – Thursday	8:00 a.m. to 11:00 p.m.
Friday	8:00 a.m. to 8:00 p.m.
Saturday	8:00 a.m. to 8:00 p.m.
Sunday	12:00 p.m. to 11:00 p.m.

Note: Library hours of operation are subject to change and are usually reduced during summer sessions and semester break periods. Check our website for up to date information.

<http://www.metrostate.edu/library>

Reference Desk Hours & Other Ways to Get Assistance

Librarians at the Reference and Research Assistance Desk in St. Paul are happy to answer your questions. Feel free to ask them any question or consult them for assistance with any assignment. Hours vary over summer term and holidays; please check our website.

Monday – Thursday	10:00 a.m. to 7:00 p.m.
Friday	12:00 p.m. to 5:00 p.m.
Saturday	Closed
Sunday	1:00 p.m. to 5:00 p.m.

You can also get research assistance during reference desk hours by calling 651-793-1614, emailing library.services@metrostate.edu, or sending an instant message (visit our website for more details). If you use our chat service outside of our reference desk hours, your question will still be answered 24/7 by another librarian in our cooperative group.

General Borrowing Privileges & Interlibrary Loan

Your Metropolitan State University photo ID serves as your library card for borrowing library materials such as books and DVDs. Your StarID is used to order materials not available at our library through **Interlibrary Loan**. You can obtain books, videos, and articles for free from other libraries with this service. Many articles can be sent to you via email in as little as 1-3 days.

University of Minnesota Borrowing Privileges

Students can also obtain borrowing privileges to the enormous library collection at the University of Minnesota by contacting us for the appropriate authorization form.

INFS 115: Information Access & Research Methods

Librarians at Metro State teach a two-credit course on doing research, citing sources, and evaluating websites. In person and online sections of the course are available. Register today!

"I would recommend this class to every student because it will help develop research skills that will be useful in the real world and in school. I didn't think I would learn as much as I did."

INFS 115 Student

REMEMBER:

All the library staff at the public service desks are there to help you with any library-related service. This includes not only research assistance, but also how to find materials, get items from another library through interlibrary loan, and ask for information about the university. We also offer computer software and hardware assistance at the first floor Information Commons Help Desk. Never hesitate to ask us a question!

Available in alternative formats for people with disabilities.

Call Disability and Special services at 651.793.1540 (voice) or 651.772.7687 (TTY).

Revised 6/17 JD

