Library Services and Resources for Students
at Metropolitan State University

Ask a Librarian
Email: library.services@metrostate.edu
Phone: (651) 793-1614
In Person: Reference & Research Desk
24/7 Chat: Box on library website

Metropolitan State Library and Learning Center
The Library and Learning Center on the Saint Paul campus offers a full array of library resources and services for the Metropolitan State University community. It has comfortable study lounges, open study tables, private study rooms, photocopiers, dozens of computer workstations, printers, scanners, and more.

Finding Scholarly Articles and Books
Search the Library’s collection of books, journals, and DVDs using One Search on the Library’s website. With One Search, you can also find streaming videos, ebooks, and full-text electronic journal articles, accessible on and off-campus. Just look for the big search box on the library homepage!

Writing and Citing
The Library has citation guides both online and in print, and librarians can help you learn to use citation management tools. There are writing tutors in the Center for Academic Excellence (for scheduled appointments) and at the Reference Desk four days a week (for drop-in help).

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 up to 30 minutes before the Library closes. 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 a photo ID. 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. Please call or email us for more information.
3. **By email:** You can request an ID card by email, as well. Please call or email us for more information.

St. Paul Library Building Hours (Fall and Spring semesters)
Monday – Thursday 8:00 a.m. to 10:00 p.m.
Friday – Saturday 8:00 a.m. to 8:00 p.m.
Sunday 12:00 p.m. to 10:00 p.m.

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](http://www.metrostate.edu/library)
Research Assistance
Librarians at the Reference and Research Assistance Desk in St. Paul are happy to assist you in finding information on virtually any topic. They can also guide you in evaluating scholarly and other resources for your coursework and research. Hours vary over summer term and holidays; please check our website.

Reference Desk Hours (Fall and Spring semesters)
Monday – Thursday  10:00 a.m. to 7:00 p.m.
Friday  1:00 p.m. to 5:00 p.m.
Saturday  Closed
Sunday  1:00 p.m. to 5:00 p.m.

Librarians are also available during the above hours by calling (651) 793-1614, emailing library.services@metrostate.edu, or chatting online (visit our website). If you use our chat service outside of our service hours, your question will still be answered 24/7 by another librarian in our cooperative group.

General Borrowing Privileges, Online Access, and Interlibrary Loan
Your Metropolitan State University ID card serves as your library card for borrowing library materials such as books and DVDs. Your StarID is used to access streaming videos, ebooks, and full-text electronic journal articles from off-campus. It is also used to order materials not available at our Library through interlibrary loan. You can obtain books, videos, and articles from other libraries with this free service. Many articles can be sent to you via email in as little as 1-3 days. See our website for more information.

INFS 115: Information Access
Librarians at Metropolitan 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

Computer Help and Access
The Information Commons Associates at the Computer Help Desk can assist you with your computing needs, such as formatting research papers, creating presentations, scanning, printing, and more. Computers are available on the first and second floors and wireless access is available throughout the building. Laptops are also available for checkout and use in the building. Wireless printing is available http://webprint.metrostate.edu.

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

Final Note
All personnel at the Library’s public service desks are there to help. Never hesitate to ask us a question!