15 Top Tips for New Faculty Using Morris Library

Morris Library offers a multitude of services for SIU faculty members. Here are 15 of our favorites.

1. **Start from the website just for faculty**
   We’ve developed a webpage, [For Faculty and Instructors](http://www.lib.siu.edu/), with all the tips and links you need to get started at Morris Library or find all our resources from our homepage at [http://www.lib.siu.edu/](http://www.lib.siu.edu/).

2. **Use your SIU ID card as your library card**
   Bring your SIU ID card to the Library when you want to check out materials or use other library services. If you would like to have your graduate student pick up items for you, fill out a [Proxy form](http://www.lib.siu.edu/) at the 1st floor Circulation Desk.

3. **Put readings on Course Reserves**
   You can [place course readings on print or electronic reserves](http://www.lib.siu.edu/) through the Circulation Desk. The Library does not order textbooks, but you may place your personal desk copy of the course textbook on print reserves for your students to use for a limited period of time.

4. **Meet your Liaison Librarian or My Librarian**
   We have a librarian (Liaison Librarian; My Librarian) assigned to each academic department. The Liaison Librarian facilitates communication between the teaching faculty and the Library, as well as helps faculty with research or library instruction needs. [See the list of Liaison Librarians](http://www.lib.siu.edu/).

5. **Schedule a Library Research Workshop for your class**
   Morris Library offers instruction, tours, and customized online materials designed to teach students about information access, evaluation, and use either in general or integrated with course content. Schedule with your Liaison Librarian or [online](http://www.lib.siu.edu/).

6. **Stop by the Information Desk and SalukiTech for help with research or technology**
   Highly-trained library faculty and staff assist with information and research questions while SalukiTech staff help with SIU accounts and configure and troubleshoot personal devices. Visit [Ask a Librarian](http://www.lib.siu.edu/) for research help from anywhere.
7. **Borrow from Another Library**
   If we don’t have a published item you need, we will obtain it from another library [9], but you will need two different accounts: I-Share (Illinois system to retrieve books from 82 different libraries within two days) and Interlibrary Loan (international system to obtain articles, media, and books). Use I-Share to request books and Interlibrary Loan to request articles. View our instructions for creating these online accounts [10].

8. **Add the Library to Your SIU Online Course**
   Empower your students to quickly access library materials and connect with a research expert from anywhere. If you are using SIU Online, encourage your students to use the library resources embedded within your course shell. If they need additional help, they can always chat, call, or email a librarian through the “Ask A Librarian” link [11].

9. **Escape to the Faculty Research Room**
   The Library has reserved Room 580A for faculty to drop in and work on research or writing projects in peace and quiet. Just stop by the Circulation Desk for the key. You may reserve a Faculty Research Room [12] for up to one semester if you need to use many library materials or have an extended research project.

10. **Take Advantage of the Special Collections Research Center (SCRC)**
    SCRC [13] collects and preserves unique and rare historical materials in selected subject areas including Southern Illinois history, rare books, manuscripts, and SIU archives. Special collections of note include American philosophy, First Amendment freedoms, American and British Twentieth century literature and theatre, and political papers. SCRC faculty and staff assist with integrating primary source material into courses and provide class sessions on using these unique materials.

11. **Submit your publications to OpenSIUC or obtain funding to publish in Open Access journals**
    Morris Library offers an institutional repository where you can publish your research and scholarly materials for free [14], which increases their visibility and use. Through the COPE Fund [15], Morris Library finances the fees to publish your research article in an Open Access journal.

12. **Learn about Copyright and Intellectual Property**
    Librarians maintain an online guide [16] that provides accurate, up-to-date information about copyright, intellectual property, plagiarism, and other related topics.

13. **Get information about Citation Management**
    Visit the Library’s online guides to the common citation management systems such as Zotero [17] and EndNote [18]. We now also have a subscription to EndNote Desktop [19].
14. **Tell your students about the other (non-library) services in Morris Library**
Several departments useful to faculty and students are strategically located in Morris Library: Math Central, the Tutoring Center, Testing Services, the Writing Center, SalukiTech, the Honors Program, and the Center for Teaching Excellence. Delyte’s Café offers Seattle’s Best Coffee beverages, snacks, sandwiches, and other foods.

15. **Visit the 6th and 7th floors**
The 6th and 7th floors feature collaborative and technology-enhanced tables along with lots of glass to write on, bright light, and movable seating for productivity by students and faculty alike. Meet with students where you can help them dynamically or send your students to work together on group projects.

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**Links:**