

Library Services to Support Teaching

The librarians and staff of The John E. Robbins Library and S.J. McKee Archives support teaching and research at Brandon University through both services and collections. The John E. Robbins Library is the largest library in Western Manitoba, with a collection of over 400,000 items in print, electronic and alternate formats.

Highlights of the collections are:

- an extensive Indigenous Literature collection, including children's literature
- a comprehensive Music selection, housed in the Music Library
- the John Langton Tyman Map Library
- the S.J. McKee Archives
- the government documents collection – both provincial and national.

Collection:

The library catalogue, databases, LibGuides, and other online resources can be accessed online from the Library home page: www.brandonu.ca/library.

To access most resources from off campus, you will have to sign in through the Proxy Authentication Page. On this page, you will log in with your Brandon University username and password. Use the same username and password you use to log into the Brandon University network when you are on campus.

Services

The staff of the Robbins Library, Music Library, and S.J. McKee Archives are the most valuable resources that the Library has. From helping you use the collections to tracking down journals, citations or books, to showing your students the difference between scholarly publications and Wikipedia articles, the library staff are your partners in teaching, learning and research.

As you prepare for teaching your course, plan to meet with a member of the library staff. They can assist you in many ways, including:

- consulting with you to find ways to support your students as they learn about scholarly writing and research
- consulting with you to create assignments that teach students about how to do effective research
- identifying resources in the BU library and from other libraries that support the content of your course
- building reading lists for students with resources available to students
- helping you find ways to share library resources with students:
 - placing resources in the library reserve
 - compiling course packs
 - linking to resources from Moodle for students access
- meeting with your students to learn techniques for:
 - identifying and developing a topic
 - forming a research strategy
 - searching the Internet for information
 - identifying effective course-specific search strategies for online databases, Internet resources, other materials
 - evaluating sources for academic merit
 - avoiding plagiarism
 - citing references
 - annotated bibliographies.

To set up a meeting with a librarian, contact the Reference & Instruction Librarian at 204 727-9463. To set up an instructional session for your students in consultation with a librarian also contact the Reference & Instruction Librarian.

Off Campus Help

If you are off campus and need help, please consult the Off-Campus Library Services guide at libguides.brandonu.ca/content.php?pid=166539.

Interlibrary Loans

In need of library material not offered at Brandon University? Interlibrary Loan services are available to current faculty, staff, and students at no charge. You may place requests through the Interlibrary Loans link, found under Library Services on the Library homepage (www.brandonu.ca/library/) or through links embedded in our databases. For information or assistance, please contact Interlibrary Loans at ill@brandonu.ca or 204-727-7316.

Library Hours

The main John E. Robbins Library is open seven days a week during the academic year, with extended hours during exam periods. Library hours for the main library and the Music Library can be found at: www.brandonu.ca/library/hours

Library Book Orders

At Brandon University, materials for the collection are selected by both faculty members and librarians. Each Faculty has a budget for library materials, which is determined by an established university formula. Faculty Library committees usually manage their assigned budget or they allocate funds to departments within the Faculties.

Orders for one time purchases (such as books, DVDs, etc.) are submitted to the Library's Acquisitions Department, which handles the ordering process and also tracks the faculty budget lines. Orders may be submitted in various forms. Please provide as much information about the item as possible and be clear about the format. For more information about the selection and ordering process of one-time purchases, please contact the Acquisitions Department at 204-727-9654.

Orders for resources with a continuous cost, such as subscriptions to print periodicals and online resources, are submitted to the Library's Periodicals Department, which handles the ordering process for all subscriptions. Orders for subscriptions require the authorization of the Library Chair of the department to which the faculty member initiating the order belongs. Orders may be submitted in various forms. Please provide as much information about the resource as possible. For more information about the order process for subscriptions, please contact the Periodicals Department at 204-727-9643.

Course Reserves

Your course reserve list may include library materials, personal copies, or photocopies for a loan period of either 2 hours or 2 days, which you specify. To initiate a reserve list please complete a Reserve form available at the Circulation Desk or electronically (for [Main Library](#) or here for [Music Library](#)). You can also link to readings or information from LibGuides in your Moodle page.

S.J. McKee Archives

The S.J. McKee Archives hours are by Appointment (Monday - Friday, 9am - 4pm). The Archives' databases can be accessed from the McKee Archives homepage: www.brandonu.ca/archives/.

To make an appointment or inquiry about the Archives and its holdings contact the, University Archivist at 204-727-9634.