

## Library Information for Faculty

[The Library's intranet page](#) with our catalog search and additional information

**Hours:** Monday thru Friday 8:30 - 7p  
Sunday 12 - 5p

### Staff Contacts:

[library@mcad.edu](mailto:library@mcad.edu)

Amy Naughton, Director, Library [anaughton@mcad.edu](mailto:anaughton@mcad.edu) (612) 874-3752

Meg Black, Collection Management Librarian, [mblack@mcad.edu](mailto:mblack@mcad.edu), (612) 874-3734

Eva Hyvarinen, Technical Services Assistant, [ehyvarinen@mcad.edu](mailto:ehyvarinen@mcad.edu) (612) 874-3781

Dan Leanio, Circulation Coordinator, [dleanio@mcad.edu](mailto:dleanio@mcad.edu) (612) 874-3610

Allan Kohl, Visual Resources and Instruction Librarian [akohl@mcad.edu](mailto:akohl@mcad.edu) (612) 874-3781

**Collection Description:** Very strong collection of art and design materials including artists' monographs and exhibition catalogs; books on art and design history, criticism, and technique; and general books on a wide range of topics. Special collections of Artists' Books, Historical Art Materials, comics and graphic novels, photography, children's illustrated books, LP records, and Archives. Ebooks and articles can be found through a catalog search or by direct links on our intranet page with access available on or off campus

### Services:

**Course Reserves:** We automatically place all Required texts on reserve for students, and you may put other items (including personal copies) on reserve for your class as well. Reserves are located to the north of the circulation desk. Loan period determined by you. Drop off additional material at the circ desk or email the Library, [library@mcad.edu](mailto:library@mcad.edu)

**Purchase Requests:** We love faculty requests! And you are welcome to encourage your students to request items as well. Use the "Purchase A Request" form on the Library's intranet page

**Meeting Space:** You are welcome to bring your students to the Library at any time for group work, small group meetings, consultations, work sessions, or a quick tour. Faculty may hold office hours in the Library

**InterLibrary Loan:** Request items from other libraries if we don't own them or to supplement our collection. Turn-around time is usually 3-7 days on book requests and 3 days for articles. Requests and be placed directly through the catalog

**Library Instruction:** We offer a variety of ways to encourage student's use of the Library. We are happy to:

- work with faculty to gather specific types of materials for a course session or assignment
- give guided tours of the Library spaces and collection areas
- present in-depth and tiered research instruction sessions
- or collaborate with faculty in using the Library.

Please contact: Allan Kohl <[akohl@mcad.edu](mailto:akohl@mcad.edu)> for tours and instruction sessions

Technology: The Library offers 6 lab-build iMacs with a large format scanner and media digitizing station; BW and color printers; typewriter and light table; large format video monitor for group instruction and presentations

**Common Questions:**

[How do I check my library record?](#)

[How do I renew library materials?](#)

[My ID won't work](#)

[Placing an interlibrary loan \(ILL\) request for a book](#)

[Off campus use of the article databases and ARTstor](#)