MSL Library Services to Distant Locations

- The following services are available to TAMU, TAMHSC, TAES, and TEAX faculty, staff, and students who are not located on the Texas A&M College Station campus.
- Full access to electronic books, journals and databases requires a NetID and password or a TAMHSC username and password.

Access Assistance

- **NetID and password**
  - TAMU IT Help Desk Central (24/7/365): 979-845-8300 or 800-246-1962, or email helpdesk@tamu.edu
  - Claim your NetID or manage your password thru TAMU Gateway, http://gateway.tamu.edu
- **TAMHSC login and password**
  - TAMHSC Office of Information Technology: 800-799-7472 or email HelpDesk@tamhsc.edu
- **Chat reference**, http://askus.library.tamu.edu
- MSL access questions: Email us (AskMSL@library.tamu.edu) or call (979-845-7428)

VPN Access to Library Resources

- **VPN cannot** be used to access library resources, library resource links will not work.
- VPN is a TAMU System-level service, and provides access to a broad group of people, including those that are not covered by library license agreements with resource providers.
- Library links to resources will not work correctly during a VPN session.

Get It For Me

Request copies of journal articles, books, book chapters, proceedings, audio/video, theses, or dissertations. Delivery depends on finding an available copy.

There are two different delivery services:

- **MSL Get It For Me**, http://getitforme.library.tamu.edu/msllocal/, serves:
  - TAMHSC, CVM, and COALS
  - College of Medicine Residents and Clinical Faculty
  - AgriLife (extension services, research centers, and TVMDL)
- **Evans Get It For Me**, http://getitforme.library.tamu.edu/evanslocal/, serves:
  - All TAMU agencies
  - All Colleges except TAMHSC and CVM

To set Get It For Me to work with PubMed LoansomeDoc, see our LoansomeDoc FAQs, http://askus.library.tamu.edu/search/?q=loansomeDoc

TexShare

Check out books directly from another participating Texas library; contact us for details.

Email us (AskMSL@library.tamu.edu) or call (979-845-7428)

Get Help

We can help you find information and use information resources.

Email us (AskMSL@library.tamu.edu) or call (979-845-7428)
MSL Book Delivery

Who can request items shipped to their address?

- Faculty, staff, students NOT at the College Station campus
- HSC College of Medicine or Pharmacy residents NOT in the Bryan/College Station area
- Faculty in College Station can use the option for office delivery (TAMU mailstop) in MSL's Get It For Me
- Staff and students at College Station must pick up books at MSL

What MSL will send

- Any item available for checkout at the Medical Sciences Library, except electronic equipment (can be found searching the MSL Catalog, http://chiron.tamu.edu).
- Any item available for checkout at the other Texas A & M Libraries College Station Campus, except electronic equipment (can be found searching the LibCat, http://libcat.tamu.edu).
- Any item available for borrowing from any other library worldwide
  Shipping time from another library and/or from MSL to your location could impact the loan time.

Things MSL will not send

- MSL does not loan or borrow any book that is required for a class: it is up to the student to purchase required textbooks
- Items MSL has on reserve or in reference cannot be shipped
- Electronic equipment such as iPads, laptop computers, cameras, etc.
- If it is not a required textbook for a class and we don't own it, we will attempt to get it from another library

Set up delivery

1. Change the loan delivery option in your MSL Get It For Me account
   http://getitforme.library.tamu.edu/msllocal/
2. On the left side navigation at the bottom under Tools, click on Change User Information
3. Change Preferred Loan Delivery Location to:
   Faculty at the TAMU campus use Faculty Only: Deliver to Mailstop
   Faculty/staff/students outside College Station use Distance: Not in B/CS

Request an item

1. Request items directly through the Medical Sciences Library Get It For Me system,
   http://getitforme.library.tamu.edu/msllocal/
   OR click the Get it button in the MSL catalog or LibCat (TAMU Libraries general catalog)
2. Login to Get It For Me, verify your information, submit
3. Be sure your email address in Get It For Me is one that you check frequently (see for email/address change instructions, http://msl.library.tamu.edu/help/msl-faqs/msl-get-it-for-me-faq/index.html)
4. Verify that deliver settings are correct, see above.
How MSL sends items

- MSL or TAMU Libraries items are checked out to your library account, https://library.tamu.edu/mylibrary/
- College Station Faculty: items are shipped through campus mail
- Outside Bryan/College Station: item and labeled/stamped return mailer will be sent to the address you list in Get It For Me

**BE SURE YOUR ADDRESS IS UP TO DATE** - (see out Get It For Me FAQ, http://askus.library.tamu.edu/faq/114665)
- The mailing instruction will be attached to the return packaging

Returning an item to MSL

- College Station Faculty: return directly to MSL, use any campus library book drop, or use campus mail
- Outside Bryan/College Station: use return mailer and send via US Postal Service

Renewing a TAMU Libraries or MSL item

1. Click on the myLibrary link on the far right upper right side of the MSL website.
2. Login with your NetID or TAMHSC username.
3. Click the **Renew Item** button.

   Note: Recalled, past due, or items already renewed twice, cannot be renewed.

Can I renew a book that is not from MSL or the TAMU Libraries?

- Some, but not all books borrowed from non-TAMU libraries may be renewed.
- Renewal requests **MUST** be sent THREE DAYS prior to the due date visible in your Get It For Me account.
- Log in to MSL Get It For Me (http://getitforme.library.tamu.edu) and click **View/Renew Checked Out Items** button under the **View Requests** section of the page
- MSL will request a renewal from the lending library and will notify you by email ONLY if the request is denied.
  - Making a renew request does not guarantee that the renewal will be granted.
- If you do not receive a renewal denied email in three days, check the due date status by logging into MSL Get It For Me and click **View/Renew Checked Out Items** button under the **View Requests** section of the page.

I need help or have additional questions

- **Email us** (AskMSL@library.tamu.edu) or call (979-845-7428)