

**BYU**  
IDAHO

McKay Library

**TOGETHER WE  
ARE A SOURCE TO  
BE RECKONED WITH**

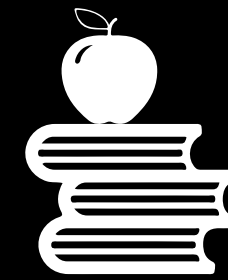
[www.library.byui.edu](http://www.library.byui.edu)

Provide available and easily accessible resources for students, teachers, faculty, and community members to help them further their professional development.

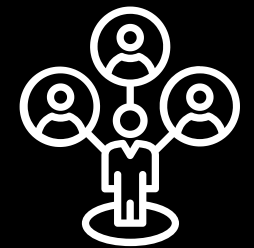
# DEPARTMENTS



**Circulation Team**



**TLC**



**Interlibrary Loan**



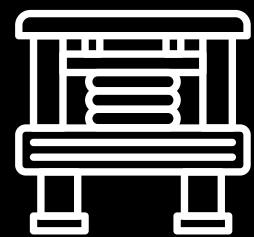
**Technical Services**



**SPC & DCAM**



**MAC Lab**



**Printing Press**



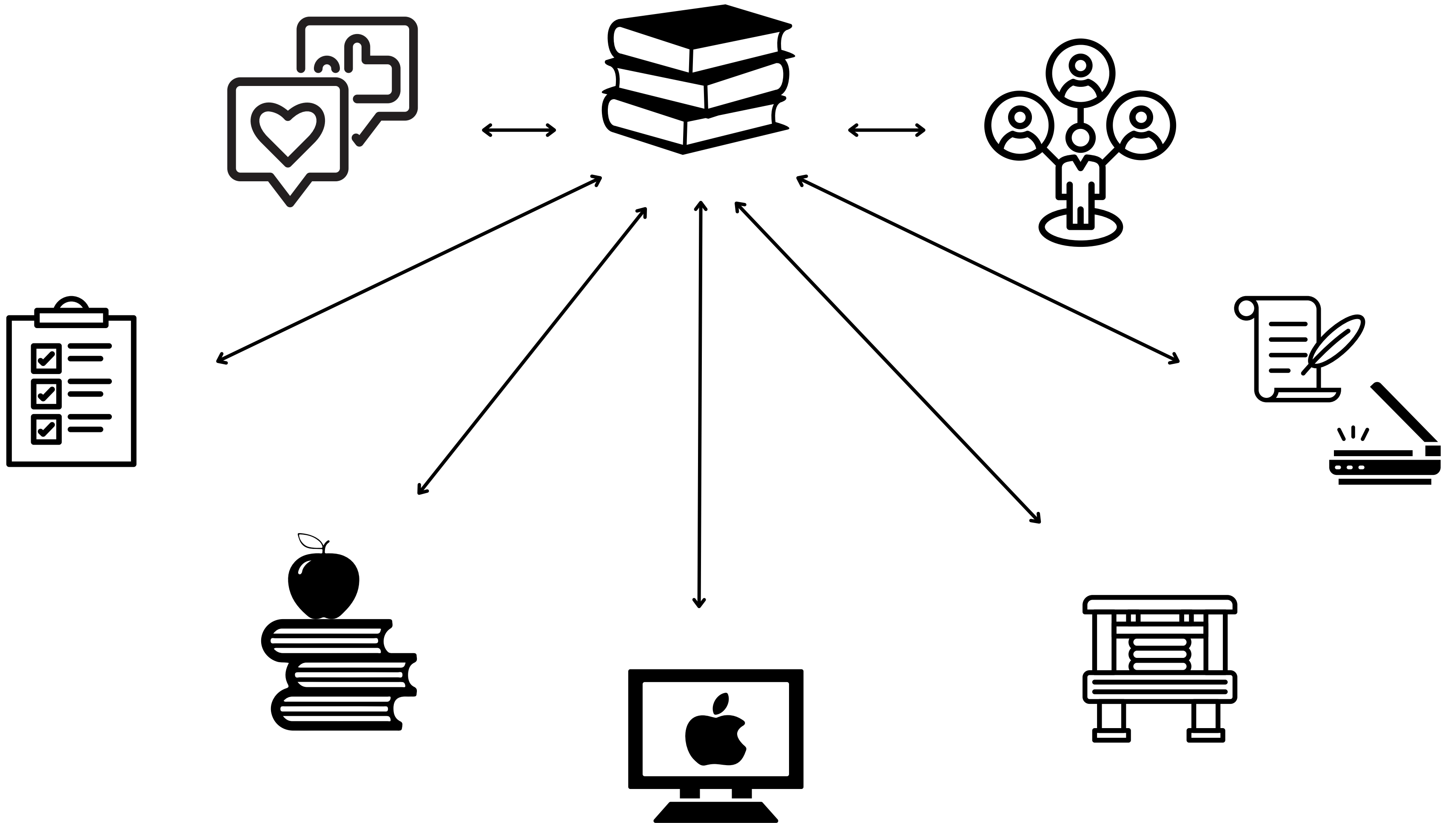
**Student Engagement**

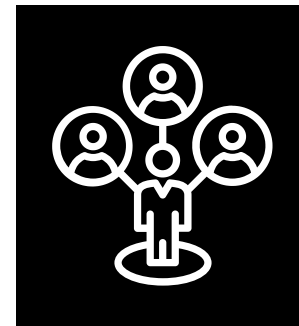


# Circulation Team

- 35–37 employees
- Open M–TH 7am–11:30pm, Fri 7am–9pm, Sat 9am–9pm. (closed during devo)
- Help desk – Answer Patrons question and giving directions
- Create and maintain a learning atmosphere for students to learn and study
- Fill various tasks around the library to help keep up with circulation
  - Reading and facing
  - Shelving
  - Red shelves (in-housing)
  - Check in/ Check out books
- Data collection for librarians (Patron Counts)



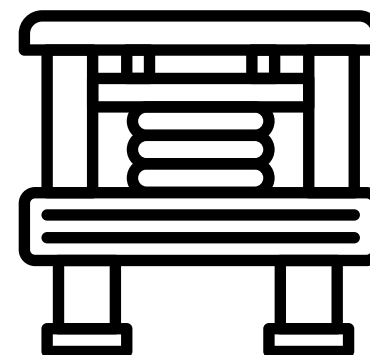
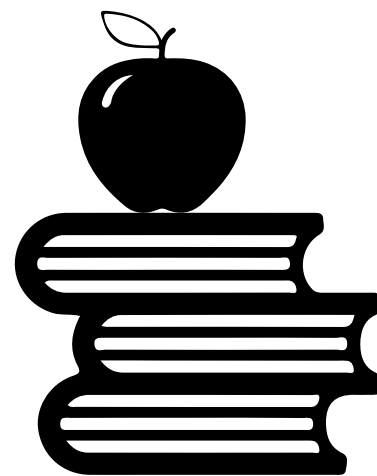
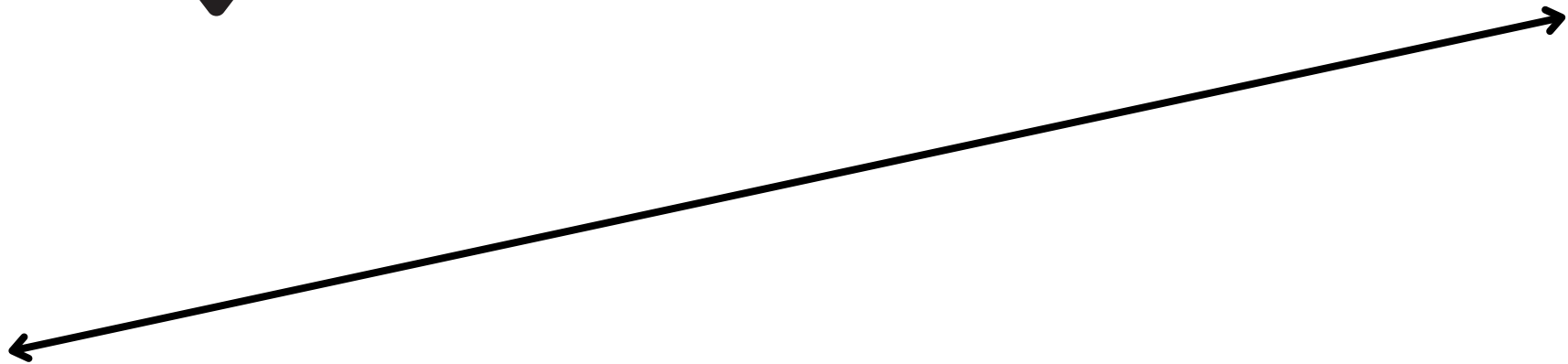
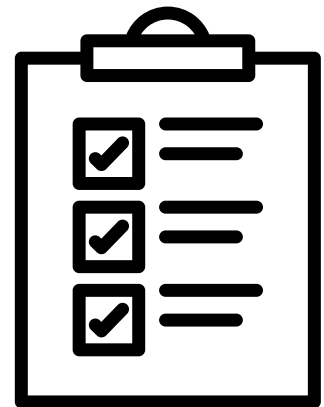
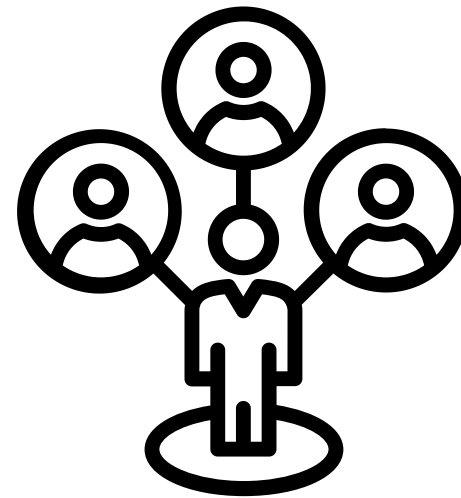
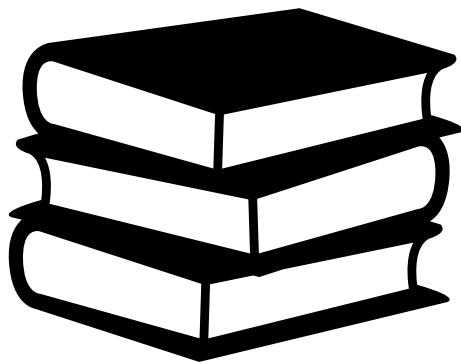




# Interlibrary Loans (ILL)

- 5 Employees
- Hours: 9-5 M-F
  
- Pull Requests
- Manage Holds
- Deliveries/pickups for Faculty around campus
- Processes InterLibrary Loan requests
  - anything not already in the library
- Answers phone calls
- Find Access no matter what!





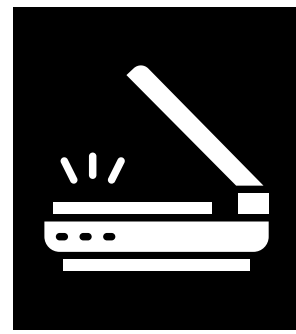


# SPC | Special Collections

## DCAM | Digital Content Assest Management

- 11-12 students (recently combined with DCAM)
- M-F 9am-5pm
- Acquire, preserve, & make materials available
  - Primary sources
- Updating special collections website
- backup for campus collections
  - Devotionals
  - Inaugurations
  - Administrative minutes
  - Registration
- DACS - Describing Archives Content Standards,
- FERPA, FADGI, Accessibility Standards
- Work with Nate Wise for Intellectual Property and Copyright rules
- Working with BYU to align our metadata to MWDL standards for an upcoming migration



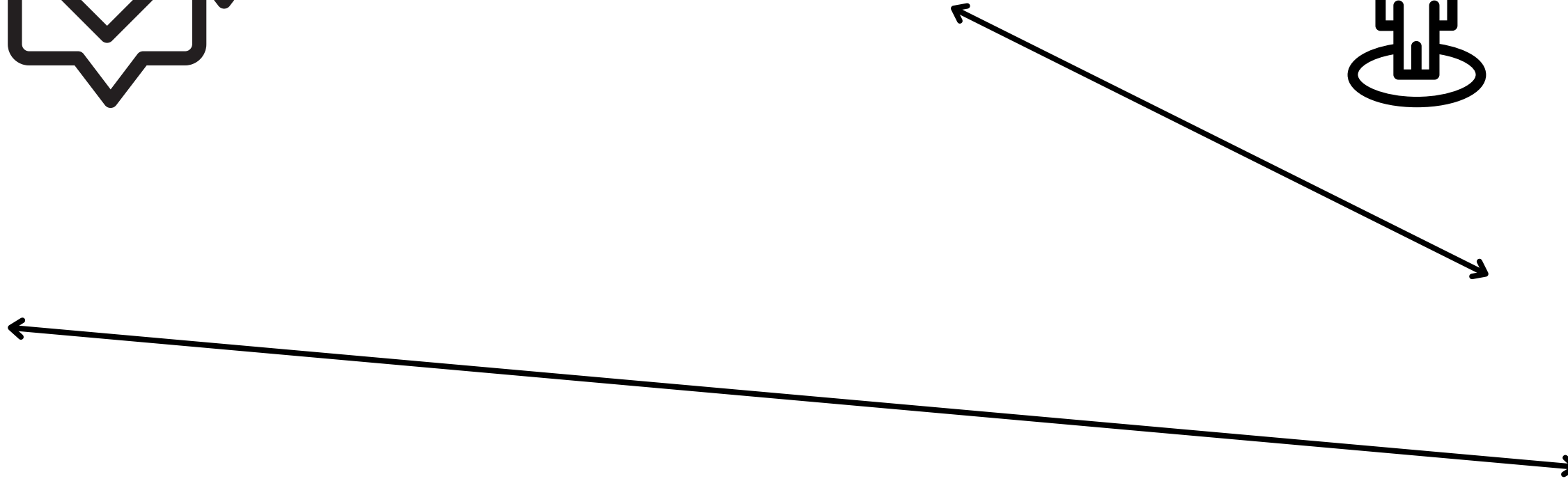
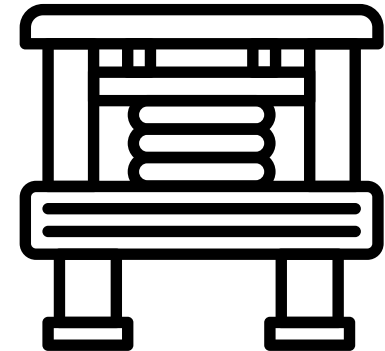
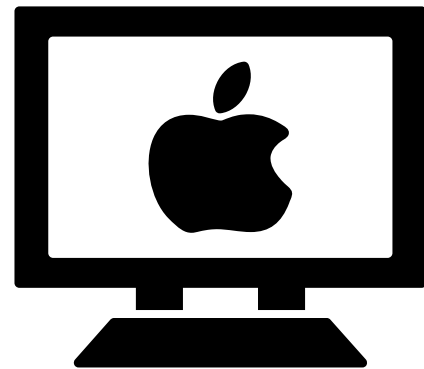
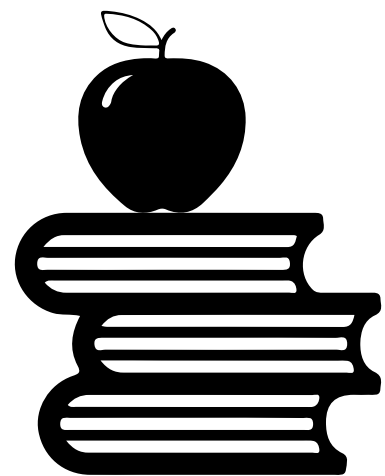
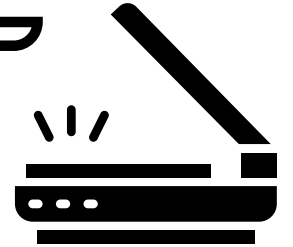
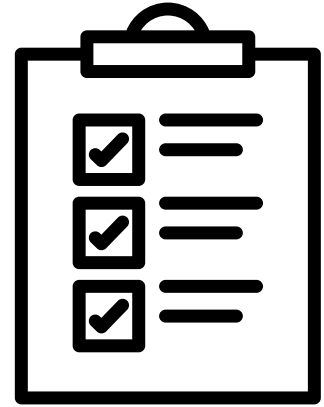
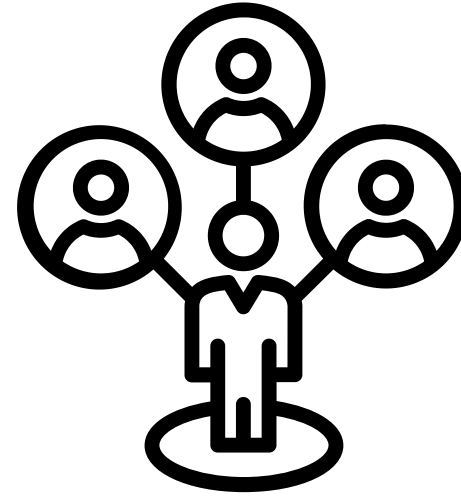
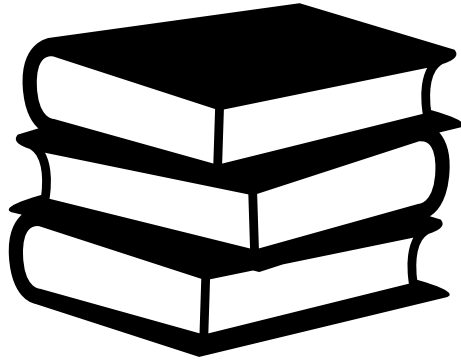


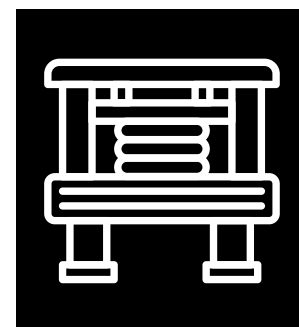
# SPC | Special Collections

## DCAM | Digital Content Assest Management



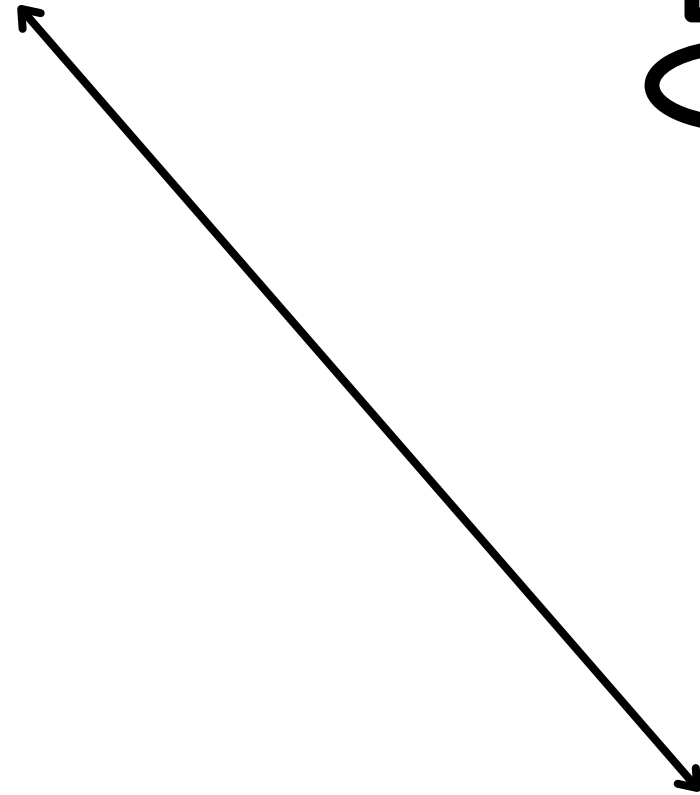
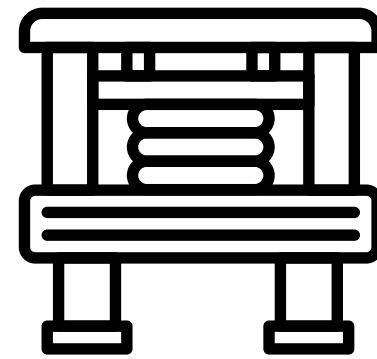
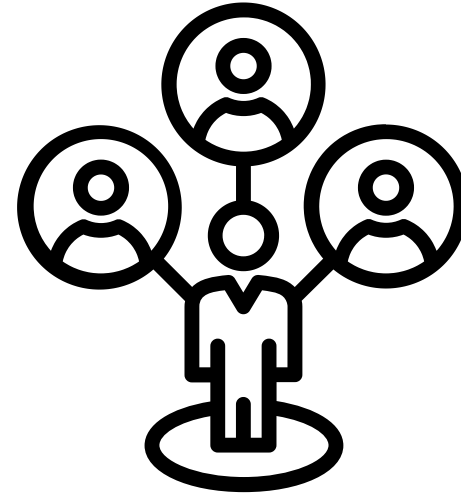
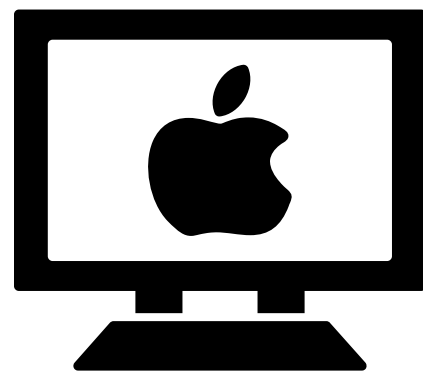
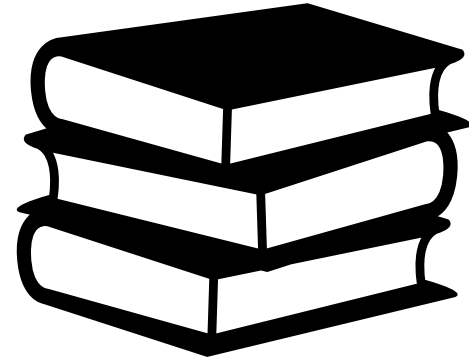
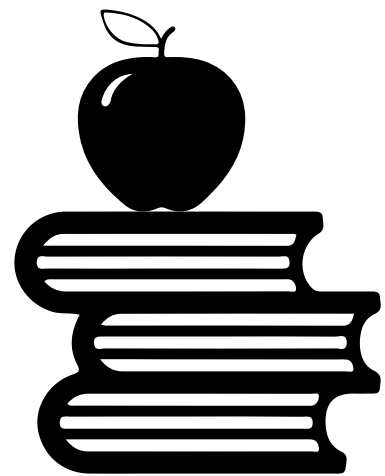
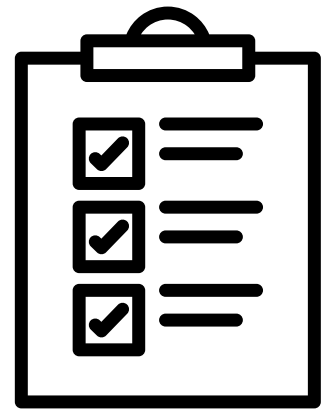
- **Each Student has at least 2 projects**
  - **Digitizing the Herbarium plant specifmens in the benson building**
  - **Scanning music history images, campus scrapbook clippings or local newspapers**
  - **Transcribing manuscript or handwritten text**
  - **Converting music, video and other formats for digital storage**
  - **Researching materials for patron requests**
  - **Pulling and shelving books and materials**
  - **cleaning and arranging display cases**
  - **Presenting materials for class appointments**
  - **Processing materials**
    - **long term + short term**
  - **Grandin Press (overseen by Brother Nielson)**





# Printing Press

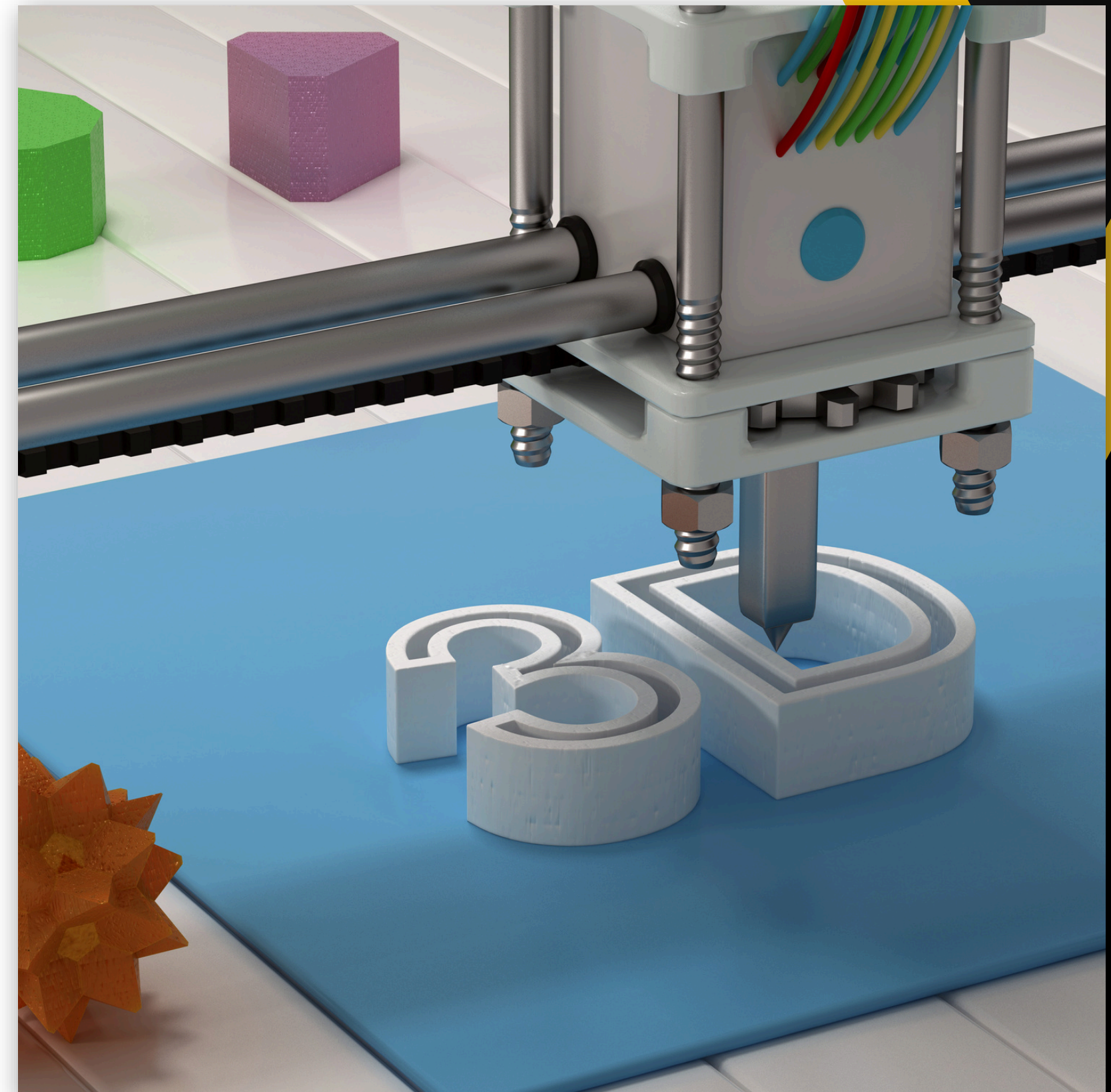
- 2 Employees
- Hours: Depends on the semester
  - Usually posted outside the press doors
- Run the Press
- Come up with their own project
  - Type setting
  - Layout
  - Printing
- Help teach classes/orientations
- Outward looking
- Give students hands on access





## MAC Lab

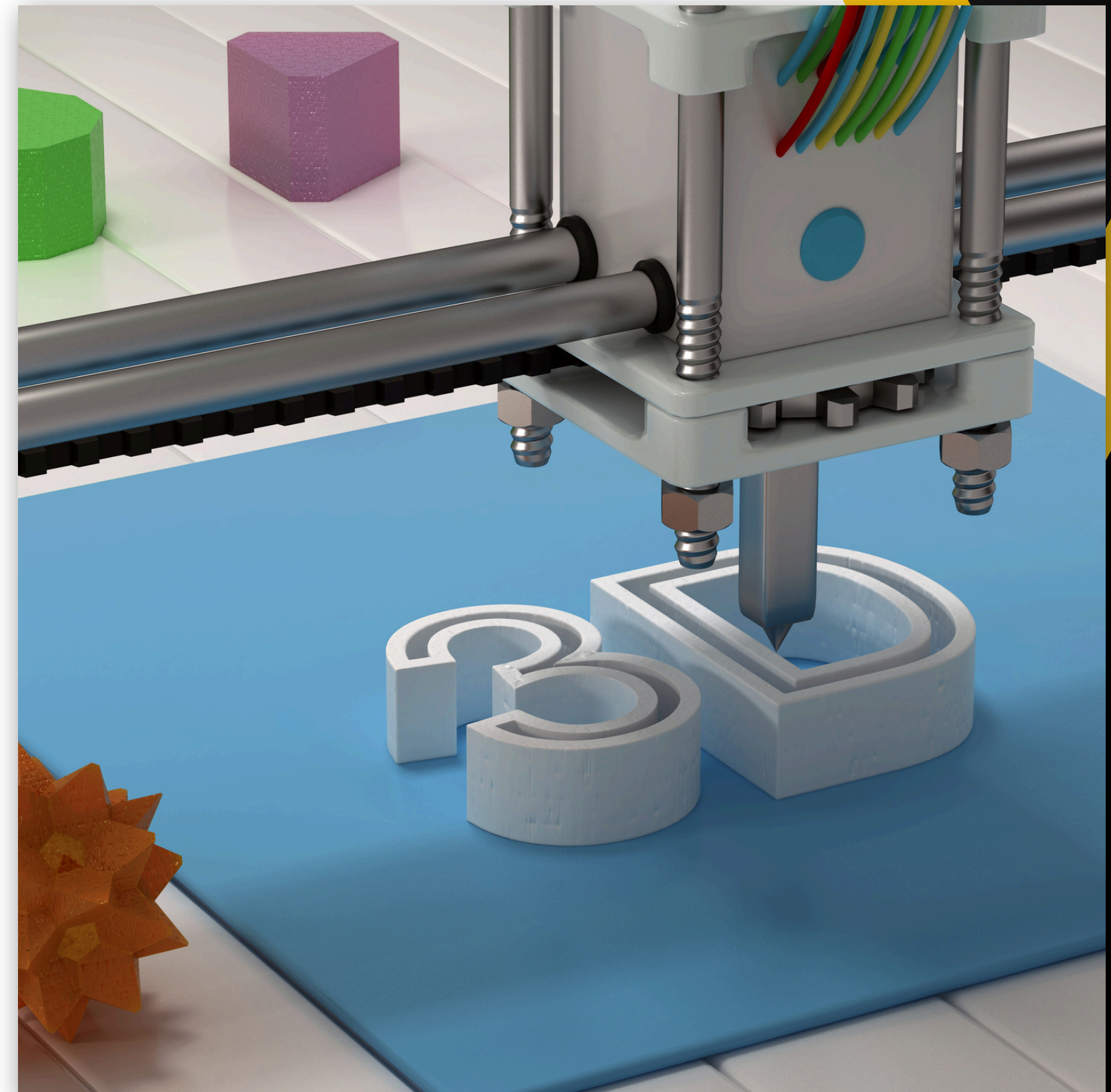
- Follows Circulations hours
- 10 employees
  - Techy vs. Graphic Designer
- Check outs Free for students
  - \$10/day late fines
  - 3D Prints: \$0.10/gram
- Patron help/adobe help
- 3D print queues
- Project list
  - Flipster campaign
  - Update Library website
  - Posters (breaks, gen conference, hours, DSNs, other signs for the library)

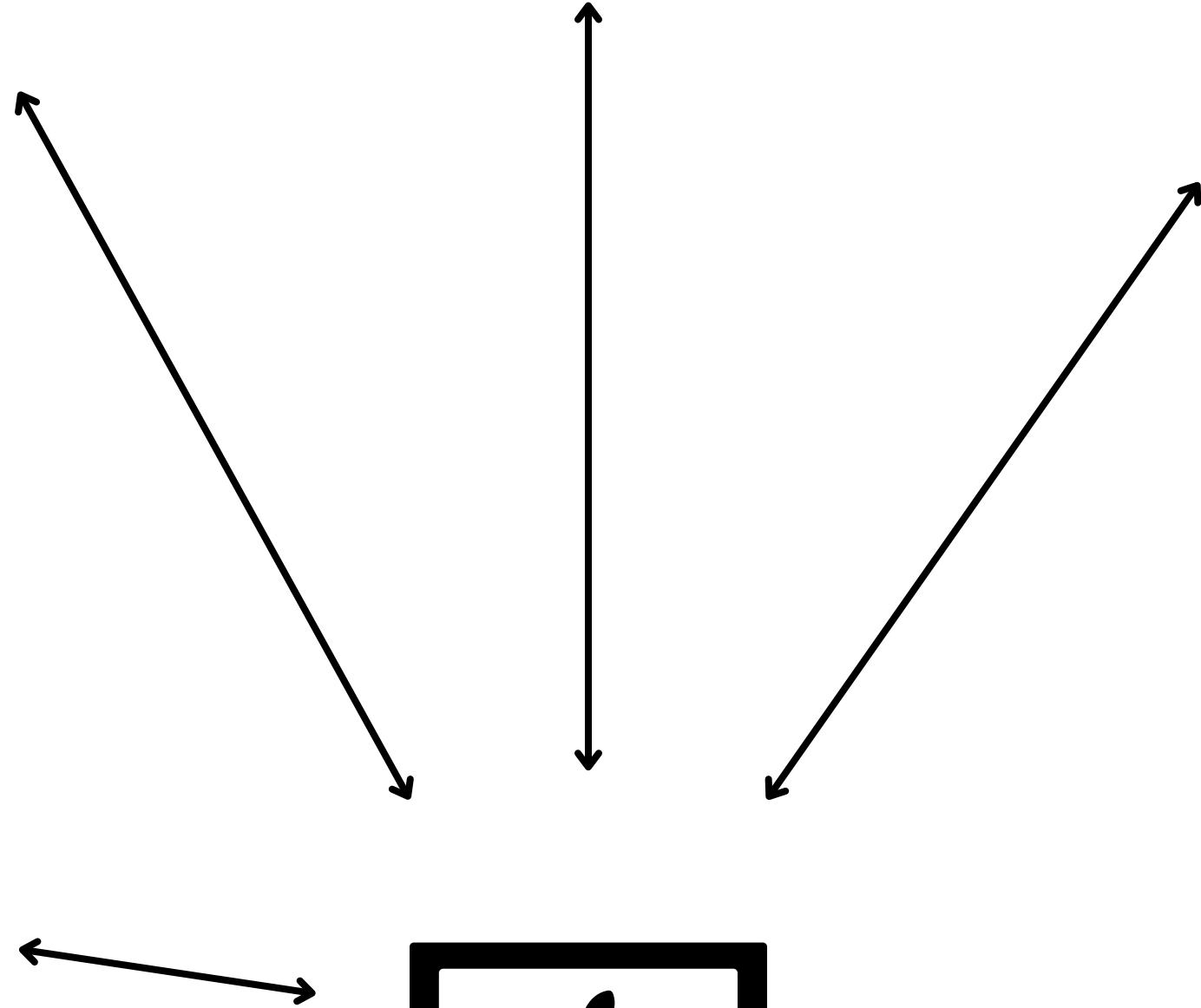
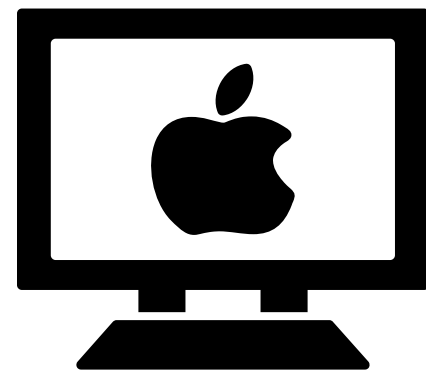
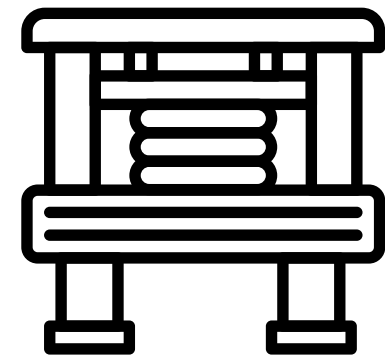
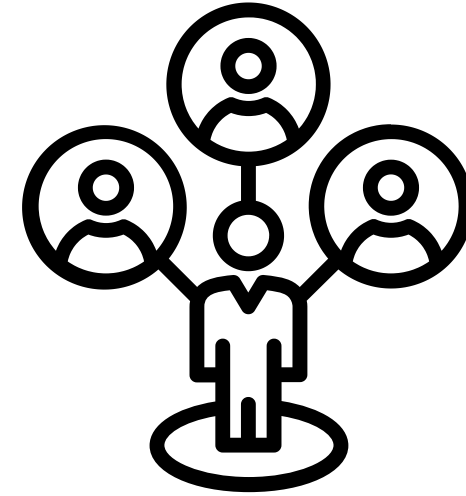
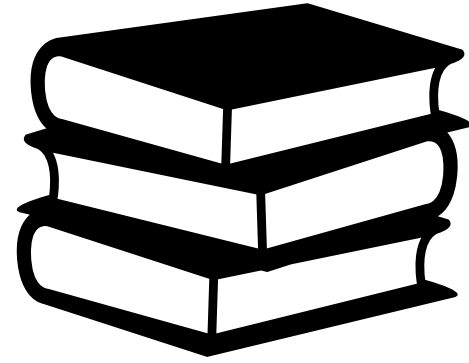
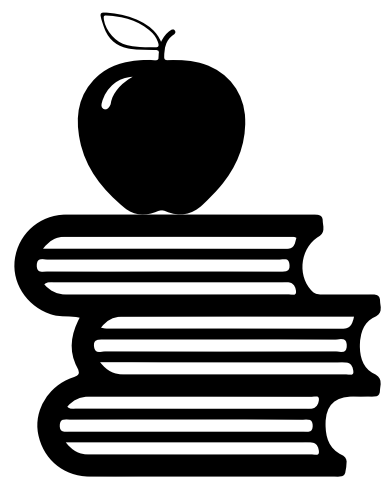
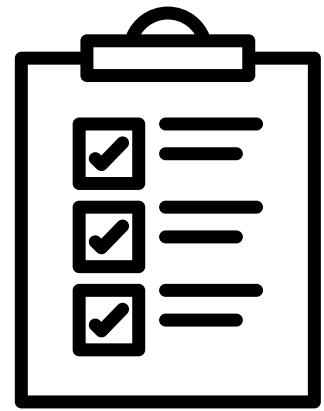


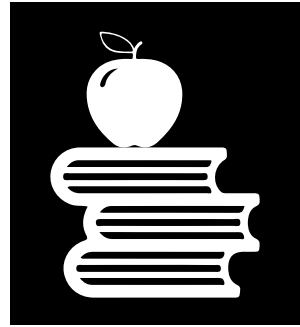


# MAC Lab

- **What you can check out:**
  - Headphones
  - mac chargers
  - DSLR Cameras & lenses
  - Video Cameras
  - GoPros
  - HDMI cords
  - Drawing Tablets
  - Projectors
  - Scientific Calculators
  - Cricuts
  - And more!



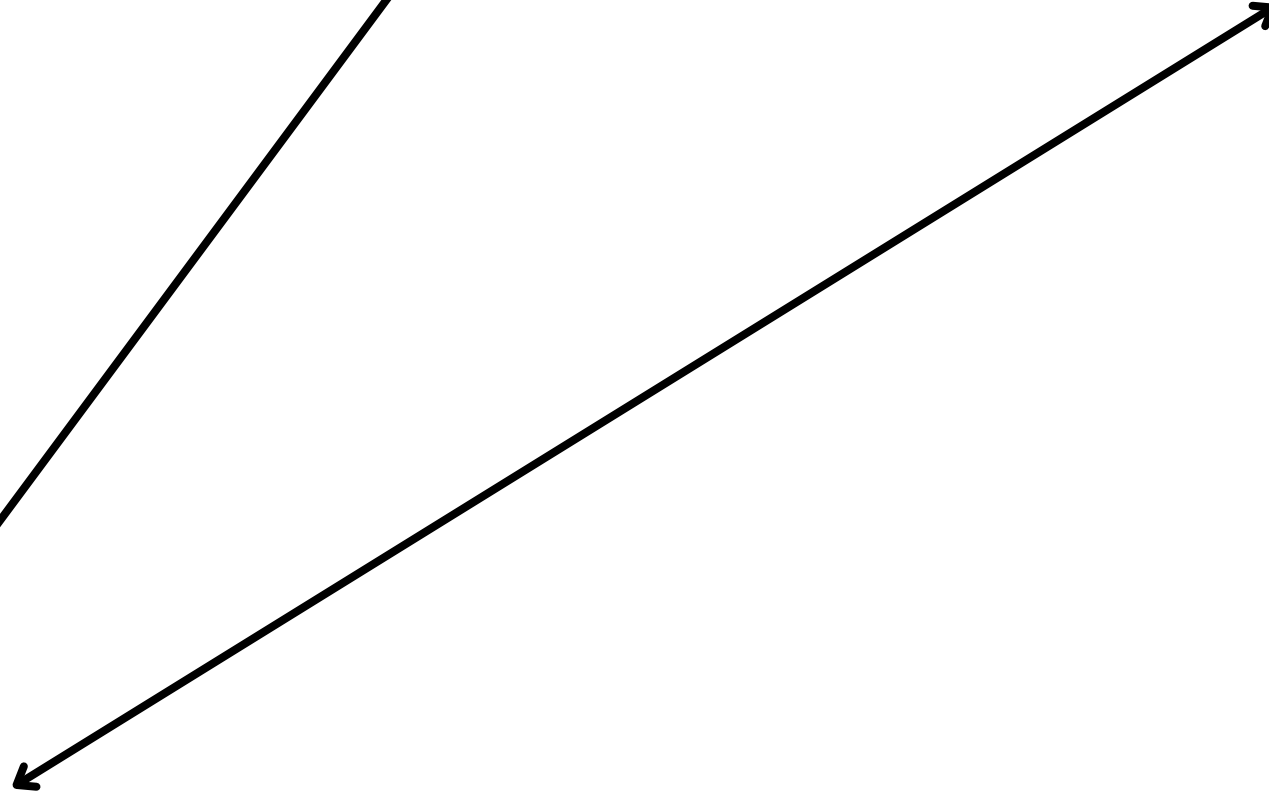
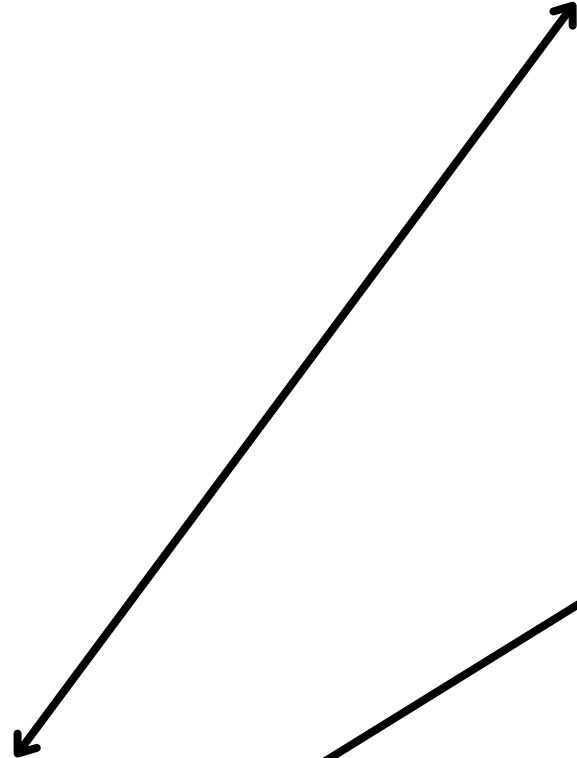
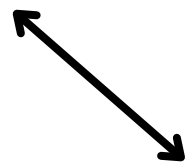
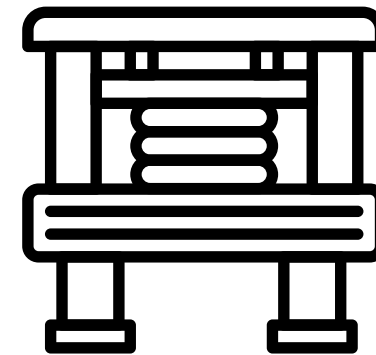
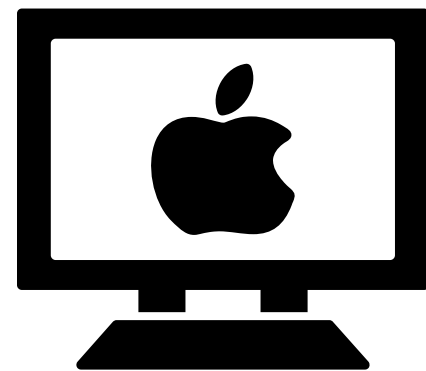
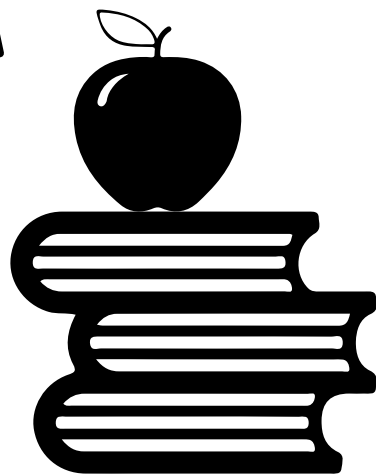
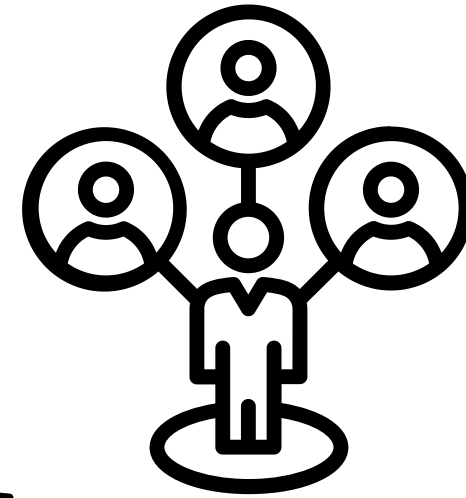
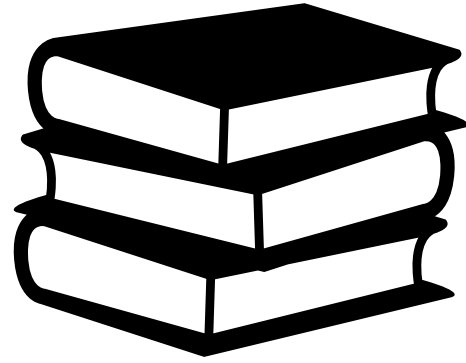
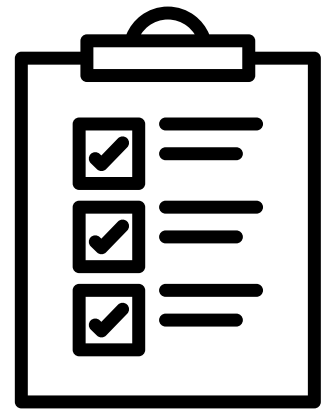




# Teachers Learning Center (TLC)

- Hours: depend on the semester
- 1 Student
- Track stats (JUV, TLC, and Die Cuts)
- Process new curriculum
- Read and Face JUV & TLC
- In-housing, Shelving, and maintaining New Books display
- Special projects for Sister Green
- TSOL Classes

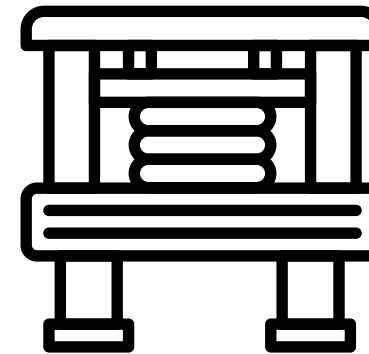
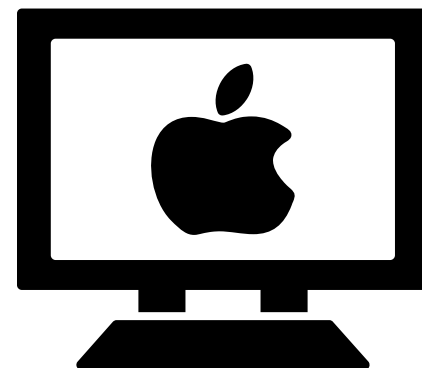
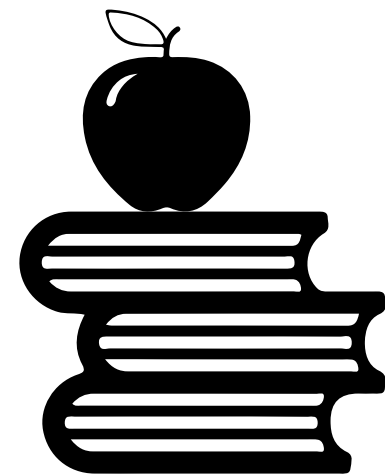
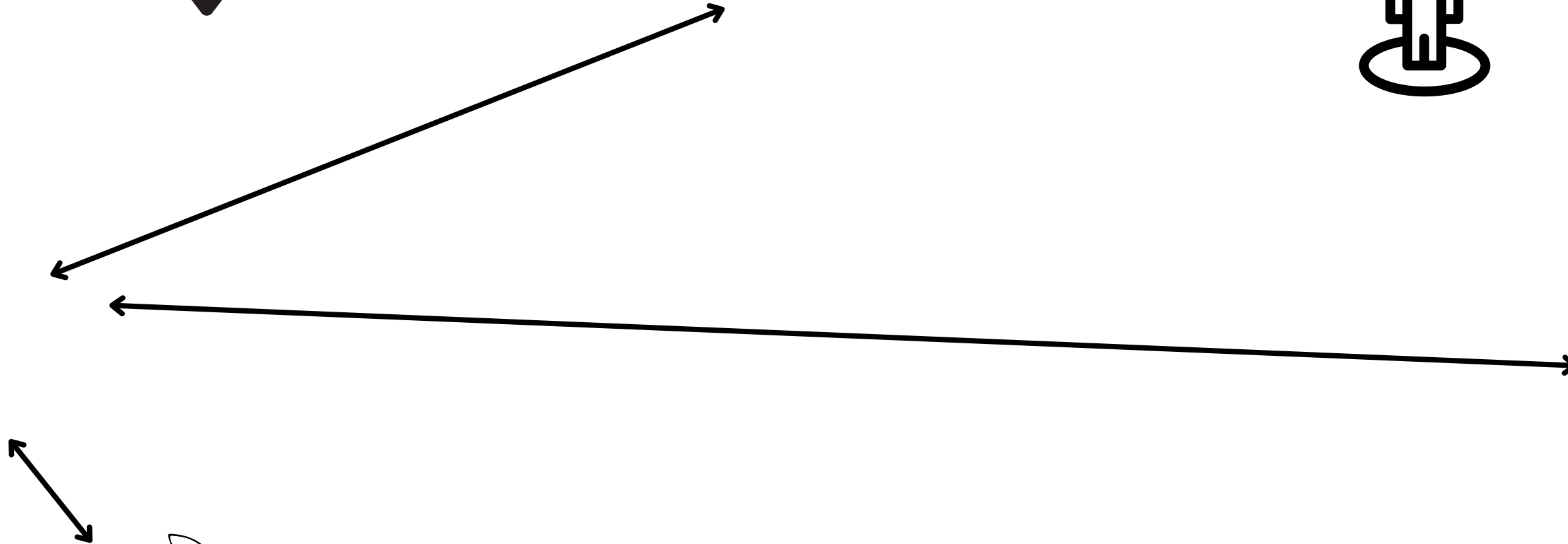
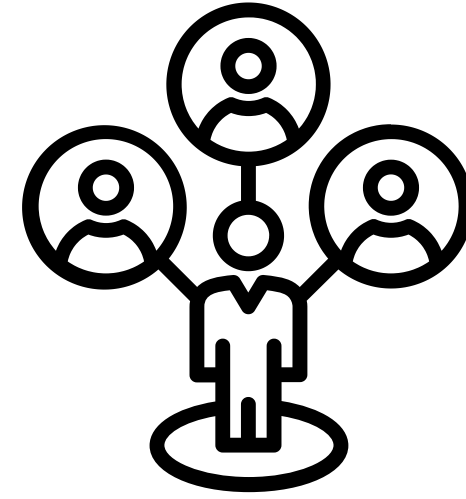
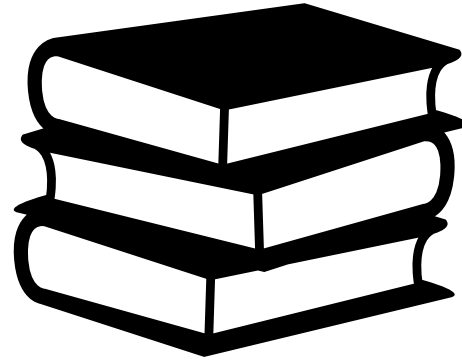
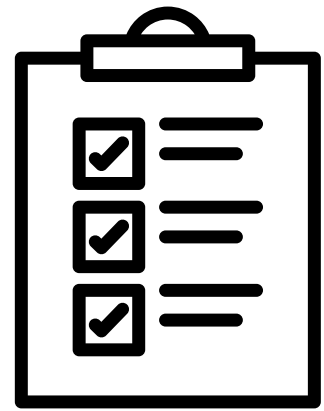


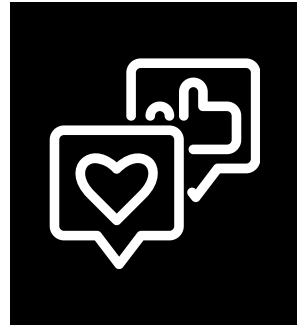




# Technical Services/ Cataloging

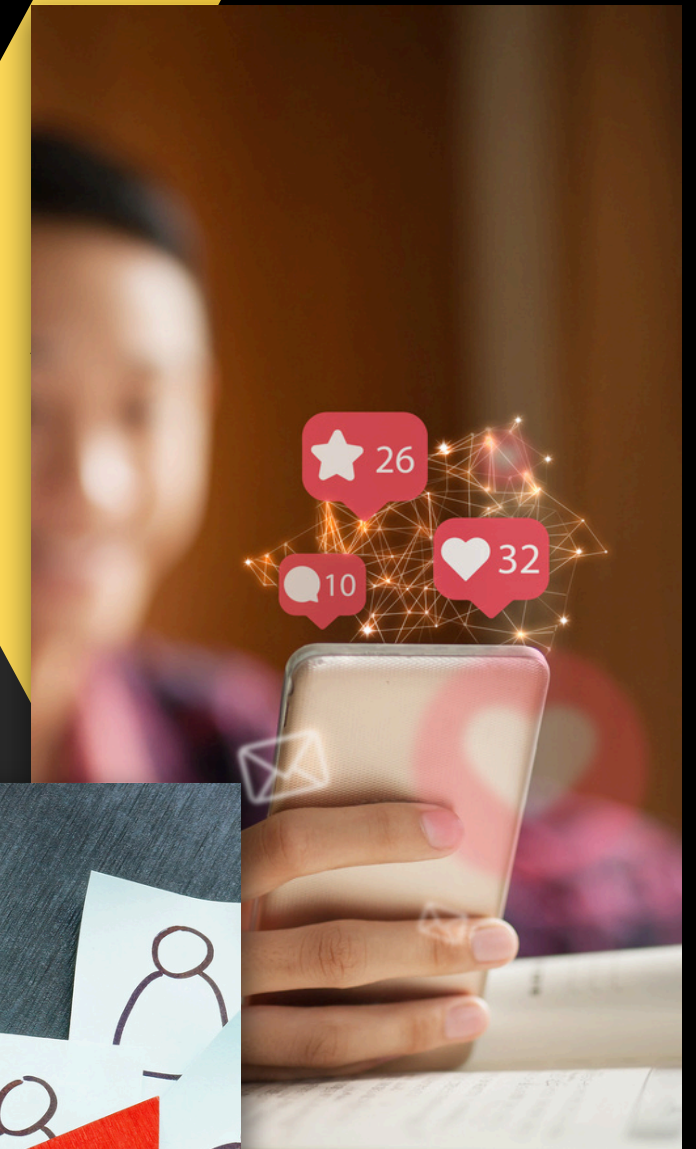
- 1 Student
- Hours: depend on the semester
  
- New books
  - stamping
  - cataloging
- Inventory
- Projects with databases

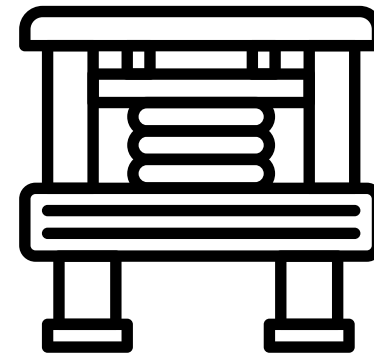
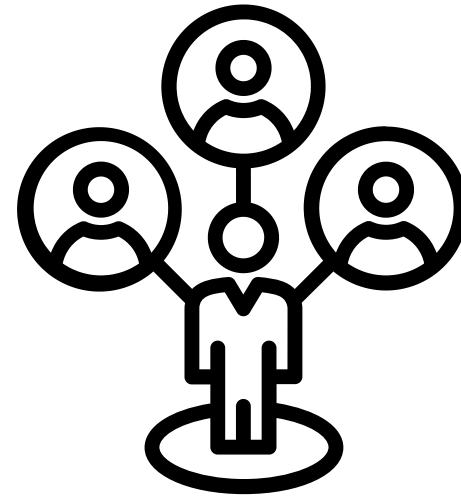
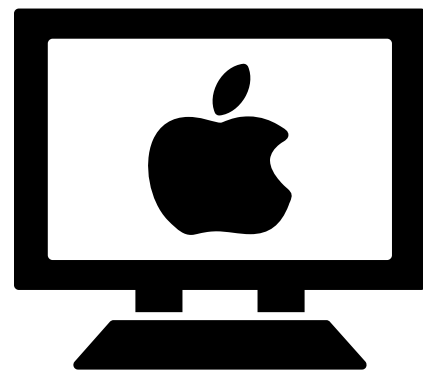
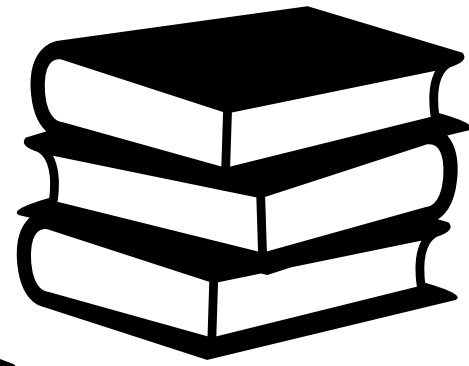
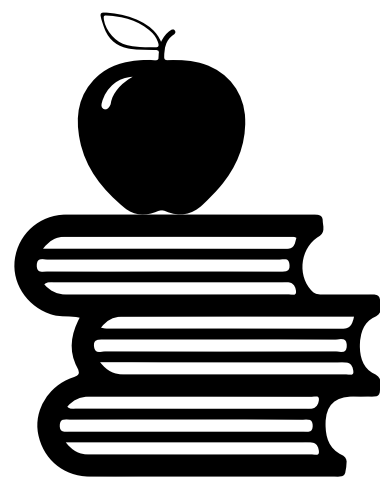
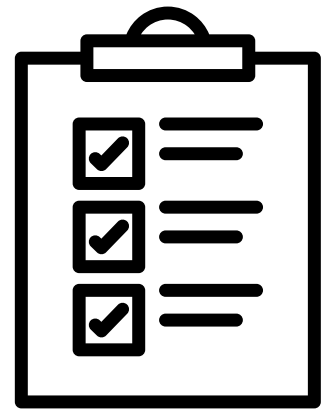




# Student Engagement

- Hours: depends on the semester
- 1 Student
- Keep up with the Library Social Media Page
- Library Activities (March Madness)
- Help Sister Adair with projects around the library striving to increase student engagement





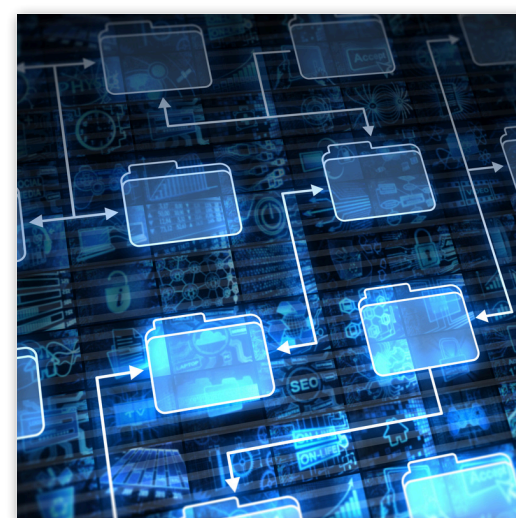


# Other Departments



## Aquisitions

Evelyn Christensen



## Systems Librarian

Matt Miles



## Donations

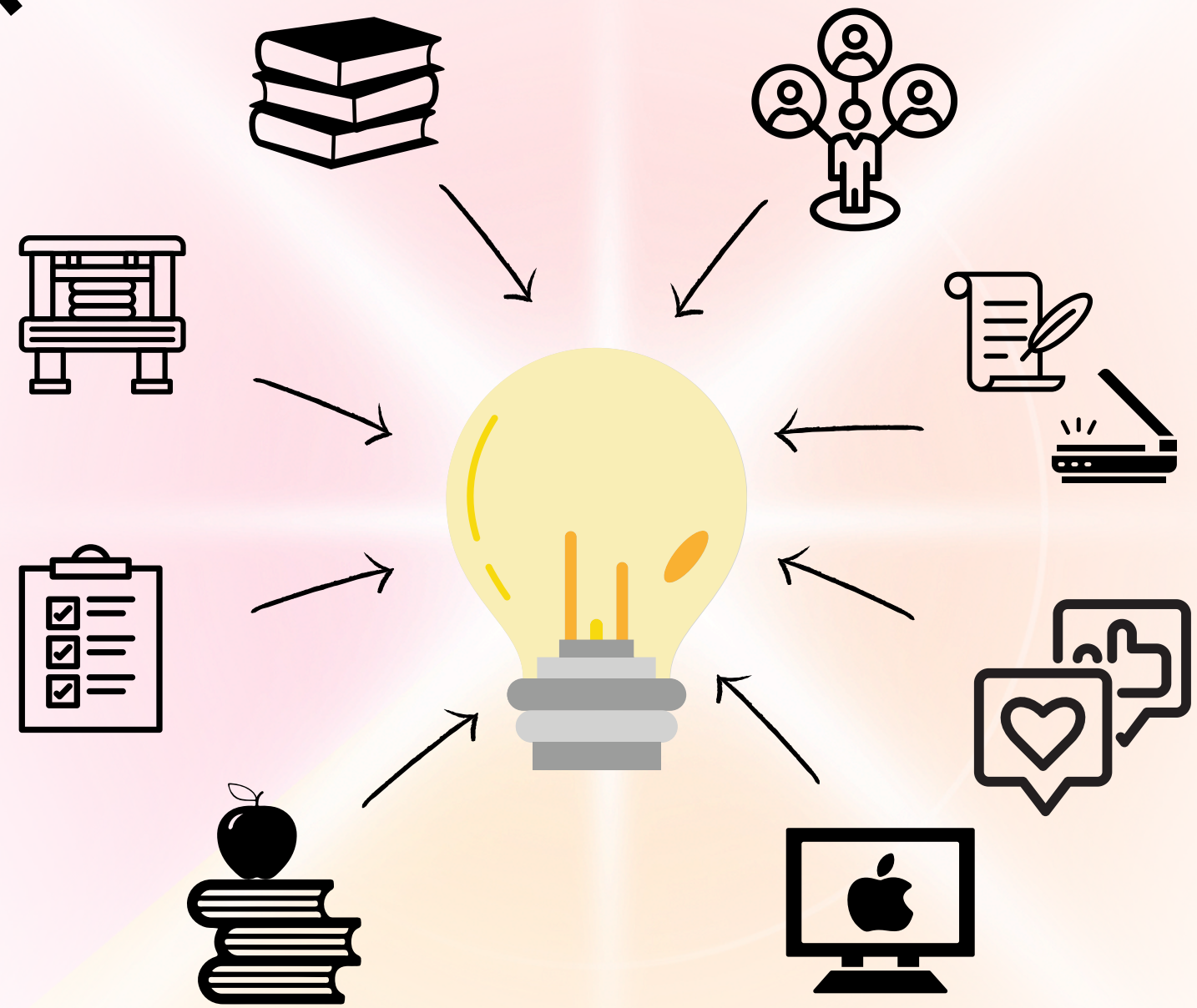
Racheal Sexton



## Intellectual Property

Nate Wise

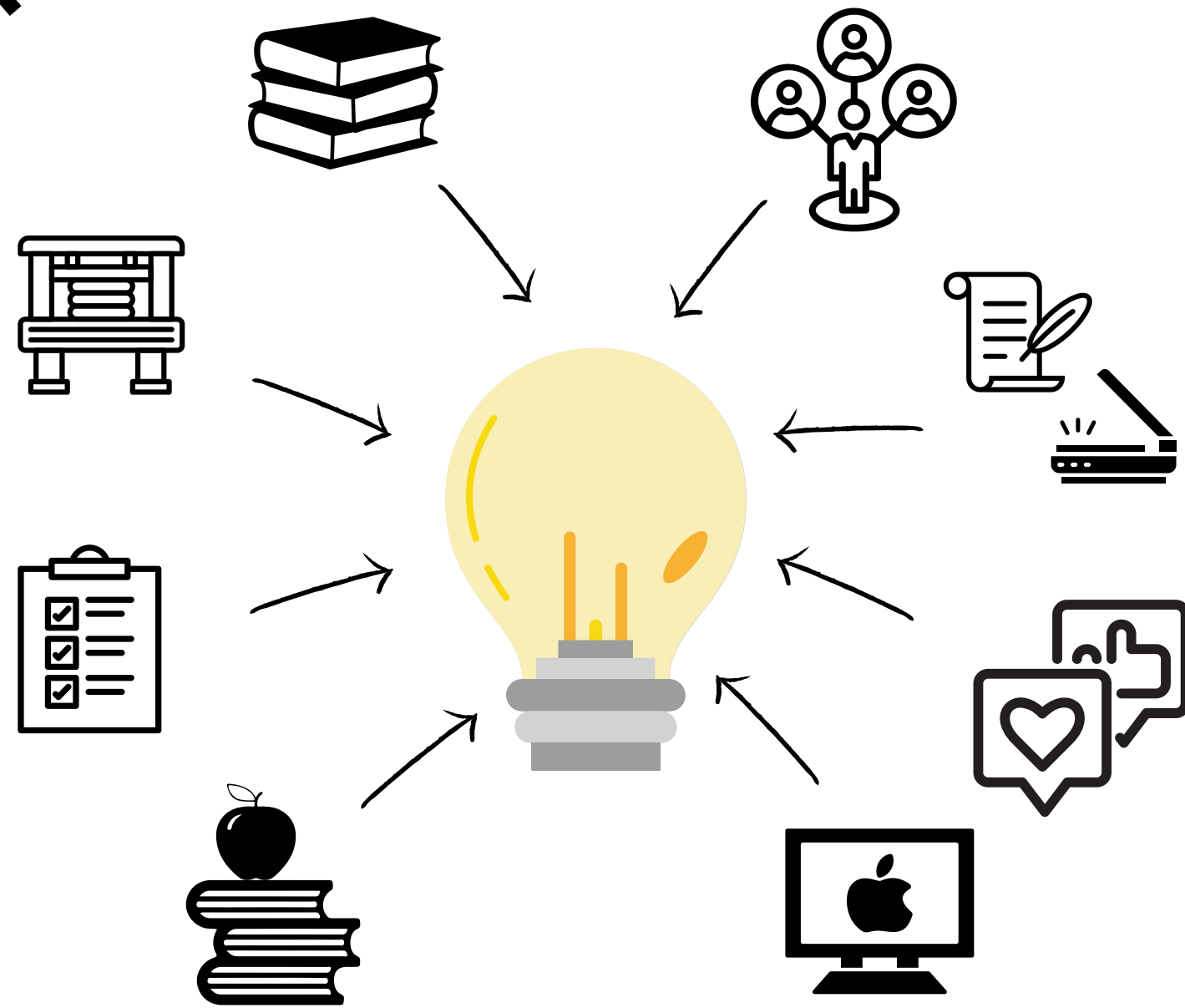
# The David O. McKay Library



A Source To Be Reckoned With



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