

Herkimer College

Library Handbook for Faculty



Circulation Desk: 315-866-0300 x8272

Reference Desk: 315-866-0300 x8394

Toll Free: 1-844-GO4-Herk (844-464-4375) ext. 8394

<http://www.herkimer.edu/library>



Herkimer
THE STATE UNIVERSITY OF NEW YORK

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About the Library

The Herkimer County Community College Library is full-service and provides a comfortable place to read, do research, and study. The Library has more than 60,000 books, which can be accessed through an online catalog, and approximately 200 periodical subscriptions. A variety of online Reference and periodical databases are available as well as internet access to resources on the world wide web.

Library Hours

Sunday:	4:00pm-9:00pm
Monday– Thursday:	8:00am-9:00pm
Friday:	8:00am-4:00pm

Holiday, Vacation and Summer Hours are posted in the Library and

Why we have Libraries

One way the Library supports the Herkimer College strategic plan is by providing resources and an environment that encourages and fosters learning. The latest technology is provided and utilized by students on a daily basis.

Learning and Education: support and contribute to the college curriculum.

Access to materials: both in print (books) and digital (online).

Literacy: assist and teach patrons how to perform research and use the information they find to the best of their ability. Promote self empowerment by providing students the tools they need to find information on their own.

Intellectual Freedom: ability to do research and find information, ability to speak as defined in the First Amendment.

Library Staff

Alfred Berowski, MLS
Director of Library Services
315-866-0300x8345

Valerie Prescott, MLS
Librarian for Technical Services: Part
Time
315-866-0300 x8217

Stephanie Conley, MLS
Librarian for Public Services
315-866-0300 x8271

Joy Patterson, MLS
Part Time Reference Librarian
315-866-0300 x8394

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Part Time Reference Librarian
315-866-0300 x8394

William Stewart, MLS
Part Time Reference Librarian
315-866-0300 x8394

Tom Giammaria, SLMS
Part Time Reference Librarian
315-866-0300 x8394

Laurie Clark
Ordering & Receiving
315-866-0300 x8341

JoAnne LeClair
Periodicals
315-866-0300 x8335

Linda Windecker
Part Time Circulation, Daytime
315-866-0300 x8272

Barbara Costello
Part Time Circulation, Evening
315-866-0300 x8272

Sandra Griffin
Part Time Circulation, Evening
315-866-0300 x8272

Circulation

Who may borrow Library materials:

Herkimer College faculty and staff have records on file in the Library. Bring your Herkimer College ID card with you.

Residents of Herkimer County must present a valid Community card, obtained at the Circulation Desk.

Alumni Association members must present a current membership card, available at the Alumni Office.

The borrower is responsible for returning materials on time.

All damages beyond normal wear are charged to the borrower.

Reserve materials (i.e. textbooks) cannot leave the Library.

Return materials to the Circulation desk.

If the Library is closed use the outside drop box facing Johnson hall.

Types of Library Materials:

Print Items:

Reference Books (these books do not leave the Library)

Circulating Books (books that can be borrowed)

Print Periodicals

Reserve Materials

Media and Electronic Items:

DVDs

VHS Tapes

CDs

Books on Tape/CD

Headphones to borrow in the Library

Records

Cassette tapes

Circulation- Continued

Borrowing Time Period:

Books are generally signed out to Faculty for the academic year, but you are encouraged to return materials as soon as you have finished with them. If requests are received by other patrons, you will receive a recall notice. All materials should be returned at the end of Spring Semester, except those that are on permanent loan. Reference books and journals may be signed out overnight by Faculty.

Reserve Material:

Faculty may place books, articles, DVDs and other material on reserve for students to use in the Library only. These are kept at the Circulation Desk. In order to place materials on reserve, a Reserve Request Form must be filled out completely and returned to the Circulation Desk. Each semester the Library has many of the textbooks that professors use.

Students should be told they need to know the name of the professor and course number/title to ensure they borrow the correct reserve material. Students can use textbooks for **two hours at one time**, and **CAN ONLY BE USED IN THE LIBRARY**.

They may use one textbook at a time and can make photocopies if necessary.

DVDs:

The Library has a collection of DVDs and VHS tapes. Faculty must ask for the media item at the Circulation desk. There is a paper copy listing the DVDs that we own, or the Online Catalog (see page 11) can be used to check the availability of the DVD. The number that corresponds to the item must be written down and given to the Circulation clerk and the movies will be retrieved.

Some videos are faculty use only and students cannot borrow them but, they can be viewed in the media room on the second floor of the Library. Faculty can give permission either in person or in writing to a student that allows them to borrow a “faculty use only” video.

Circulation- Continued

Lost Material:

If a book or other Library material is lost, please notify the Library staff immediately.

Borrowing from other Libraries:

The Herkimer College Library has arranged reciprocal agreements with other academic libraries. Faculty, staff and students are allowed to borrow material from the following libraries:

All SUNY colleges and universities
Colgate University
Hamilton College
Mohawk Valley Community College
Utica College
SUNY IT Utica/Rome

When going to those libraries you must present your Herkimer College ID card.

You must follow the rules and regulations of that college/university.

Circulation- Continued

Photocopy Machines:

Faculty may use the copier in the Library to do small runs of Library materials. Multiple copies and long runs should be made by the copy center.

§ 107. Limitations on exclusive rights: Fair use

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include—

- (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- (2) the nature of the copyrighted work;
- (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- (4) the effect of the use upon the potential market for or value of the copyrighted work. The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

Circulation- Continued

Interlibrary Loan: ILLiad

This service is only available to Herkimer College faculty, staff, and currently enrolled students.

Books and articles which the Herkimer College Library does not own may be requested through Interlibrary Loan.

You can set up an ILLiad account from our web page and submit requests through your account or through any of the Library databases and the SUNYConnect Union Catalog.

You can track all activity for each loan by logging into your ILLiad account.

When the material you have requested arrives in the Library, you will be notified and you can pick up the material at the Circulation Desk.

Electronic documents can be accessed online through your ILLiad account.

Due dates are set by the lending library.

To order a Book using ILLiad:

Go to: www.herkimer.edu/library

Click on: Databases. Scroll down and click on World Cat.

Find a book that you want/need.

Click on: Search for Full-Text/Find Copy

Click on: Submit Interlibrary Loan (ILLiad) Request

You will then be asked to log in to your ILLiad account. It is the same as your MyHerkimer username and password.

You can also log in directly to ILLiad and submit a request if you know the title and author of the book you need.

Note: If you are a first-time ILLiad user, you must complete the form before requesting an Interlibrary Loan (for further information see the ILLiad FAQs located at <http://www.herkimer.edu/library/services>).

Reference Services

When you need help finding Library materials you can contact a Librarian! We are here to answer any questions you have. If you don't see a Librarian at the Reference desk, ask for one at the Circulation desk.

Contact a Librarian:

Reference Desk (main desk is on the first floor)

Phone: 315-866-0300 x8394 (Toll Free: 1-844-GO4-Herk (844-464-4375) ext. 8394)

Email: library@herkimer.edu

TXT a Librarian: 315-836-3796

In person Reference help: stop at the Reference Desk any time or use any of the methods listed above. You can also schedule an appointment:

<http://www.herkimer.edu/connect/library/forms/facultystaff-individual-consultation/>

How books are arranged in the Library:

A	General Works	K	Law
B	Philosophy, Psychology, Religion	L	Education
C	Auxiliary Sciences of History	M	Music, Books on Music
D	World History and History of Europe, Asia, Africa, New Zealand etc.	N	Fine Arts
E	History of the Americas	P	Language & Literature: Poetry, Anthologies, Fiction, Classics, Children's Books
F	History of the Americas	Q	Science
G	Geography, Anthropology, Recreation/Sports	R	Medicine
H	Social Sciences: Business, Criminal Justice, Communication	S	Agriculture
J	Political Science	T	Technology
		U	Military Science
		V	Naval Science
		Z	Library Science, Information Resources, Bibliography

Reference Services- Continued

How to search for books in the Library using the Online Catalog:

Go to: www.herkimer.edu/connect/library

Click on: Catalog: Find Books.

Find a book that you want/need by typing in keywords.

Click on Advanced Search if you want to search by specific format (i.e. books or DVDs or CDs etc...).

Write down the call number so you can find the book. Each book has a label with the call number on it so you can match what you wrote

Basic Search

Change Database: Active: HCCC Public Catalog

Search type: **Words Anywhere** Search term(s):

Examples:
old sea Hemingway

Words adjacent? No Yes

Go Clear

Search hints:

- If you choose Yes for "Words adjacent," you can type in the phrase *computer programming* and the system will understand that you want only records that have the word *computer* NEXT to the word *programming*.
- Lowercase letters will find matches of capitalized words also. For example, *computer* will find matches for *computer*, *Computer* and *COMPUTER*.
- You may use the Boolean operators AND and OR in your search string. For example, you could type *(heart OR cardiac) AND surgery* to retrieve all records having *heart* or *cardiac* in them, together with the word *surgery*.

Figure 1:
Basic Search
Screen-
Library

Book Locations:

Circulating Books: 2nd Floor

Reference Books: 1st Floor

New Books: 1st Floor, front of Reference shelves

Bestsellers: 1st Floor, front of Reference area

Electronic Databases:

Go to: www.herkimer.edu/connect/library

Click on: Databases: Find Articles

Browse through the alphabetical list or by subject.

An abundance of articles is available with the click of a mouse, see a Librarian for assistance!

To access databases from off campus, type in your H username and password when the log-in screen appears.

Policies

Acquisitions:

Faculty members are encouraged to recommend titles in their respective disciplines, through their subject liaison Librarians. To find book titles, search through *Book Index*, *Books in Print* or *WorldCAT* databases, accessible on the Library's home page (www.herkimer.edu/Library/).

Audio-visual purchases are completed through your Division, with permission from the Associate Dean. When the material has arrived, we recommend that you review it before presenting it to your class. A room in the Library is available to view films that you assign to students. It is on a first come, first served basis.

Assignments:

Please contact the Librarian for Public Services (x8271) to discuss Library material and instruction when assigning papers and projects that require Library research. Librarians are most effective in assisting students with particular research needs when an assignment is available in advance.

Library Instruction:

Librarians are available to provide class instruction in the use of specific Reference tools, as well as general Library use. Arrangements should be made at least two weeks ahead of time by submitting the *Specialized Subject Instruction Form* available on the Library's home page, and a sample is located at the end of this handbook.

<http://www.herkimer.edu/connect/library/forms/specialized-subject-instruction-request-form/>

Policies- Continued

Computers:

There are 50+ computers available for faculty and student use. Each computer has access to the internet, and the Microsoft Office Suite among other programs.

Computers are available on a first come, first served basis.

There are a number of laptops that can be checked out at the Circulation desk with a valid Herkimer College ID card. Laptops do not leave the Library. They can be used for two hours.

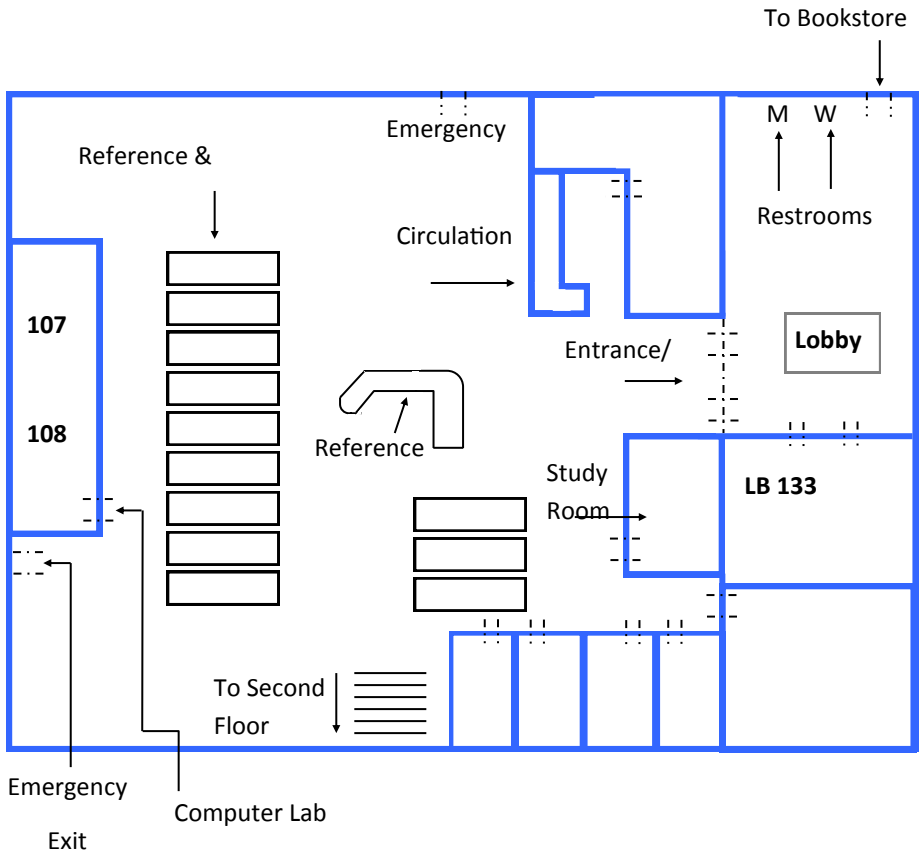
Faculty and students must be prepared to log off of the computers 15 minutes before closing time. Computers automatically shut down at this time.

Please Note: The Herkimer College Computer Use Policy & Guidelines is applicable in the Library. A copy of the policy is available in MyHerkimer.

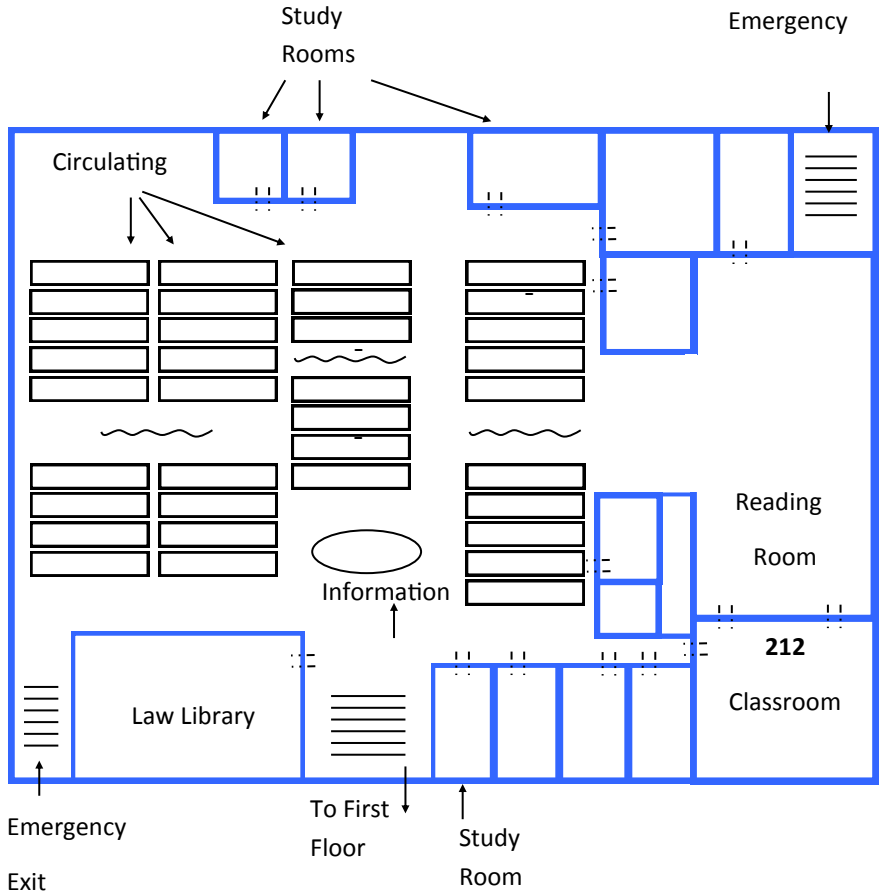
Library Display Case:

Interested in sponsoring a display? Call the Library @ x8394.

Library First Floor



Library Second Floor



Example of Specialized Subject Instruction Request Form

The screenshot shows a web browser window with the URL www.netktime.edu/connect/library/forms/specialized-subject-instruction-request-form/. The page title is "Specialized Subject Instruction Request Form".

Navigation Menu (Left):

- People & Offices
 - Visit Herkimer College
 - Virtual Tours
 - Directory
 - Offices Directory
 - Social Media Directory
 - Alumni
 - Child Care Center
 - Employment
 - The Foundation
 - Information Services
 - Library
 - Catalog: Find Books
 - Cite Your Sources
 - Collections
 - Databases: Find Articles
 - Faculty Use
 - Forms
 - Specialized Subject Instruction Request Form
 - Request Form
 - Faculty/Staff Individual Consultation
 - Students Individual Consultation
 - FAQs
 - Library Hours
 - In-library Loan
 - Library Staff
 - Policies
 - Research Help & Tips
 - Services
 - Suggestion Box
 - Topics - LibGuides
 - HerkAPP

Form Fields (Right):

Connect » Library » Forms » Specialized Subject Instruction Request Form

Specialized Subject Instruction Request Form

Please fill in the information below so that we can make and confirm an appointment for you.

* Indicates required field

Name *

Course Title & Number (e.g. EN 111) *

Phone

Email *

Time Class Meets (e.g. MWTF 9:15-10:15) *

Preferred Dates of Library Instruction *

Services *

Number of Students In Class *

Please choose an option

Please choose an option

Upload Copy of Student Assignment

Browse

Detailed Description of Requested Services

[Return to Forms](#)