

Herkimer County Community College Library Handbook for Students



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/connect/library>

TXT the HERKIMER COLLEGE Library: 315-836-3796

library@herkimer.edu

Facebook: Herkimer College 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

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Director of Library Services
315-866-0300x8345

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Librarian for Technical Services: PT
315-866-0300 x8217

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Circulation

Who can borrow library materials?

HERKIMER COLLEGE Students: must present a valid college ID card.

No substitutes are acceptable.

**Don't let anyone borrow with your Herkimer College ID!
You will be responsible for any overdue fines!**

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.

Items that can be borrowed:

Books and Audio Books	3 Weeks
e-Readers	3 Weeks
Reserve Materials	2 Hours
DVD's and Video Cassettes	3 Days
CD's	3 Days
Audio Cassettes	1 Week

Fines for Overdue Material:

Books	\$.25 each day for each item
DVDs and CD's	\$.25 each day for each item
Reserve Materials	\$1.00 each hour for each item MAX of \$50
Interlibrary Loans	\$1.00 each day for each item

The borrower is responsible for returning materials on time.
All damages beyond normal wear are charged to the borrower.

Reserve materials can be used in the Library only.

Return materials to the Circulation Desk.

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

Students cannot receive grades, send transcripts or graduate until all overdue materials are returned and fines are paid.

Circulation- Continued

Types of Library Materials:

Print Items:

Reference Books—these books do not leave the Library

examples: dictionaries, encyclopedias, almanacs, etc...

Circulating Books—books you can borrow

Print Periodicals—journals, magazines, newspapers. In Library use

Reserve Materials—includes textbooks and sometimes professors

place articles on reserve as well. **(these items do not leave the Library)**

Media and Electronic Items:

e-Readers: devices you can transfer e-books to. Borrow for 3 weeks

DVDs—popular movies you can borrow and instructional ones you

can use in the building

VHS Tapes—popular movies you can borrow and instructional

ones you can use in the building

CDs

Books on Tape/CD

Headphones—on reserve, to use in the Library

Records

Laptops— in library use, borrow for 2 hours at a time. Print from

library owned laptops to a library printer

Circulation- Continued

Reserve Textbooks:

The Library has some of the textbooks that professors use. Students must have their Herkimer College ID to sign out the book. There are no exceptions to this rule. Textbooks can be used for **two hours at one time**, and **are in-Library use only**. Students may use one textbook at a time. Students can make photocopies if necessary. (See below for information about photocopies). Please see a Librarian if we don't have a textbook to discuss further.

DVDs:

The Library has a collection of DVDs and VHS tapes. Students must ask for the media item at the Circulation desk. There is a paper copy of the list of DVDs that we own, or the student can use the Online Catalog (see page 11) 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.

Print Periodicals:

The Herkimer College Library subscribes to print magazines and newspapers. Use the online catalog or look in the Herkimer College Periodical Holdings List to see which ones we have. The journals, magazines and newspapers can not be borrowed. (See below for information about photocopies).

Photocopy Machines:

There are two photocopy machines; both located on the first floor. Each page you photocopy is \$0.10. The machines accept coins, \$1.00 and \$5.00 bills. You can also get change at the Circulation Desk.

Circulation- Continued

Lost Material:

If a book or other Library material is lost, please notify the Library staff immediately. Any further accumulation of fines will be stopped. If the book can not be found within a reasonable amount of time the borrower will:

A) Find a replacement copy in good condition and,
Pay a \$15 processing and re-cataloging fee and,
Pay accumulated fines

OR

B) Pay a replacement fee of \$25 and,
Pay a \$15 processing and re-cataloging fee and,
Pay accumulated fines

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 directly:

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

Interlibrary Loan: ILLiad

This service is only available to currently enrolled students, faculty, and staff. Books and articles which the Herkimer College Library does not have 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 for books are set by the home library.

To order a Book using ILLiad:

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

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

Find a book that you want/need.

Click on: Libraries World Wide

Scroll down and 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. The log in is the same as your Herkimer College username and password.

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 FAQ's located at <http://www.herkimer.edu/library/services>).

Begin your research Early!!

Allow at least one to two weeks for your material to arrive.

Not all requests can be filled.

Contact a Librarian for more details.

Reference Services

You can contact a Librarian when you need help finding Library materials! We are here to answer any questions you have when working on a research project or even if you have a question that is not related to your schoolwork (example: researching jobs, look up bus/train schedule etc...).

If you don't see a Librarian at the Reference desk, ask for one at the Circulation Desk.

Contact a Librarian:

Reference Desk (on the first floor) To schedule a one on one meeting go to the following website:

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

Phone: 315-574-4007 (Toll Free: 1-888-GO4-HERK ext. 8394)

Email: library@herkimer.edu

TXT a Librarian: 315-836-3796

AskUs 24/7: chat with a librarian 24/7. During closed hours a librarian is available from a nationwide network.

How books are arranged in the Library: Library of Congress Classification. Books are in order by each letter (A-Z) with each letter represents a subject. This makes it easy to browse.

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,	R	Medicine

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

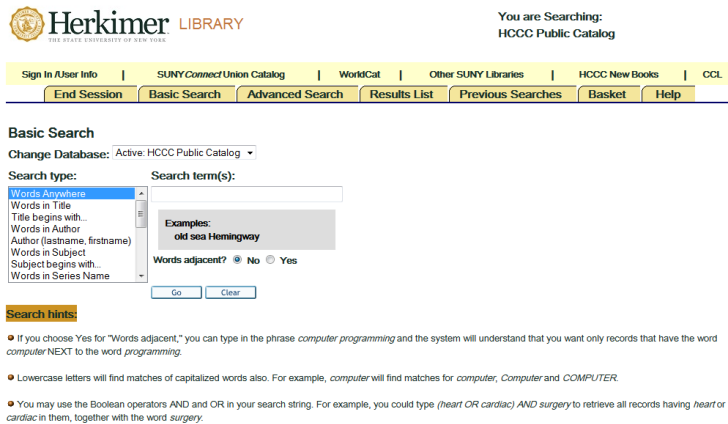


Figure 1:

Basic Search
Screen-
Library
Online
Catalog

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

Library Conduct:

1. First and foremost the Library is a place to study and do schoolwork. How you act in the Library should reflect that: no yelling or running.
1. Respect others that are using the Library:
 - a. Keep noise to a minimum, only the person you are speaking to should hear your voice.
 - b. Use cell phones only for texting.
 - c. **If you must talk on your cell phone, you will have to go out into the lobby.**
 - d. **If you have headphones on, no one else should hear your music.**
3. **Food is not allowed in the Library.**
4. Drinks are allowed if they are in spill-proof containers (i.e. with a lid).
5. No food or drink near any Library owned computer.
6. The first floor is a group study area, conversation is permitted.
7. **The first floor computer lab (LB 107/108) is a quiet study area, no talking.**
8. The entire second floor, including all computer areas is a quiet study area, no talking.
9. There are group study rooms available on a first come, first served basis for conversations. They are located on the first and second floors. Any damage will result in disciplinary action.
10. Restrooms are located in the lobby via the door facing Johnson Hall.
11. If you are asked by Library Staff to show your Student ID you must do so, per the Student Handbook.

Above all, this is an Academic Library and it is a quiet environment where students can study and do homework.

For More Information:

Visit the Library webpage and read through the Policies and FAQ's
<http://www.herkimer.edu/connect/library/policies/>
<http://www.herkimer.edu/connect/library/faqs/>

Policies- Continued

Computers:

There are 50+ computers available for 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.

There is a Quick Print Station located on the first floor. Students needing to print their schedule, a paper or other school related material are permitted to use the station. Any other computer use must be done at a serpentine table or the computer lab.

Students must be prepared to log off computers 15 before closing; Computers automatically shut down then.

Please Note: To keep the computers free of spam and viruses students must keep usage relevant to the Herkimer College Computer Use Policy & Guidelines. These policies must be followed or the student will be subject to disciplinary action by the college. A copy of the policy is available in MyHerkimer.

Lost and Found:

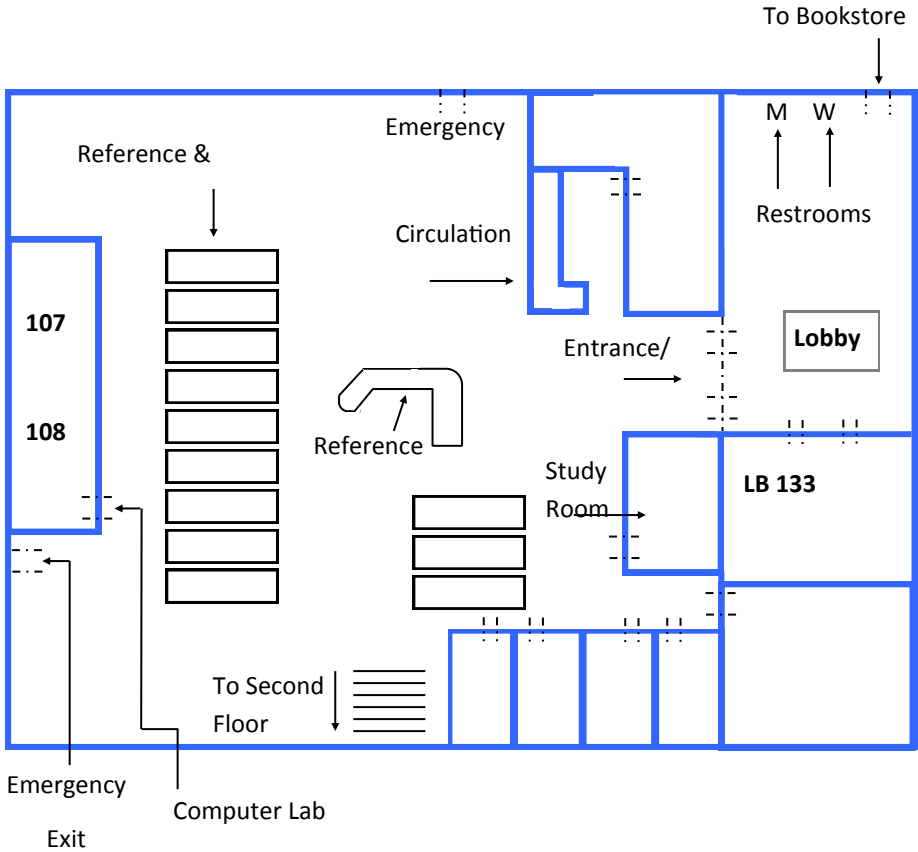
Do not leave any of your belongings unattended. The Library is not responsible for lost or stolen articles. There is a lost and found at the Circulation Desk. Items are sent to the Safety Office in the RMCC after a short time.

Exit Check:

In order to prevent materials from leaving the Library without being checked out a security system may sound when you exit the Library. Students must report to the Circulation Desk if the alarm sounds and Library Staff will check your materials to make sure they were checked out. Some materials may not leave the Library at all.

Please Note: The Library Staff reserves the right to inspect bags that are large enough to hide materials. **Failure to comply with Library Policy may result in loss of Library privileges and/or other disciplinary action.**

Library First Floor



Library Second Floor

