

# NEW YORK CHIROPRACTIC COLLEGE LIBRARY HANDBOOK AND POLICIES

*The policies in this handbook are subject to change without notice.*

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## **LIBRARY MISSION**

**MISSION** The mission of the New York Chiropractic College Library is to provide support for the educational goals of the College, as defined in the NYCC Official Catalog and the NYCC Student Guide, by acquiring and maintaining a well-balanced, up-to-date collection of print, non-print, and electronic resources.

Located on the upper two floors of the Library/Anatomy building, the NYCC Library houses 10,653 volumes, 306 journal titles (both print and electronic), and 35,564 media items for use by the campus community.

## **HOURS**

IN SESSION: Regular hours begin the day classes begin.

Mon - Fri	7:45 a.m. – 12:00 midnight
Sat - Sun	10:00 a.m. – 12:00 midnight

BREAK: Break schedule begins the Saturday after finals.

Mon - Fri	8:30 a.m. – 4:30 p.m.
Sat -Sun	Closed

The library closes for US holidays occurring during sessions: Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, and Thanksgiving recess.

Please complete Library-related work fifteen minutes before closing so the Library staff may close the building.

## **CONTACTS**

Information	315-568-3244, 3245	<a href="mailto:Libraryrequests@nycc.edu">Libraryrequests@nycc.edu</a>
Director Daniel Kanaley	315-568-3246	<a href="mailto:dkanaley@nycc.edu">dkanaley@nycc.edu</a>
Reference John C. Sheldon	315-568-3249, 3246	<a href="mailto:csheldon@nycc.edu">csheldon@nycc.edu</a>
Circulation Carolyn Simolo	315-568-3244	<a href="mailto:csimolo@nycc.edu">csimolo@nycc.edu</a>
Media Library Bethyn A. Boni	315-568-3252	<a href="mailto:bboni@nycc.edu">bboni@nycc.edu</a>
Library Fax	315-568-3119	

## **GENERAL INFORMATION**

**RESTROOMS** A unisex public restroom is located near room 111. Additional restrooms are located downstairs in anatomy department.

**QUIET** Please be considerate of others and maintain quiet in the Library. Extended conversation should be confined to group study rooms. Individuals may use study rooms, but groups have priority and take precedence in room assignment. Cell phones should be used outside the Library.

**FOOD AND DRINKS** The Library welcomes your cooperation in maintaining a clean, pest-free Library by not bringing in food and drinks. Eat or drink in the Library vestibule, in the downstairs lounge area, or in the cafeteria. Water brought into the Library must be in a spillproof container.

**SMOKING** Smoking is not permitted anywhere in the building.

**EXIT GATE ALARM** If you are leaving the Library and the alarm sounds, all cases, bags, coats, etc. must be searched by a Library staff member. If requested, you must produce proper identification. Your cooperation is appreciated.

**SIGNING OUT LIBRARY MATERIALS** All materials must be signed out at least 15 minutes before the Library closes. If items are not signed out in time, they will be held for you at the circulation desk until the next day when they may be signed out.

**VALUABLES** The Library is not responsible for items left unattended.

**PHOTOCOPIERS AND MICROFICHE/FILM READER** Two photocopiers and one microfiche / microfilm reader-printer are available on the first floor for public use. The charge for copies is 10 cents per page. Please note that the copyright law (title 17 US Code) governs the making of photocopies or other reproductions of copyrighted material; the person making the copies is liable for any infringement.

**VISITORS** Visitor parking is available next to the Administration Building. All visitors must report to the Security Office, room L01 Administration Building, and register as a campus visitor.

## **USING THE LIBRARY**

**FINDING LIBRARY MATERIALS** Determine what books and media materials are held in the Library by searching the Symphony online [catalog](#) either by author, title, subject, or keyword. Searches may be done on any of the Internet-accessible computers in the

Library. From any other location, go to the Library's [home page](#) and click on the [Online Resources](#) link.

**BOOKS** Located on the main level of the Library and shelved according to the Library of Congress classification system. The signout period for books is two weeks, with two additional two-week renewals available unless there is a hold placed. There is a 15 cent per day overdue charge. Failure to receive notification of overdue items does not absolve a borrower of fines or replacement charges.

**PRINT JOURNALS** These journals are located on the main level of the Library shelved in alphabetical order. A few journals are available on microfiche or microfilm located in file cabinets on the north wall of the Library near the circulation desk.

**JOURNAL ARTICLES** Journals may be found in online or print indexes by searching by subject, author, title, or keywords. Journal references, usually comprising the author, title, and journal source, can then be used to find the entire article. Many full-text journal articles are available online through Library subscriptions or sometimes free on the Internet. Online journal indexes are accessible from a [link](#) at the Library's [home page](#).

**INTERLIBRARY LOAN** Articles and books not held by the NYCC Library may be obtained from other libraries through interLibrary loan. Requests may take from a few hours to a week or longer to arrive, depending on the item requested. NYCC students, faculty, and staff receive 10 free interLibrary loans per trimester. A \$10 charge may be applied for requests beyond the 10 item limit. Request forms are available at the main desk, or from a [link](#) at the Library's [home page](#).

**COPYRIGHT NOTICE** *The copyright law of the United States (Title 17, US Code) governs the making of photocopies or other reproduction of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, that user may be liable for copyright infringement.*

**COMPUTERS** There are PCs and laser printers available during Library hours for word processing and Internet access. Additional computers are available in the Media Library dedicated to running media-related software and may not be used for Internet access at this time.

## **CIRCULATION OF LIBRARY MATERIALS**

### **BOOKS**

- Two week sign-out with a valid NYCC ID card. A total of ten may be signed out at one time but no more than five books per subject.

- Two, 2-week renewal periods are allowed, unless reserved, subject to immediate recall due to research requirements or curriculum demands.
- Failure to comply with a recall request may result in loss of borrowing privileges.
- There is a 15 cent charge for each day a book is overdue.
- Lost or damaged books are billed as the replacement cost of the item plus a \$35 processing fee.
- Out-of-print replacement cost is the cost of an equivalent item.
- All materials are due at the end of the trimester.
- Failure to receive notification of overdue items does not absolve a borrower of fines or replacement charges.

### RESERVE MATERIALS

- Available at the main circulation desk with a valid NYCC ID card. (two item, two hour limit; leave ID at the desk while the reserve item is in use).
- Extra reserve copies may be signed out overnight one hour prior to closing and are due the following day one hour after opening
- \$5.00 per hour fine for late return of reserve materials.
- \$10.00 fine for removing materials from the Library without permission.

### JOURNALS

- Print journals do not circulate outside the Library.
- Journal articles not available in the NYCC Library may be available through interLibrary loan.
- Some journal titles may be available electronically.
- Consult the Library's online public [catalog](#) or the Library's [home page](#) for a listing.

### ARCHIVE MATERIALS

- Archive collection is located in room 112 on the first level of the Library.
- Archive materials may be used in the Library only. Other restrictions may also apply.

**Borrowing privileges will be suspended if there are overdue materials and/or unpaid fines. Unpaid fines are forwarded to the Bursar's office**

### LIBRARY STUDY ROOMS

Library study rooms (111, 113, 114, 115, 116) may be signed out under the following conditions:

- Sign out room (first come first served, no advance reservations) at the main circulation desk.
- Rooms are for group study. Individuals who sign out rooms must surrender rooms to a group if no other rooms are available.
- Three hour time limit to use rooms if others are waiting.
- Absences longer than 15 minutes may result in loss of room.

- No food or smoking allowed in rooms. Food is subject to confiscation and violators will not be allowed to use rooms for one month. Only beverages in spill proof containers are allowed.
- Do not leave valuables unattended. The Library cannot be responsible for them.
- Pick up your ID when you leave

Media Library study rooms 204, 205, and 206 are for those using media materials.

### **USING THE MEDIA LIBRARY**

The Media Library is located on the second floor. All items are shelved behind the service desk or in display cases, and require assistance for retrieval from the media Library staff. Limited resources may require sharing of materials during times of heavy use.

Media Library users must have a valid NYCC ID to use materials in the Media Library.

The following types of materials are available: DVDs, videocassettes, bones and models, radiographs, CD-ROMs, audiocassettes, microscopes and microscopic lab slides, videodiscs, DVD/VHS players, 35mm slides and 35mm projectors .

Most items are to be used in the Media Library only, with a two-hour time limit for use if others are waiting. Some DVDs, VHS, audiocassettes, and CD-ROMs circulate outside the Library. Please check the online [catalog](#) to determine the circulation status or ask the staff for assistance.

Overdue Media fines are **\$1.00 per day per item** with a \$30 maximum fine per item. Lost or damaged materials are billed for the replacement cost of the item, plus a \$35 processing fee, plus overdue charges (if applicable). Lost or damaged one-of-a-kind items are charged \$200 per item, plus a \$35 processing fee, plus overdue charges (if applicable). The maximum fine will be charged if the material is returned before a replacement is purchased. Failure to receive notification of overdue items does not absolve a borrower of fines or replacement charges. No permanent loans are permitted and all materials are due at trimester end.

**Borrowing privileges will be suspended if there are overdue materials and/or unpaid fines. Unpaid fines are forwarded to the Bursar's office.**

### **LIBRARY SERVICES TO HEALTH CENTERS**

Students and staff at the various Health Center and clinic locations may continue to borrow materials from the NYCC Library, however special consideration and restrictions may apply due to the Health Centers' location. Health Center students, faculty, and staff should search the Symphony Library [catalog](#) or access the Library's [home page](#) and click on the [Online Resources](#) link.

Requests for material may be sent either by email, fax, mail, or by using the [link](#) at the Library's [home page](#). Telephone requests will only be accepted under special circumstances. Items are shipped from the main Library to the Health Center office managers to be checked out to the requesting patron. All items should be returned to the office manager, who will then return them to the main campus Library.

### **OUTSIDE REQUESTS FOR INFORMATION**

Requests from alumni and non-NYCC patrons for journal articles may be made directly to the NYCC Library either by mail: NYCC Library, 2360 State Route 89, Seneca Falls, NY; email: [Libraryrequests@nycc.edu](mailto:Libraryrequests@nycc.edu) or fax: (315) 568-3119. No telephone requests will be accepted. Call ahead before placing a rush email request.

Requests for books should be made through the requester's local Library. Media materials may not be borrowed.

#### NYCC Alumni:

- \$50.00 worth of services provided free each calendar year. After that, these charges apply:
- \$10.00 per literature search.
- \$5.00 per article if held by NYCC.
- \$10.00 per article obtained from sources outside NYCC.

Prepayment required for requests totaling above \$50; check, MasterCard or Visa accepted.

#### Outside research requests in preparation for an NYCC Seminar:

- Two free literature searches per year.
- First \$50 worth of articles free per year.
- \$10.00 per literature search over two.
- \$5.00 per article over ten articles if held by NYCC.
- \$10.00 per article obtained from sources outside NYCC.
- \$ .50 per page fax charge (\$1.00 minimum).

Prepayment required for charges beyond two search or ten articles; check, MasterCard or Visa accepted.

#### Outside requests:

- \$10.00 per literature search.
- \$5.00 per article if held by NYCC.
- \$10.00 per article obtained from sources outside NYCC.

Prepayment required; check, MasterCard or Visa accepted.

#### President's Council members:

- Five free literature searches per year.
- \$60 worth of articles free per year.
- \$10.00 per literature search over two.
- \$5.00 per article over ten articles if held by NYCC.

- \$10.00 per article obtained from sources outside NYCC
- \$ .50 per page fax charge (\$1.00 minimum).

Prepayment required for charges beyond five searches or twelve articles; check, MasterCard or Visa accepted.