

# Herkimer County Community College Library Handbook for Students



Circulation Desk: 315-574-4007 or 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>

[library@herkimer.edu](mailto:library@herkimer.edu)

TXT the HERKIMER COLLEGE Library: 315-836-3796

Chat: links on Herkimer College Library webpage

Facebook: Herkimer College Library

Youtube; Twitter; Instagram



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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: 1:00pm-6:00pm  
 Monday– Thursday: 8:00am-9:00pm  
 Friday: 8:00am-3:00pm

Holiday, Vacation and Summer Hours are posted in the Library and on the Library website.

## 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 315-866-0300 x8345 berowskfj@herkimer.edu	
Stephanie Conley, MLS Librarian for Technical Services, FT 315-866-0300 x8271 conleysa@herkimer.edu	Laurie Baum-Lovato Ordering & Receiving 315-866-0300 x8341
Ann Prior, MLS Reference Librarian, PT 315-866-0300 x8394 prioraf@herkimer.edu	JoAnne LeClair Periodicals 315-866-0300 x8335
William Stewart, MLS Outreach Librarian, PT 315-866-0300 x8394 stewartwj@herkime.edu	Lauren VanHeusen Circulation, Daytime, PT 315-866-0300 x8272
	Sandra Griffin Circulation, Evening, PT 315-866-0300 x8272

## Circulation

### Who can borrow library materials?

Herkimer College students must present a valid college ID card.

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

**No substitutes are acceptable.**

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

### Fines for Overdue Material:

Books	\$ .25 each day for each item
DVDs and CD's	\$ .25 each day for each item
<b>Reserve Materials</b>	<b>\$1.00 each hour for each item</b> 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 all 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

<u>Item</u>	<u>Notes</u>	<u>Over due fines, if applicable</u>
<b>Reference Books</b> Ex. dictionary, encyclopedia	In Library use only.	
<b>Circulating Books</b>	Most books on the second floor can be borrowed.	\$0.25 a day per item
<b>Print Periodicals</b> Ex. Magazines, journals, newspapers	In Library use only.	
<b>Reserve Materials</b> Including: textbooks, laptops, headphones, teacher reserve items, bones, white board markers	In Library use only. One textbook at a time. Can use one textbook and one other item. 2 HOURS MAXIMUM	\$1.00 an hour/per item kept longer than two hours
<b>DVDs</b>	Popular movies can be borrowed for three days.  Instructional movies can be viewed in the Media Room only.	\$0.25 a day per item
<b>CDs</b>	Music can be borrowed for three days.	\$0.25 a day per item
<b>Records</b> Variety of music genres	Listen in our media room or borrow items for one week.	\$0.25 a day per item

## 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 and ASC 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.

### DVDs:

The Library has a collection of DVDs. Browse the DVD shelves for new and popular titles. A complete listing of movies is located in the binder in the DVD area and on the library website (see page 11 for searching the catalog). The number that corresponds to the item must be written down, given to the circulation clerk and the movies will be retrieved. Some videos are faculty use only and 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 are in Library use only items. (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.

Requests can be made through your Library account, through any of the Library databases or through the Primo Catalog.

You can track all activity for each loan by logging into your Library account. When the material you 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 library account.

Due dates for books are set by the home library.

**Contact a Librarian for more details.**

**Begin your research Early!!**

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

**Not all requests can be filled.**

## Reference Services

You can contact a Librarian when you need help finding Library materials! We are here to answer any questions about schoolwork/research projects or any other questions that you have.

### Contact a Librarian:

**Reference Desk:** stop in anytime during open hours!

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](mailto: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.

**Facebook:** Herkimer College Library

**Twitter:** @HCCC\_Library

**Instagram:** herkimercollegelibrary

How books are arranged in the Library: Library of Congress Classification. Books are in order by each letter (A-Z) and 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, 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](http://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 the spine to match what you wrote down.

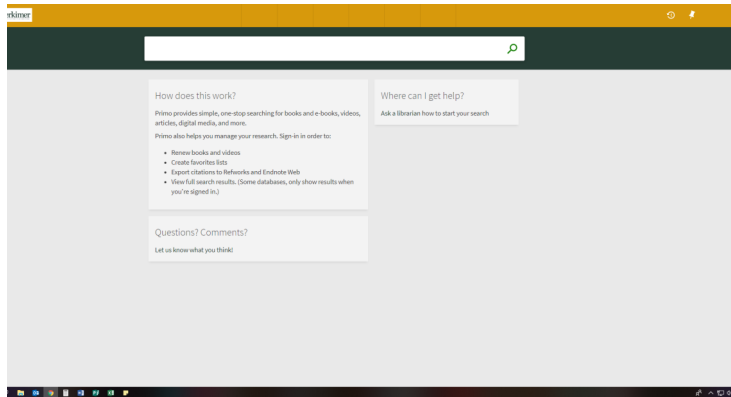


Figure 1:

Basic Search  
Screen-  
Library Online  
Catalog

### Book Locations:

Circulating Books: 2<sup>nd</sup> Floor

Reference Books: 1<sup>st</sup> Floor

New Books: 1<sup>st</sup> Floor, front of Reference shelves

Bestsellers: 1<sup>st</sup> Floor

### Electronic Databases:

Go to: [www.herkimer.edu/connect/library](http://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 campus 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 in spill-proof containers (i.e. with a lid).

5. No drinks 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 home-

### For More Information:

Visit the Library webpage and read through the Policies and FAQ's

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

## **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 bags.

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.**