NEW YORK CHIROPRACTIC COLLEGE
LIBRARY HANDBOOK AND POLICIES

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

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New York Chiropractic College Library Mission and Purpose Statement

The Library advances the Mission, Vision, and Values of New York Chiropractic College by providing access to resources and services that foster the development of information literacy skills in support of research and life-long learning.

Located on the upper two floors of the Library/Anatomy building, the NYCC Library is home to books, journals (both print and electronic), and media items for use by the campus community.

HOURS

IN SESSION: Regular hours begin the day classes begin.

Mon - Fri 7:45 a.m. – 11:00 p.m.
Sat - Sun 11:00 a.m. – 11:00 p.m.

BREAK: Break schedule begins the Saturday after finals.

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

During the two weeks of final exams, the Library will extend hours until midnight, beginning with the Friday of week 13.

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

**CONTACTS**

Information  315-568-3244, 3245  library@nycc.edu  
Director  315-568-3252  
Reference  315-568-3249  
Interlibrary Loan  315-568-3425  library@nycc.edu  
Circulation  315-568-3244, 3245  
Media Library  315-568-3246, 3112  
Cataloging  315-568-3251  
Library Fax  315-568-3119  

**GENERAL INFORMATION**

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

**QUIET** Please be considerate of others and maintain quiet in the Library. Extended conversation should be confined to the Library Commons or the 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** Food and drinks are permitted in the library. Please help us maintain a clean, pest-free Library by disposing of your trash in the proper receptacles.

**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. After 24 hours, items found in the Library will be sent to Security.

**PHOTOCOPIER** A photocopier is 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 link in your Student or Faculty Portal and click on the Online Catalog link.

BOOKS  Located on the main level of the Library and shelved according to the Library of Congress classification system. The sign out 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.

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 the Library link in your Student or Faculty Portal; click on Browse Journals.

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. An $11 charge may be applied for requests beyond the 10 item limit. Request forms are available at the main desk, or from the Library link in your Student or Faculty Portal. Those in the online programs may use interlibrary loan with some limitations. Online students, faculty, and staff may request articles or book chapters (one chapter per book). Because of national interlibrary loan policy restrictions and copyright laws, we are not able to order books through interlibrary loan for online students. Online users will use their local libraries for interlibrary loan services.

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 in the main Library and in the Commons with networked laser printers available during Library hours for Internet access and word processing. Additional computers are available in the Media Library dedicated to running media-related software and do not have Internet access. Printing from the computers utilizes the Go Print system; you must have an account set up.

LIBRARY COMMONS  The Commons is designed for groups to meet together for communal learning. It is a student-centric area incorporating the freedom of flexible workspace groupings that help to promote interaction and collaboration. The Commons is available for use when the Library is open.

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.
- 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.
- 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.

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).
- $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.
- Many journal titles with full text are available electronically.
- Consult the Library's online catalog.

SPECIAL COLLECTION MATERIALS
- The Special Collection is located in room 112 on the first level of the Library.
- Special Collection 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 (112, 113, 114) may be used under the following conditions:
- First come first served, no advance reservations.
- Rooms are for group study.
- Two hour time limit to use rooms if others are waiting.
- Absences longer than 15 minutes may result in loss of room.
- Do not leave valuables unattended. The Library cannot be responsible for them.

Media Library study rooms 204, 205, and 206 are for those using media materials. The same conditions apply as above.

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, DVD/VHS players.

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 Library using the Library link in your Student or Faculty Portal.

Requests for material may be sent either by email, fax, mail, or by using the Library link in your Student or Faculty Portal and clicking on the Library Request ILL Forms link. 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.