

# NEW YORK CHIROPRACTIC COLLEGE LIBRARY HANDBOOK AND POLICIES



Library photo courtesy of David Odiome, D.C.

Circulation: [Print](#) [Media](#)  
[Hours](#)  
[Library Commons](#)  
[Printing](#)  
[Online Resources](#)

[Contacts](#)  
[Interlibrary Loan](#)  
[Library Purpose Statement](#)  
[Services to Health Centers](#)  
[Outside Requests](#)

[General Information](#)  
[iPads](#)  
[Media Library](#)  
[Study Rooms](#)

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

New York Chiropractic College Library 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.

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:library@nycc.edu">library@nycc.edu</a>
Director	315-568-3252	
Reference	315-568-3249	
Interlibrary Loan	315-568-3425	<a href="mailto:library@nycc.edu">library@nycc.edu</a>
Circulation	315-568-3244, 3245	
Media Library	315-568-3246, 3112	
Cataloging	315-568-3251	
Library Fax	315-568-3119	

## GENERAL INFORMATION

RESTROOMS Two public restrooms are 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. 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/vaping is not permitted anywhere on campus.

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 Do not leave personal items unattended. 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

### iPADS

A small number of iPads are available to be checked out to those students who need to take tests in ExamSoft SofTest-M. They are available for a limited number of hours on a first-come, first-served basis. No reservations will be accepted and the availability of an iPad is not guaranteed. Overdue fines will be charged if the iPad and all accessories are not returned on time. Fees will be charged for repair or replacement if the iPad and/or accessories are returned damaged or are missing.

## STUDY ROOMS

Study rooms are available to New York Chiropractic College students for academic purposes. Rooms are signed out for a two (2) hour time period on a first-come, first-served basis with no advance reservations. One renewal is permitted if all rooms are not full. During times of high demand, renewals are not allowed. White boards are erased regularly.

Rooms 112, 113, and 114 on the Main floor are signed out at the Main Circulation Desk to registered students and require a current NYCC Student ID to be left at the desk. Renewals for study rooms on the Main Floor must be made at the Main Circulation Desk.

Classes or media use take precedence in Media Library study rooms 204, 205, and 206, otherwise they may also be used for general study purposes. Rooms 205 and 206 on the Media floor are signed out at the Media Circulation Desk to registered students and require a current NYCC Student ID to be left at the desk. Room 204 may be used by multiple groups when available. Renewals for study rooms in Media must be made at the Media Circulation Desk.

**Do not leave personal items or library materials unattended in the rooms. The Library is not responsible for items left unattended.**

## LIBRARY COMMONS

The Library Commons, located in the center of the Library, is a student-centric area with comfortable seating, coffee and snack vending machines, flexible workspace groupings to promote interaction and collaboration, five (5) computers, and two large-screen TVs. The Commons is available for use when the Library is open.

## ONLINE RESOURCES

Links to the NYCC Library's databases, journal subscriptions, and online catalog may be found using LibGuides at <http://nycc.libguides.com/welcome> or on the Library Webpage at <https://www.nycc.edu/student-resources/library> or through your Student Portal while on campus. From any other location, log in to your Student or Faculty Portal and click on LibGuides. Once you begin a search you will be asked to log in again for authentication purposes. This is the same log in you use to access the Portals.

## 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 through Publication Finder on LibGuides or from the Library link in your Student or Faculty Portal; click on Browse Journals.

## PRINT JOURNALS

These journals are located on the main level of the Library shelved in alphabetical order. Some print journals are held at the Main Library circulation desk.

## BOOKS

Links to eBooks are available through LibGuides by browsing the eBook databases or searching the NYCC Library Catalog.

Print books are 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.

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. The Library retains the right to limit the number of requests. 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

Printing from the Library computers utilizes the Go Print system; you must be a currently enrolled NYCC student and have an account set up to print. Wireless printing is also available from your mobile device using the PrinterOn app.

## CIRCULATION OF PRINT 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

- Reserve materials do not circulate outside the Library.
- 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.

#### REFERENCE MATERIALS

- Print Reference materials do not circulate outside the library.
- Located in the hall way outside the Reference Librarian's office, Room 111.

#### 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

## 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.

### MEDIA MATERIALS CIRCULATION

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 LibGuides link in your Student or Faculty Portal.

Requests for material may be sent either by email, fax, mail, or by using the LibGuides 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.

## OUTSIDE REQUESTS FOR INTERLIBRARY LOAN

Requests for books and other print materials from alumni and those who are not currently registered students, faculty, or staff at NYCC must be made via interlibrary loan through the requester's local library. Interlibrary loan is transacted only from library to library. There is no guarantee that the materials requested will come from the NYCC Library. Media materials may not be borrowed. The NYCC Library will accept article requests from international libraries, however, we are only able to fill requests for books from libraries located in the United States.