

Table of Contents

Leonard Lief Library Policies

[Access Policy](#)

[Classroom-Computer Lab Use Policy](#)

[Collection Development - Donation - Weeding Policy](#)

[CITY UNIVERSITY OF NEW YORK - Computer User Policy](#)

[Etiquette Policy](#)

[Group Study Rooms Policy](#)

[Interlibrary Loan Privileges and Responsibilities Policy](#)

[Open Access Policy](#)

[Permission to Film or Take Photographs Policy](#)

[Privacy Statement](#)

[Scholarship Statement](#)

Leonard Lief Library

Access Policy

Everyone entering the Library must present an approved form of Identification to the Security Guard at the door.

The Guard will not ask library staff to make exceptions.

ACCESS: PATRON CATEGORY	FORM OF IDENTIFICATION
1. Lehman College: All students, faculty, and staff. Includes Lehman Continuing Education programs.	CURRENT VALIDATED SEMESTER, Lehman College Photo ID. The patron may go to the Public Safety Office [APEX 109] for a temporary ID.
2. Students, faculty, and staff from other CUNY colleges. See attached list of CUNY Colleges.	CURRENT VALIDATED SEMESTER, CUNY College Photo ID. Private College IDs <u>not</u> accepted.
3. SUNY	CURRENT SUNY Photo ID
4. Friends of the Lehman Library Community members who wish to use the Library will be given a <i>Friends of the Library</i> application form. Guard will send applicants to Library Office, Room 213, Monday-Friday, 9:00 AM - 5:00 PM only.	CURRENT year Friends of the Library card
5. Retired Lehman Faculty	Faculty Photo ID
6. Lehman Alumni	CURRENT Alumni Photo ID
7. METRO referrals	Metropolitan New York Library Council Card
8. Visitors: ❖ To view Exhibits ❖ To use Government Documents ❖ To use Special Collections	Visitors who request to see a current Exhibit will be admitted for that purpose only. Must have some form of Photo ID - and name the Exhibit. Visitors may access Government Documents during regular hours [i.e., not during Extended Exam hours]. For current hours, please consult our website: http://www.lehman.edu/library/library-hours.php or call 718-960-7766. By appointment only: 718-960-8603
9. High School of American Studies [HSAS]	CURRENT Lehman Photo ID
10. High school students in special Lehman programs, including College Now [Lehman only]	CURRENT Lehman ID, or some other form of personal ID and name on list at Guard station.
11. Children-Spouses	Children of current Lehman students or staff may enter with them. <u>Children must be accompanied by a parent at all times.</u>
12. CUNY School of Professional Studies	Online classes only - CUNY ID card does <u>not</u> contain Photo - second valid Photo ID must be presented.
13. New York Botanical Garden	Botanical Garden staff with CURRENT ID
14. Manhattan College students enrolled in Lehman language courses	CURRENT Manhattan College ID and Lehman course documentation

Leonard Lief Library

Classroom - Computer Lab Use Policy

Mission

Leonard Lief Library contains four Classrooms-Computer Labs: B27A, B27B, and B27C - on the Concourse level north - as well as Fine Arts on the second floor. B27A and B27B are each equipped with 23 student workstations and an instructor console connected to a projector. B27C functions as a lecture room with an instructor console and projector.

Computers in the Classrooms-Labs have *Microsoft Office* software installed. All rooms permit printing.

These Rooms serve a dual function as Library Classrooms and Computer Labs. Room B27A is an Open Lab for student research and academic use. Room B27C is the Library's primary classroom. B27B is used as needed for instruction - as well as an overflow Lab for students when free. Fine Arts is purposed for lectures, film screenings, and as an iPad Lab.

Policy

1. Classrooms are to be used exclusively for instruction with the following priorities:
 - Library instruction to Lehman undergraduate and graduate classes
 - Library workshops for students and faculty
 - Faculty-led research classes
 - Library faculty and staff training
 - *High School of American Studies* library classes
 - Classes-Workshops for outside groups arranged by Lehman faculty or administration
2. Discipline faculty may arrange individual class sessions by filling out the form at: <http://www.lehman.edu/library/information-literacy-request-class.php>
3. or by contacting Coordinator of Information Literacy and Assessment Robert.Farrell@lehman.cuny.edu, x7761
4. Reservations for Instruction sessions are on a first-come, first-served basis - and will be confirmed
5. Faculty may schedule a follow-up session in the Lab
6. Reservations for non-library or research-related use of the Lab are evaluated by library faculty and booked at our discretion
7. Library cannot accept full-time classes scheduled in these spaces
8. Library cannot accept requests for simultaneous use of **two** classrooms During first ten weeks of the semester - non-library instruction use of the Labs cannot be accommodated
9. Instructors are responsible for maintaining original order of computer software and classroom furniture
10. Eating and drinking are not allowed

Leonard Lief Library

Collection Development - Donation - Weeding Policy

Collection Development

Based on annual allotment of funds - the Library's top priority is to support Lehman College's undergraduate and graduate curriculum and instruction. In addition, the Library acquires print, electronic, and multimedia resources to support faculty research and scholarship. Our overall objective is to build a balanced and comprehensive collection of quality, authoritative, and current research, reflecting a multiplicity of viewpoints and perspectives.

Purchase of course textbooks is limited by budget and number of students enrolled in the course. Faculty is encouraged to provide a desk copy of the required text when publisher supplies one.

Multimedia

The Library collects multimedia resources to support Lehman's curriculum across all disciplines, foster research, as well as enhance student learning, cultural enrichment, and intellectual advancement.

The multimedia subject librarian welcomes purchase recommendations from faculty, though breadth is limited by the budget for multimedia resources.

Selection criteria include:

- *Capacity to support curricula or faculty research*
- *Potential active use by Lehman community*
- *Faculty recommendation*
- *Quality and cultural enrichment value*

Generally, the Library does not collect commercial or feature films, unless they have cultural value or are being used within a course. Faculty will be referred to their local public library or commercial resources for these products. Most films based on literary works will be purchased.

The primary collection format is DVD - with VHS as a backup when DVD is not available. Currently we do not support high definition formats or computer application software.

Donations

The Library prefers titles published within the past ten years [five years for sciences and health sciences]. While we welcome donations of appropriate materials - gifts should be directed to the pertinent subject librarian. Before delivering materials, donors should prepare a list of items including author, title, publisher, publication date, and condition. The subject librarian reviews this list and determines whether or not material will be accepted.

Donors will receive an acknowledgement letter from the Library noting number of books donated. The Library reserves the right to incorporate materials into the collection - or may sell or dispose of it at its discretion.

Weeding Guidelines

Library faculty systematically reviews the stacks and donations to evaluate what to acquire or discard in order to maintain a useful and up-to-date collection. Weeding criteria may be modified for specific subject areas.

Replacements - New Editions - Binding - Mending

When identifying items for withdrawal - library faculty may decide whether to request replacements, newer editions, or recommend rebinding. Faculty should maintain ongoing list of titles to order when budget permits.

Government Documents

When withdrawing Depository items [Technical manuals in Science, Health; Education Reports] - please inform Government Documents Librarian, as there are guidelines for discarding.

Criteria

Content	Is content of book relevant to collection goals?
Copyright	Is content outdated?
Condition	Is book extremely worn?
Circulation history	Is book being borrowed? Review due date stamps in back.
Currency	Is newer information available? Does Library offer another available format? Can it be replaced by e-books or online information?
Duplication	Are multiple copies still circulated? Is information available in another source?

Books to Consider Keeping

Books donated with Gift Plates
Books by Lehman faculty Check Faculty Publications, http://www.lehman.cuny.edu/library/faculty-publications.php
Classic titles
Titles on local history or by local authors
College publications [yearbooks]
Titles on current syllabi
Out-of-print titles that are still useful and irreplaceable
Biographical titles

Books to Consider for Withdrawal

Items with physical deterioration: missing pages, damaged bindings, water or mold damage
Superseded editions
Materials which no longer support curriculum, outdated, or contain inaccurate information
Excess duplicate copies. Two copies are sufficient unless proven demand exists. Exceptions are classics and consistently taught literary works.
Old textbooks [more than 5-7 years old] - unless they are considered standards
Encyclopedia sets, computer software and manuals, training manuals, or damaged spiral-bound books
If uncertain, check circulation record or whether title is owned by another CUNY library

Compiled from:

Hunter College-Weeding, <http://library.hunter.cuny.edu/about/collectionmanagement#weeding>

Perma-Bound Weeding, <http://www.perma-bound.com/library/weeding.faces>;

ALA - Weeding Annotated Bibliography, <http://www.ala.org/tools/libfactsheets/alalibraryfactsheet15>

GPLS Collection Management Manual, January 2003

<http://www.georgialibraries.org/lib/collection/colstaffman.pdf>

Leonard Lief Library

City University of New York - Computer User Policy

RESPONSIBILITIES

NOTE: The City University of New York Computer User Responsibilities is a statement originally prepared by the University's Computer Policy Committee. It underwent review by the University Faculty Senate and the CUNY Office of the Vice Chancellor for Legal Affairs.

The computer resources** of the City University of New York must be used in a manner that is consistent with the University's educational purposes and environment.

*** "Computer Resources" is an inclusive term referring to any and all computing/information technology: hardware, software and access. Hardware includes, but is not limited to, terminals, personal computers, workstations, printers, mice, monitors, cabling and peripheral devices. Software includes, but is not limited to, mainframe shared software, networked software, and stand-alone software residing on personal computers. Access includes, but is not limited to, accounts on timesharing systems, as well as access to stand-alone personal computing systems and other relevant technology.*

All users of computer resources are expected to act in a spirit of mutual respect and cooperation, and to adhere to the regulations for their use set forth in this document. As a user of CUNY computer resources:

- ❖ You must have a valid authorized account to use computer resources that require one and may use only those computer resources that are specifically authorized. You may use your account only in accordance with its authorized purposes and may not use an unauthorized account for any purpose.
- ❖ You are responsible for the safeguarding of your computer account. For a mainframe computer account, you should change your password frequently and should not disclose it to anyone. You should take all necessary precautions in protecting the account, no matter what type of computer resources you are using.
- ❖ You may not circumvent system protection facilities.
- ❖ You may not knowingly use any system to produce system failure or degraded performance.
- ❖ You may not engage in unauthorized duplication, alteration or destruction of data, programs or software. You may not transmit or disclose data, programs or software belonging to others and may not duplicate copyrighted material.
- ❖ You may not engage in abusive or improper use of computer hardware. This includes, but is not limited to, tampering with equipment, unauthorized attempts at repairing equipment and unauthorized removal of equipment components.
- ❖ You may not use computer resources for private purposes, including, but not limited to, the use of computer resources for profit making or illegal purposes.
- ❖ You may not use computer resources to engage in abuse of computer personnel or other users. Such abuse includes the sending of abusive, anonymous, or unsolicited messages within CUNY or beyond via network facilities.
- ❖ The use of College computer resources may be subject to College regulations, and you are expected to be familiar with those regulations.

- ❖ These regulations and College regulations are subject to revision. You are expected to be familiar with any revisions in regulations. The University reserves the right to monitor, under appropriate conditions, all data contained in the system to protect the integrity of the system and to insure compliance with regulations. Any user who is found to be in violation of these rules shall be subject to the following:
 - ❖ Suspension and/or termination of computer privileges
 - ❖ Disciplinary action by appropriate College and/or University officials
 - ❖ Referral to law enforcement authorities for criminal prosecution
 - ❖ Other legal action, including action to recover civil damages and penalties

Leonard Lief Library

Etiquette Policy

In order to promote a quiet and considerate environment for Lehman College students, faculty, and staff - the Library requests the following:

- *Please swipe your validated CUNY ID to gain entrance to the Library*
- Please keep conversation to a quiet, respectful minimum and observe *Quiet Zone* areas [located in Education, Fine Arts, Periodicals, and Graduate Research Room]
- Students working in groups are encouraged to request a *Group Study Room* [Third floor south] at the Circulation-Reserve Desk
- Patrons should leave cellphones on vibrate. Cellphone conversations may only take place in the *Library Gallery* or in the stairwells.
- To maintain cleanliness and preserve print and electronic resources - food and drink are only allowed in the *Library Gallery*. Students may bring in water bottles - but must keep them away from computers.
- Please cooperate with the instructions of library faculty and staff

Thanks for supporting the Library's quality of life.

Leonard Lief Library

Group Study Rooms Policy

****Available to Lehman College Students Only****

Study Rooms allow groups of Lehman students to study and discuss their work together. They are not intended as *individual study rooms*.

Due to limited number of Study Rooms - please observe the following regulations:

1. Lehman College students wishing to use a *Group Study Room* must have a currently validated Lehman ID card. Reserve Desk staff will assign available Study Room and provide designated key for that Room to the student. The student is responsible for key and its safe return.

LOST KEYS WILL RESULT IN A \$75 FINE

2. There is a three-hour time limit on use of a *Group Study Room*. If you stay beyond the three-hour limit - the fine is \$15 per hour. Rooms are available on first-come, first-served basis. No Room renewals are permitted.

Borrowing privileges will be blocked if overdue fines are not paid

3. A minimum of two and maximum of four students may use *Study Room*.
4. No food or drink is allowed.
5. Please respect your fellow students and conduct quiet discussions.
6. When vacating Room - please take all personal belongings with you.
7. If student fails to follow policies - access privileges may be revoked.

We have limited space and would like to make it available to as many Lehman students as possible. Please respect these regulations.

Leonard Lief Library

Interlibrary Loan Privileges and Responsibilities Policy

Leonard Lief Library's Interlibrary Loan service gives patrons access to materials not available on campus or through the CUNY Libraries Inter-Campus Service [CLICS].

- Interlibrary Loan services are available to Lehman College faculty, staff, graduate students, and undergraduate students. The Interlibrary Loan Office will process up to ten requests per week per patron for a total of 170 per semester.
- Books or other materials borrowed through Interlibrary Loan must be picked up from and returned to the Circulation-Reserve Desk. Students may borrow five Interlibrary Loan books only at one time.
- Patrons are responsible for paying occasional fees for lending or photocopying materials. If the patron is unable to pay - the request will be returned. Failure to pay will result in loss of future Interlibrary Loan privileges.
- Lending libraries set their own due dates and usage restrictions - which must be adhered to by Lehman patrons. Failure to return materials on time will jeopardize future Interlibrary Loan privileges. If the lending library approves - a title may be renewed twice.
- Reference and Reserve materials, entire issues of journals, eBooks, and music recordings are not available through Interlibrary Loan. Faculty may borrow DVDs and videotapes *for teaching use only*. These materials can only be renewed once.
- Patrons will be charged for loss or damage to Interlibrary Loan materials.
- The Library reserves the right to decline a photocopying request if it violates copyright or other legal restrictions.

Leonard Lief Library

Open Access Policy

Leonard Lief Library faculty is committed to disseminating research and scholarship as widely as possible. We believe that Open Access to scholarship is critical for scholarly communication and the future of libraries. Further, we assert this is central to CUNY's mission of public education.

We acknowledge that Open Access publishing accrues value for a work. Accordingly, we advocate making our own research freely available whenever possible by seeking publishers who offer Open Access publishing or self-archiving options.

When necessary and when possible - we will attempt to negotiate with publishers to improve Open Access terms. If feasible, we will deposit our publications in the CUNY institutional repository.

Moreover, we will further support Open Access by contributing our reviewing and editing efforts to manuscripts destined for this format.

Endorsed by Lehman library faculty

Leonard Lief Library

Permission to Film or Take Photographs Policy

1. Requests to film or take photographs in the Library should be submitted in writing to the Chief Librarian one week in advance:
Kenneth.Schlesinger@lehman.cuny.edu
2. Please indicate the following:
 - *Date and projected time of shoot*
 - *Areas of Library affected*
 - *Brief description of project*
3. Students or members of the Lehman community cannot be filmed or photographed without obtaining their permission in advance
4. Library Office should be notified of all requests
5. Film production companies must contact Campus Facilities to complete:
 - *Certificate of Insurance*
 - *Location Agreement*

Leonard Lief Library

Privacy Statement

The privacy of all our users - including students, faculty, staff, alumni, and visitors - will be respected in compliance with Federal and state laws and professional standards.

Specifically, we support and comply with:

- *New York State Law*
[New York State Civil Practice Law & Rules 4509, Chapter 112, Laws of 1988]
- *Code of Ethics of American Library Association* with respect to confidentiality of library records including circulation of library materials, Interlibrary Loan transactions, reference queries, and course reserve requests.

All library records relating to an individual patron's use of the Library and its resources are considered confidential. These records may be consulted and used by library staff in the course of carrying out library operations - but will not be disclosed to others except upon request or consent of the library user - or pursuant to subpoena, court order, or otherwise required by law.

Any law enforcement requests for patron records will be referred to Lehman College's Legal Counsel. To better protect privacy of library patrons - CUNY's Office of Library Services has adopted procedures that minimize retention of library patron records.

We make every effort to protect each patron's right to privacy and confidentiality with respect to information sought or received - as well as resources consulted, borrowed, acquired, or transmitted.

However, CUNY Libraries - both individually and collectively - license information resources from commercial vendors. Ideally - in the process of negotiating licenses with vendors - CUNY Libraries endeavor to determine whether licensing language permits circumstances under which the vendor may sell or otherwise make user data available to third parties without permission from the licensing library. In these instances, licensing terms will be renegotiated.

Leonard Lief Library

Scholarship Statement

Scholarship is an important criterion for all faculty members who are expected to make a direct contribution to knowledge in their field of expertise and are measured by peer recognition.

Scholarship by library faculty may be demonstrated by:

- Publication in academic and professional journals, other refereed journals, books of high quality, reviews of scholarly publications, editing and translation, and digital or multimedia projects
- Through presentation of papers or participation in panel discussions at organized scholarly or professional conferences at the regional, national, or international level
- Through attraction of external support or competitive fellowships and awards appropriate to their field
- Through design of information and online instructional materials that make knowledge more accessible to researchers, scholars, and practitioners.

Lastly, the workload and terms of employment of library faculty differ from those of other faculty. While faculty in other departments are allotted twelve weeks of annual leave and work over a nine-month calendar that includes Winter and Spring recesses - library faculty are allotted eight weeks of annual leave and work over a twelve-month calendar that does not include recesses.

As a consequence - library faculty's scholarly contributions should be weighted proportionally in the overall evaluation of the candidate's worthiness for tenure, reappointment, and promotion.

Guidelines for Reappointment, Tenure, and Promotion
Approved by Library Faculty, July 2002