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Dear Colleagues,

The President’s introductory letter to the LACUNY Directory usually begins with a salutation to LACUNY members.

I address all CUNY library colleagues because I know how useful the LACUNY Directory is to all who work in CUNY libraries. You are probably turning to the Directory now because what other source gives you such quick access to the phone numbers or email addresses of the several hundred of us working across the nearly two dozen campuses? What other source allows you to place a name easily with an appropriate institution? And what other source is there for you when the system goes offline and you have got to make that phone call?

Certainly, the LACUNY Directory is useful to us all at many times and in many ways. But have you considered how useful LACUNY is to you if you work in a CUNY library? LACUNY has the unique distinction of being the only professional association that crosses over and serves faculty in corresponding departments on all CUNY campuses. Similar to much larger library associations such as ALA, MLA and SLA, LACUNY offers professional development programming, opportunities for networking, and an invaluable platform for sharing ideas and concerns about the functioning of all of our libraries. In this coming year, because LACUNY is working for all of us, we can look forward to:

- The LACUNY Institute: The third in the LACUNY Institute Series Global Perspectives, inaugurated through the vision of Immediate Past-President Lisa Ellis (BB). Jennifer King (LE) and Clay Williams (HC) have put together an inspirational program for the fall, “Greening Libraries ➔ Greener Communities”
- The migration of the LACUNY web site to a commercial server, allowing us easier access for updates and increased functionality
- Cutting-edge programs from the Emerging Technologies Committee
- Site visits to a number of distinctive and unique libraries, organized by the Multicultural and Diversity Roundtable and the Disabilities Roundtable
- A LACUNY oral history project, an ideal follow-up to Past-President Laroi Lawton’s (BCC) research into the history of LACUNY

Extending the theme of our fall LACUNY Institute on sustainability, I encourage all colleagues to go local and give their financial support to the Library Association of the City University of New York. Keep the environment clean and healthy, keep your mind and your professional skills sharp, and keep our Association growing stronger and more supportive so that it is there for all of us now and in the future.

And of course, continue to use the Directory. I look forward to addressing you all, soon, as my “Dear Fellow LACUNY Members!”

Sincerely,

Beth Evans
LACUNY President 2008-2009
Welcome to the 41st edition of the LACUNY Directory. As with last year’s edition, this is web-based, up-to-dated monthly. This year’s edition will also include the METRO CODES for all the colleges. As in the past, updates, corrections, and deletions will be done at the end of the fall and spring of each semester of each calendar year. New editions of the Directory will be shipped directly to the Delegates for distribution to paid LACUNY members at each campus Library.

The editor wishes to thank the LACUNY delegates for their assistance with data collection. This Directory could not have been done without their cooperation and continuing effort. Special thanks once again to Joanne Canales, my co-editor, as well as Monica Berger, (City Tech) and Steven Ovadia (LaG) for their continued dedication and efforts in keeping the LACUNY Directory and LACUNY web page current.

LIBRARY HOURS: Unless noted, the hours listed are for the academic year. There is no attempt to be comprehensive and allow for various holidays, summer sessions, and inter-sessions. As with the 40th edition, personal addresses have been omitted.

The editor apologizes for any errors, and omissions. Comments, suggestions, and updates should be reported to the LACUNY delegates as soon as they occur so that the online version is current.

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<td>LaGuardia</td>
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<td></td>
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</tr>
<tr>
<td>Lehman</td>
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<td><a href="mailto:edwin.wallace@lehman.cuny.edu">edwin.wallace@lehman.cuny.edu</a></td>
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<td>Queens Library School</td>
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<td></td>
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BROOKLYN COLLEGE
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CUNY LAW SCHOOL AT QUEENS COLLEGE
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Monday – Sunday 7:00 a.m. – 12:00 midnight

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Circulation, Periodicals, and Reserves
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Friday 9:00 a.m. – 4:50 p.m.
Saturday – Sunday 10:00 a.m. – 4:50 p.m.

Reference
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Friday 9:00 a.m. – 4:50 p.m.
Saturday – Sunday 10:00 a.m. – 4:50 p.m.
### TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

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<tr>
<td>Acquisitions</td>
<td>(646) 312-1689</td>
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<td>Archives</td>
<td>(646) 312-1623</td>
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<td>Cataloging</td>
<td>(646) 312-1698</td>
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<td>Chief Librarian</td>
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<td>Circulation</td>
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<td>Circulation FAX</td>
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<td>Collection Management</td>
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<td>Collection Management FAX</td>
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<td>Conference Room 415</td>
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<td>Instruction Services</td>
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<td>Interlibrary Loan</td>
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### FACULTY

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<td>Abulhab, Saad</td>
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<td>Director of Technology</td>
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<td>Bodner, Stewart</td>
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<td>Bornstein, Jerry</td>
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<td>Deput Chief Librarian for Public Services</td>
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</tr>
<tr>
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<td></td>
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</tr>
<tr>
<td>Downing, Arthur</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td></td>
<td>Chief Librarian</td>
</tr>
<tr>
<td></td>
<td>(646) 312-1650</td>
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<td><a href="mailto:arthur.downing@baruch.cuny.edu">arthur.downing@baruch.cuny.edu</a></td>
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<td>Ellis, Lisa A.</td>
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<td></td>
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METRO CODE DELIVERY NUMBER: 19

FAX: (212) 748-7466

OPEN ACCESS POLICY:
Coordinator: Prof. Joy Dunkley (212) 220-8000 ext. 5259

CIRCULATION:
Loan period: 3 weeks
Renewal: One 4-week period (if book is not on hold for another patron)
Limit: 5 books; 3 on any one subject

Valid CUNY home campus I.D. required.

Impoundment: Ongoing

HOURS

Main Library S-400
Monday – Thursday 8:00 a.m. – 10:00 p.m.
Friday 8:00 a.m. – 7:00 p.m.
Saturday 10:00 a.m. – 6:00 p.m.
Sunday 12:00 p.m. – 5:00 p.m.

Quiet Study Room S-422
Monday – Friday 8:00 am – 12:00 a.m.

TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

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Circulation (212) 220-1451/1442
Media (212) 220-7211
Periodicals (212) 220-7206
Reference (212) 220-8139
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FAX: (718) 289-6471

OPEN ACCESS POLICY:
Coordinator: Mark Padnos (718) 289-5440

CIRCULATION:
Loan Period: 3 weeks for students; 1 month for faculty
Renewal: 2 loan period (if book is not on hold for another patron)
Limit: None

Valid CUNY home campus I.D. or CUNY I.D. with Bursar’s receipt.

Impoundment: At the end of each semester

HOURS

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Monday – Thursday 9:00 a.m. – 9:00 p.m.
Friday 9:00 a.m. – 5:00 p.m.
Saturday 10:00 a.m. – 5:00 p.m.
Sunday 12:00 p.m. – 5:00 p.m.

GERALD S. LIEBLICH LEARNING RESOURCES CENTER

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Saturday 10:00 a.m. – 5:00 p.m.
Sunday 12:00 p.m. – 5:00 p.m.
### TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

**LIBRARY**

<table>
<thead>
<tr>
<th>Division</th>
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<tbody>
<tr>
<td>Acquisitions</td>
<td>(718) 289-5433</td>
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<tr>
<td>Bibliographic Instruction</td>
<td>(718) 289-5440</td>
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<tr>
<td>Cataloging</td>
<td>(718) 289-5004</td>
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<tr>
<td>Chief Librarian</td>
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<td>Circulation</td>
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<td>Collection Development</td>
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<tr>
<td>Systems/Electronic Resources</td>
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<tr>
<td>Systems/Information Technology</td>
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**GERALD S. LIEBLICH LEARNING RESOURCES CENTER**

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BROOKLYN COLLEGE LIBRARY
2900 Bedford Avenue
Brooklyn, New York 11210-2889

http://library.brooklyn.cuny.edu

Acting Chief Librarian: Prof. Stephanie Walker
(718) 951-5342

Interlibrary Loan Supervisor: Sherry Warman
(718) 951-4414
Ill@brooklyn.cuny.edu

METRO CODE DELIVERY NUMBER: 27

Interlibrary Loan FAX: (718) 951-5603

OPEN ACCESS POLICY:
Coordinator: Prof. Miriam Deutch (718) 951-5221

CIRCULATION:
Loan Period: 21 days for undergraduates, graduate students, and staff; 120 days for Brooklyn College faculty; and 42 days for other CUNY faculty. Faculty are allowed two renewals (if books is not on hold), and undergraduates, graduate students, and staff are allowed three renewals (if book is not on hold).
Renewal: 28 days, subject to recall
Limit: None

Valid CUNY home campus I.D. or CUNY open access card.
Impoundment: Hold on student records sent to Registrar when material is overdue.

HOURS
For recorded announcement of changes in hours, call (718) 951-5336

Monday – Thursday 9:00 a.m. – 9:00 p.m.
Friday 9:00 a.m. – 5:00 p.m.
Saturday 10:00 a.m. – 6:00 p.m.
Sunday 10:00 a.m. – 6:00 p.m.

RESERVES READING ROOM
Monday - Thursday 8:00 a.m. – 11:00 p.m.
Friday 8:00 a.m. – 5:00 p.m.
Saturday – Sunday 10:00 a.m. – 6:00 p.m.

TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

Academic Information Technologies (A.I.T.) (718) 951-4634
Access Services (718) 951-5221
Acquisitions (718) 951-5338
Archives and Special Collections (718) 951-5346
Cataloging/Technical Services (718) 951-5334
Chief Librarian (718) 951-5342
Circulation (718) 951-5335
Circulation FAX (718) 951-4540
Collection Development (718) 951-5348
Faculty Development Lab (718) 951-4634
Government Documents (718) 951-5332
Gifts (718) 951-5342
Interlibrary Loan (718) 951-4414
Interlibrary Loan FAX (718) 951-5603
Library Café (718) 951-4672
Music Library (718) 951-5844
New Media Center (718) 951-5327
Periodicals/Microforms (718) 951-5333
Reference Desk (718) 951-5628
Reference Office (718) 951-5340
Reserves (718) 951-5424
Serials (718) 951-5339

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CITY COLLEGE LIBRARIES
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http://www1.ccny.cuny.edu/library

Chief Librarian: Assistant Dean Pamela R. Gillespie
(212) 650-7271

FAX: (212) 650-7604

Interlibrary Loan Librarian:  Ellen Yurkovska  (212) 650-7601  eyurkovska@ccny.cuny.edu
Interlibrary Loan borrowing/lending: Evelyn Bodden  (212) 650-7616  ill@ccny.cuny.edu

METRO CODE DELIVERY NUMBER: 327

OPEN ACCESS POLICY:
Coordinator: Chief, Access Services  Ms. Ellen Yurkovska  (212) 650-7601

Circulation:
Loan Period:  3 weeks for students and staff; 6 weeks for faculty; 6 weeks for PhD students
Renewal:  4 online renewals for students and staff; 3 online renewals for faculty
           (unless HOLD placed on item); no renewals for PhD students
Limit:  No limit

Valid CUNY I.D. required.
Impoundment:  Throughout semester.

HOURS

Morris R. Cohen Library
Monday – Thursday 8:00 a.m. – 11:00 p.m.
Friday 8:00 a.m. – 9:00 p.m.
Saturday 9:00 a.m. – 6:00 p.m.
Sunday 12:00 noon – 6:00 p.m.

Archives
Monday – Friday 9:30 a.m. – 5:30 p.m.

Architecture Visual Resources Library (Shepard, Rm. 303)
Monday – Thursday 9:00 a.m. – 6:00 p.m.
Friday 9:00 a.m. – 5:00 p.m.

Art Visual Resources Library (Compton-Goethals, Rm. 245A)
Monday – Friday 10:00 a.m. – 6:00 p.m.

Architecture Library (Shepard, Rm. 408)
Monday, Wednesday, Thursday 10:00 a.m. – 8:00 p.m.
Tuesday 12:00 noon – 8:00 p.m.
Friday 10:00 a.m. – 5:00 p.m.
Saturday 12:00 noon – 5:00 p.m.
### Center for Worker Education Library (25 Broadway, Rm. 7-28)
(212) 925-6625, ext. 228

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Wednesday, Friday</td>
<td>12:00 noon – 8:00 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>2:00 noon – 8:00 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>12:00 noon – 6:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>12:00 noon – 5:00 p.m.</td>
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</table>

### Music Library (Shepard, Rm. 160)
(212) 650-7174

<table>
<thead>
<tr>
<th>Day</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>10:00 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Tuesday – Thursday</td>
<td>10:00 a.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>10:00 a.m. – 5:00 p.m.</td>
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### Science/Engineering Library (Marshak, Rm. 29)
(212) 650-8246

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>9:00 a.m. – 11:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>12:00 p.m. – 6:00 p.m.</td>
</tr>
</tbody>
</table>

### TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Services</td>
<td>(212) 650-7155</td>
</tr>
<tr>
<td>Acquisitions</td>
<td>(212) 650-7151/7143</td>
</tr>
<tr>
<td>Architecture</td>
<td>(212) 650-8767/8768</td>
</tr>
<tr>
<td>Archives and Special Collections</td>
<td>(212) 650-7609</td>
</tr>
<tr>
<td>Cataloging</td>
<td>(212) 650-7152</td>
</tr>
<tr>
<td>Chief Librarian</td>
<td>(212) 650-7271</td>
</tr>
<tr>
<td>Circulation (Morris R. Cohen Library)</td>
<td>(212) 650-7155</td>
</tr>
<tr>
<td>Computer Systems</td>
<td>(212) 650-7603</td>
</tr>
<tr>
<td>Documents</td>
<td>(212) 650-5073</td>
</tr>
<tr>
<td>FAX (Chief Librarian’s Office)</td>
<td>(212) 650-7604</td>
</tr>
<tr>
<td>FAX (Acquisitions)</td>
<td>(212) 650-8635</td>
</tr>
<tr>
<td>FAX (Architecture Visual Resources Library)</td>
<td>(212) 650-6566</td>
</tr>
<tr>
<td>FAX (Art Visual Resources Library)</td>
<td>(212) 650-7438</td>
</tr>
<tr>
<td>FAX (Interlibrary Loan)</td>
<td>(212) 650-7648</td>
</tr>
<tr>
<td>FAX (Ruderman Architecture Library)</td>
<td>(212) 650-7214</td>
</tr>
<tr>
<td>FAX (Circulation)</td>
<td>(212) 650-7388</td>
</tr>
<tr>
<td>FAX (Music Library)</td>
<td>(212) 650-7231</td>
</tr>
<tr>
<td>FAX (Science/Engineering Library)</td>
<td>(212) 650-7626</td>
</tr>
<tr>
<td>Gifts and Exchanges</td>
<td>(212) 650-7151</td>
</tr>
<tr>
<td>Hours (Recording)</td>
<td>(212) 650-7292</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>(212) 650-7616</td>
</tr>
<tr>
<td>Materials Processing and Conservation</td>
<td>(212) 650-7633</td>
</tr>
<tr>
<td>Music Library Circulation</td>
<td>(212) 650-7174</td>
</tr>
<tr>
<td>User Services</td>
<td>(212) 650-5173</td>
</tr>
<tr>
<td>Reference Desk</td>
<td>(212) 650-7611/7612</td>
</tr>
<tr>
<td>Reserves</td>
<td>(212) 650-7155</td>
</tr>
<tr>
<td>Science/Engineering Circulation</td>
<td>(212) 650-8246</td>
</tr>
<tr>
<td>Science/Engineering Reference</td>
<td>(212) 650-7175</td>
</tr>
<tr>
<td>Visual Library (Art)</td>
<td>(212) 650-8574</td>
</tr>
<tr>
<td>Resources Library (Architecture)</td>
<td>(212) 650-7609</td>
</tr>
<tr>
<td>Special Collections</td>
<td>(212) 650-7609</td>
</tr>
<tr>
<td>Technical Services</td>
<td>(212) 650-5369</td>
</tr>
<tr>
<td>Name</td>
<td>Title/Position</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------------------------</td>
</tr>
<tr>
<td>Barnett, Philip</td>
<td>Professor</td>
</tr>
<tr>
<td>Chen, Ching-Jung</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Connorton, Judy</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Dominguez, Daisy</td>
<td>Instructor</td>
</tr>
<tr>
<td>Franklin, Laurel</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Gallo, Lory</td>
<td>Adjunct Instructor</td>
</tr>
<tr>
<td>Gibbons, William</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Gill, Jacqueline A.</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Gillespie, Pamela R.</td>
<td>Professor</td>
</tr>
<tr>
<td>Helgesen, Martin W.</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Khalil, Mounir</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Koblick, Rebecca</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Lascar, Claudia</td>
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</tr>
<tr>
<td>Laurich, Robert</td>
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</tr>
<tr>
<td>McCrann, Grace-Ellen</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Mendelsohn, Loren D.</td>
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</tbody>
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<thead>
<tr>
<th>Name</th>
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<th>Division</th>
<th>Phone Numbers</th>
<th>Emails</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
CUNY-DOMINICAN STUDIES INSTITUTE LIBRARY

City College
Morris R. Cohen Library
Convent Avenue at West 138th Street
New York, New York 10031

http://www.ccny.cuny.edu/dsi/library.htm

Librarian: Ms. Sarah Aponte
Tel: (212) 650-7170

HOURS

Monday – Friday 9 a.m. – 4 p.m.

Circulation: This is a reference collection. All materials must be used in-house.

Online Catalog: http://origin.admin.ccny.cuny.edu/dsi/dsi_database/index.html

FACULTY

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Office of Library Services

555 West 57th Street, 16th Floor
New York, New York 10019

http://libraries.cuny.edu

FAX: (212) 541-0357/0379

University Librarian: Curtis L. Kendrick
The City University of New York
Office of Academic Affairs
535 East 80th Street
New York, NY 10021

Tel: (212) 794-5481
FAX: (212) 794-5378

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METRO CODE DELIVERY NUMBER: 360

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(212) 541-0315  
patricia.young@mail.cuny.edu
CUNY CENTRAL CATALOGING

151 East 25th Street, 5th Floor
New York, N.Y. 10010
Fax: (646) 312-1691

METRO CODE DELIVERY NUMBER: 396

Borries, Michael
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Cataloger
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Clark, Marsha S.
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555 West 57th Street, 14th Floor
New York, New York 10019
FAX: (212) 397-5685

Williams, Jay K.
Archivist
(212) 397-5669
CUNY SCHOOL OF LAW

65-21 Main Street
Flushing, New York 11367

http://www.law.cuny.edu/library/

Chief Librarian and Professor of Law:
Julie Lim (718) 340-4259

METRO CODE DELIVERY NUMBER: 78

TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

<table>
<thead>
<tr>
<th>Division</th>
<th>Telephone</th>
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<tbody>
<tr>
<td>Circulation and Interlibrary Loan</td>
<td>(718) 340-4240</td>
</tr>
<tr>
<td>Documents</td>
<td>(718) 340-4240</td>
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<tr>
<td>FAX</td>
<td>(718) 340-4276</td>
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<tr>
<td>Reference</td>
<td>(718) 340-4260</td>
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FACULTY

<table>
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<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Gabriel, Raquel</td>
<td>Associate Professor</td>
<td>(718) 340-4249</td>
<td><a href="mailto:gabriel@mail.law.cuny.edu">gabriel@mail.law.cuny.edu</a></td>
</tr>
<tr>
<td></td>
<td>Reference/International Law</td>
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</tr>
<tr>
<td>Pla, Ricardo</td>
<td>Professor Higher Education Associate</td>
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</tr>
<tr>
<td>Thompson, Robert</td>
<td>Head of Technical Services</td>
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<td><a href="mailto:thompson@mail.law.cuny.edu">thompson@mail.law.cuny.edu</a></td>
</tr>
<tr>
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</tr>
<tr>
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</tr>
<tr>
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</tr>
</tbody>
</table>


OPEN ACCESS POLICY:
Coordinator: Prof. Michael Adams (212) 817-7055

On site use of the library requires a valid CUNY home campus I.D. Circulation privileges are limited to CUNY graduate students and faculty. ILL requests honored with a four week loan period, subject to recall.

HOURS

Monday – Thursday 10:00 a.m. – 11:00 p.m.
Friday 10:00 a.m. – 9:00 p.m.
Saturday 10:00 a.m. – 6:00 p.m.
Sunday 12:00 p.m. – 6:00 p.m.

TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

Acquisitions (212) 817-7056
Archives (212) 817-7076
Art Slide Library (212) 817-8035
Cataloging (212) 817-7072/7067
Circulation (212) 817-7082/83
Collection Management (212) 817-7075
Dissertations (212) 817-7069
18th century Reading Room (212) 817-7085
Instructional Services (212) 817-7055/7071
Interlibrary Loan (212) 817-7049
Library Associates (212) 817-7130
Public Services (212) 817-7071
Reference Desk (212) 817-7077/7078
Reserves (212) 817-4645
Systems (212) 817-7074
Serials (212) 817-7079
Technical Services (212) 817-7075
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Assistant to Chief Librarian/Dissertation Asst.
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Research Center  
219 W 40th Street, 3rd Floor  
New York, NY 10018  

http://www.journalism.cuny.edu/research-center/  

Chief Librarian: Dr. Consuella Askew  
(646) 758-7735  

FAX: (646) 758-7739  

METRO CODE DELIVERY NUMBER: 405  

HOURS  
Monday – Tuesday  9 a.m. – 5 p.m.  
Wednesday – Thursday  9 a.m. – 7 p.m.  
Friday – Saturday  9 a.m. – 5 p.m.  
Sunday  1 p.m. – 5 p.m.  

Access & Borrowing:  

<table>
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<th>Access Category</th>
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<td>Visiting Students</td>
<td>3 weeks</td>
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<td>3 weeks</td>
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<td>$.10/day</td>
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</tr>
</tbody>
</table>
Askew (Dr.), Consuella
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Bronx, New York 10451

http://www.hostos.cuny.edu/library/index.htm

Interim Chief Librarian: Prof. Lisa Tappeiner
(718) 518-4221

Interlibrary Loan Librarian: Rhonda Johnson
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rhjohnson@hostos.cuny.edu

METRO CODE DELIVERY NUMBER: 103

OPEN ACCESS POLICY:
Coordinator: Miriam Santiago (718) 518-4222

CIRCULATION:
Loan Period: 3 weeks
Renewal: One three week period (if book is not on hold for another patron)
Limit: 5 books

Valid CUNY home campus I.D. required.

Impoundment: Home use borrowing privileges suspended. Registrar’s stop on patron’s college records.

HOURS

Monday – Thursday 9:00 a.m. – 9:00 p.m.
Friday 9:00 a.m. – 5:00 p.m.
Saturday 10:00 a.m. – 5:00 p.m.
Sunday See Library website for hours

TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

Acquisitions (718) 518-4298
Administrative Office (718) 518-4203
Archives (718) 518-4220
Audiovisual (718) 518-4225/4226
Cataloging (718) 518-4221
Circulation (718) 518-4222
FAX (718) 518-4206
Information (718) 518-4222
Interlibrary Loan (718) 518-4214
Library Instruction (718) 518-4207
Periodicals (718) 518-4224
Reference Desk (718) 518-4215
Reserves (718) 518-4224
FACULTY

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Rosado, Ana
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arosado@hostos.cuny.edu
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Number</th>
<th>Email</th>
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<tbody>
<tr>
<td>Sandoval, Jason</td>
<td>Technical Assistant to Chief Librarian</td>
<td>(718) 518-4202</td>
<td><a href="mailto:jsandoval@hostos.cuny.edu">jsandoval@hostos.cuny.edu</a></td>
</tr>
<tr>
<td>Santiago, Miriam</td>
<td>Circulation Manager</td>
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<td><a href="mailto:msantiago@hostos.cuny.edu">msantiago@hostos.cuny.edu</a></td>
</tr>
<tr>
<td>Traore, Emma</td>
<td>Evening/Weekend Supervisor, Access Services</td>
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<td><a href="mailto:etratore@hostos.cuny.edu">etratore@hostos.cuny.edu</a></td>
</tr>
</tbody>
</table>
OPEN ACCESS POLICY:
Coordinator: Harry Johnson (212) 772-4166

CIRCULATION:
Loan Period: 4 weeks
Renewal: One four week period (if book is not on hold for another patron)
Limit: 10 books per day

Valid CUNY home campus I.D. required.

Impoundment: Registrar’s stop on patron’s college records after eight weeks overdue.

HOURS
For recorded announcement of changes in hours, call (212) 772-4179

WEXLER LIBRARY
Monday – Thursday 8:30 a.m. – 11:00 p.m.
Friday 8:30 a.m. – 6:00 p.m.
Saturday 12:00 p.m. – 8:00 p.m.
Sunday 12:00 p.m. – 8:00 p.m.

HEALTH PROFESSIONS LIBRARY (425 East 25 Street, New York, New York 10010)
Monday – Thursday 9:00 a.m. – 11:00 p.m.
Friday 9:00 a.m. – 5:00 p.m.
Saturday 12:00 p.m. – 5:00 p.m.
Sunday 12:00 p.m. – 5:00 p.m.

SCHOOL OF SOCIAL WORK LIBRARY (129 East 79th Street, New York, New York 10075)
Monday – Thursday 9:00 a.m. – 10:00 p.m.
Friday 9:00 a.m. – 6:00 p.m.
Saturday 1:00 p.m. – 6:00 p.m.
Sunday 1:00 p.m. – 6:00 p.m.
TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

Acquisitions (212) 772-4169
Acquisitions FAX (212) 772-5113
Archives and Special Collections (212) 772-4149
Cataloging (212) 772-4173
Circulation (212) 772-4166
Health Professions Library (212) 481-5117
Health Professions FAX (212) 481-5116
Interlibrary Loan (212) 772-4192
Interlibrary Loan FAX (212) 772-4140
Library Instruction (212) 772-4137
Library Office (212) 772-4146
Library FAX (212) 772-4142
Telephone Reference (212) 772-4180
School of Social Work Library (212) 452-7076
School of Social Work FAX (212) 452-7125

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Kam, Kaleena  
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Kuss, Stefan  
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Quiah, Milton  
Assistant to HEO  
Executive Assistant to Chief Librarian  
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Shapiro, Arlene  
Library Assistant  
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eshapiro@hunter.cuny.edu

Taylor, Isabel  
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CENTRO DE ESTUDIOS PUERTORRIQUEÑOS
LIBRARY & ARCHIVES

Hunter College
695 Park Avenue – East Building 3rd Floor
New York, New York 10021

(212) 772-4197
FAX: (212) 650-3628

Interim Director: Pedro Juan Hernandez

HOURS

Monday, Tuesday, Thursday 9:00 a.m. – 6:00 p.m.
Wednesday 9:00 a.m. – 8:00 p.m.
Friday 12:00 p.m. – 6:00 p.m.
Saturday 12:00 p.m. – 5:00 p.m.

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JOHN JAY COLLEGE OF CRIMINAL JUSTICE
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899 Tenth Avenue
New York, New York 10019

http://www.lib.jjay.cuny.edu

Chief Librarian: Dr. Larry Sullivan
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Interlibrary Loan Librarian: Jeffrey Kroessler
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jkroessler@jjay.cuny.edu

METRO CODE DELIVERY NUMBER: 113

FAX: (212) 237-8221

OPEN ACCESS POLICY:
Coordinator: Nancy Egan (212) 237-8269

CIRCULATION:
Loan period: 3 weeks; Faculty: 6 weeks
Renewal: Two three week periods (if book is not on hold for another patron)
Limit: 10 books per transaction

Valid CUNY I.D. with home campus barcode and current semester validation.
Impoundment: At the end of each semester

HOURS
Monday – Thursday 8:30 a.m. – 10:00 p.m.
Friday 8:30 a.m. – 5:00 p.m.
Saturday 10:00 a.m. – 6:00 p.m.
Sunday 12:00 p.m. – 5:00 p.m.

TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

Circulation (212) 237-8225
Library Information (212) 237-8246/8247
Reference (212) 237-8246/8247
Technical Services (212) 237-8230

FACULTY

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Reference/Bibliographic Instruction (212) 237-8261
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Collins, Kathleen  
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STAFF
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Brooklyn, New York 11235

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Acting Chief Librarian: Prof. Josephine Murphy
(718) 368-5584
FAX: (718) 368-5482

Displays and Exhibits: Tina Kopel (718) 368-5144
FAX: (718) 368-5482

Interlibrary Loan: Jay H. Bernstein
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jbernstein@kbcc.cuny.edu

METRO CODE DELIVERY NUMBER: 118

ILL FAX: (718) 368-5481
All Other Divisions:
FAX: (718) 368-4672

OPEN ACCESS POLICY:
Coordinator: Josephine Murphy (718) 368-5438

CIRCULATION:
Loan Period: 3 weeks
Renewal: Limit three renewals (if book is not on hold for another patron)
E-mail renewals available: circdesk@kbcc.cuny.edu

Valid CUNY home campus I.D. or CUNY I.D. with Bursar’s receipt
Impoundment: Registration stop placed on student’s record at end of each semester.

HOURS

Monday – Thursday 8:30 a.m. – 9:00 p.m.
Friday 8:30 a.m. – 5:00 p.m.
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Sunday 10:00 a.m. – 3:00 p.m.

TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

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Periodicals (718) 368-5149
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FIORELLO H. LAGUARDIA COMMUNITY COLLEGE LIBRARY

31-10 Thomson Avenue, E-101
Long Island City, New York 11101

http://www.lagcc.cuny.edu/library/

Chief Librarian:  Prof. Jane Devine
(718) 482-5421

Interlibrary Loan Librarian:  Prof. Clementine Lewis
(718) 482-5428/5426
clement@lagcc.cuny.edu

METRO CODE DELIVERY NUMBER: 120
FAX: (718) 609-2011

OPEN ACCESS POLICY:
Coordinator:  Prof. Scott White (718) 482-5441

CIRCULATION:
Loan Period:  3 weeks
Renewal:  Once for 3 weeks, if book is not on hold for another patron.
Limit:  5 books

Valid CUNY home campus I.D. required.

Impoundment:  With one overdue book or $5.00 in unpaid fines.

HOURS

Monday –Thursday  7:30 a.m. – 9:45 p.m.
Friday  7:30 a.m. – 8:45 p.m.
Saturday  9:00 a.m. – 4:45 p.m.
Sunday  12:00 p.m. – 4:45 p.m.

TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

Circulation  (718) 482-5426
Collection Development  (718) 482-5424
Extended Day  (718) 482-5428
Institutional Archives  (718) 482-5434
Instructional Services  (718) 482-5476
Interlibrary Loan  (718) 482-5428
Media Services  (718) 482-5431
Periodicals and Government Documents  (718) 482-5415
Reference  (718) 482-5425
Systems  (718) 482-5435
Technical Services  (718) 482-5423
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http://www.lehman.edu/provost/library/

Chief Librarian: Prof. Kenneth Schlesinger
(718) 960-7776

Interlibrary Loan Coordinator: Eugene Laper
(718) 960-7762

METRO CODE DELIVERY NUMBER: 123

FAX Numbers:
Library Office: (718) 960-8952
Interlibrary Loan: (718) 960-8090
Acquisitions: (718) 960-7427

OPEN ACCESS POLICY:
Librarian: Adelaide Soto (718) 960-7773

CIRCULATION:
Loan Period: 3 weeks
Renewal: 2 (If book is not on hold for another patron).
In person or via ‘My Account’
No telephone renewals.
Limit: 5 books per subject

Valid CUNY home campus I.D. required
Impoundment: Stop on records when books are overdue. Stop not cleared until all fines are paid.

HOURS
Monday – Thursday 9:00 a.m. – 10:00 p.m.
Friday 9:00 a.m. – 5:00 p.m.
Saturday 10:00 a.m. – 6:00 p.m.
Sunday 12:00 p.m. – 6:00 p.m.

TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

<table>
<thead>
<tr>
<th>Division</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisitions</td>
<td>(718) 960-8427/8428</td>
</tr>
<tr>
<td>Cataloging</td>
<td>(718) 960-8428</td>
</tr>
<tr>
<td>Chief Librarian</td>
<td>(718) 960-7776</td>
</tr>
<tr>
<td>Circulation</td>
<td>(718) 960-8576</td>
</tr>
<tr>
<td>Education</td>
<td>(718) 960-8582</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>(718) 960-8830</td>
</tr>
<tr>
<td>Instruction</td>
<td>(718) 960-7761</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>(718) 960-7762</td>
</tr>
<tr>
<td>Periodicals</td>
<td>(718) 960-7757/8166</td>
</tr>
<tr>
<td>Reference</td>
<td>(718) 960-8580/8581</td>
</tr>
<tr>
<td>Special Collections</td>
<td>(718) 960-8603</td>
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</tbody>
</table>
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MEDGAR EVERS COLLEGE
Charles Evans Inniss Memorial Library

1650 Bedford Avenue
Brooklyn, New York 11225

http://www.mec.cuny.edu/library

Chief Librarian: Madeline Ford
(718) 270-4880/4883

FAX: (718) 279-5182

Interlibrary Loan Librarian: Carlton Lula
(718) 270-4884

Interlibrary Loan FAX: (718) 270-5182

METRO CODE DELIVERY NUMBER: 144

OPEN ACCESS POLICY:
Coordinator: Richard Hickerson (718) 270-4997

CIRCULATION:
Loan Period: 3 weeks
Renewal: One three week period
Limit: None

Valid CUNY home campus I.D.

Impoundment: Monthly

HOURS

INNIS MEMORIAL LIBRARY

Monday – Thursday 8:30 a.m. – 11:00 p.m.
Friday 10:00 a.m. – 6:00 p.m.
Saturday 10:00 a.m. – 5:00 p.m.
Sunday 12:00 p.m. – 4:00 p.m.

INSTRUCTIONAL MEDIA SERVICES

Monday – Thursday 8:30 a.m. – 10:00 p.m.
Friday 10:00 a.m. – 6:00 p.m.
Saturday 10:00 a.m. – 5:00 p.m.

SPECIAL COLLECTIONS AND ARCHIVES

Monday – Friday 10:00 a.m. – 6:00 p.m. (By appointment)
TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

Bibliographic Instruction (718) 270-4875
Cataloging (718) 270-4867
Circulation/Information Services (718) 270-4873/4802
Circulation Contact (718) 270-4997
Reference (718) 270-4802
Instructional Media Services (718) 270-4878/4802
Acquisitions/Serials (718) 270-4865
Evening Supervisor (718) 270-4802

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NEW YORK CITY COLLEGE OF TECHNOLOGY
Ursula C. Schwerin Library

300 Jay Street
Brooklyn, New York 11201
(718) 260-5470

http://library.citytech.cuny.edu

Chief Librarian: Prof. Darrow Wood
(718) 260-5497

FAX: (718) 260-5631

Interlibrary Loan Librarian: Anne Leonard
(718) 260-5487
aleonard@citytech.cuny.edu

MOMET CODE DELIVERY NUMBER: 167

ILL FAX: (718) 260-5467

OPEN ACCESS POLICY
Coordinator: Prof. Nancy Gonzalez (718) 260-5471

CIRCULATION:
Loan Period: 3 weeks
Renewal: 2 renewals
Limit: 10 books

Valid CUNY home campus I.D.

Impoundment: Twice a semester

HOURS
Monday – Thursday 9:00 a.m. – 10:00 p.m.
Friday 9:00 a.m. – 7:00 p.m.
Saturday 10:00 a.m. – 4:00 p.m.

TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

Circulation: (718) 260-5470
Reference: (718) 260-5485

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</tbody>
</table>
NYCCT/SUNY EDUCATIONAL OPPORTUNITY CENTER

111 Livingston Street
Brooklyn, New York 11201
(718) 246-2063

Librarian: Jacinth Hanson

HOURS

Monday – Thursday 10:00 a.m. – 6:00 p.m.
Friday 9:00 a.m. – 5:00 p.m
Saturday 9:00 a.m. – 1:00 p.m.

FACULTY

Hanson, Jacinth
Lecturer
Librarian
(718) 246-2064
QUEENS COLLEGE
Benjamin S. Rosenthal Library

65-30 Kissena Boulevard
Flushing, New York 11367-1597

http://www.qc.edu/Library/index.html

Chief Librarian: Dr. Robert A. Shaddy
(718) 997-3760
FAX: (718) 997-3753

Interlibrary Loan Librarian: Evelyn Silverman
(718) 997-3704
illqc@qc.cuny.edu

ILL FAX: (718) 997-3758

METRO CODE DELIVERY NUMBER: 219

OPEN ACCESS POLICY
Coordinator: Michael Miller (718) 997-3761

CIRCULATION:
Loan Period: 3 weeks
Renewal: 2 three-week periods
Limit: None

Valid CUNY home campus I.D. required.

Impoundment: Overdues reported to home campus after fines of more than $50.00

HOURS

Main and Reserve
Monday – Thursday 9:00 a.m. – 10:00 p.m.
Friday 9:00 a.m. – 5:00 p.m.
Saturday 11:00 a.m. – 5:00 p.m.
Sunday 11:00 a.m. – 5:00 p.m.

Art
Monday – Thursday 9:00 a.m. – 8:00 p.m.
Friday 9:00 a.m. – 5:00 p.m.
Saturday 11:00 a.m. – 5:00 p.m.
Sunday 11:00 a.m. – 5:00 p.m.

Art Center
Monday – Thursday 9:00 a.m. – 8:00 p.m.
Friday 9:00 a.m. – 5:00 p.m.
Saturday 11:00 a.m. – 5:00 p.m.
Sunday 11:00 a.m. – 5:00 p.m.
**Louis Armstrong Archives**
Monday – Friday By appointment

**Music**
Monday – Thursday 9:00 a.m. – 7:45 p.m.
Friday 9:00 a.m. – 5:45 p.m.
Saturday – Sunday CLOSED

**TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES**

- Acquisitions (718) 997-3727
- Administration (718) 997-3760
- Art Library/Art Center (718) 997-3770
- Bibliographic Access (718) 997-3722
- Bindery (718) 997-3711
- Chief Librarian (718) 997-3760
- Circulation (718) 997-3702
- Documents (718) 997-3799
- Education Curriculum Center (ECC) (718) 997-3712
- FAX (Administration) (718) 997-3753
- FAX (Bibliographic Access) (718) 997-3684
- FAX (Interlibrary Loan) (718) 997-3758
- FAX (Music Library) (718) 997-3928
- FAX (Reserves) (718) 997-3614
- Friends of the Library (718) 997-3626
- Hours (718) 997-3700
- Instructional Services (718) 997-3747/3748
- Interlibrary Loan (718) 997-3704
- Louis Armstrong Archives (718) 997-3670
- Library Systems (718) 997-3742
- Media Center/Periodicals (718) 997-3713
- Music Library (718) 997-3900
- Reference (718) 997-3799
- Reserves (718) 997-3750
- Stacks Management (718) 997-3730

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</thead>
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<tr>
<td>Mansfield, Richard</td>
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<td>Mellone, James</td>
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# FACULTY

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<tr>
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METRO CODE DELIVERY NUMBER: 221

ILL FAX: (718) 281-5118

OPEN ACCESS POLICY:
Coordinator: Prof. Constance B. Williams  (718) 631-6227

CIRCULATION:
Loan Period: 3 weeks
Renewal: One three week period
Limit: 6 books

Valid CUNY home campus I.D. required

Impoundment: Hold on student records at end of each semester

HOURS

Monday – Thursday 8:30 a.m. – 9:00 p.m.
Friday 8:30 a.m. – 5:00 p.m.
Saturday 10:00 a.m. – 4:00 p.m.

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Holocaust Resource Center and Archives  (718) 281-5770
Interlibrary Loan  (718) 281-5010/631-6227
Reference  (718) 631-6241
Library Instruction  (718) 631-6601
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THE HARRIET & KENNETH KUPFERBERG HOLOCAUST &
RESOURCE CENTER & ARCHIVES

Queensborough Community College
Bayside, New York 11364-1497
(718) 281-5770

FAX: (718) 631-6306

HOURS

Monday – Thursday 9:00 a.m. – 5:00 p.m.
Friday 9:00 a.m. – 4:00 p.m.
Sunday Open on lecture dates

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OPEN ACCESS POLICY
Coordinator: Allen Natowitz (718) 982-4023

CIRCULATION:
Loan Period: 3 weeks for students, 8 weeks for faculty
Renewal: Unlimited (if not on hold for another patron)
Limit: 10 books

Valid CUNY home campus I.D. required.

Impoundment: At the end of each semester

HOURS
Monday – Thursday: 8:00 a.m. – 10:00 p.m.
Friday: 8:00 a.m. – 8:00 p.m.
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Cataloging: (718) 982-4021
Circulation/Reserves: (718) 982-4011
Instruction: (718) 982-4016
Interlibrary Loan: (718) 982-4014
Media Services: (718) 982-4035
Periodicals: (718) 982-4140
Reference: (718) 982-4010
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METRO CODE DELIVERY NUMBER: 303

OPEN ACCESS POLICY
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Circulation:
Loan Period: 3 weeks with one renewal
Limit: 7 books

Valid CUNY home campus I.D. required.

Impoundment: Block on student records when an overdue occurs. Registrar’s stop at end of semester.

HOURS
Monday – Thursday (G-Wing) 9:00 a.m. – 10:45 p.m.
Monday – Thursday (H-Wing) 9:00 a.m. – 8:30 p.m.
Friday (G-Wing) 9:00 a.m. – 8:30 p.m.
Friday (H-Wing) 9:00 a.m. – 5:00 p.m.
Saturday 9:00 a.m. – 5:00 p.m.
Sunday (G-Wing) 12:00 p.m. – 5:00 p.m.

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Chief Librarian’s Secretary (718) 262-2026
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Hours (718) 262-2023
Interlibrary Loan (718) 262-2035
Periodicals (718) 262-2035/2019
Reference (718) 262-2034/2035
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BYLAWS

Article I. Election of Officers and Delegates and Appointment of Institute Committee Chairperson and Archivist.

Section 1. Officers

Para A. At least ten weeks before the annual May meeting of the association, the president shall appoint a nominating committee of four members, no two of whom shall be selected from the same college, to nominate candidates for the offices in the association.

Para. B. The nominating committee, within three weeks of its appointment, shall nominate for the positions of president-elect who shall serve as vice-president, secretary, treasurer, and editor(s) of Urban Library Journal. The committee is charged to make every effort to obtain at least two candidates for each of these positions.

Para. C. The delegates, upon being notified of the proposed candidates by the secretary, shall be responsible for informing the members at least six weeks before the annual meeting.

Para. D. Up to five weeks before the annual May meeting, any member of the association may file with the secretary a petition signed by not fewer than five members proposing additional nominations. The names of these nominees shall be added to the ballot.

Para. E. The secretary shall be responsible for informing the membership of the final list of candidates, in the form of a ballot approximately four weeks before the scheduled May meeting.

Para. F.

(1) Ballot mechanism:

The form of the ballot shall be sealed and anonymous. In order to achieve this purpose, the secretary shall prepare packets consisting of:

(a) plain inner envelopes for anonymous ballot
(b) outer signature envelopes
(c) ballots
(d) instruction sheets

The packets shall be distributed to delegates for delivery to eligible members. Prior to the stated deadline, signature envelopes containing the sealed plain inner envelopes with ballot will be collected by delegates and forwarded to the secretary. After checking off the signature against a master list of eligible members of the association, the signature envelopes shall be opened and discarded.

(2) The secretary, in the presence of her or his staff delegates, shall count the ballots and shall inform the membership, either in writing or at the meeting following the election, of the total number of votes received by each candidate on the ballot.

(3) Ballots shall be subsequently sent to the archivist for retention for two years.
Para. G. The officers shall serve one year, except for the president-elect, as specified in Article IV, Section I, Paragraph D, Sentence 2, of the constitution. The secretary may not be elected for more than two consecutive times. The institute chairperson may not be appointed for more than two successive terms. The treasurer and editor(s) shall serve for two years and may not be elected for more than two consecutive terms. Their terms of office shall begin on July first.

Para. H. The president shall appoint a secretary and a treasurer, and an editor(s) of the *Urban Library Journal*, should a vacancy occur in any of these offices. Should a vacancy occur in the office of president-elect, another election for the vacant office shall be held following the relevant procedures of Paragraph A through G of this article and section of these bylaws.

Section 2. Delegates

Para. A. Elected delegate positions are open to the membership that meet the criteria as stated in Article III, Section 1 of the constitution. There shall be one delegate and one alternate from each college and the CUNY Office of Library Services having a membership in the association of less than 15. There shall be two delegates, a first, and a second alternate from each college having a membership of 15 or more. There shall be one additional delegate and alternate elected from the library teaching faculty from each institution that has such a teaching faculty separate from the library department proper. The number of delegates from each college shall be determined by the treasurer’s membership report to the executive council at the April meeting.

Para. B. Delegates and alternates shall be elected before June first, and their names shall be submitted to the secretary of the association by the outgoing delegates.

Para. C. The delegates to the executive council shall serve for two years and may not be re-elected more than one successive term, except in cases where the membership is too small to make this practical. Their term of office shall begin July first. For colleges with two delegates, terms shall overlap so that one delegate is elected each year for a two-year term.

Para. D. In case of a vacancy in the office of delegate, the first alternate shall assume the office of delegate for the remainder of that term.

Para. E. If a delegate or delegates cannot attend a given meeting of the executive council, the college represented by such delegates may be represented by an alternate or alternates. Such alternates shall have full voting rights at executive council meetings.

Section 3. Institute Chairperson

The president shall appoint an institute chairperson who shall be in charge of the institute.

Section 4. Archivist

The president shall appoint as archivist a member familiar with archival principles from the staff of the library housing the LACUNY archives. The archivist shall collect, put in order, and maintain the LACUNY records, performing all customary duties of archivists, including the submission of any budget requests.
Article II. Committees

Section 1. Elected Committees

Para A. Membership on elected committees is open to the membership that meet the criteria as stated in Article III, Section 1 of the Constitution.

Para. B. The committee on committees

(1) Membership shall consist of the following:

(A) The president-elect (vice president).
(B) The immediate past president.
(C) Four members elected by the executive council, though not necessarily members of that body.

(2) Terms of office for the elected members:

(A) Each elected member shall serve for a term of two years. Terms shall overlap so that two members are elected each year for a two-year term.
(B) Members may be re-elected for a second, but not a third consecutive term.
(C) Elections shall be held by the executive council at a meeting in April of each year.
(D) If a vacancy occurs, a replacement shall be elected by the executive council at its next meeting.

(3) Committee internal functions:

(A) The committee shall elect a chairperson at the first meeting following July first of each year.
(B) The committee shall prepare its written budget request together with a statement justifying each proposed expense for submission to the budget committee in accordance with Article V, Section 1.
(C) The committee shall keep minutes of all meetings and submit a copy of those minutes to the president.
(D) The committee shall prepare an annual report by June first of each year and submit copies to the president and the next elected chairperson of the committee.

(4) Committee external functions:

(A) The committee shall oversee the function of all other standing committees.
(B) The committee shall solicit members for all standing committees, shall be responsible for the distribution of members to non-elected committees, shall name a convener for the first meeting, and shall fill vacancies if necessary.
(C) The committee shall review periodically the need for all committees and shall make recommendations to the executive council for the discontinuance of those no longer necessary and for the establishment of desirable new ones.
(D) The committee shall gather minutes and annual reports form all standing committees for review purposes and for deposit into the LACUNY archives.
(E) The committee shall report to the executive council. It shall report to that body at its first meeting in the Fall of each year on highlights from all committee annual reports of the previous year.
Para. C. The budget committee

(1) Membership shall consist of the following:

   (A) The president.
   (B) The treasurer.
   (C) One member elected by the committee on committees from that body.
   (D) Two members elected by the executive council, though not necessarily members of that body.

(2) Terms of office for the elected members:

   (A) The member elected from the committee on committees shall serve for a term of one year.
   (B) The members elected by the executive council shall serve for terms of two-years. Terms shall overlap so that one member is elected each year for a two-year term.
   (C) Members may be reelected for a second, but not a third, consecutive term.
   (D) Elections shall be held by the committee on committees and by the executive council at their meetings in April of each year.
   (E) If a vacancy occurs, a replacement shall be elected by the committee on committees for its member and by the executive council for its member(s) at their next meetings.

(3) Committee internal functions:

   (A) The committee shall elect a chairperson at the first meeting following July first of each year.
   (B) The committee shall keep minutes of all meetings and submit copies of those minutes to the president and to the chairperson of the committee on committees.
   (C) The committee shall prepare an annual report by June first of each year and shall submit copies of that report to the chairperson of the committee on committees and to the next elected chairperson of the budget committee.

(4) Committee external functions:

   (A) The committee shall be advisory to the executive council in matters relating to the fiscal affairs of the association.
   (B) The committee shall obtain from each chairperson and officer, a written budget request in accordance with Article V, Section 1.
   (C) The committee shall review each request and make recommendations on appropriations to the executive council.

Para. D. The constitution and bylaws committee

(1) Membership shall consist of the following:

   (A) The president-elect (vice president).
   (B) The secretary.
   (C) Three members elected by the executive council, though not necessarily members of that body.
(2) Terms of office for the elected members:

(A) Each elected member shall serve for a term of three years. Terms shall overlap so that one member is elected each year for a three year term.
(B) Members may be elected for a second, but not a third, consecutive term.
(C) Elections shall be held by the executive council at a meeting in April of each year.
(D) If a vacancy occurs, a replacement shall be elected by the executive council at its next meeting.

(3) Committee internal functions:

(A) The committee shall elect a chairperson at the first meeting following July first of each year.
(B) The committee shall prepare a written budget request together with a statement justifying each proposed expense for submission to the budget committee in accordance with Article V, Section 1.
(C) The committee shall keep minutes of all meetings and submit copies of those minutes to the president and to the chairperson of the committee on committees.
(D) The committee shall prepare an annual report by June first of each year and shall submit copies of that report to the chairperson of the committee on committees and to the next elected chairperson of the constitution and bylaws committee.

(4) Committee external functions:

(A) To receive and/or initiate proposed amendments of the constitution and bylaws.
(B) To act on those proposals according to the procedures specified in the constitution.

Section 2. Non-elected committees

Para. A. Membership on all non-elected committees is open to any member. Elected chairs of committees is open to the membership that meet the criteria as stated in Article III, Section 1 of the constitution.

Para. B. The committee on committees shall solicit volunteers for all non-elected committees.

Para. C. Terms of office for members of non-elected committees shall be one year beginning July first. Members may continue to volunteer and serve on the same committee indefinitely.

Para. D. Committee functions

(1) With the exception of the institute committee, committees shall elect a chairperson at the first meeting following July first of each year.

(2) Committees shall prepare a written budget request in accordance with Article V, Section 1.

(3) Committees shall post brief minutes of all significant meeting events on CULIBS-L, the CUNY Librarians electronic discussion list.

(4) Committees shall prepare an annual report by June first of each year and shall submit copies of that report to the chairperson of the committee on committees and to their next elected chairperson.

(5) Committees shall report to the executive council.
Article III. Meetings

Section 1. The year on which the association and the elective standing committees operate shall begin July first. The year on which the non-elective standing committees operate shall begin July first.

Section 2. There shall be at least two meetings of the association during each year beginning July first. Attendance shall be recorded in the minutes for any meeting at which substantive business is transacted.

Section 3. The president, after consultation with the other officers, shall decide the time and place of all meetings. Notice of a meeting shall be sent to each member of the association at least two weeks in advance of the meeting. The president shall have the option of shorter notice in case of an emergency.

Section 4. Special meetings of the association may be called by the executive council, and shall be called by the president, at the request of a number of members equal to one-fifteenth of the total membership of the association. At least one week’s notice of a special meeting shall be sent to each member of the association. Only the business stated in the notice as that for which the meeting is called shall be transacted, unless three-fourths of those present consent to the discussion of additional matters.

Section 5. The executive council shall meet as soon as possible after July first to consider plans for the year.

Section 6. Special meetings of the executive council may be called by the president at the request of a number of the members of the executive council equal to one-fifth of the total membership.

Section 7. One-half of the total membership of the executive council shall constitute a quorum at any meeting of the executive council.

Article IV. Dues and other income

Section 1. The dues of the association shall be set by the executive council. The change shall be voted on at the next regular meeting of the association, or at a special meeting called for that purpose, but before the dues for the forthcoming year are collected.

Section 2. Dues for membership listed in Article III, Section 2, Associate Membership of the constitution shall be set at 50% of those for active members.

Section 3. The dues are to be collected by the delegates in their respective colleges as soon as possible after May first of each year. Dues should be received by the treasurer by July first of each year.

Section 4. Proceeds of any event sponsored by the association and/or its committees are the property of the association and shall be added to the general treasury.

Article V. Disbursements from the treasury

Section 1. Each year the various committee chairpersons shall submit their budget requests together with a statement justifying each proposed request to the budget committee at least two months prior to the date for which the request is made, with no requests to be made after April first. The budget committee shall then review the requests and submit them to the executive council for approval.
Section 2. Routine disbursal for such items as film rentals, flowers, refreshments, small honoraria for guest speakers, stationery, etc. shall be authorized in advance by the president, who shall inform the treasurer of the authorization. The president or treasurer shall give an accounting of such expenditures to the executive council at each meeting of that body.

Section 3. Any unusually large or non-routine disbursal must be authorized by a two-thirds vote of those present at the executive council meeting, provided there is a quorum.
CONSTITUTION

Article I.

Name
This association shall be known as the Library Association of the City University of New York, heretofore to be identified as LACUNY.

Article II.

Purpose
The Association is organized exclusively for charitable, scientific, literary, and educational purposes, including, without limitation, the encouragement of cooperation among the libraries of the City University of New York, the stimulation of the professional growth of the librarians on their respective staffs, and the promotion of the professional interests of the members of the association.

The association is not organized for pecuniary profit or for financial gain and no part of its assets or net earnings shall be distributed to, or inure to the benefit of, its members, officers, or any other private individual. Reasonable compensation, however, may be paid for services rendered to or for the association in the furtherance of its purposes. In the event of dissolution, the assets and property of the association remaining after payment of expenses and the satisfaction of all liabilities shall be determined by a court of competent jurisdiction upon application of the executive council, for the charitable, scientific, literary, and educational purposes of the association, or to such charitable, scientific, literary, and educational organizations as the executive council or such court may determine.

Notwithstanding any other provision of this constitution, the association shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of its charitable, scientific, literary, and educational purposes.

Notwithstanding any other provisions of these articles, the organization is organized exclusively for one or more of the purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under IRC 501(c)(3) or corresponding provisions of any subsequent Federal tax laws.

No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by IRC 501(h) and does not participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of any candidates for public office.

In the event of dissolution, all of the remaining assets and property of the organization shall after payment of necessary expenses thereof be distributed to such organizations as shall qualify under section 501(c)(3) of the Internal Revenue Code of 1986.

In any taxable year in which the corporation is a private foundation as described in IRC 509(a), the organization shall distribute its income for said period at such time and manner as not to subject it to tax under IRC 4942, and the organization shall not (a) engage in any act of self-dealing as defined in IRC 4941(d), retain any excess business holdings as defined in IRC
Article III.

Membership

Section 1.
Membership in the association is open to all librarians and teachers of library science, both active and retired, on the staffs of the City University who are, or were, members of the following ranks:

Professor
Adjunct Professor
Associate Professor
Adjunct Associate Professor
Assistant Professor
Adjunct Assistant Professor
Instructor
Adjunct Lecturer
Lecturer

Membership is also open to anyone on the staffs of the City University libraries who has a master’s degree in educational technology or a master’s degree in computer science, and to anyone on the staffs of the City University who has a master’s degree in library science from an accredited institution.

Section 2. Associate Membership
All non-faculty library employees and others employed in library service in the City University of New York including retirees, high school teachers affiliated with the City University of New York, library/information science students attending Queens College Graduate School of Library and Information Studies, and library/information science students employed at a City University library.

Section 3.
Those persons eligible for membership as stated in Section 1 and 2 of this Article shall be considered members upon payment of dues provided for in the by-laws. If a member resigns from CUNY, that person’s membership in the association expires with the date of resignation. Membership fees will not be refunded in case of resignation from the Library Association of the City University of New York.

Article IV.

Officers and Executive Council

Section 1. Officers
Para. A. The officers of this association shall be a president, a president-elect who shall serve as vice president, a secretary, a treasurer, and an editor of the journal of the association, *Urban Library Journal*.

Para. B. There shall be an executive council consisting of the officers mentioned in Paragraph A of this Section and of the delegates from each of the member colleges and the CUNY Office of Library Services as provided for in Article I, Section 2, Paragraph A of the by-laws. The past president of the association shall serve as a member of the council for one year following the conclusion of her or his term of office.

Para. C. The officers and delegates shall be nominated and elected as provided for in the by-laws. They shall be on active service at one of the libraries of the City University or at the CUNY Office of Library Services during their tenure of office.

Para. D. The president shall preside at all meetings of the association, appoint an institute chairperson, appoint an archivist, serve as a member of the budget committee, and discharge any other function customarily performed by a president.

The president-elect shall serve the first year after an election as vice-president and as a member of the committee on committees, and the constitution and by-laws committee. The president-elect shall preside in the absence of the president and shall serve the second year after election as president.

The secretary shall keep minutes of the executive council meetings and regular business meetings of the association and shall send the delegates copies of these minutes to distribute to all members of the association. The secretary shall draw up the calendar for each meeting. The secretary shall serve as a member of the constitution and by-laws committee. The secretary shall perform such duties as are customarily performed by a corresponding and recording secretary.

The treasurer shall be the custodian of all dues and other funds belonging to the association and shall make such disbursements as are provided for in the by-laws. The treasurer shall serve on the budget committee. The treasurer shall monitor and, at the April meeting of the executive council, report membership totals for each college, on the basis of which the executive council shall determine the number of delegates to be elected from each college for the coming year.

The Editor shall have overall responsibility for content, design and publication of the *Urban Library Journal* and shall preside over the Editorial and Advisory Boards. The editor will solicit articles, assign them for review, and have final approval for all articles. The editor will recruit the necessary staff to assure publication of the *Urban Library Journal* including the tasks of copy editing, proofreading, production, budget, publicity, and promotion.

Section 2. Executive council

Para. A. The officers of the association shall serve as officers of the executive council in their respective capacities.

Para. B. The executive council shall seek information on subjects of interest to the association and from time to time shall present its findings to the association.
Para. C. The executive council shall, as need arises, formulate policies and frame resolutions on all matters that are of direct concern to the business of LACUNY as spelled out in Article II of the constitution, and shall suggest such methods of procedure as it deems advisable.

Para. D. The executive council shall hold power of approval for all programs proposed or planned for presentation by association committees and shall reserve the right to establish the appropriateness, rules, and regulations of any contests, awards, or prizes to be sponsored in any way by the association.

Para. E. A quorum of the executive council shall be one-half the number of executive council members.

Article V.

Meetings

Section 1. Meetings shall be held as stipulated in the by-laws.

Section 2. If the membership of the association consists of 300 persons or less, a quorum shall be 30 members. For each additional 50 persons above 300 joining the membership, 5 members shall be added to the basic 30 to constitute a quorum.

Article VI.

Amendments to the constitution and by-laws.
All proposals to amend the constitution and bylaws must be submitted to the constitution and bylaws committee. On approval of that committee, such proposals may be submitted to the membership by written poll. A two-thirds vote in favor shall be necessary for the adoption of constitutional amendments; a majority vote in favor shall be necessary for the adoption of bylaws amendments. If the constitution and bylaws committee rejects a proposed amendment, supporters of such proposals will have the right to appeal that decision to the executive council. If a majority of the executive council uphold the appeal, the constitution and bylaws committee shall be required to submit the proposal to the membership in accordance with above procedures within one month of the decision to uphold the appeal. The membership shall be notified by the secretary, either through the executive council minutes, or directly, of the number of votes for or against the proposals.

Article VII.

Voting
No motion shall be passed at a meeting of the association unless a majority of the members present vote for it.

Article VIII.

Rules of order
In all cases not otherwise provided for in this constitution, procedure shall be governed by the latest edition of Robert’s Rules of Order.
Article IX.

Committees

Section 1. Standing Committees

Para. A. Standing committees consider matters of the association that require continuity of attention by the membership.

Para. B. There shall be two types of such committees:

(1) Elected committees

   (A) There shall be a budget committee, a committee on committees, and a constitution and bylaws committee.
   (B) The membership, terms of office of members, and functions of those committees are specified in the bylaws.

(2) Non-elected committees

   (A) Non-elected standing committees may be established by the executive council.
   (B) The name, the size, and the wording of the functions of all such committees shall be determined by the committee on committees.

Section 2. Ad-hoc Committees

Para. A. Ad-hoc committees may be established by the president and/or the executive council at any time for the performance of a particular assignment.

Para. B. No such committee may be continued beyond two years without review by the committee on committees and reapproval by the executive council.

Article X.

Archives

The association shall maintain an archives, consisting of reports, official correspondence, publications, and minutes of the executive council, all committees, and all officers of the association.