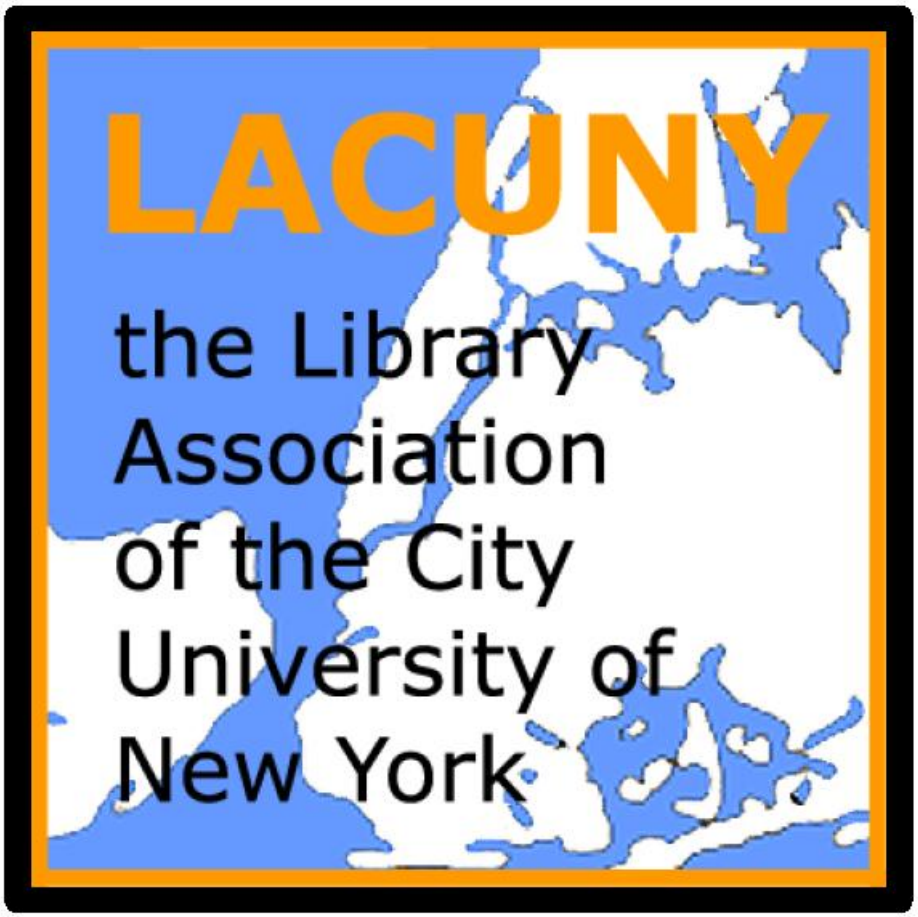
DIRECTORY

2008-2009



41st Edition

LIBRARY ASSOCIATION

OF

THE CITY UNIVERSITY OF NEW YORK

DIRECTORY

2008 – 2009

41st Edition

January 2009

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January 2009

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

EDITOR'S INTRODUCTION

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 apologies 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.

LaRoi M. Lawton	Editor	laroi.lawton@bcc.cuny.edu
Joanne Canales	Co-Editor	joanne.canales@bcc.cuny.edu
Monica Berger	Cover Design	mberger@citytech.cuny.edu

LACUNY EXECUTIVE COUNCIL 2008-2009

President:	Beth Evans, Brooklyn College
Vice-President:	Jane Fitzpatrick, Graduate Center
Secretary:	Daisy Dominguez, City College
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Editor(s) ULJ:	Lisa Finder (Hunter College)
	Lauren Yannotta (Hunter College)

DELEGATES

Baruch	Harold Gee	harold.gee@baruch.cuny.edu
	Jin Ma	jin.ma@baruch.cuny.edu
	Christopher Tuthill (Alt.)	christopher.tuthill@baruch.cuny.edu
Borough of Manhattan Community College	Linda Wadas	LWadas@bmcc.cuny.edu
Bronx Community	James Watson	james.watson@bcc.cuny.edu
	David Koenigstein (Alt.)	david.koenigstein@bcc.cuny.edu
Brooklyn	Mariana Regalado	regalado@brooklyn.cuny.edu
	Paraskeva Dimova-Angelov	pdimova@brooklyn.cuny.edu
Central Office	Michael Borries	michael.borries@mail.cuny.edu
University Librarian	Curtis Kendrick	curtis.kendrick@mail.cuny.edu
City	Sarah Aponte	aponte@ccny.cuny.edu
	Daisy Dominguez	ddominguez@ccny.cuny.edu
	Chin Jung Cheng (Alt.)	cchen@ccny.cuny.edu
CUNY Law School	Ricardo Pla	pla@mail.law.cuny.edu
Graduate Center	Dàlia Leonardo	dleonardo@gc.cuny.edu
Hostos	Josè Diaz	jdiaz@hostos.cuny.edu
Hunter	Danielle Becker	danielle.becker@hunter.cuny.edu
John Jay	Jeffrey Kroessler	jkroessler@jjay.cuny.edu
	Maria Kiriakova (Alt.)	mkiriakova@jjay.cuny.edu
Kingsborough	Elizabeth Tompkins	etompkins@kbcc.cuny.edu
	Jay Bernstein (Alt.)	jbernstein@kbcc.cuny.edu

DELEGATES
(continued)

LaGuardia	Steven Ovadia Alexandra Rojas (Alt.)	sovadia@lagcc.cuny.edu arojas@lagcc.cuny.edu
Lehman	Edwin Wallace Jennifer King (Alt.)	edwin.wallace@lehman.cuny.edu jennifer.king@lehman.cuny.edu
Medgar Evers	Karen Mason	kmason@mec.cuny.edu
NYC Coll. Technology	Junior Tidal Songqian Lu (Alt.)	jtidal@citytech.cuny.edu slu@citytech.cuny.edu
Queens	Nancy Foasberg Inna Shpilko (Alt.)	nancy.foasberg@qc.cuny.edu inna.shpilko@qc.cuny.edu
Queens Library School		
Queensborough	Maria Isabel Fernandes	mfernandes@qcc.cuny.edu
Staten Island	Joseph Deodato Amy Stempler	deodato@mail.csi.cuny.edu stempler@mail.csi.cuny.edu
York	Daniel Cleary Njoki Kinyatti (Alt.)	dcleary@york.cuny.edu kinyatti@york.cuny.edu

COUNCIL OF CHIEF LIBRARIANS
OF
THE CITY UNIVERSITY OF NEW YORK

Bernard M. Baruch College	Arthur Downing
Borough of Manhattan Community College	Sidney Eng
Bronx Community College	Teresa McManus
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SERIALS
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WEB MANAGEMENT
Flor Hernandez (BMCC-Co-Chair), Joanne Canales (BX), Monica Berger (NY), Vyacheslav Gurgov (BC), Galina Letnikova (LE), Michael Miller (QC), Bonnie Nelson (JJ), Steven Ovadia (LG), Alex Rudshteyn (BC), George Thorsen (QB), Junior Tidal (NY)

BERNARD M. BARUCH COLLEGE
William and Anita Newman Library

151 East 25th Street
New York, New York 10010
(646) 312-1600

http://newman.baruch.cuny.edu

Chief Librarian: Prof. Arthur Downing
(646) 312-1650

Interlibrary Loan: Louisa Moy
(646) 312-1674
illbb@baruch.cuny.edu

METRO CODE DELIVERY NUMBER: 11

FAX: (646) 312-1661

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Coordinator: Ester Figueroa de Ramos (646) 312-1669

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Renewal: 2 renewals (if book is not on recall for another patron)
Limit: None

Currently validated CUNY home campus I.D.

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

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Monday – Sunday 7:00 a.m. – 12:00 midnight

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Monday – Thursday 9:00 a.m. – 9:50 p.m.
Friday 9:00 a.m. – 4:50 p.m.
Saturday – Sunday 10:00 a.m. – 4:50 p.m.

Reference

Monday – Thursday 9:00 a.m. – 8:50 p.m.
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

Acquisitions	(646) 312-1689
Archives	(646) 312-1623
Cataloging	(646) 312-1698
Chief Librarian	(646) 312-1650
Circulation	(646) 312-1660
Circulation FAX	(646) 312-1661
Collection Management	(646) 312-1689
Collection Management FAX	(646) 312-1691
Conference Room 415	(646) 312-1652
Instruction Services	(646) 312-1604
Interlibrary Loan	(646) 312-1674
Interlibrary Loan FAX	(646) 312-1661
Library Hours	(646) 312-1600
Periodicals Desk	(646) 312-1660
Reference Desk	(646) 312-1610
Reference Services	(646) 312-1610
Reserves	(646) 312-1660
Serials	(646) 312-1689
Systems	(646) 312-1640

FACULTY

Abulhab, Saad
Associate HEO
Director of Technology
(646) 312-1642
saada@baruch.cuny.edu

Biddle, Stanton F.
Director
Middle States Accreditation Review
(646) 660-6518
stanton.biddle@baruch.cuny.edu

Bodner, Stewart
Adjunct Assistant Professor
Reference
(646) 312-1604
stewart.bodner@baruch.cuny.edu

Bornstein, Jerry
Associate Professor
Deputy Chief Librarian for Public Services
(646) 312-1615
jerry.bornstein@baruch.cuny.edu

Brodherson (Dr.), David
Assistant Professor
Information Services Librarian
(646) 312-1612
david.brodherson@baruch.cuny.edu

Carrel, Barbara Goldman
Adjunct Assistant Professor
Reference
(646) 312-1604
barbara.carrel@baruch.cuny.edu

Chao, Sheau-Yueh Janey
Professor
Head of Cataloging
(646) 312-1698
sheau-yueh.chao@baruch.cuny.edu

DiMartino, Diane
Associate Professor
Information Services Librarian
(646) 312-1614
diane.diMartino@baruch.cuny.edu

Downing, Arthur
Professor
Chief Librarian
(646) 312-1650
arthur.downing@baruch.cuny.edu

Ellis, Lisa A.
Assistant Professor
Information Services Librarian
(646) 312-1616
lisa.ellis@baruch.cuny.edu

Francoeur, Stephen
Assistant Professor
Information Services Librarian
(646) 312-1620
stephen.francoeur@baruch.cuny.edu

Hartnett, Joseph
Instructor
Information Services Librarian
(646) 312-1627
joseph.hartnett@baruch.cuny.edu

Klusek, Louise
Assistant Professor
Head of Reference, Asst. Head of Info. Services
(646) 312-1617
louise.klusek@baruch.cuny.edu

Ma, Jin
Assistant Professor
Catalog/Metadata Librarian
(646) 312-1607
jin.ma@baruch.cuny.edu

Ormsby, Rita
Assistant Professor
Information Services Librarian
(646) 312-1608
rita.ormsby@baruch.cuny.edu

Pollard, Bobbie
Associate Professor
Information Services Librarian
(646) 312-1619
bobbie.pollard@baruch.cuny.edu

Rath, Linda L.
Instructor
Graduate Services Librarian
(646) 312-1622
linda.rath@baruch.cuny.edu

Rosenblum, David Brian
Adjunct Instructor
Reference
(646) 312-1621
david.rosenblum@baruch.cuny.edu

Waldman, Michael
Associate Professor
Head, Collection Management
(646) 312-1689
michael.waldman@baruch.cuny.edu

Gee, Harold
Assistant Professor
Information Services Librarian
(646) 312-1625
harold.gee@baruch.cuny.edu

Jiao, Gerry
Professor
Information Services Librarian
(646) 312-1609
gerry.jiao@baruch.cuny.edu

Liu (Dr.), Lewis
Professor
Information Services Librarian
(646) 312-1613
lewis.liu@baruch.cuny.edu

Neubacher, Eric
Assistant Professor
Head of Access Services
(646) 312-1670
eric.neubacher@baruch.cuny.edu

Peña, Aisha
Assistant Professor
Information Services Librarian
(646) 312-1611
aisha.pena@baruch.cuny.edu

Ramos, Ester
Higher Education Officer
Head of Circulation
(646) 312-1669
ester.ramos@baruch.cuny.edu

Roff, Sandra S.
Professor
Reference/College Archivist
(646) 312-1623
sandra.roff@baruch.cuny.edu

Teich, Peggy
Adjunct Instructor
Reference
(646) 312-1604
peggy.teich@baruch.cuny.edu

Walton, Yvette
Adjunct Instructor
Reference
(646) 312-1604
yvette.walton@baruch.cuny.edu

Weiner, Alan
Adjunct Assistant Professor
Reference
(646) 312-1604
arwbb@cunyvm.cuny.edu

STAFF

Barry, Brian
College Laboratory Assistant
Access Services/Systems
(646) 312-1660/1640
brian.barry@baruch.cuny.edu

Beach, Gail A.
CUNY Administrative Assistant
Collection Management
(646) 312-1693
gail.beach@baruch.cuny.edu

Brown, Karen Abena
CUNY Office Assistant
Systems
(646) 312-1644
karen.brown@newton.baruch.cuny.edu

Choy, Sylvia
College Assistant
Access Services
(646) 312- 1675
sylvia.choy@baruch.cuny.edu

Garcia, Alfredo
CUNY Administrative Assistant
Access Services
(646) 312-1677
alfredo.garcia@baruch.cuny.edu

Gelfand, Aleksandr
College Assistant
Archives
(646) 312-1623

Hailemariam, Almaz
CUNY Administrative Assistant
Collection Management
(646) 312-1695
almaz.hailemariam@baruch.cuny.edu

Huei-Lambert, Moyee
CUNY Office Assistant
Access Services
(646) 312-1668
moyee.huei-lambert@baruch.cuny.edu

Jamil, Hassan
College Assistant
Systems
(646) 312-1643
hj023719@baruch.cuny.edu

JeanGilles, Thony
CUNY Office Assistant
Access Services
(646) 312-1664
thony.jeangilles@baruch.cuny.edu

John, Althea
CUNY Administrative Assistant
Collection Management
(646) 312-1692
althea.john@baruch.cuny.edu

Lima, Adriana
College Assistant
Access Services
(646) 312-1660

Madra, Anna
College Assistant
Administration
(646) 312-1696

Martinez, Maria D.
CUNY Office Assistant
Collection Management
(646) 312-1694
maria.martinez@baruch.cuny.edu

Merores, Reginald
CUNY Office Assistant
Access Services
(646) 312-1673
reginald.merores@baruch.cuny.edu

Mikaelyan, Salome
College Assistant
Access Services
(646) 312-1660

Moy, Louisa
CUNY Office Assistant
Access Services
(646) 312-1675
Mee-Fong.Moy@baruch.cuny.edu

Phillips, Peter
Information Systems Associate
Systems
(646) 312-1643

Parlato, Lloyd
College Assistant
Access Services
(646)312-1660

Parmar, Meena
CUNY Office Assistant
Collection Management
(646) 312-1697
meena.parmar@baruch.cuny.edu

Peña, Agustin
College Assistant
Access Services
(646) 312-1660
ap03404@webmail.baruch.cuny.edu

Renoso, Miriam
College Assistant
Access Services
(646) 312-1660

Royer, Renya
College Assistant
Access Services
(646) 312-1660

Ruiz, Annette
CUNY Administrative Assistant
Administration
(646) 312-1655
annette.ruiz@baruch.cuny.edu

Santana, Nelson
CUNY Office Assistant
Reference
(646) 312-1605
nelson_santana@baruch.cuny.edu

Tang, Theresa
CUNY Administrative Assistant
Systems
(646) 312-1643
theresa_tang@baruch.cuny.edu

Tavarez, Jennifer
College Assistant
Administration
(646) 312-1556

Vo, Tam
College Assistant
Systems
(646) 312-1643
tam_vo@baruch.cuny.edu

Wu, Huan Long
College Assistant
Access Services
(646) 312-1675

BOROUGH OF MANHATTAN COMMUNITY COLLEGE LIBRARY
A. Philip Randolph Memorial Library

199 Chambers Street
New York, New York 10007

http://www.bmcc.cuny.edu/lib/index.html

Chief Librarian: Prof. Sidney Eng
(212) 220-1499

Interlibrary Loan: Dorothea Coiffe
(212) 220-1444
dcoiffe@bmcc.cuny.edu

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

Archives	(212) 220-1450
Circulation	(212) 220-1451/1442
Media	(212) 220-7211
Periodicals	(212) 220-7206
Reference	(212) 220-8139

FACULTY

Badalamenti, Kay
Adjunct Lecturer
Adjunct Reference Librarian
(212) 220-8139
k.badalamenti@brooklynpubliclibrary.org

Bakhsh, Khurram
Systems Technician
(212) 220-8000 x7212
kbakhsh@bmcc.cuny.edu

Bevacqua, Joanna
Associate Professor
Head of Collection Development
(212) 220-1446
jbevacqua@bmcc.cuny.edu

Bielskas, Amanda
Adjunct Reference Librarian
(212) 220-8139
abielskas@bmcc.cuny.edu

Castillo, Jocelyn
Adjunct Reference Librarian
(212) 220-8139
jcastillo@bmcc.cuny.edu

Coiffe, Dorothea
Media/Interlibrary Loan Librarian
(212) 220-1444
dcoiffe@bmcc.cuny.edu

Cooper, Maxine
Adjunct Reference Librarian
(212) 220-8139
mcooper@bmcc.cuny.edu

Donabedian, Tania
Adjunct Reference Librarian
(212) 220-8139

Dunkley, Joy
Access Services Librarian
(212) 220-5259
jdunkley@bmcc.cuny.edu

Eng, Sidney
Professor
Chief Librarian
(212) 220-1499
seng@bmcc.cuny.edu

Gill, Jacqueline
Associate Adjunct Professor
(212) 220-8139
jgill@bmcc.cuny.edu

Gross, Gretchen
Adjunct Reference Librarian
(212) 220-8139
ggross@jjay.cuny.edu

Hack, Bonnie
Adjunct Reference Librarian
(212) 220-8139
bhack@bmcc.cuny.edu

Linton, Barbara
Lecturer
Head of Reference Services
(212) 220-1448

Mbugua (Dr.), Wambui
Professor
Collection Development Librarian
(212) 220-1447
wmbugua@bmcc.cuny.edu

Nagra (Dr.), Kanu
Assistant Professor
Electronic Resources Librarian
(212) 220-8000, x7487

Niles, Phyllis
Periodicals Librarian/Archives
(212) 220-1450
pniles@bmcc.cuny.edu

Palumbo, Richard
Adjunct Assistant Professor
Adjunct Reference Librarian
(212) 220-8139
rpal@mindspring.com

Revilla, Vicente
Assistant Professor
Bibliographic Instruction Coordinator
(212) 220-1498
vrevilla@bmcc.cuny.edu

Theinert, Leo
Assistant Professor
Reference Librarian
(212) 220-1449
ltheinert@bmcc.cuny.edu

Thomas, Susan
Evening/Weekend Librarian
(212) 220-8000 x 7112
sthomas@bmcc.cuny.edu

Wadas, Linda
Instructor
Collection Management & Acquisitions Librarian
(212) 220-1443

Zhao, Taian
Assistant Professor
Head of Technical Services
(212) 220-1452
tzhao@bmcc.cuny.edu

STAFF

Baucicaut, Guerda
Media/Stacks Supervisor, HEO
(212) 220-8000 x7211
gbaucicaut@bmcc.cuny.edu

Bhaggan, Vishwadai
CUNY Office Assistant
Circulation
(212) 220-1451

Browne, Brenda
Periodicals/CUNY Office Assistant
(212) 220-8000, x7206
bbrowne@bmcc.cuny.edu

Gonzalez, Jenny
Department Secretary
(212) 220-8000, x7205
jgonzalez@bmcc.cuny.edu

Gonzalez, Maria
CUNY Office Assistant
Technical Services
(212) 220-7209
mgonzalez@bmcc.cuny.edu

Hernandez, Flor
Technical Services Assistant, HEO
(212) 220-7210
fhernandez@bmcc.cuny.edu

Kuperberg, Elaine
Circulation/CUNY Office Assistant
(212) 220-1451
ekuperberg@bmcc.cuny.edu

Mathis, Lakeisha
Circulation/CUNY Office Assistant
(212) 220-1451
lmathis@bmcc.cuny.edu

BRONX COMMUNITY COLLEGE

2155 University Avenue
Bronx, New York 10453

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

Chief Librarian: Prof. Teresa McManus
(718) 289-5548/5439

Interlibrary Loan: Christina Ramirez
(718) 289-3125
christina.ramirez@bcc.cuny.edu

METRO CODE DELIVERY NUMBER: 21

Library FAX: (718) 289-6063

Gerald S. Lieblich Learning Resources Center
(718) 289-5346/5347

Gerald S. Lieblich Learning Resources Center
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

LIBRARY

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

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.

TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

LIBRARY

Acquisitions	(718) 289-5433
Bibliographic Instruction	(718) 289-5440
Cataloging	(718) 289-5004
Chief Librarian	(718) 289-5439/5548
Circulation	(718) 289-5441
Collection Development	(718) 289-5432
Gerald S. Lieblich Learning Resources Ctr.	(718) 289-5346/5347
Information Literacy Outreach	(718) 289-5434
Interlibrary Loan	(718) 289-5306
Reference	(718) 289-5974
Reserve Room	(718) 289-5947
Systems/Electronic Resources	(718) 289-5073
Systems/Information Technology	(718) 289-5947

GERALD S. LIEBLICH LEARNING RESOURCES CENTER

Circulation	(718) 289-5346/5347
Director	(718) 289-5348
Reference	(718) 289-5429

FACULTY

Adekola, Jacob (*Retired*)
Assistant Professor
Reference/Bibliographic Instruction
Bronx Community College Library
jacob.adekola@bcc.cuny.edu

Alicea, Ismael
Adjunct Assistant Professor
G.S.L. Learning Center
(718) 289-5429
ialicea@nypl.org

Gregory, Rita
Adjunct Assistant Professor
G.S.L. Learning Center
(718) 289-5429
rgregory@ccny.cuny.edu

Hebert, Geraldine
Assistant Professor
Information Technology Librarian
Bronx Community College Library
(718) 289-5947
geraldine.hebert@bcc.cuny.edu

Kissel, Estelle
Adjunct Assistant Professor
G.S.L. Learning Center
(718) 289-5429
estelle.kissel@bcc.cuny.edu

Koenigstein, David
Associate Professor
Reference/Bibliographic Instruction
(718) 289-5437
david.koenigstein@bcc.cuny.edu

Lawton, LaRoi
Assistant Professor/Director
Director, G.S.L. Learning Center
(718) 289-5348
laroi.lawton@bcc.cuny.edu

Lumumba, Malikah
Adjunct Assistant Professor
G.S.L. Learning Center
(718) 289-5429
malikah.lumumba@bcc.cuny.edu

McManus, Teresa
Chief Librarian
Bronx Community College Library
(718) 289-5548
teresa.mcmanus@bcc.cuny.edu

Padnos, Mark
Associate Professor
Coordinator of Public Services
(718) 289-5440
mark.padnos@bcc.cuny.edu

Parsons, Katherine
Information Literacy Outreach Librarian
Bronx Community College Library
(718) 289-5434
katherine.parsons@bcc.cuny.edu

Riker, Thomas
Collection Management
Bronx Community College Library
(718) 289-5432
thomas.riker@bcc.cuny.edu

Sanabria, Jesus
Information Literacy Librarian
Bronx Community College Library
(718) 289-5975
jesus.sanabria@bcc.cuny.edu

Silverberg, James
Adjunct Assistant Professor
Bronx Community College Library
(718) 289-5429
james.silverberg@bcc.cuny.edu

Skurdenis, Julie
Professor
Deputy Chief Librarian
Bronx Community College Library
(718) 289-5436
Julie.skurdenis@bcc.cuny.edu

Watson, James
Assistant Professor
Systems Librarian
Bronx Community College Library
(718) 289-5073
james.watson@bcc.cuny.edu

Zuwang, Shen
Catalog Librarian
Bronx Community College Library
(718) 289-5004
shen.zuwang@bcc.cuny.edu

STAFF

Billups, Denise
Higher Education Assistant
Assistant to Systems Librarian
Bronx Community College Library
(718) 289-5405
denise.billups@bcc.cuny.edu

Canales, Joanne
College Laboratory Technician
G.S.L. Learning Center
(718) 289-5346
joanne.canales@bcc.cuny.edu

Deitsch, Jason
College Assistant
Bronx Community College Library
(718) 289-5306
jason.deitsch@bcc.cuny.edu

Gallardo, Delia
College Assistant
Bronx Community College Library
(718) 289-5306
delia.gallardo@bcc.cuny.edu

Gonzalez, Miriam
College Assistant
G.S.L. Learning Center
(718) 289-5346
miriam.gonzalez@bcc.cuny.edu

Harrysingh, Ena
CUNY Office Assistant
G.S.L. Learning Center
(718) 289-5347
ena.harrysingh@bcc.cuny.edu

Hopkins, William
College Assistant
Bronx Community College Library
(718) 289-5306
william.hopkins@bcc.cuny.edu

Mc-Kelvey-Rose, Cynthia
College Assistant
Bronx Community College Library
(718) 289-5441
cynthia.strose@bcc.cuny.edu

Messon, Luis
CUNY Office Assistant
Bronx Community College Library
(718) 289-5672
luis.messon@bcc.cuny.edu

Mundy, Darryl
CUNY Office Assistant
Circulation
Bronx Community College Library
(718) 289-5441
darryl.mundy@bcc.cuny.edu

Ramirez, Christina
CUNY Office Assistant
Interlibrary Loan
Bronx Community College Library
(718) 289-3125
christina.ramirez@bcc.cuy.edu

Stephens, Brenda
College Assistant
Bronx Community College Library
(718) 289-5433
brenda.stephens@bcc.cuny.edu

Zambrano, Jorge
College Assistant
G.S.L. Learning Center
(718) 289-5346
jorge.zambrano@bcc.cuny.edu

Jimenez, Edison
College Assistant
Bronx Community College Library
(718) 289-5441/5306
edison.jimenez@bcc.cuny.edu

Medina, Sonia
CUNY Office Assistant
Bronx Community College Library
(718) 289-5439
sonia.medina@bcc.cuny.edu

Molina, Maylen
College Assistant
G.S.L. Learning Center
(718) 289-5346
maylen.molina@bcc.cuny.edu

Nieves, Erma
College Laboratory Technician
Acquisitions
Bronx Community College Library
(718) 289-5433
erma.nieves@bcc.cuny.edu

Richardson, Vivian
College Assistant
G.S.L. Learning Center
(718) 289-5346
vivian.richardson@bcc.cuny.edu

Thein, Aung
College Assistant
G.S.L. Learning Center
(718) 289-5346

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

FACULTY & STAFF

Albrecht, Lawrence
Night/Weekend Manager
Library Café
(718) 951-4672
Albrecht@brooklyn.cuny.edu

Allier, Barbara
Special Collections
(718) 758-8224
Ballier@brooklyn.cuny.edu

Badchkan, Maxine
Copy Cataloger
(718) 951-5000, ext. 2124
mbadchkan@brooklyn.cuny.edu

Berger-Barrera, Jocelyn
Assistant Professor
Social Sciences Specialist
(718) 758-8205
jberger@brooklyn.cuny.edu

Bowdoin, Sally
Associate Professor
Cataloger/Serials Librarian
(718) 951-5339
sbowdoin@brooklyn.cuny.edu

Brown, Donaree
Information Services Office Assistant
(718) 758-8212
donareeb@brooklyn.cuny.edu

Canada, Graciela (Grace)
Collection Development Assistant
(718) 951-5000 ext. 2145
gcanada@brooklyn.cuny.edu

Cirasella, Jill
Assistant Professor
Computational Sciences Specialist
(718) 758-8214
cirasella@brooklyn.cuny.edu

Corpus, Martha Monaghan
Assistant Professor
Education/Psychology/Political Science
(718) 758-8216
mcorpus@brooklyn.cuny.edu

Cramer, Jane A.
Associate Professor
Documents and Legal Information
(718) 951-5332
janec@brooklyn.cuny.du

Cruz, Carlos
Instructional Technologist/Multimedia
Designer (Higher Education Associate)
Academic Information Technologies
(718) 951-4667
carlosa@brooklyn.cuny.edu

Cucchiara, Anthony M.
Professor
Associate Librarian for Distinctive Collections
and College Archivist
(718) 951-5581
tonyc@brooklyn.cuny.edu

Deutch, Miriam
Associate Professor
Associate Librarian for Research
and Access Services
(718) 951-5221
miriamd@brooklyn.cuny.edu

Dimova-Angelov, Paraskeva
Assistant Professor
Reference/Instruction Librarian
(718) 758-8207
pdimova@brooklyn.cuny.edu

Evans, Beth
Associate Professor
Reference Librarian/Electronic Services Specialist
(718) 758-8206
bevans@brooklyn.cuny.edu

Faida, Vitaliy
Network/System Specialist
Academic Information Technologies
(718) 951-4868
vfaida@brooklyn.cuny.edu

Finello, Janet
Public Relations and Marketing Coordinator
(718) 758-8209
jfinello@brooklyn.cuny.edu

Gargan, William
Professor
Language & Literature Specialist
(718) 951-5341
bgargan@brooklyn.cuny.edu

Gelfand, Deborah
Copy Cataloger
(718) 951-5347
dgelfand@brooklyn.cuny.edu

Graden, Veronica
Government Publications Assistant
(718) 758-8201
vgraden@brooklyn.cuny.edu

Graham, Jane
Music Library Assistant
(718) 951-5844
jgraham@brooklyn.cuny.edu

Gurgov, Vyacheslav (Slava)
Web Development Specialist
Academic Information Technologies
(718) 758-8234
vgurgov@brooklyn.cuny.edu

Irons, Nicholas (Nick)
Associate Professor
Faculty Training & Development
(718) 951-4634
nirons@brooklyn.cuny.edu

Iskenderian, Marguerite
Associate Professor
Music Cataloger
(718) 951-5347
iskender@brooklyn.cuny.ed

Johnson, Kimberly
Office Assistant
(718) 951-5342
kimberlyj@brooklyn.cuny.edu

Kreger, Rosalind
Serials Assistant
(718) 951-5000 ext. 2127
rkreger@brooklyn.cuny.edu

LaBatto, Marianne
Associate Archivist
Library Archives and Special Collections
(718) 951-5346
marianne@brooklyn.cuny.edu

Lahmeyer, Danielle
Manager
Library Cafè
(718) 951-4672
lahmeyer@brooklyn.cuny.edu

Liu, James
Manager
New Media Center
(718) 951-5327
jliu@brooklyn.cuny.edu

Marcolin, Betty
Circulation/Reserves Supervisor
(718) 951-5335
bmarcolin@brooklyn.cuny.edu

Morgan, Rosemary
Serials Assistant
(718) 951-5000 ext. 2129
rmorgan@brooklyn.cuny.edu

Matsuuchi, Ann
Higher Education Assistant
Head of Acquisitions
(718) 951-5338
annm@brooklyn.cuny.edu

Nowicki, Bridget
Circulation
(718) 951-5335
bnowicki@brooklyn.cuny.edu

O'Neill-Rosenberg, Jennifer
Government Publications Assistant
(718) 951-5333
jenniferor@brooklyn.cuny.edu

Pope, Mary
Circulation/Reserves
(718) 951-5335
mpope@brooklyn.cuny.edu

Polishchuk, Slava
Conservator
Library Archives & Special Collections
(718) 951-5346
slavap@brooklyn.cuny.edu

Raphael, Honora
Associate Professor
Music Librarian
(718) 951-5845
honorar@brooklyn.cuny.edu

Regalado, Mariana
Acting Associate Professor
Information Services
(718) 758-8215
regalado@brooklyn.cuny.edu

Rosenblatt, Edythe
Collection Processor
Library Archives and Special Collections
(718) 951-5346
edythe@brooklyn.cuny.edu

Rudshteyn, Alex
Higher Education Associate
Associate Director AIT & Library Systems
(718) 951-5342
alex@brooklyn.cuny.edu

Spivak, Howard
Higher Education Officer
Director AIT and Library Systems
(718) 951-5342
howards@brooklyn.cuny.edu

Suphal, Bernice
Office Manager/Assistant to the
Chief Librarian
(718) 951-5342
bsuphal@brooklyn.cuny.edu

Vaughn, Susan J.
Professor
Associate Librarian for Collection Development
(718) 951-5348
svaughn@brooklyn.cuny.edu

Walker, Stephanie
Acting Chief Librarian
Associate Librarian for Information Services
(718) 951-5342
swalker@brooklyn.cuny.edu

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

Weintraub, Irwin
Professor
Sciences Specialist
(718) 758-8213
irwinw@brooklyn.cuny.edu

Wild, Judith W.
Professor
Associate Librarian for Technical Services
(718) 951-5426
jwild@brooklyn.cuny.edu

Wilson, Harold
Evening/Weekend Manager
New Media Center
(718) 951-5327
hwilson@brooklyn.cuny.edu

Yu, Emma Lee
Assistant Professor
Reference Librarian
(718) 758-8204
eyu@brooklyn.cuny.edu

CITY COLLEGE LIBRARIES

160 Convent Avenue
New York, New York 10031

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		(212) 650-7292 (recorded hours)
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		(212) 650-7609
Monday – Friday	9:30 a.m. – 5:30 p.m.	
Architecture Visual Resources Library (Shepard, Rm. 303)		(212) 650-8754
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)		(212) 650-7175
Monday – Friday	10:00 a.m. – 6:00 p.m.	
Architecture Library (Shepard, Rm. 408)		(212) 650-8767
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

Monday, Wednesday, Friday	12:00 noon – 8:00 p.m.
Tuesday	2:00 noon – 8:00 p.m.
Thursday	12:00 noon – 6:00 p.m.
Saturday	12:00 noon – 5:00 p.m.

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

Monday	10:00 a.m. – 6:00 p.m.
Tuesday – Thursday	10:00 a.m. – 7:00 p.m.
Friday	10:00 a.m. – 5:00 p.m.

Science/Engineering Library (Marshak, Rm. 29) (212) 650-8246

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

TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

Access Services	(212) 650-7155
Acquisitions	(212) 650-7151/7143
Architecture	(212) 650-8767/8768
Archives and Special Collections	(212) 650-7609
Cataloging	(212) 650-7152
Chief Librarian	(212) 650-7271
Circulation (Morris R. Cohen Library)	(212) 650-7155
Computer Systems	(212) 650-7603
Documents	(212) 650-5073
FAX (Chief Librarian's Office)	(212) 650-7604
FAX (Acquisitions)	(212) 650-8635
FAX (Architecture Visual Resources Library)	(212) 650-6566
FAX (Art Visual Resources Library)	(212) 650-7438
FAX (Interlibrary Loan)	(212) 650-7648
FAX (Ruderman Architecture Library)	(212) 650-7214
FAX (Circulation)	(212) 650-7388
FAX (Music Library)	(212) 650-7231
FAX (Science/Engineering Library)	(212) 650-7626
Gifts and Exchanges	(212) 650-7151
Hours (Recording)	(212) 650-7292
Interlibrary Loan	(212) 650-7616
Materials Processing and Conservation	(212) 650-7633
Music Library Circulation	(212) 650-7174
User Services	(212) 650-5173
Reference Desk	(212) 650-7611/7612
Reserves	(212) 650-7155
Science/Engineering Circulation	(212) 650-8246
Science/Engineering Reference	(212) 650-5712
Visual Library (Art)	(212) 650-7175
Resources Library (Architecture)	(212) 650-8574
Special Collections	(212) 650-7609
Technical Services	(212) 650-5369

FACULTY

Barnett (Dr.), Philip
Professor
Science Reference Librarian
(212) 650-8243
pbarnett@ccny.cuny.edu

Chen, Ching-Jung
Assistant Professor
Visual Resources Librarian
(212) 650-7175
cchen@ccny.cuny.edu

Connorton, Judy
Associate Professor
Chief, Architecture Library
(212) 650-8766
jconnorton@ccny.cuny.edu

Dominguez, Daisy
Instructor
Reference Librarian
(212) 650-5758
ddominguez@ccny.cuny.edu

Franklin, Laurel
Associate Professor
Chief, Cataloging/Materials Processing
(212) 650-7623/7152
lfranklin@ccny.cuny.edu

Gallo, Lory
Adjunct Instructor
Adjunct Reference Librarian
(212) 650-7612

Gibbons, William
Assistant Professor
Librarian Reference Librarian
(212) 650-7602
wgibbons@ccny.cuny.edu

Gill, Jacqueline A.
Associate Professor
Reference Librarian/IL Coordinator
(212) 650-6089
jgill@ccny.cuny.edu

Gillespie, Pamela R.
Professor
Assistant Dean/Chief Librarian
(212) 650-7271
prgcc@sci.ccny.cuny.edu

Helgesen, Martin W.
Associate Professor
Reference Librarian
(212) 650-5871
mhelgesen@ccny.cuny.edu

Khalil, Mounir
Associate Professor
Reference Librarian
(212) 650-5750
mkhalil@ccny.cuny.edu

Koblick, Rebecca
Assistant Professor
Chief, Music Library
(212) 650-7120
rkoblick@ccny.cuny.edu

Lascar, Claudia
Assistant Professor
Science Reference Librarian
(212) 650-6826
clascar@ccny.cuny.edu

Laurich, Robert
Associate Professor
Chief, User Services/Collection Development
(212) 650-7153
rlaurich@ccny.cuny.edu

McCrann, Grace-Ellen
Assistant Professor
Chief, Government/Documents
(212) 650-7053
gemscot@yahoo.com

Mendelsohn, Loren D.
Professor
Chief, Science/Engineering Library
(212) 650-8244
lmend@ccny.cuny.edu

O'Scanlon, Seamus
Assistant Professor
CWE Reference Librarian
(212) 925-6625, ext. 226
seamus.scanlon@gmail.com

Rogovin, Bonnie
Adjunct Instructor
Adjunct Reference Librarian
(212) 650-7612

Stewart, Charles C.
Associate Professor
Chief, Technical Services
(212) 650-5369
cstewart@ccny.cuny.edu

Taylor, Shea
Instructor
Chief, Reference Librarian
(212) 650-5763
staylor@ccny.cuny.edu

Van Nort, Sydney
Assistant Professor
Chief, Archives/Special Collections
(212) 650-7609
svannort@ccny.cuny.edu

Villa, Robin B.
Associate Professor
Director of Honors
(212) 650-8471
rival@ccny.cuny.edu

Yurkovska, Ellen
Instructor
Acting Chief, Access Services
(212) 650-7601
eyurkovska@ccny.cuny.edu

STAFF

Bacote, Gladys
CUNY Office Assistant
Circulation Division
(212) 650-6593
gbacote@ccny.cuny.edu

Bodden, Evelyn
CUNY Administrative Assistant
Interlibrary Loan Office
(212) 650-7616
(Personal): ebodden@ccny.cuny.edu
(ILL): ill@ccny.cuny.edu

Carrero, John
Higher Education Associate
Library Computer Systems Manager
(212) 650-7267
jcarrero@ccny.cuny.edu

Daniels, Gloria
CUNY Office Assistant
Science & Engineering Library
(212) 650-7625
gdaniels@ccny.cuny.edu

De Leon, Ebe P.
CUNY Office Assistant
Library Administrative Office
(212) 650-7271
epdeleon@ccny.cuny.edu

Futch, Felton
CUNY Administrative Assistant
Catalog Division
(212) 650-5872
ffutch@acis32.admin.ccny.cuny.edu

Gregory, Rita
CUNY Administrative Assistant
Serials Division
(212) 650-7152
rgregory@ccny.cuny.edu

Hoshovskyj, Lydia
CUNY Administrative Assistant
Music Library
(212) 650-7174
lhoshovskyj@ccny.cuny.edu

Kim, Yang Shin
CUNY Office Assistant
(212) 650-7151/7620
ykim@ccny.cuny.edu

Meyers, Anita
CUNY Office Assistant
(212) 650-7620
ameyers@ccny.cuny.edu

Oo, Nwe Nwe
CUNY Office Assistant
Circulation Division
(212) 650-8728
noo@ccny.cuny.edu

Osman, Gloria
CUNY Office Assistant
Materials Processing Division
(212) 650-7633
gosman@ccny.cuny.edu

Philip, Jacob
CUNY Office Assistant
Circulation Division
(212) 650-7617
jphilip@ccny.cuny.edu

Pickens, Todd
CUNY Office Assistant
Circulation Division
(212) 650-8698
tpickens@ccny.cuny.edu

Sanchez, Nilda
CUNY Administrative Assistant
Architecture Library
(212) 650-8767
nsanchez@ccny.cuny.edu

Sanchez, Samuel
CUNY Office Assistant
Archives & Special Collections
(212) 650-5367
ssanchez@ccny.cuny.edu

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

Aponte, Sarah
CUNY-DSI Librarian
(212) 650-7170
aponte@ccny.cuny.edu

CITY UNIVERSITY OF NEW YORK CENTRAL OFFICE
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

curtis.kendrick@mail.cuny.edu

METRO CODE DELIVERY NUMBER: 360

Bercaw, Susan
Systems Programmer
(212) 541-0367
susan.bercaw@mail.cuny.edu

Bryan, Dean
Director of Library Systems
(212) 541-0315
dean.bryan@mail.cuny.edu

Campisi, Liborio
Higher Education Officer
Manager of Systems Programming
(212) 541-0316
lpcbh@cunyvm.cuny.edu

Duncan, Bradley
Higher Education Associate
Systems Programmer
(212) 541-1011

Fishman-Pickard, Michael
Higher Education Associate
Systems Programmer
(212) 541-0917
mxfcu@cunyvm.cuny.edu

Kendrick, Curtis L.
University Librarian
City University of New York
Office of Academic Affairs
535 East 80th Street
(212) 794-5481
curtis.kendrick@mail.cuny.edu

McCue, Larry
Library Communications Associate
(21) 541-0343
larry.mccue@mail.cuny.edu

Pond, Shamiana
Executive Secretary to the University Librarian
(212) 794-5328
shamiana.pond@mail.cuny.edu

Reiss, Kevin
University Systems Librarian
(646) 758-7885
kevin.reiss@mail.cuny.edu

Samieske, Roland
Higher Education Associate
University Systems Librarian
(212) 541-0341
roland.samieske@mail.cuny.edu

Snaider, Olga
University Systems Librarian
(212) 541-0377
olga.snaider@mail.cuny.edu

Young, Pat
Higher Education Officer
Assistant Director
(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
Higher Education Associate
Cataloger
CUNY Central Cataloging
(646) 312-1687
michael.borries@mail.cuny.edu

Clark, Marsha S.
Higher Education Associate
Head of Technical Services
CUNY Central Cataloging
(646) 312-1699
marsha.clark@mail.cuny.edu

Nachamie, Stanley J. (On Leave)
Higher Education Assistant
Authority Control Librarian
stnbh@cunyvm.cuny.edu

CUNY CENTRAL OFFICE ARCHIVES

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

Circulation and Interlibrary Loan	(718) 340-4240
Documents	(718) 340-4240
FAX	(718) 340-4276
Reference	(718) 340-4260

FACULTY

Gabriel, Raquel
Associate Professor
Reference/International Law
(718) 340-4249
gabriel@mail.law.cuny.edu

Lim, Julie
Professor of Law
Chief Librarian
(718) 340-4259
lim@mail.law.cuny.edu

Pla, Ricardo
Professor Higher Education Associate
Access Services Supervisor (Evening)
(718) 340-4267
pla@mail.law.cuny.edu

Saxon, Jonathan
Associate Professor
Reference/Computer Services
(718) 340-4242
saxon@mail.law.cuny.edu

Thompson, Robert
Head of Technical Services
(718) 340-4240
thompson@mail.law.cuny.edu

Valentine, Sarah
Associate Professor
Reference/Legal Research Coordinator
(718) 340-4219
valentine@mail.law.cuny.edu

Vigorito, Rosaria
Associate Professor
Reference
(718) 340-4366
vigorito@mail.law.cuny.edu

Williams, Kathy
Higher Education Associate
Access Services Supervisor (Day)
(718) 340-4265
williamsk@mail.law.cuny.edu

THE GRADUATE CENTER
MINA REES LIBRARY

365 Fifth Avenue
New York, New York 10016
(212) 817-7040

http://library.gc.cuny.edu

Chief Librarian: Prof. Julie Cunningham
(212) 817-7060

Interlibrary Loan Librarian: Prof. Beth Posner
(212) 817-7051
bposner@gc.cuny.edu

METRO CODE DELIVERY NUMBER: 98
FAX: (212) 817-2982/1604

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

FACULTY

Adams (Dr.), Michael
Associate Professor
Reference Librarian
(212) 817-7055
madams@gc.cuny.edu

Cunningham, Julie
Professor
Chief Librarian
(212) 817-7060
jcunningham@gc.cuny.edu

Fitzpatrick, Jane
Assistant Professor
Acquisitions & Collection Dev. Librarian
(212) 817-7056
jfitzpatrick@gc.cuny.edu

Handis. Michael
Associate Librarian for Collection Management
(212) 817-7075
mhandis@gc.cuny.edu

Leonardo (Dr.), Dàlia
Assistant Professor
Catalog Librarian
(212) 817-7067
dleonardo@gc.cuny.edu

Johnston, Scott
Assistant Professor
Reference Librarian
(212) 817-7059
sjohnston@gc.cuny.edu

Posner, Beth
Associate Professor
Reference Librarian/Interlibrary Loan
(212) 817-7051
bposner@gc.cuny.edu

Sidman, Angela
Assistant Professor
Catalog Librarian
(212) 817-7072
asidman@gc.cuny.edu

Thistlethwaite, Polly
Associate Librarian
Public Services
(212) 817-7071
pthistlethwaite@gc.cuny.edu

STAFF

Gauvin, Brenda
Interlibrary Loan
(212) 817-7049
bgauvin@gc.cuny.edu

Longhi, Melissa
Serials Assistant
(212) 817-7079
mlonghi@gc.cuny.edu

Matthew, Curtis
Circulation/Reserves Manager
(212) 817-7050
cmatthew@gc.cuny.edu

Myers, Jean
Circulation Assistant
(212) 817-7042
jmyers@gc.cuny.edu

Ochoa, Rose
CUNY Office Assistant
Technical Services
(212) 817-7061
rochoa@gc.cuny.edu

Seda, Nancy
CUNY Office Assistant
Reserves
(212) 817-7043
nselda@gc.cuny.edu

Singer, Joel
Cataloging
(212) 817-7064
jsinger@gc.cuny.edu

Waldman, Judith
Assistant to HEO
Assistant to Chief Librarian/Dissertation Asst.
(212) 817-7069
jwaldman@gc.cuny.edu

GRADUATE SCHOOL OF JOURNALISM
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:

	Loans	Renewals	Fines	Lost Fee	Reserve	Hold Recall	ILL	Print
CUNY J-School Grad Students	3 weeks	6	$.10/day	$10	$1.20/hr	$1.00/day	$.10/day	Yes
CUNY J-School Faculty	6 weeks	Unltd.	$.10/day	$10	$1.20/hr	$1.00/day	$.10/day	Yes
CUNY non-GSJ Grad Students	3 weeks	6	$.10/day	$10	$1.20/hr	$1.00/day	N/A	No
CUNY non-GSJ Faculty	6 weeks	6	$.10/day	$10	$1.20/hr	$1.00/day	N/A	No
CUNY Undergrads	3 weeks	3	$.10/day	$10	$1.20/hr	$1.00/day	N/A	No
Visiting Students	3 weeks	0	$.10/day	$10	$1.20/hr	$1.00/day	N/A	No
Visiting Faculty	3 weeks	0	$.10/day	$10	$1.20/hr	$1.00/day	N/A	No
METRO visitors	0	0	N/A	N/A	N/A	N/A	N/A	No

FACULTY

Askew (Dr.), Consuella
Associate Professor/
Chief Librarian
(646) 758-7735
consuella.askew@journalism.cuny.edu

STAFF

Vella, Tinamarie
College Laboratory Technician/CLT
(646) 758-7752
tinamarie.vella@journalism.cuny.edu

EUGENIO MARIA DE HOSTOS COMMUNITY COLLEGE LIBRARY

475 Grand Concourse
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
(718) 518-4214
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

Casari,William
Assistant Professor
Reference/Archives
(718) 518-4220
wcasari@hostos.cuny.edu

Diaz, Jose A.
Associate Professor
Reference Coordinator/Deputy Chief Librarian
(718) 518-4212
jdiaz@hostos.cuny.edu

DiMartino, Diane
Adjunct Associate Professor
Reference & Instruction
(718) 518-4215
ddimartino@hostos.cuny.edu

Elie, Carolle
Adjunct Instructor
Reference Librarian
(718) 518-4215
celie@nypl.org

Johnson, Rhonda
Assistant Professor
Head, Access Services/Interlibrary Loan
(718) 518-4214
rhjohnson@hostos.cuny.edu

Laskin (Dr.), Miriam
Assistant Professor
Coordinator, Instructional Services/Reference
(718) 518-4207
mlaskin@hostos.cuny.edu

Lyons, Kate
Assistant Professor
Reference/Information Technology
(718) 518-4213
clyons@hostos.cuny.edu

Plann-Curley, Brendan
Adjunct Instructor
Reference Librarian
(718) 518-4215

Post, Diana
Adjunct Instructor
Reference Librarian
(718) 518-4215

Tang, Jennifer
Assistant Professor
Acquisitions/Serials Librarian
(718) 518-4298
jtang@hostos.cuny.edu

Tappeiner, Elisabeth
Assistant Professor
Interim Chief Librarian
(718) 518-4221
etappeiner@hostos.cuny.edu

Timolat, Amanda
Adjunct Instructor
Acquistions/Serials Librarian
(718) 518-4149
atimolat@hostos.cuny.edu

Zoe (Dr.), Lucinda
Professor (On Leave)
(718) 518-4211
lzoe@hostos.cuny.edu

STAFF

Figueroa, Julio
Media Services
(718) 518-4225
jfigueroa@hostos.cuny.edu

Ojeda, Santa
Reserves Manager
(718) 518-4224
sojeda@hostos.cuny.edu

Ogunka, Amam
Chief Administrative Officer
(718) 518-4203
aogunka@hostos.cuny.edu

Rosado, Ana
Information Systems Aide
Acquisitions Data Manager
(718) 518-4217
arosado@hostos.cuny.edu

Sandoval, Jason
Technical Assistant to Chief Librarian
(718) 518-4202
jsandoval@hostos.cuny.edu

Santiago, Miriam
Circulation Manager
(718) 518-4222
msantiago@hostos.cuny.edu

Traore, Emma
Evening/Weekend Supervisor, Access Services
(718) 518-4218
etratore@hostos.cuny.edu

HUNTER COLLEGE
Jacqueline Grennan Wexler Library

695 Park Avenue – East Building
New York, New York 10065

http://library.hunter.cuny.edu/

Chief Librarian: Dr. Louise Sherby
(212) 772-4143

Interlibrary Loan: Norman Clarius
(212) 772-4192
nclarius@hunter.cuny.edu

METRO CODE DELIVERY NUMBER: 104

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

FACULTY

Carey, John
Assistant Professor
Reference/Instruction Librarian
(212) 545-7962
john.carey@hunter.cuny.edu

Cobus, Laura
Instructor
Head of Health Professions Library
(212) 481-4326
lcobus@hunter.cuny.edu

Dickinson, Linda
Lecturer
Head, Collection Development
(212) 772-4168
ldickins@hunter.cuny.edu

Donabedian, David
Instructor
Head, Access Services
(212) 772-4176
ddonabedian@hunter.cuny.edu

Doyle, Tony
Associate Professor
Reference Librarian
(212) 772-4181
tdoyle@hunter.cuny.edu

Finder, Lisa
Assistant Professor
Serials Librarian
(212) 772-4186
lfinder@hunter.cuny.edu

Gomez, Iris
Cataloging Assistant
(212) 772-4174
icollado@hunter.cuny.edu

Gonzalez, Luis J.
Associate Professor
Deputy Chief Librarian
(212) 772-4144
ljgonzal@hunter.cuny.edu

Grossman, Hal
Assistant Professor
Evening/Saturday Librarian
(212) 772-4191
hgrossman@hunter.cuny.edu

Hernandez-Delgado, Julio
Associate Professor
Head, Archives and Special Collections
(212) 772-4149
jhernand@hunter.cuny.edu

Hom, Mee-Len
Assistant Professor
Reference/Instructional Librarian
(212) 772-4182
mhom@hunter.cuny.edu

Hoover, Danise
Associate Professor
Associate Librarian for Public Services
(212) 772-4190
dhoover@hunter.cuny.edu

Kowalik, Steven
Lecturer
Art Librarian
(212) 772-5054
skowalik@hunter.cuny.edu

Lym, Brian
Assistant Professor
Science Reference Librarian
(212) 772-4191
bly@hunter.cuny.edu

Manvelidze, Tatiana
Instructor
Deputy Head, Social Work Library
(212) 452-7076
tkalinin@hunter.cuny.edu

Perez, Rolando
Associate Professor
Reference/Instructional Librarian
(212) 772-4182
rperez@hunter.cuny.edu

Sherby, Louise
Professor
Assoc. Dean and Chief Librarian
(212) 772-4143
lsherby@hunter.cuny.edu

Strayer, Jean-Jacques
Assistant Professor
Deputy Head, Reference
(212) 772-4183
jstrayer@hunter.cuny.edu

Swan, Philip
Associate Professor
Head, Social Work Library
(212) 452-7078
pswan@hunter.cuny.edu

Tan, Wendy
Associate Professor
Head, Cataloging
(212) 772-4173
wtan@hunter.cuny.edu

Williams, Clay
Associate Professor
Coordinator, Library Instruction
(212) 772-4137
clwillia@hunter.cuny.edu

Woodard, Patricia
Assistant Professor
Reference/Instructional Librarian
(212) 650-3653
pwoodard@hunter.cuny.edu

Yannotta, Lauren
Assistant Professor
Instructional Design Librarian
(212) 650-3936
lyannott@hunter.cuny.edu

STAFF

Bonadie-Joseph, Ingrid
Assistant to HEO
Coordinator/Library Computer Learning Ctr.
(212) 650-3732
ibonadie@hunter.cuny.edu

Braithwaite, Donna
Office Assistant
(212) 481-5117
obraithw@hunter.cuny.edu

Campbell, Gowan
Circulation Assistant/Microforms Manager
(212) 772-4178
gcampbel@hunter.cuny.edu

Clarius, Norman
Research Assistant
Interlibrary Loan Manager
(212) 772-4192
nclarius@hunter.cuny.edu

Etwaroo, Aubrey
Assistant to HEO
Network Systems Assistant
(212) 772-4170
aetwaroo@hunter.cuny.edu

Fordon, Adrienne
Acquisitions Assistant
(212) 772-4165
afordon@hunter.cuny.edu

Johnson, Harry
Circulation Desk Manager
(212) 772-4166
rjohnson@hunter.cuny.edu

Jones, Orley
Acquisitions Manager
(212) 772-4169
orley.jones@hunter.cuny.edu

Kam, Kaleena
Acquisitions Assistant
(212) 772-4177
kkam@hunter.cuny.edu

Kuss, Stefan
Network Systems Assistant
(212) 772-4170
skuss@hunter.cuny.edu

Quiah, Milton
Assistant to HEO
Executive Assistant to Chief Librarian
(212) 772-4145
mquiah@hunter.cuny.edu

Shapiro, Arlene
Library Assistant
School of Social Work Library
(212) 452-7076
eshapiro@hunter.cuny.edu

Taylor, Isabel
Library Assistant
(212) 481-5117
itaylo@hunter.cuny.edu

Tetro, Stephanie
Library Office
Secretary
(212) 772-4143
stetro@hunter.cuny.edu

Thompson, Ann
Administrative Assistant
(212) 452-7076
athompson@hunter.cuny.edu

Vasquez, William
College Print Shop Assistant
(212) 772-4185
wvasquez@hunter.cuny.edu

Wheaton, Toni
Stacks Manager
(212) 772-4178
twheaton@hunter.cuny.edu

Yan, Jeanne
Reserve Desk Manager
(212) 772-4160
eyan@hunter.cuny.edu

Zelazny, Ilan
HEO Assistant
Head of Systems
(212) 772-4171
izelazny@hunter.cuny.edu

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.

FACULTY

Camacho, Jose
Higher Education Officer
Cataloger
Centro de Estudios Puertorriqueños
(212) 772-5704
jcamac@hunter.cuny.edu

Hernandez, Pedro Juan
Higher Education Officer
Senior Archivist
Centro de Estudios Puertorriqueños
(212) 772-5151
dhernand@hunter.cuny.edu

Matos, Jorge
CUNY Research Foundation
Reference Librarian
Centro de Estudios Puertorriqueños
jmatos@hunter.cuny.edu

Rivera, Felix
Higher Education Officer
Film and Video Curator
Centro de Estudios Puertorriqueños
xrivera@hunter.cuny.edu

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Lloyd George Sealy Library

899 Tenth Avenue
New York, New York 10019

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

Chief Librarian: Dr. Larry Sullivan
(212) 237-8265
lsullivan@jjay.cuny.edu

Interlibrary Loan Librarian: Jeffrey Kroessler
(212) 237-8236
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

Belcher, Ellen
Assistant Professor
Special Collections/Archives/Reference
(212) 237-8238
ebelcher@jjay.cuny.edu

Brooks, Marvie
Assistant Professor
Reference/Bibliographic Instruction
(212) 237-8261
marvie.brooks@jjay.cuny.edu

Carrel, Barbara
Adjunct Assistant Professor
Reference Librarian
(212) 237-8222
barbara_carrel@baruch.cuny.edu

Collins, Kathleen
Assistant Professor
Reference Librarian
(212) 237-8242
kcollins@jjay.cuny.edu

Dorfman, Jane
Adjunct Reference Librarian
(212) 237-8247

Dunham, Janice K.
Associate Professor
Associate Librarian for Reader Services
(212) 237-8256
jdunham@jjay.cuny.edu

Egan, Nancy
Assistant Professor
Media Services/Circulation/Reference
(212) 237-8269
negan@jjay.cuny.edu

Gallo, Lory
Adjunct Reference Librarian
(212) 237-8222
lgallo@jjay.cuny.edu

Gatti, Eileen
Adjunct Reference Librarian
(212) 237-8222
egatti@earthlink.net

Grande, Dolores
Assistant Professor
Serials Librarian
(212) 237-8235
dgrande@jjay.cuny.edu

Greenlaw, Jane
Adjunct Reference Librarian
(212) 237-8222
janegreenlaw@hotmail.com

Gross, Gretchen
Adjunct Assistant Professor
Reference Librarian
(212) 237-8222
ggross@jjay.cuny.edu

Kandel, Marlene
Assistant Professor
Cataloger/Coordinator of Technical Services
(212) 237-8237
mkandel@jjay.cuny.edu

Killoran, Katherine
Academic Director
Of Undergraduate Studies
(212) 237-8263
kkilloran@jjay.cuny.edu

Kiriakova, Maria
Assistant Professor
Reference Librarian/Collection Development
(212) 237-8260
mkiriakova@jjay.cuny.edu

Kroessler (Dr.), Jeffrey
Associate Professor
Reference/Interlibrary Loan
(212) 237-8236
jkroessler@jjay.cuny.edu

Kuslan, James
Assistant Professor
Reference Librarian/Reserves
(212) 237-8997
jkuslan@jjay.cuny.edu

Nelson, Bonnie
Professor
Associate Librarian for Information Systems
(212) 237-8267
bnelson@jjay.cuny.edu

Sexton, Ellen
Assistant Professor
Reference/Information Literacy
(212) 237-8258
esexton@jjay.cuny.edu

Simpson (Dr.), Antony
Professor
Reference Librarian/Bibliographic Instruction
(212) 237-8242
asimpson@jjay.cuny.edu

Singh, Lester
HEO Assistant
Library Network Manager
(212) 237-8248
lsingh@jjay.cuny.edu

Stern, Catherine
Adjunct Associate Professor
Reference Librarian
(212) 237-8246/8247
cstern@jjay.cuny.edu

Sullivan (Dr.), Larry
Chief Librarian & Associate Dean
(212) 237-8265
lsullivan@jjay.cuny.edu

STAFF

Aikens, Dee Dee
ILL Assistant
(212) 237-8257
daikens@jjay.cuny.edu

Dancy, Saundra
Circulation Supervisor
(212) 237-8224
sdancy@jjay.cuny.edu

Villafana, Wendy
Assistant to the Chief
(212) 237-8264
libsec@jjay.cuny.edu

KINGSBOROUGH COMMUNITY COLLEGE LIBRARY
Robert J. Kibbee Library

2001 Oriental Boulevard
Brooklyn, New York 11235

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

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
(718) 368-6548
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.
Saturday	10:00 a.m. – 3:00 p.m.
Sunday	10:00 a.m. – 3:00 p.m.

TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

Acquisitions	(718) 368-5430
Chief Librarian	(718) 368-5144
Circulation	(718) 368-5442
Interlibrary Loan	(718) 368-6548
Media Center	(718) 368-5044
Periodicals	(718) 368-5149
Reference	(718) 368-5632
Technical Services	(718) 368-5639

FACULTY

Bernstein (Dr.), Jay H.
Assistant Professor
Interlibrary Loan
(718) 368-6548
jbernstein@kbcc.cuny.edu

Bunyatova, Lyudmilla
Adjunct Instructor
Reference (Weekends)
(718) 368-5632

Mirwis (Dr.), Allan
Associate Professor
Head of Archives & Special Collections
(718) 368-5429
amirwis@kbcc.cuny.edu

Moskowitz, Vivian
Adjunct Instructor
Reference (Weekends)
(718) 368-5632

Murphy, Josephine
Associate Professor
Head, Reference & Access Services
(718) 368-5438
jmurphy@kbcc.cuny.edu

Nash, Madeleine
Assistant Professor
Reader Services Librarian
(718) 368-6557
mnash@kbcc.cuny.edu

Owusu-Ansah (Dr.), Edward
Associate Professor
Chief Librarian
(718) 368-5584
owusu-ansah@kingsborough.edu

Pike, Roberta
Assistant Professor
Head of Periodicals and Cataloging
(718) 368-5639
rpike@kbcc.cuny.edu

Rosson, Michael
Professor
Head of Kingsborough Center for Advanced Technology Training
(718) 368-5144
mrosson@kbcc.cuny.edu

Salber, Cecilia
Associate Professor
Head of Acquisitions
(718) 368-5430
csalber@kbcc.cuny.edu

Tompkins, Elizabeth
Assistant Professor
Reader Services Librarian
(718) 368-6541
etompkins@kbcc.cuny.edu

STAFF

Blake, Barbara
Office Assistant
Periodicals/Cataloging Circulation
(718) 368-5361
bblake@kbcc.cuny.edu

Celestine, Cherry-Ann
College Assistant
(718) 368-5637
circdesk@kbcc.cuny.edu

Chambers, Arlene
Administrative Assistant
Acquisitions
(718) 368-5408
achambers@kbcc.cuny.edu

Danyo, Milena
College Assistant
Circulation
(718) 368-5637
circdesk@kbcc.cuny.edu

Eisenberg, Eleanor
Full Time Support Staff
Media Services
(718) 368-5043
eeisenberg@kbcc.cuny.edu

Greenberg, Naomi
College Assistant
Cataloging Circulation
(718) 368-5402

Greenidge, Harvey
College Laboratory Technician Supervisor (Evening)
Media Services
(718) 368- 5043
hgreenidge@kbcc.cuny.edu

Guskin, Miriam
College Assistant
Circulation
(718) 368-5637
circdesk@kbcc.cuny.edu

Karran, Kamini
College Laboratory Technician Supervisor (Daytime)
Media Services
(718) 368-5045
kkarran@kbcc.cuny.edu

Kopel, Tina S.
Assistant to the Chief Librarian
(718) 368-5144
tkopel@kbcc.cuny.edu

Najjar, Richard
Head of Media Services
(718) 368-5048
rnajjar@kbcc.cuny.edu

Sherman, Lioudmila
Office Assistant
Circulation Reserves/Circulation
(718) 368-5537
circdesk@kbcc.cuny.edu

Siegel, Dianne
CUNY Administrative Assistant
Periodicals/Cataloging
(718) 368-5149
dsiegel@kbcc.cuny.edu

Willis, Fabian
College Assistant
Circulation (Evening)
(718) 368-5637
circdesk@kbcc.cuny.edu

Young, Carmen
College Assistant
Circulation (Evening)
(718) 368-5637
circdesk@kbcc.cuny.edu

Zeltser, Simona
College Assistant
Circulation
(718) 368-5637
circdesk@kbcc.cuny.edu

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

FACULTY

Devine, Jane
Professor
Chief Librarian
(718) 482-5421
jane@lagcc.cuny.edu

de Laszlo, Alex
Instructor
Collection Development Librarian
(718) 482-5424
alaszlo@lagcc.cuny.edu

Egger-Sider, Francine
Professor
Coordinatory of Technical Services
(718) 482-5423
fegger@lagcc.cuny.edu

Fluk, Louise R.
Professor
Coordinator of Instruction
(718) 482-5476
fluk@lagcc.cuny.edu

Grauer, William
College Laboratory Technician
Media Services
(718) 482-5436
bgrauer@lagcc.cuny.edu

Hurtado, Juan
Senior College Laboratory Technician
Media Services
(718) 482-5439
juan@lagcc.cuny.edu

Hu, Qianli
Adjunct Reference Librarian
Reference
(718) 482-5425
qhu@lagcc.cuny.edu

Keane, Edward
Adjunct Reference Librarian
Reference
(718) 482-5425
ekeane@lagcc.cuny.edu

Keyes, Charles
Instructional Services Librarian
(718) 482-6018
ckeyes@lagcc.cuny.edu

Lewis, Clementine
Professor
Extended Day/ILL Librarian
(718) 482-5428
clement@lagcc.cuny.edu

Moy, Eric
College Laboratory Technician
Systems
(718) 482-5435
emoy@lagcc.cuny.edu

Namei, Elizabeth
Instructor
Advisory Reference Librarian
(718) 482-6019
enamei@lagcc.cuny.edu

Neal, Albert
Assistant Professor
Coordinator, Media Services
(718) 482-5432
aneal@lagcc.cuny.edu

Ovadia, Steven
Assistant Professor
Web Services Librarian
(718) 482-6022
sovadia@lagcc.cuny.edu

Parker, Terry M.
Chief College Laboratory Technician
Media Services
(718) 482-5433
terry@lagcc.cuny.edu

Peeples, Kenneth
Professor
Coordinator of Reference
(718) 482-5430
ken@lagcc.cuny.edu

Rojas, Alexandra
Lecturer
Reference Librarian/Weekend Services
ken@lagcc.cuny.edu

Rojas, Alexandra
Lecturer
Reference Librarian/Weekend Services
(718) 482-6020
arojas@lagcc.cuny.edu

Schlissel, Betty
Adjunct Assistant Professor
Reference Librarian
(718) 482-5425
bschlissel@lagcc.cuny.edu

Seal, Clifton
Adjunct Reference Librarian
Reference
(718) 482-5425
cseale@lagcc.cuny.edu

Spina, Marie Cimino
Instructor
Institutional Archivist/Public Services Librarian
(718) 482-5434
mspina@lagcc.cuny.edu

Stenstrom, Christine
Adjunct Reference Librarian
Reference
(718) 482-5425
cstenstrom@lagcc.cuny.edu

Stern, Catherine
Assistant Professor
Electronic Resources Librarian
(718) 482-6021
castern@lagcc.cuny.edu

White, Scott
Assistant Professor
Coordinator of Access Services & Systems
(718) 482-5441
swhite@lagcc.cuny.edu

Zimerman, Martin
Adjunct Reference Librarian
Reference
(718) 482-5425
mzimerman@lagcc.cuny.edu

STAFF

Bahar, Bokul
CUNY Office Assistant
Instruction
(718) 482-5476
bbahar@lagcc.cuny.edu

Carpio, Arlene
CUNY Office Assistant
Technical Services
(718) 482-5424
acarpio@lagcc.cuny.edu

Chan, Kaywan
CUNY Administrative Assistant
Technical Services
(718) 482-5423
kchan@lagcc.cuny.edu

Choudhury, Suraya
CUNY Office Assistant
Periodicals
(718) 482-5422
schoudhury@lagcc.cuny.edu

Gerl, Robert
CUNY Office Assistant
Technical Services
(718) 482-5429
rgerl@lagcc.cuny.edu

Goldberg, Eileen
CUNY Administrative Assistant
Reference/Public Services
(718) 482-5430
eileen@lagcc.cuny.edu

Jean-Mary, Yeofanah
CUNY Office Assistant
Interlibrary Loan
(718) 482-5428
ymary@lagcc.cuny.edu

Mazzella-Lazides, Valerie
CUNY Office Assistant
Institutional Archives
(718) 482-5434
valerie@lagcc.cuny.edu

Quizhpe, Jose
CUNY Office Assistant
Media Services
(718) 482-5436
jquizhpe@lagcc.cuny.edu

Rossello, Raquel
Technical Support Aide
Access Services
(718) 482-5427
Rossello, Raquel

Schwarha, Catherine
Technical Support Aide
Access Services
(718) 482-5426
cschwarha@lagcc.cuny.edu

Sofia, Linda
CUNY Office Assistant
Access Services
(718) 482-5426
sofiali@lagcc.cuny.edu

Leahy, Evelyn
CUNY Office Assistant
Periodicals
(718) 482-5422
evelynn@lagcc.cuny.edu

Mielko, Mary
CUNY Administrative Assistant
Technical Services
(718) 482-5429
mary@lagcc.cuny.edu

Rahman, Nasrin
CUNY Administrative Assistant
Chief Librarian's Office
(718) 482-5420
nasrin@lagcc.cuny.edu

Schoppner, Nancy
CUNY Administrative Assistant
Media Services
(718) 482-5432
nschoppner@lagcc.cuny.edu

Smith, Tanya
CUNY Office Assistant
Access Services
(718) 482-5426
tanyasm@lagcc.cuny.edu

Stumpo-West, DeShawn
CUNY Office Assistant
Access Services
(718) 482-5426
dstumpowest@lagcc.cuny.edu

LEHMAN COLLEGE
Leonard Lief Library

250 Bedford Park Boulevard West
Bronx, New York 10468-1589
(718) 960-8577

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

Acquisitions	(718) 960-8427/8428
Cataloging	(718) 960-8428
Chief Librarian	(718) 960-7776
Circulation	(718) 960-8576
Education	(718) 960-8582
Fine Arts	(718) 960-8830
Instruction	(718) 960-7761
Interlibrary Loan	(718) 960-7762
Periodicals	(718) 960-7757/8166
Reference	(718) 960-8580/8581
Special Collections	(718) 960-8603

FACULTY

DeMinco, Sandrea
Associate Professor
Education Librarian
(718) 960-7756/8582
sandrea.deminco@lehman.cuny.edu

Diaz, Raymond
Higher Education Officer
Library Technology Coordinator
(718) 960-7772
raymond.diaz@lehman.cuny.edu

Dominguez, Daisy
Adjunct Lecturer
Adjunct Reference Librarian
(718) 960-8580

Farrell, Robert
Instructor
Coordinator of Information Literacy
(718) 960-7761
robert.farrell@lehman.cuny.edu

Gee, Kachuen
Higher Education Officer
Head, Technical Services
(718) 960-8424
kachuen.gee@lehman.cuny.edu

Halliday, Wayne
Lecturer
Electronic Information Services
(718) 960-7768
wayne.halliday@lehman.cuny.edu

Hernandez, Jessica
Instructor
Government Documents/Collection Dev. Librarian
(718) 960-8831
jessica.hernandez@lehman.cuny.edu

Hernandez, Marisol
Adjunct Lecturer
Adjunct Reference Librarian
(718) 960-8580
marisol.hernandez@lehman.cuny.edu

Herron, Robert
Adjunct Lecturer
Adjunct Reference Librarian
(718) 960-8580

King, Jennifer
Lecturer
Science Librarian
(718) 960-7767
jennifer.king@lehman.cuny.edu

Kirin, Tabitha
Adjunct Lecturer
Adjunct Reference Librarian
(718) 960-8580
tabitha.kirin@lehman.cuny.edu

Letnikova, Galina
Assistant Professor
Web Services Librarian
(718) 960-7764
galina.letnikova@lehman.cuny.edu

Munch, Janet Butler
Associate Professor
Special Collections Librarian
(718) 960-8603
janet.munch@lehman.cuny.edu

Pagan, Angel
Adjunct Lecturer
Adjunct Reference Librarian
(718) 960-8580

Shannon, Michael
Professor Emeritus
Adjunct Reference Librarian
michael.shannon@lehman.cuny.edu

Schlesinger, Kenneth
Professor
Chief Librarian
(718) 960-7776
kenneth.schlesinger@lehman.cuny.edu

Soto, Adelaide
Instructor
Head of Access Services
(718) 960-7773
adelaide.soto@lehman.cuny.edu

Soto, Ralph
Adjunct Lecturer
Adjunct Reference Librarian
(718) 960-8580

Tamborrino, Victoria
Adjunct Lecturer
Adjunct Reference Librarian
(718) 960-8580
victoria.tamborrino@lehman.cuny.edu

Voge, Susan
Associate Professor
Head of Reference
(718) 960-7765
susan.voge@lehman.cuny.edu

Walker, Stephen
Adjunct Lecturer
Adjunct Reference Librarian
(718) 960-8580

Wallace, Edwin
Higher Education Assistant
Head, Periodicals
(718) 960-7757
edwin.wallace@lehman.cuny.edu

STAFF

Argenti, Deborah
CUNY Office Assistant
Cataloging
(718) 960-7771
deborah.argenti@lehman.cuny.edu

Brea, Angelina
Assistant Higher Education Officer
Circulation & Reserve Manager
(718) 960-8081
angelina.brea@lehman.cuny.edu

Brenner, Wendy
CUNY Office Assistant
Education
(718) 960-8582
wendy.brenner@lehman.cuny.edu

Colon, Angelica
CUNY Office Assistant
Fine Arts
(718) 960-8830
angelica.colon@lehman.cuny.edu

Del Castillo, Bienvenida
CUNY Office Assistant
Acquisitions
(718) 960-7771
bienvenida.delcastillo@lehman.cuny.edu

Laper, Eugene
Administrative Assistant
Interlibrary Loan
(718) 960-7762
eugene.laper@lehman.cuny.edu

Mena, Elizabeth
CUNY Office Assistant
Stacks Supervisor
(718) 960-8576
elizabeth.mena@lehman.cuny.edu

Rivera, Jasmial
CUNY Office Assistant
Library Office
(718) 960-8073
jasmial.rivera@lehman.cuny.edu

Santiago, Evelyn
CUNY Office Assistant
Reference
(718) 960-7759
evelyn.santiago@lehman.cuny.edu

Sciarabba, Susan
CUNY Office Assistant
Acquisitions
(718) 960-8575
susan.sciarabba@lehman.cuny.edu

Soto, Madeline
Administrative Assistant
Library Office
(718) 960-7774
madeline.soto@lehman.cuny.edu

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

INNISS 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

FACULTY

Bazan, Ida
Library Systems Assistant/Reserve Coordinator
(718) 270-4816
ibazan@mec.cuny.edu

Chang, Ching
Professor
Coordinator, Acquisitions/Serials, &
Collection Development
(718) 270-4865
chingchang@mec.cuny.edu

Daly, William
Instructor, Archivist
Reference/Research Librarian
(718) 270-4889
william@mec.cuny.edu

Ealey, Octavia
College Laboratory Technician
Instructional Media Services
(718) 270-4878
octavia@mec.cuny.edu

Ford, Madeline
Associate Professor
Chief Librarian
(718) 270-4880/4883
mford@mec.cuny.edu

Francis, Emily
Adjunct Reference Librarian
Evening/Weekend Librarian
(718) 270-4802

Hickerson, Wm. Richard
Coordinator/
Inter-Library Loan
(718) 270-4997
rhickerson@mec.cuny.edu

Livingston, Derrick
Media Technician
Instructional Media Services
(718) 270-4876

Madden, Karl
Assistant Professor
Coordinator/Information Literacy
(718) 270-4874
kmadden@mec.cuny.edu

Maddox, Leola
Adjunct Reference Librarian
Evening/Weekend Librarian
(718) 270-4802

Mason, Karen
Assistant Professor
Serials Librarian
(718) 270-4875
kmason@mec.cuny.edu

Oulanov (Dr.), Alexei
Assistant Professor
Access Services/Reference Librarian
(718) 270-4834
aoulanov@mec.cuny.edu

Qingguo, Huang
Automation/System
(718) 270-4867
qhuang@mec.cuny.edu

Thomas, Vanrea
Information Services Coordinator
(718) 270-4885
vanrea@mec.cuny.edu

Stukes, Geraldine
Adjunct Reference Librarian
Evening/Weekend Librarian
(718) 270-4802
ghstuke@yahoo.com

Yazdani, Danesh
Cataloging, Head
Deputy Chief Librarian/Cataloging
(718) 270-4877
yazdani@mec.cuny.edu

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

METRO 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

FACULTY

Anderson, Judith
Adjunct Lecturer
Reference Librarian
(718) 260-5485
janderson@citytech.cuny.edu

Berger, Monica
Associate Professor
Electronic Resources/Technical Services Librarian
(718) 260-5488
mberger@citytech.cuny.edu

Davis, Sonja
Adjunct Lecturer
Reference Librarian
(718) 260-5485
sdavis@citytech.cuny.edu

Gonzalez, Nancy
Professor
Director, Circulation Services
(718) 260-5471
ngonzalez@citytech.cuny.edu

Grassano, Joan
Associate Professor
Coordinator, Reference Services
(718) 260-5478
jgrassano@citytech.cuny.edu

Hounion, Morris
Associate Professor
Instruction/Reference Librarian
(718) 260-5491
mhounion@citytech.cuny.edu

Leonard, Anne
Assistant Professor
Instruction/Reference Librarian
(718) 260-5487
aleonard@citytech.cuny.edu

Loughran, Ellen
Adjunct Lecturer
Reference Librarian
(718) 260-5485
eloughran@citytech.cuny.edu

Lu, Songqian
Assistant Professor
Information Technology Librarian
(718) 260-5484
slu@citytech.cuny.edu

Muchowski, Keith
Assistant Professor
Instruction/Reference Librarian
(718) 260-5480
kmuchowski@citytech.cuny.edu

Skrodelis, Uldis
Adjunct Lecturer
Reference Librarian
(718) 260-5485
uskrodelis@citytech.cuny.edu

Smale, Maura A.
Assistant Professor
Information Literacy Librarian
(718) 260-5748
msmale@citytech.cuny.edu

Swacker, Sharon
Professor
Coordinator of Collection Development
(718) 260-5496
sswacker@citytech.cuny.edu

Tidal, Junior
Assistant Professor
Web Services and Multimedia Librarian
(718) 260-5481
jtidal@citytech.cuny.edu

Tobin, Tess
Associate Professor
Administrative & Personnel Services Librarian
(718) 260-5499
ttobin@citytech.cuny.edu

Wood, Darrow
Professor
Chief Librarian
(718) 260-5497
dwood@citytech.cuny.edu

STAFF

Crescenzi, Marie Elena
CUNY Office Assistant
(718) 260-5494
mcrescenzi@citytech.cuny.edu

Dewitt, Charlotte
CUNY Office Assistant
(718) 260-5492
cdewitt@citytech.cuny.edu

Finerson, Arnita
CUNY Office Assistant
(718) 260-5490
afinerson@citytech.cuny.edu

Jimenez, Sally
CUNY Office Assistant
(718) 260-5497
sjimenez@citytech.cuny.edu

Nair, Vijay
College Laboratory Technician
(718) 260-5495
vnair@citytech.cuny.edu

Rolling, Anita
CUNY Office Assistant
(718) 260-5131
arolling@citytech.cuny.edu

Gonzalez, Juanita
CUNY Accounting Assistant
(718) 260-5493
jgonzalez@citytech.cuny.edu

Mathador, Magloire
CUNY Office Assistant
(718) 260-5473
mmathador@citytech.cuny.edu

Raibaldi, Jennifer
CUNY Office Assistant
(718) 260-5447
jraibaldi@citytech.cuny.edu

Wilkerson, Lola
CUNY Office Assistant
(718) 260-5483
lwilkerson@citytech.cuny.edu

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

FACULTY

Barto, Stephen
Adjunct Assistant Professor
Archivist
(718) 997-3650
redowl4@juno.com

Chiang, Belinda
Associate Professor
Head, Bibliographic Access Services
(718) 997-3728
belinda.chiang@qc.cuny.edu

Chitty, A.B.
Higher Education Associate
Library Systems Officer
(718) 997-3734
arthur.chitty@qc.cuny.edu

de Luise, Alexandra
Associate Professor
Coordinator, Instructional Services/
Art Center Curator
(718) 997-3748/3772
alexandra.deluise@qc.cuny.edu

Flanzraich, Lisa
Higher Education Assistant
Media Services Librarian
(718) 997-3673
lisa.flanzraich@qc.cuny.edu

Gandhi, Subash
Associate Professor
Science Librarian
(718) 997-3674
subash.gandhi@qc.cuny.edu

Kaufmann, Shoshana
Professor
Development Officer
(718) 997-3741
shoshana.kaufmann@qc.cuny.edu

Lipken, Diane
Adjunct Instructor
(718) 997-3672
diane.lipken@qc.cuny.edu

Mellone, James
Assistant Professor
Web Page Coordinator/Social Sciences Librarian
(718) 997-3623
james.mellone@qc.cuny.edu

Oates (Dr.), Jennifer
Associate Professor
Head, Music Library/Music Bibliographer
(718) 997-3901
jennifer.oates@qc.cuny.edu

Schneider, Lois
Adjunct Associate Professor
Reference Librarian
(718) 997-3676
lois.schneider@qc.cuny.edu

Shpilko, Inna
Assistant Professor
Life Sciences Librarian
(718) 997-3676
inna.shpilko@qc.cuny.edu

Foasberg, Nancy
Lecturer
Humanities Librarian
(718) 997-3751
nancy.foasberg@qc.cuny.edu

Gomez, Ronnie
Lecturer
Cataloger/Bibliographic Access Services
(718) 997-3722
ronnie.gomez@qc.cuny.edu

Li, Suzanne D.
Assistant Professor
Education Librarian
(718) 997-3774
suzanne.li@qc.cuny.edu

Mansfield, Richard
Adjunct Assistant Professor
Reference Librarian
(718) 997-3799

Miller, Michael
Assistant Professor
Head, Access Services/
Educational Technology
(718) 997-3761
michael.miller@qc.cuny.edu

Sanudo, Manuel
Assistant Professor
Educational & Social Sciences Librarian
(718) 997-3769
manuel.sanudo@qc.cuny.edu

Shaddy (Dr.), Robert A.
Professor
Chief Librarian
(718) 997-3760
robert.shaddy@qc.cuny.edu

Silverman, Evelyn
Lecturer
Coordinator of Research Services/
Social Sciences Librarian
(718) 997-3679
evelyn.silverman@qc.cuny.edu

Simor (Dr.), Suzanna
Associate Professor
Coordinator of Art & Music Library Services/
Director, Art Center
(718) 997-3771/3770
suzanna.simor@qc.cuny.edu

Taler, Izabella
Associate Professor
Library & Information Studies Librarian
(718) 997-3776
izabella.taler@qc.cuny.edu

Swensen (Dr.), Rolf H.
Professor
Social Sciences Librarian
(718) 997-3675
rolf.swensen@qc.cuny.edu

QUEENS COLLEGE GRADUATE SCHOOL OF LIBRARY AND INFORMATION STUDIES

65-30 Kissena Boulevard
Flushing, New York 11367

http://www.qc.edu/GSLIS

Director: Dr. Virgil L.P. Blake
(718) 997-3790

E-mail: QC_GSLIS@qc.cuny.edu

FAX: (718) 997-3797

FACULTY

Blake (Dr.), Virgil L.P.
Professor
(718) 997-3790
virgil.blake@qc.cuny.edu

Brody (Dr.), Roberta
Associate Professor
(718) 997-3790
roberta.brody@qc.cuny.edu

Bright, Sandra Kennedy
Adjunct Lecturer
(718) 997-3490
Sandy4bright@earthlink.net

Chelton (Dr.), Mary K.
Professor
(718) 997-3667
mchelton@optonline.net

Cool (Dr.), Colleen
Associate Professor
(718) 997-3790
colleen.cool@qc.cuny.edu

Cooper (Dr.), Marianne
Associate Professor
(718) 997-3790
marianne.cooper@qc.cuny.edu

Farrell, Jr. (Dr.) James
Adjunct Associate Professor
(718) 997-3790
jlfarrelljr@verizon.net

Friedman (Dr.), Arthur
Adjunct Professor
(718) 997-3790
arthur.friedman@ncc.edu

Holden, Susan
Adjunct Lecturer
(718) 997-3790
sholden@suffolk.lib.ny.us

Katcher, Sharonann
Adjunct Lecturer
(718) 997-3790
skatcher@oceanside.k12.ny.us

Kestenbaum, Joy
Adjunct Professor
(718) 997-3790
joy.kestenbaum@purchase.edu

Kibirige (Dr.), Harry
Professor
(718) 997-3795
harry.kibirge@qc.cuny.edu

Killoran, Katherine
Adjunct Assistant Professor
(718) 997-3790
kkilloran@jjay.cuny.edu

Lawton, LaRoi
Adjunct Assistant Professor
(718) 997-3790
laroi.lawton@bcc.cuny.edu

Levy, Anna
Adjunct Lecturer
(718) 997-3790
a.levy@brooklynpubliclibrary.org

Li (Prof.), Ping
Lecturer
(718) 997-3628
Pli@qc.cuny.edu

Ng (Dr.), Kwong Bor
Associate Professor
(718) 997-3613
kbng@qc.cuny.edu

Owusu-Ansah (Dr.), Edward
Adjunct Professor
(718) 997-3790
owusu-ansah@kingsborough.edu

Perry (Dr.), Claudia
Associate Professor
(718) 997-3640
claudia.perry@qc.cuny.edu

Smith (Dr.), Karen P.
Professor
(718) 997-3790
karen.smith@qc.cuny.edu

Surprenant (Dr.), Thomas T.
Professor
(718) 997-3794
thomas.surprenant@qc.cuny.edu

Watson (Dr.), Duane
Adjunct Professor
(718) 997-3790
Watson@bestweb.net

QUEENSBOROUGH COMMUNITY COLLEGE
Kurt R. Schmeller Library

222-05 56th Avenue
Bayside, New York 11364-1497
(718) 631-6227

http://qcc.cuny.edu/library/

Chief Librarian: Jeanne Galvin
(718) 631-6226
jgalvin@qcc.cuny.edu

FAX: (718) 281-5012/5118

Interlibrary Loan: Maria Isabel Fernandes
(718) 281-5067
mfernandes@qcc.cuny.edu

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.

TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

Acquisitions/Cataloging	(718) 631-6227
Circulation	(718) 631-6227
Holocaust Resource Center and Archives	(718) 281-5770
Interlibrary Loan	(718) 281-5010/631-6227
Reference	(718) 631-6241
Library Instruction	(718) 631-6601
Media Services	(718) 631-6271/6547
Reserves	(718) 631-6225

FACULTY

Abraham, Ruth
Adjunct Lecturer
Reference Librarian
(718) 631-6241
rabraham@qcc.cuny.edu

Akulich, Helen
Adjunct Lecturer
Reference Librarian
(718) 631-6241
hakulich@qcc.cuny.edu

Beck, Sheila
Associate Professor
Acquisitions & Collection Development
(718) 282-5711
sbeck@qcc.cuny.edu

Bonous-Smit (Dr.), Barbara
Assistant Professor
Head of Reference and Serials
(718) 281-5010
bbonoussmit@qcc.cuny.edu

Cho, Jung M.
Lecturer
Cataloging Librarian
(718) 631-6218
jcho@qcc.cuny.edu

Feldman, Devin
Associate Professor
(718) 631-6226
dfeldman@qcc.cuny.edu

Fernandes, Maria Isabel
Assistant Professor
Faculty Outreach Library/Coordinator of
Interlibrary Loan Services
(718) 281-5067
mfernandes@qcc.cuny.edu

Fuhrer, Lenore
Adjunct Lecturer
Reference Librarian
(718) 631-6241
lfuhrer@qcc.cuny.edu

Galvin, Jeanne
Professor
Chief Librarian
(718) 631-6226
jgalvin@qcc.cuny.edu

Jia, Peijun (Jeffrey)
Assistant Professor
Systems Librarian
(718) 281-5594
jjia@qcc.cuny.edu

McKay, Devin
Associate Librarian
Deputy Chief Librarian
(718) 281-5032
dmckay@qcc.cuny.edu

Marcus, Sandra
Assistant Professor
Coordinator of Library Public Relations
(718) 281-5072
smarcus@qcc.cuny.edu

Marcus (Dr.), Sara
Assistant Professor
Electronic Resources/Web Librarian
(718) 281-5795
smmarcus@qcc.cuny.edu

Mohess, Neera
Adjunct Lecturer
Reference Librarian
(718) 631-6241
nmohess@qcc.cuny.edu

Murphy, Susan
Adjunct Lecturer
Reference Librarian
(718) 631-6241
smurphy@qcc.cuny

Sciammarella, Susan
Assistant Professor
Coordinator of Public Services
(718) 631-6601
ssciammarella@qcc.cuny.edu

Skiir, Holly
Adjunct Lecturer
Reference Librarian
(718) 631-6241
hskiir@qcc.cuny.edu

Williams, Constance B.
Assistant Professor
Coordinator of Circulation/College Archivist
To Homebound
(718) 631-6227
cwilliams@qcc.cuny.edu

Thorsen, George
Adjunct Assistant Professor
Reference Librarian
(718) 631-6241
gthorsen@qcc.cuny.edu

Zarycky, Maria
Adjunct Lecturer
Reference Librarian
(718) 631-6214
mzarycky@qcc.cuny.edu

STAFF

Bowie, Mary
CUNY Office Assistant
Reserve Services
(718) 631-6225
mbowie@qcc.cuny.edu

Chan, Lawrence
College Laboratory Technician
Reserve and Systems Services
(718) 631-6225
lchan@qcc.cuny.edu

Kovler, Marcia
CUNY Secretarial Assistant
Interlibrary Loan Services
(718) 631-6672
mkovler@qcc.cuny.edu

Perez, Ramon
College Laboratory Technician
Media Services
(718) 281-5407
rperez@qcc.cuny.edu

Semanate, Carmita
CUNY Office Assistant
Secretary to the Chief Librarian
(718) 631-6226
csemanate@qcc.cuny.edu

Thomas, Natasha
CUNY Office Assistant
Circulation Services
(718) 631-6564
nthomas@qcc.cuny.edu

Calabrese, Debra
CUNY Office Assistant
Technical Services
(718) 631-6227
dcalabrese@qcc.cuny.edu

Gilav, Marie
CUNY Office Assistant
Circulation Services
(718) 631-6227
mgilav@qcc.cuny.edu

Munsch-Clark, Gloria
CUNY Office Assistant
Cataloging & Acquisitions
(718) 281-5587
gmunschclark@qcc.cuny.edu

Richardson, Travis
CUNY Office Assistant
Periodicals Services
(718) 631-6227
trichardson@qcc.cuny.edu

Shemanski, Thomas
Senior College Laboratory Technician
Associate Coordinator of Media Services
(718) 631-6271
tshemanski@qcc.cuny.edu

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

FACULTY

Flug (Dr.), Arthur
Executive Director
(718) 281-5770
aflug@qcc.cuny.edu

Brody, Jaime
Assistant Director of Operations
(718) 281-5770
jbrody@qcc.cuny.edu

THE COLLEGE OF STATEN ISLAND

2800 Victory Boulevard
Staten Island, New York 10314-6635
Phone: (718) 982-4010
FAX (718) 982-4002

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

Chief Librarian: Prof. Wilma L. Jones
(718) 982-4001
jones@mail.csi.cuny.edu

Interlibrary Loan: Prof. Andrew Leykam
(718) 982-4014
FAX: (718) 982-4015
ill@mail.csi.cuny.edu

METRO CODE DELIVERY NUMBER: 48

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.
Saturday	8:30 a.m. – 7:00 p.m.
Sunday	12:00 p.m. – 7:00 p.m.

TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

Acquisitions:	(718) 982-4025
Administration:	(718) 982-4028
Archives:	(718) 982-4128
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

FACULTY

Abrams, Bruce
Adjunct Assistant Professor
Evening & Weekend Librarian
(718) 982-4010
abrams@mail.csi.cuny.edu

Adler Schiff, Rebecca
Associate Professor
Head of Reference
(718) 982-4064
adler@mail.csi.cuny.edu

Bozek, Izabela
Adjunct Assistant Professor
Evening & Weekend Librarian
(718) 982-4010
bozek@mail.csi.cuny.edu

Cherepon, Lois
Adjunct Assistant Professor
Evening & Weekend Librarian
(718) 982-4010
cherepon@mail.csi.cuny.edu

Cope, Jonathan
Instructor
Reference/Instruction Librarian
(718) 982-3804
cope@mail.csi.cuny.edu

Delli Paoli, Rose Ann
Adjunct Assistant Professor
Adjunct Reference Librarian
(718) 982-4010
dellipaoli@mail.csi.cuny.edu

Deodato, Joseph
Instructor
Reference/Instruction Librarian
(718) 982-4008
deodato@mail.csi.cuny.edu

Dzurak, Ewa
Assistant Professor
Cataloging Services Librarian
(718) 982-4120
dzurak@mail.csi.cuny.edu

Gallego, Antonio
HEO Assistant
Media Services, Assistant Director
(718) 982-4210
gallego@mail.csi.cuny.edu

Hasin, Timothy
Assistant Professor
Acquisitions Librarian
(718) 982-4025
hasin@mail.csi.cuny.edu

Healey, Catherine
Adjunct Assistant Professor
Adjunct Reference Librarian
(718) 982-4010
healey@mail.csi.cuny.edu

Holland, Lisa
Adjunct Assistant Professor
Adjunct Reference Librarian
(718) 982-4010
holland@mail.csi.cuny.edu

Jones, Wilma
Associate Professor
Chief Librarian
(718) 982-4001
jones@mail.csi.cuny.edu

Kaser, (Dr.) James
Professor
Coordinator of Archives & Special Collections
(718) 982-4129
kaser@mail.csi.cuny.edu

Klingle, Philip
Adjunct Assistant Professor
Evening & Weekend Librarian
(718) 982-4010
klingle@mail.csi.cuny.edu

Lewental, Mark
Higher Education Officer
Media Services Director
(718) 982-4013
lewental@mail.csi.cuny.edu

Leykam, Andrew
Assistant Professor
Reference/Instruction Librarian
(718) 982-4076
leykam@mail.csi.cuny.edu

Natowitz, Allen
Associate Professor
Deputy Chief Librarian
(718) 982-4023
natowitz@mail.csi.cuny.edu

Nelson, Robert
Associate Professor
Coordinator of Library Instruction
(718) 982-4016
nelsonr@mail.csi.cuny.edu

Polger, Mark Aaron
Assistant Professor
Reference/Instruction Librarian
(718) 982-4065
polger@mail.csi.cuny.edu

Roccos, (Dr.) Linda Jones
Professor
Coordinator of Electronic Resources
(718) 982-4004
roccos@mail.csi.cuny.edu

Schmeiser, Edith
Adjunct Assistant Professor
Evening & Weekend Librarian
(718) 982-4010
schmeiser@mail.csi.cuny.edu

Smith, Michael
Adjunct Assistant Professor
Evening & Weekend Librarian
(718) 982-4010
smith@mail.csi.cuny.edu

Stempler, Amy
Assistant Professor
Reference/Instruction Librarian
(718) 982-3917
stempler@mail.csi.cuny.edu

Williams, Patrick
Instructor
Web & Instructional Design Librarian
(718) 982-4097
williams@mail.csi.cuny.edu

Xiao, Judy
Assistant Professor
Coordinator of Periodical Services
(718) 982-4140
xiao@mail.csi.cuny.edu

YORK COLLEGE LIBRARY

94-20 Guy R. Brewer Boulevard
Jamaica, New York 11451
(718) 262-2025

http://www.york.cuny.edu/library/main.html

Acting Chief Librarian: Prof. John Drobnicki
(718) 262-2025

Interlibrary Loan Librarian: Prof. Hope Young
(718) 262-2035
YCILL@york.cuny.edu

METRO CODE DELIVERY NUMBER: 303

OPEN ACCESS POLICY
Coordinator: Mrs. Grace Avila (718) 262-2033

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.

TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

Acquisitions/Collection Development	(718) 262-2021
Cataloging	(718) 262-2011
Chief Librarian	(718) 262-2025
Chief Librarian's Secretary	(718) 262-2026
Circulation Desk	(718) 262-2033
Fax (Chief Librarian)	(718) 262-2997
Fax (Interlibrary Loan)	(718) 262-2027
Hours	(718) 262-2023
Interlibrary Loan	(718) 262-2035
Periodicals	(718) 262-2035/2019
Reference	(718) 262-2034/2035
Reserves	(718) 262-2033

FACULTY

Cleary, Daniel
Substitute Instructor
Evening/Weekend Librarian
(718) 262-2022
dcleary@york.cuny.edu

Dasgupta, Anamika
Instructor
Evening/Weekend Librarian
(718) 262-2302
adasgupta@york.cuny.edu

Drobnicki, John
Professor
Acting Chief Librarian
(718) 262-3809
drobnicki@york.cuny.edu

Kinyatti, Njoki
Associate Professor
Head of Collection Development
(718) 262-2021
kinyatti@york.cuny.edu

Krepp, Kenneth
Adjunct Instructor
Evening/Weekend Librarian
(718) 262-2034
krepp@york.cuny.edu

Lucas, Pamela
Adjunct Instructor
Reference Librarian
(718) 262-2475
plucas@york.cuny.edu

Machalow, Robert
Professor
Reference Librarian [on leave]
(718) 262-2018
machalow@york.cuny.edu

Miller, Christina
Adjunct Instructor
York High School Librarian
(718) 262-2475
cmiller@york.cuny.edu

Sheidlower, Scott
Assistant Professor
Head of Information Literacy/
Evening/Weekend Librarian
(718) 262-2017
ssheidl@york.cuny.edu

Su, Di
Associate Professor
Head of Circulation & Reserve
(718) 262-2031
disu@york.cuny.edu

Urban, Sandra Gall
Instructor
Cataloging Librarian
(718) 262-2022
surban@york.cuny.edu

Young, Hope
Associate Professor
Head of Periodicals/
Microforms/Interlibrary Loan
(718) 262-2037
hyoung@york.cuny.edu

STAFF

Avila, Grace
Assistant to HEO
Circulation/Reserve Manager
(718) 262-2033
avila@york.cuny.edu

Clarke-Gordon, Jennefer
CUNY Office Assistant
Periodicals
(718) 262-2036
clarke-gordon@york.cuny.edu

Cobb, Toni
CUNY Office Assistant
Periodicals
(718) 262-2036
cobb@york.cuny.edu

Dunne, Rose
CUNY Administrative Assistant
Cataloging
(718) 262-2011
dunne@york.cuny.edu

James, Myra
CUNY Office Assistant
Chief Librarian's Office
(718) 262-2029
james_m@york.cuny.edu

Rios, Edwin
CUNY Office Assistant
Circulation & Reserve
(718) 262-2033
erios@york.cuny.edu

Meyers, Vickitoy
CUNY Office Assistant
Chief Librarian's Secretary
(718) 262-2026
meyers@york.cuny.edu

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, ~~of~~ 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

4943(c), (b) make any investments in such manner as to subject the organization to tax under U.C. 4944, or (c) make any taxable expenditures as defined in IRC 4945(d) or corresponding provisions of any subsequent Federal tax laws.

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.