LIBRARY ASSOCIATION

OF

THE CITY UNIVERSITY OF NEW YORK

DIRECTORY

2006 – 2007

39th Edition
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Dear LACUNY members,

During my tenure as LACUNY President I would like to see better and different types of communication and collaboration among the CUNY libraries faculty and staff. I would also like to see wider involvement in LACUNY activities among all the CUNY libraries. LACUNY supports several roundtables and committees, interesting and informative ways in furthering our professional development. As academic librarians, we must continue to learn and acquire new skills. It’s a cliché to say that academic librarianship is changing rapidly. Nothing is standing still and continuing professional development is important in order to continue to contribute and meet the needs of the CUNY students and faculty. CUNY librarians are a multifarious and engaged group, which makes being a member of this association so rewarding!

Two LACUNY publications, *Urban Library Journal* and *News from CUNY Libraries* will be undergoing some changes during the 2006-2007 academic year. The Open Access theme issue, a product of the May 2005 LACUNY Institute will also be the journal’s first open access issue. *News from CUNY Libraries*, which was revived in 2004 after a hiatus, is being revamped with the addition of a new logo and new feature articles. In addition, LACUNY is launching the “LACUNY Blog,” which I hope generates much discussion, controversy, and interest. The theme of the May 2006 Institute: “Information Commons: Are We All Things to All People?” was a great way to learn about the different ways that academic libraries are adapting to the needs of students. The new designs of academic libraries take into account the needs, learning styles, and technological advances of the current college learning environment. No longer is the library just a quiet place to study, and a repository for books and journals. It has become many things to us and our users: a place to collaborate with other students, prepare class presentations, and learn new software. The theme of next year’s LACUNY Institute, “Technology with a Face: High Tech meets High Touch,” will address ways that technology is becoming smarter and more personalized in order to meet the needs of our diverse users.

Sincerely,

Lisa Finder
LACUNY President 2006-2007
EDITOR'S INTRODUCTION

Welcome to the 39th 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 given to the LACUNY membership during and after each Institute held in May. Those not attending the Institute will receive theirs via inter-campus mail.

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, (CityTech) 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 37th edition, personal addresses have been omitted, and will be printed front to back to conserve paper.

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

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</table>
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Borough of Manhattan Community College
Bronx Community College
Brooklyn College
City College
CUNY Law School at Queens College
Graduate School & University Center
Eugenio M. de Hostos Community College
Hunter College
John Jay College of Criminal Justice
Kingsborough Community College
Fiorello H. LaGuardia Community College
Herbert H. Lehman College
Medgar Evers College
New York City College of Technology
Queens College
Queensborough Community College
The College of Staten Island
York College

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Sidney Eng
Teresa McManus
Barbra Higginbotham
Pamela R. Gillespie
Gregory E. Koster
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Lucinda Zoe
Louise Sherby
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FAX:  (646) 312-1661

**OPEN ACCESS POLICY:**

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

**CIRCULATION:**

<table>
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<th>Loan Period:</th>
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**Currently validated CUNY home campus I.D.**

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

**HOURS**

**LIBRARY OPEN**

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

**LIBRARY SERVICES**

**Circulation, Periodicals, and Reserves**

<table>
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<th>Time Frame</th>
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<td>Monday – Thursday</td>
<td>9:00 a.m. – 9:50 p.m.</td>
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<td>10:00 a.m. – 4:50 p.m.</td>
</tr>
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</table>
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Acquisitions (646) 312-1689
Archives (646) 312-1623
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Circulation FAX (646) 312-1661
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Collection Management FAX (646) 312-1691
Conference Room 415 (646) 312-1652
Instruction Services (646) 312-1604
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Interlibrary Loan FAX (646) 312-1661
Library Hours (646) 312-1600
Periodicals Desk (646) 312-1660
Reference Desk (646) 312-1610
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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: Trevor Smith
(212) 220-7212
tsmith@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: 4 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. – 9:00 p.m.
Friday 8:00 a.m. – 6:00 p.m.
Saturday 10:00 a.m. – 5:00 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) 220-1449
Circulation (212) 220-1451/1442
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Periodicals (212) 220-7206
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Interlibrary Loan: Christina Ramirez
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METRO CODE DELIVERY NUMBER: 21

Library FAX: (718) 289-6063

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(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

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</tbody>
</table>
OPEN ACCESS POLICY:
Coordinator: Prof. Miriam Deutch (718) 951-5221

CIRCULATION:
Loan Period: 28 days
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.

Walter W. Gerboth Music Library

Monday and Thursday 9:00 a.m. – 9:00 p.m.
Tuesday and Wednesday 9:00 a.m. – 5:00 p.m.
Friday 10:00 a.m. – 6:00 p.m.
TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

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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
Faculty Development Lab  (718) 951-4634
FAX – Circulation  (718) 951-4540
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
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METRO CODE DELIVERY NUMBER: 327

OPEN ACCESS POLICY:
Coordinator: Chief, Access Services Ms. Amy Wolfe (212) 650-7155

Circulation:
Loan Period: 4 weeks for students and staff; 8 weeks for faculty
Renewal: 3 loan period for students and staff; 2 weeks for faculty (unless HOLD placed on item)
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 Slide Library (Shepard, Rm. 303) (212) 650-8754
Monday – Wednesday 10 a.m. – 5 p.m.
Thursday 8 a.m. – 4 p.m.

Art Slide Library (Compton-Goethals, Rm. 245A) (212) 650-7175
Monday – Friday 9:00 a.m. – 1 p.m.
Please call for other afternoon hours.

iMEDIA (NAC, RM. 5/220) (212) 650-5480
Monday – Thursday 7:30 a.m. – 9:30 p.m.
Friday 7:30 a.m. – 6:00 p.m.
**Ruderman 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.

**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 Search Services  (212) 650-7602  
- Computer Systems  (212) 650-7607  
- Documents  (212) 650-5073  
- FAX (Chief Librarian’s Office)  (212) 650-7604  
- FAX (Acquisitions)  (212) 650-7618  
- FAX (Architecture Slide Library)  (212) 650-6566  
- FAX (Art Slide Library)  (212) 650-7438  
- FAX (Interlibrary Loan)  (212) 650-7648  
- FAX (Ruderman Architecture Library)  (212) 650-7214  
- FAX (iMedia)  (212) 650-5924  
- FAX (Music Library)  (212) 650-7231  
- FAX (Science/Engineering Library)  (212) 650-7626  
- Gifts and Exchanges  (212) 650-7151  
- Hours (Recording)  (212) 650-7292  
- iMedia  (212) 650-5480  
- Interlibrary Loan  (212) 650-7616  
- Materials Processing and Conservation  (212) 650-7633  
- Music Library Circulation  (212) 650-7174  
- Public Services  (212) 650-7267  
- Reference Desk  (212) 650-7611/7612  
- Reserves  (212) 650-7155  
- Science/Engineering Circulation  (212) 650-8246  
- Science/Engineering Reference  (212) 650-5712  
- Slide Library (Art)  (212) 650-7175  
- Slide Library (Architecture)  (212) 650-8574  
- Special Collections  (212) 650-7609  
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HOURS

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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

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Gregory E. Koster (718) 340-4264

METRO CODE DELIVERY NUMBER: 78

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http://library.gc.cuny.edu

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METRO CODE DELIVERY NUMBER: 98
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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.

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Archives (212) 817-7055
Art Slide Library (212) 817-8035
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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
Reserves (212) 817-4645
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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.
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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 PROFESSIONALS LIBRARY (425 East 25 Street, New York, New York 10010)
Monday – Thursday 10:00 a.m. – 11:00 p.m.
Friday 9:00 a.m. – 5:00 p.m.
Saturday 12:00 p.m. – 5:00 p.m.

SCHOOL OF SOCIAL WORK LIBRARY (129 East 79th Street, New York, New York 10021)
Monday – Thursday 9:00 a.m. – 10:00 p.m.
Friday 9:00 a.m. – 6:00 p.m.
Saturday 12:00 p.m. – 5:00 p.m.
Sunday 12:00 p.m. – 5:00 p.m.
### TELEPHONE NUMBERS FOR MAJOR DIVISIONS AND OFFICES

<table>
<thead>
<tr>
<th>Division</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Acquisitions</td>
<td>(212) 772-4169</td>
</tr>
<tr>
<td>Acquisitions FAX</td>
<td>(212) 772-5113</td>
</tr>
<tr>
<td>Archives and Special Collections</td>
<td>(212) 772-4149</td>
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<tr>
<td>Cataloging</td>
<td>(212) 772-4173</td>
</tr>
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<td>Circulation</td>
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<td>Health Professions Library</td>
<td>(212) 481-5117</td>
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<tr>
<td>Interlibrary Loan</td>
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<tr>
<td>Library Instruction</td>
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<tr>
<td>Library FAX</td>
<td>(212) 772-4142</td>
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<tr>
<td>Telephone Reference</td>
<td>(212) 772-4180</td>
</tr>
<tr>
<td>School of Social Work Library</td>
<td>(212) 452-7076</td>
</tr>
<tr>
<td>School of Social Work FAX</td>
<td>(212) 452-7125</td>
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### FACULTY

<table>
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<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Numbers</th>
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<tbody>
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<td>Coordinator/Library Computer Learning Ctr.</td>
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<tr>
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43
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<tr>
<th>Name</th>
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<th>Email ID</th>
<th>Phone</th>
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<tr>
<td>Finder, Lisa</td>
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Chief Librarian: Nelida Perez

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Tuesday 9:00 a.m. – 9:00 p.m.
Friday 12:00 p.m. – 6:00 p.m.
Saturday 12:00 p.m. – 5:00 p.m.

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

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Library Information (212) 237-8225
Reference (212) 237-8246/8247
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<th>Title</th>
<th>Email</th>
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<tr>
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All Other Divisions:
FAX: (718) 368-4672

OPEN ACCESS POLICY:
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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.

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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.

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Interlibrary Loan (718) 368-6548
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Periodicals (718) 368-5149
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Technical Services (718) 368-5639
FACULTY

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guskin, Miriam
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Zeltser, Simona
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Circulation
(718) 368-5442
circdesk@kbcc.cuny.edu
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

Abruzzo, Paul
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Fluk, Louise R.
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rcuevas@lagcc.cuny.edu

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Stenstrom, Christine  
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Reference  
(718) 482-5425  
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Stern, Catherine  
Adjunct Reference Librarian  
Reference  
(718) 482-5425  
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Stumpo-West, DeShawn  
CUNY Office Assistant  
Instructional Services  
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dstumpowest@lagcc.cuny.edu

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

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

http://lehman.cuny.edu/

Chief Librarian: Prof. Rona Ostrow
(718) 960-7776

Interlibrary Loan Librarian: Eugene Laper
(718) 960-7762
eugene.laper@lehman.cuny.edu

METRO CODE DELIVERY NUMBER: 2

FAX Numbers:

Librarian’s Office: (718) 960-8952
Interlibrary Loan: (718) 960-8090
Acquisitions: (718) 960-7127

OPEN ACCESS POLICY:
Coordinator: Yi Sheng (718) 960-7764

CIRCULATION:
Loan Period: 3 weeks
Renewal: Unlimited (if book is not on hold for another patron)
In person and e-mail (libcirc@alpha.lehman.cuny.edu) renewals
No telephone renewals
Limit: 5 books

Valid CUNY home campus I.D. required
Impoundment: Stop on record 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. – 4:00 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
Instructional Services (718) 960-7765
Interlibrary Loan (718) 960-7762
Library Office (718) 960-8577
Periodicals (718) 960-7758/8166
Reference (718) 960-8580/8581
Special Collections (718) 960-8603
Technical Services (718) 960-8427/8428

FACULTY

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Reference Librarian
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Somersall, Tara
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Government Documents Librarian
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Tamborino, Victoria
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STAFF

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MEDGAR EVERS COLLEGE
Charles Evans Inniss Memorial Library

1650 Bedford Avenue
Brooklyn, New York 11225

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

Deputy Chief Librarian: Danesh Yazdani
(718) 270-4880

FAX: (718) 270-5182

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

Interlibrary Loan FAX:
(718) 270-5182

METRO CODE DELIVERY NUMBER: 124

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

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NEW YORK CITY COLLEGE OF TECHNOLOGY
URSULA C. SCHWERIN LIBRARY

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

http://library.citytech.cuny.edu

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

FAX: (718) 260-5631

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

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
<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson, Judith</td>
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<td><a href="mailto:janderson@citytech.cuny.edu">janderson@citytech.cuny.edu</a></td>
</tr>
<tr>
<td>Berger, Monica</td>
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</tr>
<tr>
<td>Davis, Sonja</td>
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</tr>
<tr>
<td>Gonzalez, Nancy</td>
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</tr>
<tr>
<td>Grassano, Joan</td>
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</tr>
<tr>
<td>Hounion, Morris</td>
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</tr>
<tr>
<td>Leonard, Anne</td>
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</tr>
<tr>
<td>Loughran, Ellen</td>
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<td>Lu, Songqian</td>
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<tr>
<td>Skrodelis, Uldis</td>
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<tr>
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<tr>
<td>Wood, Darrow</td>
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</tr>
</tbody>
</table>
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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  


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

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

**METRO CODE DELIVERY NUMBER: 219**

FAX: (718) 997-3753  
illqc@qc.edu

**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**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>9:00 a.m. – 10:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday – Sunday</td>
<td>9:00 a.m. – 6:00 p.m.</td>
</tr>
</tbody>
</table>

**Art**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>9:00 a.m. – 8:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday – Sunday</td>
<td>9:00 a.m. – 6:00 p.m.</td>
</tr>
</tbody>
</table>

**Art Center**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>9:00 a.m. – 8:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 a.m. – 5:00 p.m.</td>
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<td>Saturday – Sunday</td>
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**Louis Armstrong Archives**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<td>Monday – Friday</td>
<td>By appointment</td>
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Music
Monday – Thursday    9:00 a.m. – 8:00 p.m.
Friday      9:00 a.m. – 5:00 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) 997-3728
Bindery      (718) 997-3712
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) 997-3742
Library Systems     (718) 997-3713
Media Center/Periodicals  (718) 997-3713
Music Library     (718) 997-3900
Reference        (718) 997-3799
Reserves        (718) 997-3750
Stacks Management  (718) 997-3730

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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

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Monday – Thursday 8:30 a.m. – 9:00 p.m.
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(718) 631-6241
mzarycky@qcc.cuny.edu
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<tr>
<td>Bowie (Mrs.), Mary</td>
<td>CUNY Office Assistant</td>
<td>Reserve Services</td>
<td>(718) 631-6225</td>
<td><a href="mailto:mbowie@qcc.cuny.edu">mbowie@qcc.cuny.edu</a></td>
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<tr>
<td>Calabrese (Ms.), Debra</td>
<td>CUNY Office Assistant</td>
<td>Technical Services</td>
<td>(718) 631-6227</td>
<td><a href="mailto:dcalabrese@qcc.cuny.edu">dcalabrese@qcc.cuny.edu</a></td>
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<tr>
<td>Chan (Mr.), Lawrence</td>
<td>College Laboratory Technician</td>
<td>Reserve and Systems Services</td>
<td>(718) 631-6225</td>
<td><a href="mailto:lchan@qcc.cuny.edu">lchan@qcc.cuny.edu</a></td>
</tr>
<tr>
<td>Gilav (Mrs.), Marie</td>
<td>CUNY Office Assistant</td>
<td>Circulation Services</td>
<td>(718) 631-6227</td>
<td><a href="mailto:mgilav@qcc.cuny.edu">mgilav@qcc.cuny.edu</a></td>
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<td>Hughes (Ms.), Ann</td>
<td>CUNY Office Assistant</td>
<td>Reference &amp; Technical Services</td>
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<td><a href="mailto:ahughes@qcc.cuny.edu">ahughes@qcc.cuny.edu</a></td>
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<td>Kovler (Mrs.), Marcia</td>
<td>CUNY Secretarial Assistant</td>
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<td><a href="mailto:mkovler@qcc.cuny.edu">mkovler@qcc.cuny.edu</a></td>
</tr>
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</tbody>
</table>
HOLOCAUST AND RESOURCE CENTER AND ARCHIVES

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Impoundment: At the end of each semester

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Circulation Desk: (718) 982-4011
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BYLAWS

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

Section 1. Officers

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

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

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

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

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

Para. F.

(1) Ballot mechanism:

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

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

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

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

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

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

Section 2. Delegates

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

The number of delegates from each college shall be determined by the treasurer’s membership report to the executive council at the April meeting.

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

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

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

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

Section 3. Institute Chairperson

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

Section 4. Archivist

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

Section 1. Elected Committees

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

Para B. The committee on committees

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

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

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

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

(1) Membership shall consist of the following:

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

(2) Terms of office for the elected members:

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

(3) Committee internal functions:

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

(4) Committee external functions:

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

Para. D. The constitution and bylaws committee

(1) Membership shall consist of the following:

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

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

(3) Committee internal functions:

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

(4) Committee external functions:

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

Section 2. Non-elected committees

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

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

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

Para. D. Committee functions

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

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

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

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

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

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

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

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

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

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

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

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

Article IV. Dues and other income

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

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

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

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

Article V. Disbursements from the treasury

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

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

Article I.

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

Article II.

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

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

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

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

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

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

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

Membership

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

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

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

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

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

Article IV.

Officers and Executive Council

Section 1. Officers

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.
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.