LIBRARIES

_Bailey Library_ (Rockland Campus)

The mission of Bailey Library is to anticipate and support the curriculum-related information needs of the institution by

- providing timely access to information available locally, electronically, and through the OCLC Interlibrary Loan system;
- developing the collection intentionally and strategically through a cooperative venture between the librarians and faculty;
- promoting life long learning through the implementation of a four-year information literacy program targeting four required core courses as well as individual upper-level courses as requested by teaching professors.

1. Resources

In addition to print materials, the library holdings include LP records, cassette tapes, slides, CD’s, videos, and microform.

The library is equipped with a microform printer/reader, cassette and CD players, a TV/VCR, a public photocopier, a fax machine, several wireless laptops for in-house use, and an LCD projector available for circulation to faculty and staff for on-campus use.

The library webpage is located at [www.nyackcollege.edu/library](http://www.nyackcollege.edu/library). General library information is available, including staff contact information, library hours, etc., as well as a variety of electronic forms including Interlibrary Loan forms, intercampus request forms, and online reference forms. The online catalog and a multitude of electronic citation and full-text periodical databases are available on the campus network. The majority of these databases are available off-campus to all faculty, staff and students of Nyack College/ATS. The library staff will make the necessary passwords available to faculty, staff, and students upon request.

Bailey Library Archives and Special Collections provide in-house access, by appointment, to materials that document the heritage of the institution and its founder, A.B. Simpson. In addition, documents relating to The Christian & Missionary Alliance denomination and local history are included.

2. Circulation Policies

Circulating Materials: Faculty and staff may request extended loan periods that run to the end of each semester, or to the end of the summer. If there is a demand for an item, it is subject to recall by the library.

Reference Books and Periodicals: These items do not circulate but must be used in the library during library hours.
Overdue Materials: Faculty and staff are not charged fines for overdue materials. If an item is lost, the faculty or staff person is responsible for replacement fees as listed in Books In Print, or $50 per item, if the item is out-of-print.

3. Interlibrary Loan

Bailey Library participates in the OCLC interlibrary loan system. Requests for books or articles that Bailey Library does not own can be requested using the online ILL forms. Please allow 2-3 weeks for receipt of requested items.

Interlibrary Loan requests are limited to 15 requests per person, per semester. If additional items are needed, the library staff requests that an appointment be made with a librarian to discuss the particular information needed.

4. Reciprocal Borrowing Privileges

Faculty, staff and students may use their Nyack College ID card at St. Thomas Aquinas College in Sparkill, Dominican College in Blauvelt, and The Salvation Army's School for Officers Training in Suffern to borrow items from their respective libraries.

Faculty, staff and students may obtain a Nyack Public Library card, which allows borrowing privileges in the public libraries in the Rockland area.

Full-time faculty and administrators may borrow from the full and associate members of the WALDO consortium of libraries. They must first obtain a WALDO sticker, which is good for one year, from Bailey Library.

5. Full Member libraries of WALDO include:

- College of Mt. St. Vincent (Riverdale, NY)
- Concordia College (Bronxville, NY)
- Manhattan College (Riverdale, NY)
- Manhattanville College (Purchase, NY)
- Marymount College of Fordham University (Tarrytown, NY)
- Mercy College (Dobbs Ferry, NY)
- Monroe College (Bronx, NY)
- St. John's University (Jamaica, NY)
- St. Thomas Aquinas College (Sparkill, NY)
- Sarah Lawrence College (Bronxville, NY)
- Wagner College (Staten Island, NY)
- College of Westchester (White Plains, NY)
- Westchester Community College (Valhalla, NY)

6. Associate Members of WALDO include:

- Berkeley College (White Plains, NY)
- College of New Rochelle (New Rochelle, NY)
7. Selection and Acquisition of Materials

All professors may request items to purchase for the Bailey Library collection that they feel will support the content and assignments in their respective courses.

CHOICE review cards are sent to the various departments on a regular basis and these may be returned to the Library Director as a request for library purchase. The name of the professor and the course the requested item will support must be included. Items may be circled in publisher catalogs to submit to the Library Director with the course number and professor name noted. Within two weeks of requesting items to purchase for the library, requestors will receive communication from the Acquisitions Dept. notifying them of the status of their request, including how many of the titles we already own, how many were ordered and on what date, and how many are out-of-print.

If the requested item is needed by a specific date, please note the date and print “Rush” on the request. The request will be given priority in the ordering process.

An appointment with the Library Director should be made for any new course proposal to determine the current strength of the collection and needed resources for the course and assignments.

8. Placing Items on Reserve

All requests for items to be placed on reserve must be submitted by the fourth week of classes. Items will not be put on reserve after that time, and all items will be taken off reserve after the close of the semester.

Submission procedures:

Complete the Reserve Form (available at Bailey Library).
(Note: Instructor Name and Course Number are required.)

Check the online catalog for the availability of items to be placed on reserve. The item(s)’ call number must be included on the form. It is helpful if the faculty member submits the items with the form.
If Bailey Library does not own the item to be placed on reserve, please request a “RUSH” order and allow approximately 2-3 weeks for delivery and processing.

If the faculty member wishes to place photocopies of articles on reserve, he/she should provide the photocopies (up to 3 copies) and the library will provide folders and barcodes for checkout procedures.

If the faculty member wishes to place a personal item(s) on reserve he/she may do so, but the Library is not responsible for loss or damage to the item(s). All personal items will be returned at the end of the semester.

Copyright guidelines will be followed for reserves.

No “disposables” such as student workbooks will be put on reserve without copyright clearance from the publisher.

Fair Use Guidelines will apply to portions of works that are photocopied.

Photocopies may only be placed on reserve for one semester, unless the copyright holder grants permission for further use.

9. MacMillan Music Library

A specialized music library is located on the second floor of Pardington Hall and provides limited reference materials, music scores, and recordings in various formats. Listening stations are available for students to use.

10. Library hours are posted by semester

Henry Wilson Library (NYC Campus)

The mission of Henry Wilson Library is to anticipate and support the curriculum-related informational needs of the institution by:

- providing timely access to information available locally, electronically, and through the OCLC Interlibrary Loan system;
- developing the collection intentionally and strategically through a cooperative venture between the librarians and faculty;
- promoting life long learning through the implementation of a four-year information literacy program targeting four required core courses as well as individual upper-level courses as requested by teaching professors.

1. Resources

In addition to print materials, the library holdings include videos, cassette tapes, CDs, and DVDs.
The library is equipped with CD players, a TV/VRC, and a public photocopier for in-house use.

The library webpage is located at www.nyackcollege.edu/library. General library information is available (including staff contact information, library hours, etc.), as well as a variety of electronic forms including Interlibrary Loan forms, intercampus request forms and online reference forms. The online catalog and a multitude of electronic citation and full-text periodical databases are available on the campus network. The majority of these databases are available off-campus to all faculty, staff and students of Nyack College/ATS. He/she should contact library staff for necessary passwords.

2. **Circulation Policies** See Bailey Library above.

3. **Interlibrary Loan** See Bailey Library above.

4. **Reciprocal Borrowing Privileges**

Students are urged to secure a New York Public Library card using the Nyack College/New York City address.

Full-time faculty and administration members may borrow from the full and associate members of the WALDO consortium of libraries. A WALDO sticker must be secured at the Bailey Library for this privilege.

5. **Full Member Libraries of WALDO:** See Bailey Library above.

6. **Associate Members of WALDO:** See Bailey Library above.

7. **Selection and Acquisition of Materials**

The Wilson Library urges all faculty members to request materials for purchase. It is necessary due to space limitations that all materials ordered support the curriculum. Submissions are made to the Director of the Wilson Library or to the Collection Development Advisor.

8. **Placing Items On Reserve** See Bailey Library above.

9. **Alliance/Nyack - NYC Archives**

Wilson Library is gifted with a special collection of materials that cover much of the history of The Christian & Missionary Alliance in New York City and of Nyack College particularly. Materials in the Archival Collection may not be checked out for circulation.

10. **The David K. Huttar Collection**

Upon retirement after 42 years of service to Nyack College, Dr. David K. Huttar donated a significant portion of his library to the Wilson Library. It is a special collection focusing
particularly on the classics and on biblical studies. A special collection of theology and eschatology of the late nineteenth and early twentieth centuries is included. Items germane to the fields of Dr. Huttar’s expertise continue to be added, increasing the holdings honoring Dr. Huttar. Items may be checked out for circulation.

11. Library hours are posted by semester When no classes are held, the Wilson Library is NOT open. Summer hours are abbreviated.