Faculty Manual

Section V
Bookstore, Library and Other Services

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Union College
807 Union Street
Schenectady, NY 12308

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I. COLLEGE BOOKSTORE – REAMER CAMPUS CENTER

Faculty and staff, and members of their families, may use the Campus Store to the full extent of its services. Bookstore charge accounts are available for all employees of the campus community. Accounts are payable within 30 days of the billing date. A finance charge of 1½ percent per month is levied on balances outstanding after 30 days (minimum charge of $1.00 if balance is under $65.00). The credit ceiling is $500.00 per academic year for full-time faculty and staff members employed by Union College. Payments must be received within 30 days of billing date. The privilege of charging will be suspended at the discretion of Union College for any account containing charges which have not been paid within 45 days of the original billing. If charges have not been paid by the end of 90 days, by signing Union's charge account agreement you have authorized Union to deduct the balance you or your spouse or your family member owes the bookstore from your paycheck (within applicable statuary limits).

The College bookstore store offers the following services to the College community:
Special orders (deposit required).
— Twenty-four hour film processing.
— Magazine subscriptions.
— Education computer discounts.
— Gift certificates.
— Shop by telephone (388-6188) Monday through Friday, 9:00 a.m. to 4:00 p.m.
— Gift wrapping of items purchased at the College Bookstore ($2.00 - $5.00 per package).

A. Of Interest to the Teaching Faculty

1. Textbook adoptions for courses may be submitted on-line six to eight weeks in advance of the beginning of each term to: http://union.edu/PUBLIC/BOOKSTORE/UNICAT/adopt

   Or you may choose to use the computer generated textbook adoption letter sent to each faculty member six to eight weeks in advance of the term. These adoption letters should be filled out and returned no later than the cut-off date indicated with the information that accompanies the adoption letter. The following are directions for use with adoption letters:
   — Please print or type for legibility, particularly foreign languages.
   — Please indicate order of use.
   — Be sure to include estimated enrollment figure (even if only an educated guess). This figure should, if possible, correspond to the registrar's figure for enrollment in your course. If you have these figures, but are estimating a higher number, please explain briefly in the "Remarks" column.
   — On your adoption letters, please check specific box if title is recommended or required. We assume that fewer students will buy a "Recommended" title than a required one. To help us avoid underordering, could you, where possible, estimate in "Remarks" column how many students are likely to buy each of these recommended titles.
   — If you are undecided about some titles, but decided on others, give us a list of those titles that are definite, and send in a supplementary list later when you have decided on the balance. Should you do this, state that the initial list is only a partial list.

2. Desk Copies

   Publishers require that faculty members send to them any request for complimentary desk copies of adopted textbooks. The store is unable to provide complimentary desk copies. We will, however, sell you a textbook and charge it to your personal account or to the respective Department account if permission is granted. If the desk copy you requested is received from the publisher within 30 days and it is free of any stamped markings by the publisher, your account or that of the Department will be credited for the full cost of the book. Otherwise your account or that of the Department will be charged for the full cost of the book. We cannot accept these books back after 30 days for credit.

3. Trade Books

   The College Bookstore stocks a large number of titles of books encompassing a variety of subjects. The College Bookstore will be happy to carry in its Trade stock additional titles recommended by faculty. Also any book that is in print may be special ordered. A small deposit is required.

4. Other Services

   If there are items, special equipment, or supplies which you would like to have available to your students, we shall be happy to include them in our stock. The buyer for Stationery and Art products will be most willing to work with you. Please feel free to contact this person at any time at extension 2196.

5. Computer Sales and Services

   Union College faculty and staff are eligible to purchase personal computers and a wide range of software titles at the College Bookstore. In contrast of off-campus retailers and computer superstores, we offer the more robust professional and business models, as opposed to consumer models. These premium computer lines from Apple Computer, Compaq, Gateway, and Toshiba are designed for the more demanding computing environment found in higher education–they are fully network-certified and typically manufactured to higher-quality standards than their consumer counterparts. Our personal computer prices range from competitive to discounted, based on educational purchase agreements established by Union College with these manufacturers. Custom configuration is available.

   The College Bookstore complements our full line of desktop and laptop computers with printers and scanners from Hewlett-Packard and Epson, as well as a full line of peripherals, accessories, and consumables at prices competitive with or below the big box computer retailers. Faculty and staff are thus afforded the convenience of obtaining information technology conveniently on-campus at discounted prices.

   A wide range of computer software titles are available at the College Bookstore at deeply discounted prices, again, based on special education purchase agreements maintained with the

major developers, including Microsoft, Adobe, Symantec, Corel, Macromedia, and many others. Campus-standardized applications are kept in stock, but almost any title can be special ordered.

A valid Union College ID card is required to document eligibility for hardware and academic software purchases intended for personal use.

Technical support is available and may be provided either directly by manufacturers, or in conjunction with the Union College Office of Computer Services. Hardware service, both in and out of warranty, is provided on a carry-in basis at the College Bookstore through Quest Computers, Inc. of Rotterdam, NY. Quest is an authorized service provider for Apple, Compaq, Toshiba, and Hewlett-Packard. Out of warranty authorized service is also available through Quest for Gateway and Dell. Most computers and printers come with a one-year carry-in warranty that excludes consequential and incidental damage. The Union College Bookstore makes no warranty above and beyond that of the manufacturer.

In addition to cash and checks, (must be certified over $500.00), payment options include major credit cards, third-party financing, or interest-free payroll deduction loans. Purchases made with personal funds are subject to New York State sales tax. Purchases made with College funds, including departmental purchases and research grant purchases, are tax exempt and charge directly to the appropriate accounts.

The Computer Sales Buyer, David Evans, can be reached at 388-6188, ext. 2402 for further information, or by e-mail at computers@union.edu.

Visit our web page at: http://www.union.edu/CampusLife/Services/Bookstore/Computers.html

a. Computer Purchase Loans for College Employees

The computer loan program was established to assist qualified faculty and employees in the acquisition of information technology in the furtherance of the College's academic mission. It is a valuable employee benefit that represents further savings to employees by eliminating the interest on the financing of major computer purchases and facilitating these purchases with little or no initial out-of-pocket expense.

1) Qualified employees include full-time, regular faculty, administrative, and permanent hourly staff of the College with at least one year of service.
2) Eligible purchases include computer hardware and related software and peripherals.
3) The maximum amount which can be borrowed is $3,000 or the total purchase amount, whichever is less, payable up to two years.
4) The loans will be interest free.
5) Loans shall be repaid through payroll deductions. The total amount borrowed is equally divided over the total number of pay periods within the term of the loan. Termination causes the unpaid balance to be due and payable by the last day of employment.
6) Proof of purchase must be submitted when applying for a loan. If submitting a receipt for a purchase already made, the employee will be reimbursed. Employees purchasing a computer

through the College Bookstore will be provided with a detailed written quote, which the employee will submit to Payroll. Payment will be made directly to the Bookstore through fund transfer, no down payment is required. An appointment must be made in advance with either Joanne Herrick (ext. 6105) or Carmella Hartman (ext. 6533) in Payroll. Please bring your original written quotation to your appointment. No refunds are available.

7) Contact David Evans (ext. 2402) at the College Bookstore to assist in selecting an appropriate computer package and to obtain a written quotation to submit to Payroll.

6. Custom Publishing

If you plan to use any custom published materials for your classes, the College Bookstore will reproduce any documents, portions of publications, books, etc., for class use. It works with The Copy Clearance Center, Inc. of Danvers, Massachusetts, to obtain copyright permission to produce practically anything that you may want to use in the classroom.

The Bookstore needs at least six weeks to produce a finished product. Let them know your needs before leaving for the summer. If you have any questions regarding custom publishing, call the textbooks department at extension 2191.

Faculty ID numbers are required to document eligibility for hardware or academic software purchases intended for personal use.

II. LIBRARY SERVICES

Since its founding in 1795, the Union College library has been housed in various places on campus. Throughout the nineteenth century, its resources were supplemented by those of a number of College literary societies, whose materials eventually were incorporated into the general library collection. From 1903 until 1961 when the current building was completed, the central library was located in the Nott Memorial. In the summer of 1961, the books were transferred to what is now known as Schaffer Library. A major expansion and renovation was completed in 1998.

Schaffer Library operates on the open stack plan and houses a Current Periodicals Reading Room, individual study carrels, study tables, group study rooms, and Internet research workstations dispersed throughout the four floors of the building. The basement houses periodicals, government documents, audio CDs and books. The reference collection and Reference Desk are located on the first floor, where you will also find a large number of research workstations as well as the Circulation Desk, reserve information, microforms, current periodicals, newspapers and the Current Reading Area. The second floor contains the remaining books that circulate. The third floor houses the administrative Office and Union College's Special Collections and College Archives.

Schaffer Library is committed to providing excellent service in support of the educational mission of Union College.

Its staff is committed to:
— intellectual freedom,
— building, maintaining and preserving a broad and diverse collection of information resources in a variety of formats;
— offering equitable access to information and to the professional expertise of the library staff

We particularly value:
— the traditions of Union College and the Library's role in its history;
— an environment conducive to intellectual and personal growth for all.

A. Circulation Services

Please check our Circulation page on the Schaffer Library web site for policy updates and online forms.

Faculty Members will be given borrowing privileges at Schaffer Library when they register at the Circulation Desk. The library card, which must be presented in order to borrow, is the College Picture ID with a preprinted barcode. The faculty without a picture ID will be issued a temporary library card. Faculty must register to borrow if they want to make online requests, such as ordering items through our ConnectNY or interlibrary loan programs.

A faculty member may request a DAP (Direct Access Program) card for the Capital District Library Council program which will be honored at cooperating regional libraries, subject to local lending

regulations. If your library account is clear at Schaffer Library, you will be granted borrowing privileges through this program when you register for this card at the Circulation Desk.

Some other services available either online or at the Circulation Desk:

— You may request item(s) be retrieved from our storage facility. Retrieval time is one to two business days.
— You may place a search request for items you can not locate on our shelves.
— You may request an item be recalled for you that is checked out to another patron. If the item has been out for at least two weeks, the recall will be processed immediately.
— You may request items through our ConnectNY program.

The faculty loan period is the academic year. All government documents and books from our general collection are due at the beginning of each July. All items with this loan period are allowed one online renewal.

Other items have shorter faculty loan periods and may or may not be renewed. These include:

— DVD's/VHS	7 days	No online renewals
— Compact Discs	21 days (limit 25)	One online renewal
— Current Reading	21 days	Two online renewals
— ConnectNY	21 days	One online renewal

Faculty members are responsible for at least the following charges:

— Replacement costs for lost or destroyed items including Schaffer Library items, items borrowed from a local institution through the DAP program, items borrowed through the ConnectNY or Interlibrary Loan.
— Damage fee for items that are damaged while checked out to you.
— Recall fines for items not returned after a recall request has been made.
— Fines for overdue Interlibrary loan and/or ConnectNY items (which may include a non-refundable billing fee).

Temporary holds may be placed on your library account and must be cleared with Circulation Staff before borrowing privileges are restored. Some reasons a hold may be placed on your account include:

— Any circulating Schaffer Library item that is long (30 to 60 days) overdue.
— Failure to return a recalled item when requested.
— Library fines (individual or combined) owed of $50.00 or more.

B. Reference Service

Professional librarians provide reference service during the daytime and most of the evening and weekend hours of Library operation. Members of the College community are encouraged to avail

themselves of reference assistance in using the Schaffer Library collections as well as those resources located at other institutions.

Formal training in library use is offered to classes whose instructors request a group session. Instructional options can range from general procedures and materials to specific bibliographic methods and sources tailored to study or writing assignments. Interested faculty should contact the Coordinator of Bibliographic Instruction (x6281) and give sufficient notice (at least two weeks) to allow adequate planning.

Electronic access to a large number and variety of subscription databases is a resource open to all at the College. Union College users of subscription databases can access them at any campus workstation, and even away from campus by means of Virtual Private Network (VPN) accounts obtainable through the College's Office of Information Technology Services.

The complete list of files is organized through the Library's Web-site, under the major link "Databases & Indexes." Some of these provide access to the literature of separate disciplines, some take a comprehensive subject approach, and some are packages with a limited focus. Full-text provision is often featured. The Reference staff offers point-of-use instruction to individuals; group instruction in use of electronic materials can be an important occasion for a formal training session as mentioned above.

One electronic database that greatly enhances Schaffer Library's book collection is ConnectNY, a virtual catalog combining the holdings of such New York State academic institutions as Bard, Siena, Canisius, the USMA, Vassar, Colgate, St. Lawrence, R.I.T., R.P.I., and Union. Union College users may request the loan of titles not available at Union College but held at one of the other members of ConnectNY.

Beyond the electronic databases, guides kept current for each discipline and program at the College can be found through the Library's Web-side under the major like "Research by Subject." Reference service as well as its mission statement and personnel are described on the Schaffer Library web site.

C. Acquisitions Requests

Concerns or questions about subject coverage in the collections should be forwarded to the Head of Collection Development who balances the content and form of the Library collections. Discussion of Library support for new courses is encouraged.

Requests for library materials can be forwarded to the Head of Collection Development in any form including electronic mail messages, paper publisher ads, catalogs, reviews from journals, emailed lists from Books in Print or Choice Reviews (databases available on the library's web page), or by using the request form on the Schaffer Library web site.

In-process orders appear with that status in the library's online catalog. Most orders are received within two months. If there is a need to obtain something by a certain date, the requestor must clearly indicate that need; e.g., needed for Fall term.

The Head of Collection Development, together with the College Librarian, evaluates departmental requests for periodicals. There is a very limited budget for new titles. Departments able to identify an existing subscription for cancellation to help support the addition of new titles significantly aid the initiation of new subscriptions. However, all requests for periodicals, including those of an interdisciplinary nature, may be brought to the attention of the Head of Collection Development. Because a periodical subscription represents a continuing commitment of funds, it receives careful consideration.

There is a modest fund to support faculty research: The Whitehorne Fund. Materials outside direct curricular support may be purchased with these monies upon application to the College Librarian. Although purchased for use by a specific faculty member, like all other materials purchased with Library funds, the material belongs to Schaffer Library.

D. Course Reserves

Faculty members may request, in writing, that materials be placed at the Reserve Desk for student use. Reserve Submission Forms are available online and at the Reserve Desk. Faculty must include a full citation for all articles and book portions. Reserve items should be submitted at least 48 hours before students will be requesting the material.

Schaffer Library books and government documents, DVD's, Videos, compact discs, as well as personal material and photocopies may be placed on Reserve. Paper reserve material is placed on Reserve with a two hour loan period. DVD and Videos are given a four hour loan period. Faculty may speak with Reserve staff about various loan options.

E. Interlibrary Loan and Document Delivery

Interlibrary Loan and Document Delivery (ILL/DD) strives to provide users timely access to books, periodical articles, technical papers, theses and other research materials which are not available at Schaffer Library. Users should be registered borrowers in good standing with the library. Requests for ILL materials are made using an electronic ordering system accessible from the library's online catalog. There are no fees charged to users for this service.

Articles are delivered to users electronically or via campus mail and remain the property of the requester. Users must pick up and return items being loaned to them at the Circulation Desk. ILL loans may be renewed for one loan period. Renewals are at the sole discretion of the lending library. Requests for a renewal need to be lodged with the ILL office before an item's due date. Items returned past their due date will be subject to a $1.00 per volume per day fine. There is no faculty exemption for Interlibrary Loan overdue fines.

The majority of requests are filled using the following resources: Capital District Library Council (CDLC), a library consortium which provides access to the resources of the area's 60 plus academic, public, school, hospital and technical libraries; the holdings at the New York State Library, one of the largest state libraries in the country; and the Interlibrary Loan Resource Sharing service of the Online

Computer Library Center (OCLC), a worldwide library cooperative of over 7,000 libraries which includes document delivery of items from the serial holdings of the British Libraries and National Library of Canada.

ILL/DD employs a variety of delivery mechanisms in an effort to speed receipt of requested items: DCLC daily courier service among its members, LAND daily courier service among member state institutions, ftp and fax delivery. The unit also participates in the administration of ConnectNY for access to books held by participating academic libraries.

For more information on ILL/DD or questions about the service or suggestions for service improvements please contact the Interlibrary Loan Librarian at Schaffer Library. For a more complete description of these services please consult the Schaffer Library web site.

F. Collections

The Collections of Schaffer Library are acquired and maintained to support and enhance the curricular programs of the College. The collections present information in a variety of formats and modes: print books and journals, manuscripts and archival collections, videos, audio CD-ROMs, microforms and electronic databases, e-journals and e-texts. Schaffer Library's collections also include a number of cultural and recreational titles outside strict disciplinary bounds. These materials are included in the belief that they contribute to a student's ability to achieve breadth of learning and stimulate intellectual curiosity. The Current Reading Area is located in the alcove next to the main stairway near the front entrance, with some 350 contemporary novels and non-fiction titles. These titles are integrated into the Library's permanent collections and new titles are added on a regular basis.

In addition to the circulating collection, the library has several fine special collections that provide opportunities for enhanced scholarship and an enriched classroom experience. Some of these collections are described below:

<u>The Bailey Collection of Nineteenth Century North American Wit and Humor</u>

The core of the Bailey Collection was presented to Union College in 1921 by Frank Bailey, Union alumnus and former Treasurer of the College. Authors such as Mark Twain, John Kendrick Bangs, Marietta Holley, Joel Chandler Harris, and Carolyn Wells are represented. Additional volumes are added to the gift and purchase.

<u>The First Purchase Collection</u>

The First Purchase Collection includes those books which were purchased or donated to form the original library at Union College. Lists of specific titles which were bought or given, and the sources from which they were acquired, are found in the text of the Union College Trustee's Minutes of 1796.

<u>The Schenectady Collection</u>

The Schenectady Collection currently includes a variety of materials about Schenectady city and county and some other areas in the Capital District, mainly Albany and Troy. Many of the items are historical, but the collection also includes works of fiction by local authors, atlases, city and county government publications, and books about the history of the General Electric Company in Schenectady.

The Rare Book Collection

The Rare Book Collection in Special Collections is intended to extend the College curriculum and does not focus on one particular subject or author. The collection spans a variety of subjects and the books in it date from the fifteenth century to the present. Volumes representative of the collection include:

— an elephant folio set of Audubon prints
— the first editions of the works of John Galsworthy
— a Koburger Bible
— collected works of Winston Leonard Spencer Churchill
— a number of first editions of significant works by authors such as Newton, Dickens, Johnson, Wordsworth, and Hawthorne
— a growing collection of modern first editions and fine printing

The Union Collection

Materials on all aspects of Union College, for example its history, faculty, alumni, architecture, etc. are included in this collection. Items in the Union Collection are primarily printed, but some manuscript materials are incorporated as well. Publications by alumni and faculty are obtained and added to the collection whenever possible. Complete runs of the Concordiensis, the Idol, the alumni magazine, and other College publications are found here. Other formats, including videotapes, audiotapes, and photographs are part of this collection because they contain information relative to some part of Union College. All periods of Union College's history from prior to its founding in 1795 to the present day and beyond are represented in the Collection.

The Union College Archives

The archive material housed in the Special Collections of the Library ranges from eighteenth century lists of local persons who pledged monies to the founding of a new college in Schenectady, to current Commencement programs, sports programs, photographs, College catalogues, Trustee records, and other items too numerous to list. The archives actively solicit and collect materials relative to all facets of Union College's history, including its faculty administration, and alumni. Currently, the listing of material housed in the College Archives is available only in the Special Collections department. Anyone seeking information about some aspect of Union College is urged to contact the department directly for further information.

G. GOVERNMENT DOCUMENTS

The Federal Depository Library Program originated in the early 1800's when a joint resolution of Congress directed that additional copies of the House and Senate Journals and other documents be printed and distributed to institutions outside the Federal establishment. From that small beginning, the Federal Depository Library Program has grown into a system of close to 1400 Federal depository libraries.

Schaffer Library at Union College has been a selective federal document depository since 1901. As one of six in the capital district of New York State, we participate in a local networking coalition, the Government Information Interest Group (GIIG) of the Capital District Library Council. The institutions included are the New York State Library (our regional depository which receives everything offered), a law library, a public library, and three academic libraries (four if you count one sharing status with the public library). A directory of CDLC Federal Depository Libraries gives basic information about each of these institutions and links with directions, maps and hours can be found on our page, "Getting to Area Libraries."

Of the more than 6,000 publication items the Government Printing Office makes available, we select over 2,000, or around 30%. This material is additionally supplemented by the Congressional Information Service microfiche collection of the American Statistics Index to United States government statistical publications. We collect primarily in the areas of census, geology, and political science. Our collection is comprised of all the available formats; paper, microfiche, maps, CD-ROM databases, and Government Information via the WWW. In addition, we also periodically list the newly cataloged titles and series that are added to our online catalog.

H. LIBRARY INSTRUCTION

The Library Instruction Program at Union College defines its mission in terms of striving to nurture within its students the desire to become lifelong learners. This program contributes to the College mission by providing Union students with the research tools and strategies that will help them to meet their personal information needs—not only throughout their college years but for as long as they remain intellectually active contributors to society. Specifically, we are trying to teach students how to identify useful information and how to pull it together from a variety of sources as they make critical judgments about the value and reliability of what they have found.

Through this program we attempt to make formal contact with every First-Year Preceptorial student and then again, in many cases, when the student is conducting course- or thesis-related research. A great deal of informal, individualized instruction—from selecting and searching the appropriate electronic database right through downloading results to the student's individual e-mail account—also takes place daily as a result of the reference service provided here. Because various information technologies play a critical role in the contemporary information seeking process, we devote considerable time to instruction in their use. We are careful, however, to place all the tools and sources that we present within the broader context of the research process in general. The instruction program undergoes constant revision in response to faculty and student needs and input, the evolution of information technology, and our own professional self-examination.

III. OTHER SERVICES

A. Notary Public Service

This service is available without charge to members of the faculty, staff, and students at the Classics Department, Political Science Department, Human Resources Office, the President's Office and Abbe Hall.

B. Dining Facilities

College dining facilities are as follows, Dutch Hollow Restaurant, a convenience store, and Upper Class Dining Hall, all located in the College Center; Dutchmen's Rathskellar located in the basement of Old Chapel; and West College Dining Hall located in West College. These facilities are available to faculty and staff members and their families. Arrangements can be made for special luncheons or dinners in the College dining halls and other facilities through the Catering Manager at 388-6050. Small parties, receptions, and other events can be catered, upon request, anywhere on campus.

C. Health Service

The College Health Service is open when classes are in session. Minor injuries and ailments of members of the faculty and staff are treated by the staff on an emergency basis only and in no way supplant the services of a family physician. Blood pressure readings and Department of Motor Vehicle eye examinations are done as a courtesy.

D. Office of Communications

1. News Bureau

   Official College relations with the local and national press are handled by and through the News Bureau. Information about College functions, whether sponsored by the College or by organizations within the College (including official student organizations), should be sent to the News Bureau, which will arrange and coordinate appropriate publicity. It is the policy of the College to release all information through this single channel to minimize the chances of duplicate, confusing, or contradictory stories.

   Please notify the News Bureau a month in advance, if possible, of events open to the public and/or the College community. Appropriate information to send the bureau includes the title of the event, the speaker or performer, the subject, the time and place, the sponsoring organization, the cost of admission, and a phone number for further details. Biographical information and a black-and-white photograph are helpful. Copies of news releases are sent to Concordiensis and WRUC, but direct contact between the event's sponsor and the student newspaper and radio station can increase on-campus publicity.

The Chronicle is published by the News Bureau every other week throughout the three terms. Items for the Chronicle should be submitted to the News Bureau by 1 p.m. on Monday of the week of publication.

2. The Communications Office is responsible for editing, designing, and producing the College's official publications and the electronic world wide web pages. The office provides publication assistance that includes rewriting, copyediting, and print production coordination; it also offers consultation on project planning, budgeting, photography, scheduling, design, and desktop publishing.

   Proposals for additions to the roster of College publications should be submitted in time for review and inclusion in the next year's printing budget. In general, this means proposals should be submitted by November of the academic year preceding the year in which publication is sought.

E. Offset Printing Services

When a project is ready for printing, it should be sent to the Manager of Mail and Printing Services who will obtain the necessary estimates—based on specifications received—within two days. Because we will be using printers off campus, please allow adequate time for production. Mail & Printing Services will also handle arrangements for campus mailings.

F. Photocopy Service

Photocopying machines are located in Feigenbaum Hall (for administrative use) and in the College Center, the Library, and Steinmetz Hall Room 209 (for faculty and staff use). Charges are made against departmental budgets when the service is used. (Cash copying for personal use is available in the Library and Steinmetz Copy Center.) The Copy Center also offers a FAX machine and laser printing for either departmental use or cash.

1. Policy on Use of Duplicating Machines

   Use of offset press and photocopying machines located in departmental offices are subject to the following restrictions:
   — The work of the office where the machine is located has priority.
   — No duplicating on behalf of a political candidate or party is permitted.
   — No use is permitted for commercial purposes other than that of promoting approved college events.
   — No time of secretaries or clerks may be requested except as approved by the person to whom the secretary or clerk reports.
   — Users are responsible for observance of copyright law.

G. Student Employment

The Financial Aid Office coordinates the employment of students in part-time jobs within the College during the academic year. Students who have work as part of their financial aid package are given priority as jobs become available. Student Supervisors should contact the Financial Aid Office to review applications on file. Student Payroll Forms must be completed and signed by Department Heads for each student hired.

For more detailed information contact the Financial Aid Office.