



## **Faculty Manual**

### **Section VI Sundry Matters**

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**Union College**  
807 Union Street  
Schenectady, NY 12308

## Table of Contents

<b>I. TRAVEL .....</b>	<b>4</b>
A. Faculty .....	4
B. Terms Abroad .....	4
C. Administrative Staff.....	5
<b>II. POLICIES AND PROCEDURES FOR TRAVEL AND EXPENSE REIMBURSEMENT.....</b>	<b>6</b>
A. Purpose .....	6
B. Policy .....	6
C. Procedures.....	6
<b>III. PURCHASING PROCEDURE.....</b>	<b>9</b>
<b>IV. USE OF VEHICLES .....</b>	<b>10</b>
A. Campus Vehicles .....	10
B. Personal Cars on College Business.....	10
C. Car Rental Program .....	10
<b>V. COLLEGE INSURANCE - LIABILITY.....</b>	<b>12</b>
A. Automobile .....	12
B. General Liability .....	12
<b>VI. EMPLOYEE PARKING .....</b>	<b>13</b>
A. Vehicle Registration .....	13
B. Failure to Register a Vehicle.....	13
C. Other Violations.....	13
<b>VII. USE OF COLLEGE FACILITIES .....</b>	<b>15</b>
<b>VIII. PETS IN THE WORKPLACE .....</b>	<b>16</b>
<b>IX. COLLEGE BOOKSTORE – REAMER CAMPUS CENTER .....</b>	<b>18</b>
A. Of Interest to the Teaching Faculty .....	18
<b>X. LIBRARY SERVICES .....</b>	<b>22</b>
A. Circulation Services.....	22
B. Instruction and Research Service.....	23
C. Acquisitions Requests.....	23
D. Course Reserves .....	24
E. Interlibrary Loan and Document Delivery .....	24
F. Collections.....	24

G. Historic and Cultural Collections .....	25
<b>XI. OTHER SERVICES.....</b>	<b>28</b>
A. Notary Public Service .....	28
B. Dining Facilities.....	28
C. Health Service.....	28
D. Office of Communications .....	28
E. Offset Printing Services .....	29
F. Photocopy Service.....	29
G. Student Employment .....	30
<b>XII. POLICY REGARDING COLLECTIVE BARGAINING.....</b>	<b>31</b>
<b>XIII. STATE LOYALTY OATH .....</b>	<b>32</b>

## **I. TRAVEL**

### **A. Faculty**

The Dean of Academic Departments and Programs administers the budgets for faculty travel. Any member of the faculty who attends a meeting of a national learned society as a national officer, to read a paper, to serve as an invited participant in a panel discussion, or presents an invited paper at a learned symposium within the contiguous United States and Canada, is ordinarily entitled to receive reimbursement from the College for some expenses as described below.

- Travel to and from the conference by the most direct route by the use of either coach class or the lowest appropriate fare at the time of booking.
- Travel to and from the conference by self-owned auto at the current college mileage rate, the total amount not to exceed air fare.
- Grants for international travel and travel to Alaska and Hawaii are at the discretion of the Dean of the Faculty and shall not exceed the cost for coast-to-coast travel within the United States.
- A per diem at rates specified by the Deans' office.
- Registration fees.

Grants to any particular faculty member in the course of a year shall not normally exceed the approximate cost for coast-to-coast travel within the United States plus a per diem for three days.

If a share of travel expenses or honorarium is paid by the conference host, the faculty member is obligated to claim remuneration from the College sufficient to meet only the difference between what the host provides and the allowable amounts enumerated above.

Faculty members representing the College at meetings, installations, etc., may have their actual travel expenses fully reimbursed.

The Dean of Academic Departments and Programs administers modest budgets for travel to meetings, workshops, symposia, etc. for members of the faculty even though they may not be active participants in the program. The purpose of this fund is to enhance and encourage the professional development of members of the faculty, especially in areas in which they have not yet reached the point where they can be reasonably expected to present papers at the meeting. Such grants will be made at the discretion of the Dean of the Faculty. Applications should be made well in advance, and will be evaluated on their merits, subject to the availability of budgeted funds.

Faculty members who are completing the terminal year of an appointment are not eligible for travel support after June 30 of the terminal year.

### **B. Terms Abroad**

When faculty members travel outside the continental United States to teach in the Union College Terms Abroad Program, the College will pay the full cost of the lowest available airfare for the faculty member. In determining lowest available airfare, consideration should be given to:

- Domestic vs. Foreign Carriers.
- Using consolidators.
- Completing reservations as soon as possible after receiving the Term Abroad assignment.
- Avoiding having to change departure and return times or dates.

When a spouse accompanies the faculty member for the entire term, the College may pay the full cost of the lowest available airfare for the spouse if he or she assists in directing the program.

The College will not pay for any increased airfare which results from stopovers for personal (non-business) reasons.

Any exceptions to the above policy must be approved by the Dean of the Faculty.

### **C. Administrative Staff**

Travel on college business will be remunerated as follows: the most direct route by either coach class or the lowest appropriate fare at the time of booking, actual surface transportation costs, actual hotel costs, actual meal costs. Judgment should be exercised in keeping costs in line.

## **II. POLICIES AND PROCEDURES FOR TRAVEL AND EXPENSE REIMBURSEMENT**

### **A. Purpose**

To provide guidelines to employees for the accounting and reporting of reasonable travel-, living- or faculty grant-expenses to be reimbursed in accordance with College policy.

### **B. Policy**

In accordance with the College's travel and expense policy, employees will be reimbursed for reasonable expenses incurred in the normal course of activity. Moderate travel, cars, meals and living accommodations, etc., are considered reasonable expenses. Reimbursement will be based on an actual or per diem basis as designated by Responsibility Center. Reimbursement will be made on a per trip, event, or grant basis upon submission of a properly approved Expense Report.

The form should be all inclusive, showing all expenses pertinent to the trip, grant, etc. In the event that expenses exceed allowable limits, the summary section should report the actual total. In such cases, the reimbursement request will not equal the amount shown as "Due To" the employee.

Employees are encouraged to use Trevi Travel, NFT Travel, Stockade Travel or online discount travel services.

As employees of the College, all faculty and administrators may qualify for an American Express card. Application is through Human Resources; however, the card is the personal property of the employee and charges will be billed to the employee directly. Expenses incurred for College activity should be charged to the employee's College-issued American Express card. College prepayments such as conference registrations and the like should be submitted to the Purchasing Office for payment and should be shown as a College Payment in the summary section of the Expense Report to include all expenses applicable to the trip, grant, etc.

The College will not issue advances in excess of \$125 for any trip, grant, etc. Therefore, in the event that the employee has elected not to receive an American Express card, a personal credit card or personal cash must be used.

### **C. Procedures**

1. Advances
  - a. When required, the Cashier will issue advances (not to exceed \$125) to employees upon receipt of a completed Advance Request Form.
  - b. Advances should not be drawn more than two working days before needed.



- c. Car Rental                      Car rental agreement and proof of payment
- d. Meals/Miscellaneous        Card member copy of credit charge or cash register receipt

### **III. PURCHASING PROCEDURE**

All significant expenditure commitments for the College are made by or with the cooperation of the Purchasing Office. No individual member of the Staff or Faculty may purchase supplies, materials, equipment or services without complying with the procedures and guidelines as described in the Purchasing Manual.

The Purchasing Manual explains the proper actions for preparing various purchasing documents including the requirements for competitive bidding.

The approved methods for acquiring goods or services for the College are by Limited Purchase Orders (orders totaling \$500 or less), Purchase Requisition/Orders (orders totaling more than \$500) and Check Requests (when prepayment is required or when a purchase order is not normally required).

Since Union College is exempt from New York State Sales and Use Tax, the Purchasing Office issues exemption certificates as required.

## **IV. USE OF VEHICLES**

### **A. Campus Vehicles**

In instances involving authorized travel by car, College employees may use the College-owned vehicles. Arrangements for use of these vehicles are made through Facilities Services (Extension 6181), and car, keys, and vouchers should be picked up at and returned to the Facilities Services Office. The department authorizing travel will be charged at the current authorized rate. A person authorized to drive a College-owned vehicle must possess a valid operator's license, and must carry it when driving a College vehicle.

### **B. Personal Cars on College Business**

When an employee or student uses a personal car on college business, whether reimbursed or not by the College, the insurer of that car provides the primary coverage in the event of an accident up to the limits of the policy. The College's insurance provides secondary coverage when and if the judgment exceeds the limits of primary coverage.

If personal cars are authorized for use of college business, mileage will be reimbursed at the current college mileage rate plus tolls and parking fees. In addition, the College requires that owners carry a minimum of \$50,000 Property Damage and \$100,000/-/\$300,000 Public Liability (Bodily Injury) insurance. It should be understood, however, that, in requiring these minimum amounts, the College is not thereby recommending these limits as providing adequate personal coverage. The College does not reimburse for parking or speeding tickets or for car repairs.

### **C. Car Rental Program**

The College has designated Hertz as the preferred provider for business car rentals. Daily rates include unlimited mileage, extended liability coverage (100,000/300,000/25,000) and free loss damage coverage (free loss damage coverage applies only to business rentals). In addition, Hertz provides these services:

- Free #1 Club Gold Service (normally \$50 per year) for all employees who complete the enrollment agreement. At 30 major U.S. airports this means no stopping at any counter, no signing of any rental agreement, no searching for the car, and no waiting for the car to warm up or cool down.
- Computerized driving instructions, flight monitors, and instant return services.
- Emergency road service 24 hours per day, every day of the year.
- Promotional programs with American Express and several airlines.

To utilize this program (for business or personal use), you may contact Hertz directly or any of the travel agencies handling travel for the College. Be sure to provide the Union College CDP-ID

number which is 84231. Each time a reservation is made an automated system (RC Best) compares our corporate rate with all published promotional rates, and we receive the lowest rate available.

Travelers should always use Hertz for business travel, unless another rental company provides a lower rate and the extended liability coverage. The other company must also waive loss damage to the rented vehicle. If you wish to enroll in the #1 Club Gold program, please contact Human Resources (Extension 6108) to obtain an enrollment agreement.

## **V. COLLEGE INSURANCE - LIABILITY**

The insurance protection of the College for the various liability risks inherent in our operation can be defined only in generalities because each individual situation becomes subject to evaluation. General conditions are described here.

It should be noted at the outset that the liability of the College or its insurance company for payment of any damage is based on judgment by a court, or by out of court negotiations, that the College or its agents were negligent. Limits of insurance coverage will not be listed, but are considered adequate.

### **A. Automobile**

The College insurance would be the prime defendant in any action for damages involving College-owned vehicles. It is assumed the College cars are used only on legitimate College business within the regulations and policies defined by the College. Other than authorized legitimate use could result in counter-suit by the College against the individual so using the vehicle.

### **B. General Liability**

Adequate insurance coverage is carried by the College to protect the College and anyone acting on behalf of the College as an authorized representative in the legitimate business of the College. This includes field trips, research program work, visitors to our facilities, as well as travel within the guidelines above.

## **VI. EMPLOYEE PARKING**

### **A. Vehicle Registration**

All motorized vehicles (autos, trucks, vans and motorcycles) brought to the campus by students, faculty or staff must be registered with the Campus Safety Department by the end of the first week of class of a given academic year, or within 48 hours after the owner/operator brings a new vehicle to campus. First-year students enrolled full-time in the regular undergraduate program, except those living at home, are not permitted to have any vehicle on the campus during their first year.

There will be a \$15 registration charge per vehicle for the privilege of parking a vehicle on campus. If the owner/operator wishes to register more than one vehicle at a time, there will be a \$15 charge for each additional vehicle. At the time of registration, students and employees will sign an agreement that they will abide by College driving and parking regulations or be subject to an appropriate fine. Alleged violations may be appealed, in writing, to the Parking Appeals Committee (composed of faculty, students and staff) within seven days of receipt of a violation notice.

All fines remaining unpaid at the end of a term will be added to students' bills for a subsequent term. Students with unpaid fines remaining on their accounts will not be permitted to graduate until payment is made. All employee fines remaining unpaid at the end of a term (following written notice to the employee) will be deducted from the next paycheck.

### **B. Failure to Register a Vehicle**

An unregistered vehicle on the College Grounds will be subject to the following:

1st Violation:	The owner/operator will be notified that the vehicle must be registered within 48 hours.
2nd Violation:	\$25 fine. The vehicle must be registered within 48 hours.
3rd Violation:	\$50 fine and towing charge. The vehicle will be towed to another campus location and booted until the towing charge is paid, and the owner/operator will lose campus parking privileges for a one year period.

### **C. Other Violations**

Driving on Grass or Pedestrian Walk:	\$25 fine.
Reckless Driving and Speeding: (Exceeding the campus speed limit	\$50 fine.

of 15 MPH on roadways, or 5 MPH in parking lots)

Parking in Handicapped Space (without permit):

1st Violation:

\$25 fine.

2nd Violation:

\$50 fine and towing charge.

The vehicle will be towed to another campus location and booted until the towing charge is paid, and the owner/operator will lose campus parking privileges for a one year period.

All campus roadways are considered fire lanes. A vehicle parked in a fire lane, creating a hazard, blocking access to others, or parked in an improper designated lot, will be subject to a \$25 fine and towing.

Parking is permitted only in the prepared parking areas. No parking is allowed on roads, sidewalks or grass, in front of walks, driveways and entrances. Faculty and Staff parking is not permitted in student or visitor parking areas. There may be an occasion when it is necessary to load and/or unload supplies and equipment from your personal vehicle that would require parking along the roadways. In these instances contact Campus Safety (Extension 6911) and advise them of the circumstances, length of time needed to load/unload, and vehicle description. Campus Safety will allow a reasonable time to accomplish your task. After the load/unload task is completed, your vehicle needs to be moved to an appropriate parking area.

## **VII. USE OF COLLEGE FACILITIES**

To reserve a campus facility for other than regular class use, call the Central Scheduling Office (Extension 6098). All campus space is booked through this office to prevent conflicts. The Policy and Guidelines and the Event Booking Procedures are on the College's Web page under the heading "The Office of Conferences and Special Events".

## **VIII. PETS IN THE WORKPLACE**

For many community members, allowing pets in the workplace greatly enhances the working, living, and learning environment. Each community member that elects to bring a pet to campus must be respectful of others recognizing that having a pet in the workplace is a privilege that bears the responsibility of proper hygienic care and attention to those pets, and minimizing disruption to others while at work. We must also be aware of the need for heightened consideration of the sensitivities and vulnerabilities of fellow community members, including students, staff, faculty members, and visitors, who may suffer from allergies or who may have serious apprehensions about animals.

As a general policy, the College allows pets to be in College controlled buildings and open space areas of College property, except in designated buildings and areas as provided below, as long as they are attended to and restrained at all times by their owner and their owner complies with the following:

- The College requires employees to at all times be in immediate proximity to their pet, maintain full control of their pet, and to short-leash (6-8 feet) their pet in College controlled buildings and open space areas, except when the pet is in a private office (see below). To be considered attended to a pet may not be left fastened to a stationary object.

A pet may be left unattended in a private office, by closing the door, as long as a sign is placed outside of the office door indicating a pet may be within. When the owner is present, a “pet gate” may be used in lieu of a closed door provided that there is appropriate signage and that the gate does not damage college property, adequately restrains the pet, and provided that its use does not result in any complaints or concerns by members of the college community in the vicinity. Should any such complaints or concerns arise it is the responsibility of the employee to use a closed door instead.

- Employees who bring their pet to work are wholly responsible for making sure that their private office and all other College controlled buildings and open space areas of the College property remain undamaged and clean of pet-caused dirt or debris. Clean-up should be thorough enough as to not generate additional work for college staff.
- The College will seek restitution from the employee/owner for any pet-related damage to College owned property, facilities, or grounds and the employee/owner will be held financially responsible, in accordance with prevailing law, for any injuries to individuals caused by the pet. Under no circumstances will the College indemnify nor hold an employee/owner of a pet harmless from claims arising from injuries or damages caused by their pet.
- Any pet owner or pet caretaker must promptly clean up and properly dispose of pet waste in all areas of College property.

The College **explicitly restricts** pets from Dining Halls, Residence Halls, Minerva Houses, indoor athletic facilities (with the exception of private offices), the spectator seating and competition fields for outdoor athletic events and other buildings/open space areas as specifically posted. Research animals, certified guide animals, and other service animals are an exception to this restriction.

When a concern arises between a pet-owner and a member of the campus community and an agreement cannot be reached, the situation should be reported to Campus Safety or Human Resources. The Directors of Campus Safety and Human Resources will determine, on a case-by-case basis, how any concern regarding a particular pet will be handled. The Directors have the authority to make final determinations regarding any restrictions affecting particular pets as well as any charges in consideration of damage caused by pets.

## **IX. 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 statutory 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.

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 under-ordering, 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.

For further information, please contact the Bookstore.

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.

## **X. LIBRARY SERVICES**

In 1796, the Board of Trustees approved the purchase of books for Union College and thus began the library. Through out 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 is a modern building with 110,000 square feet of space and shelving capacity for over 500,000 print volumes. Materials are also housed in the College's Hattie Street storage facility and the Adirondack Research Library at the Kelly Adirondack Center located at 897 St. David's Lane in Niskayuna, NY. The Schaffer Library provides over 600 seats including individual study carrels, study tables, group study rooms, and comfortable lounge furniture. The Library has wireless access to the Internet throughout the building and over 50 computer workstations. The Learning Commons on the 1<sup>st</sup> floor and the Learning Lab on the 2<sup>nd</sup> floor provide workstations with a robust selection of software programs from Microsoft Office, SPSS, Adobe, ArcGIS, MATHETICA and JMP. The Idea Lab in the basement is a student-designed space to facilitate collaboration and innovation. Four of the group study rooms are equipped with audio-visual and computer technology to enhance collaboration with on campus and off campus partners. There is also a film-editing suite in the basement.

The Writing Center, Language Center, Digital Studio and Director of National Fellowships and Scholarships are housed in the Schaffer Library on the 2<sup>nd</sup> floor

### **A. Circulation Services**

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 materials, is the College Picture ID with a preprinted barcode. Faculty without a picture ID will be issued a temporary library card. Faculty must register to in order to use interlibrary loan programs.

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. For a complete explanation of loan policies, please see the Schaffer Library's website.

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. You may borrow materials from participating libraries with this card. 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.

## **B. Instruction and Research Service**

Librarians provide point of need research service during business hours and on Sundays. 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.

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 Sophomore Research Seminar 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.

## **C. Acquisitions Requests**

Requests for library materials can be forwarded to the Head of Collection Development in any form or by using the request form on the Schaffer Library's website. In-process orders appear with that status in the library's online catalog. 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 new subscriptions to journals, databases and other on-going commitments. 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.

#### **D. Course Reserves**

Electronic Reserve materials are made available via Nexus, the College's course management software. Faculty members may also place readings in Nexus directly. The Reserve Desk in the Schaffer Library can make other formats available to students such as print books and journals, DVD's etc. The Library subscribes to databases with electronic content and these materials may also be used for course reserves. Please see our website for more information.

#### **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 that are not available at Schaffer Library. Users must create an ILLiad account before using this service. The link for ILLiad is accessible via the library homepages.

Articles are delivered to users electronically or via campus mail and remain the property of the requester. Books and other loaned materials must pick up and returned at the Circulation Desk. 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.

Union College is a member of ConnectNY, a virtual catalog combining the holdings of 18 New York State academic institutions such as Bard, Pratt, Siena, Hamilton, Colgate, Skidmore, Vassar, Colgate, St. Lawrence, Rochester Institute of Technology, Rensselaer Polytechnic Institute, and Union. Union College users may submit requests to borrow titles not available at Union College but held at one of the other members of ConnectNY.

#### **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's, microforms and electronic databases, audio and video streaming resources, e-journals, e-books, and e-archives.

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 from anywhere on the campus network, and even away from campus by means of logging into the Virtual Private Network (VPN). Access to VPN is on the library's website.

The complete list of resources is organized through the Library's Website, under the tab "Databases". Beyond the electronic databases, subject and course guides can be found through the Library's Website under "Research Support." You may request a course guide to be created for your course.

Reference service as well as its mission statement and personnel are described on the Schaffer Library web site.

Schaffer Library at Union College has been a selective federal document depository since 1901. We now acquire the majority of our government documents electronically and through database subscriptions such as CQ, Digital National Security Archives, Statistical Insight, U.S. Congressional Serial Set, etc. and by providing links to materials freely available on the web.

## **G. Historic and Cultural Collections**

In addition to the circulating collection, the library has several fine historic and cultural collections that provide opportunities for enhanced scholarship and an enriched classroom experience.

### **1. Adirondack Research Library**

Founded in 1976 by the conservationist Paul Schaefer, the Adirondack Research Collection is a large collection of rare books, archives and manuscripts and scholarly and general interest books and journals on the Adirondack Park. The collection is also comprised of maps, photographs, and videos. The collection is housed at the Kelly Adirondack Center and the papers of both Paul Schaefer and John S. Apperson have been fully cataloged and accessible for researchers .

### **2. Special Collections and Archives**

The Special Collections & Archives department of Schaffer Library is an integral part of the Library. It includes the Union College Archives, which holds College records of enduring value, special book collections, manuscripts, maps, photographs, sound recordings, ephemera, three dimensional objects and other primary source materials that document the history of Union College and support and extend to the curriculum. The mission of the department is to collect and preserve materials about Union College and make them available to researchers, especially for the enrichment of classroom instruction. In addition, the department houses unique materials that require special housing and handling because of their physical format, condition or rarity.

The Special Collections & Archives department is located on the third floor of Schaffer Library on the east side of the building. The materials in Special Collection & Archives do not circulate, but they may be viewed in the department's reading room. Published books and ephemera that are kept in Special Collections may be searched and located using the Schaffer Library's online catalog with holdings marked as: "SpecColl Rare Book" or "SpecColl Union Coll'n."

The Special Collections & Archives contain numerous collections that provide opportunities for enhanced scholarship and an enriched classroom experience such as:

The Bailey Collection of Nineteenth Century North American Wit and Humor

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.

The First Purchase Collection

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.

The Schenectady Collection

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 in the Special Collections department only. Please contact the Special Collections & Archives department directly for information about searching the College's institutional records and archives.

### Union College Permanent Collection (UCPC)

The Union College Permanent Art Collection (UCPC) and exhibition program fall under the Schaffer Library structure. The collection comprises of 2,800 works of art and materials culture, including significant cultural resources from internationally recognized artists and objects from Eastern and Ancient cultures. Fine art from this collection is installed throughout the building and in many buildings on campus. The Library Artist Installation Series changes annually in the Learning Commons and features a new contemporary artist each year. For access to the permanent art collection email the [mandevillgallery@union.edu](mailto:mandevillgallery@union.edu)

#### Olivier Models:

The College holds the largest single group (over 40) of Theodore Olivier's ca.1830-1845 string models used for demonstrating the relationship and intersections of geometric shapes in space.

#### 19<sup>th</sup> Century Portraits

Comprised of approximately 50 portraits, this collection features historical, American figures as well as notable Union individuals, painted by recognized artists from the 19<sup>th</sup> century such as Samuel Sexton, Thomas Sully, Henry Inman, Ezra Ames, Waldo and Jewett, and others.

#### Works on Paper: Pre-Modern, Modern & Contemporary

The UCPC's largest holdings of art includes substantial depth in 18<sup>th</sup> and 19<sup>th</sup> century fine art prints, 20<sup>th</sup> century fine art prints from the 1960-1970s by internationally known artists and contemporary photographs, fine art prints and drawings.

## **XI. OTHER SERVICES**

### **A. Notary Public Service**

This service is available without charge to members of the faculty, staff, and students at the President's Office, the Academic Affairs Office, the Finance Office, the Human Resources Office, the Schaffer Library and College Relations at 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.

## **XII. POLICY REGARDING COLLECTIVE BARGAINING**

Changes in New York State law, effective April 1, 1969, provided that if faculty and/or staff, in accordance with the procedures for election, decide they want a bargaining agent to represent them, the institution of higher education (their employer) must enter into collective bargaining negotiations with the representative(s) certified by the Public Employees Relations Board. Subsequently, in 1970, the National Labor Relations Board asserted jurisdiction over Cornell and Syracuse Universities and indicated that it would assert jurisdiction over other private educational institutions with disposable income over \$1,000,000. Before certification will be made by the NLRB, it is necessary that the bargaining agent be voluntarily recognized by the College or that it prove its representation of the employees to NLRB.

Union College recognizes the right to organize within the law and, should such organization occur, will bargain in good faith with certified representatives. We believe, however, that the character of our institution permits and, indeed, has provided excellent relationships with faculty and staff without collective bargaining. The flexibility thus available to both the institution and to the individual is highly desirable. We think collective bargaining agreements tend to force rigidity and eliminate the opportunity for consideration of special situations and are not, therefore, in the interest of our faculty and staff.

Should bargaining election nevertheless be demanded, the College will exercise all of its rights and prerogatives so as to provide an atmosphere for fair choice in such election on the part of each person voting. The College reserves the right to express its beliefs as to the propriety of the bargaining unit and all issues which may be raised.

The Vice President of Finance of the College is responsible for labor relations at Union. All inquiries and representations must be made directly to that office.

### **XIII. STATE LOYALTY OATH**

The oath required by Section 3002 of the Education Law "shall be administered by the president or other head of such school, college, university, or institution, or by the officer or person, or in the case of a board or body, having authority to employ such person as a teacher, instructor, or professor in such school, college, university, or institution...". This oath should be filed by the faculty member with Human Resources.