

## I. LIBRARY SERVICES

~~In 1796, the Board of Trustees approved the purchase of books for Union College and thus began the library. Since its founding in 1795, the Union College library has been housed in various places on campus.~~ 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 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.~~

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### 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 materials, 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 in order to use borrow if they want to make online requests, such as ordering items through our ConnectNY or 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, 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:~~

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

~~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. Instruction and Reference Service

Professional 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. 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.

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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 site 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

C. 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 or by using the request form on the Schaffer Library's website, 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.

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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 **T**erm.

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.~~ ~~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.~~

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#### 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  
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.

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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 that~~ 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 must create an ILLiad account before using this service. The link for ILLiad is accessible via the library homepages.~~

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

~~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.~~

~~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, CD's,~~ microforms and electronic databases, audio and video streaming resources, e-journals ~~and e-textbooks,~~ and e-archives. ~~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.~~

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.

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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.

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#### **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

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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:  
~~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:~~

#### 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 ~~only~~ 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.

~~Anyone seeking information about some aspect of Union College is urged to contact the department directly for further information.~~

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#### 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

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features a new contemporary artist each year. For access to the permanent art collection email the [mandevillegallery@union.edu](mailto:mandevillegallery@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.

## **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**

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