

# INFO.\*

Spring 2004

## York College Library

### Using Library Computers

Nearly all the computers for use by

Library patrons:

1. Are connected to the Internet (World Wide Web)
2. have at least one word processing program
3. are able to print

Please note that there are some computers that are reserved for searching the CUNYPLUS catalog, though CUNYPLUS can be searched from all the computers (web address [libraries.cuny.edu](http://libraries.cuny.edu)). In addition, a few computers are reserved for searching online. These reserved computers are located on the H wing of the Library. E-journals are not necessarily in CUNYPLUS.

Before using a computer in the Library, it is always wise to do a few things:

Check the A disk drive to be certain that saving a document is possible.

It is often possible to save work using a supplementary disk drive which is available at the reference desks.

In order to print, there **MUST** be a **P** on the lower right corner of the display. If there is not a **P** displayed, it probably means that the previous user did not log into the computer correctly. If there is no **P**, please reboot the computer and log in as "library" with a password of "123" (leave out the quotation marks).

Please note: those few computers that are operating under the Windows 95 system will not permit printing.

Also, if **OCS** is displayed on the bottom right hand corner of the display,

printing will **NOT** be permitted. The printing system has been updated, and the OCS symbol no longer means that printing is permitted.

If printing is not available, it might be possible to email that document to yourself. Please be sure that you know your email address.

IF YOU HAVE ANY PROBLEMS WITH PRINTING or WITH THE COMPUTERS IN THE LIBRARY, PLEASE ASK FOR ASSISTANCE AT ONE OF THE REFERENCE DESKS.

Please note: Reference Librarians Cannot Fix Broken Computers or Solve Hardware Problems.

#### BEGINNING RESEARCH

To begin academic research, there are two web sites that you should consider beginning with: the CUNY Libraries homepage ([libraries.cuny.edu](http://libraries.cuny.edu))

and the York College Library homepage ([www.york.cuny.edu](http://www.york.cuny.edu), choose library from the upper right hand corner of the page, and then choose web resources).

#### libraries.cuny.edu

On the CUNY Libraries homepage, there are four choices:

To find out what books are owned by the Libraries in CUNY, click on CUNY+ Online Catalog. In this section, you can search for books in all of CUNY or by the holdings of individual CUNY Libraries. At York, the default is to search the holdings of the York College Library.

To search the contents of different databases of journal articles, click on “E-Journals & Reference.” Depending on the subject of your search, different databases may be appropriate. Ask the Librarian for help in determining which database to begin with.

To see the homepage of any of the CUNY colleges or CUNY Libraries, click "The CUNY College Libraries."

To get information about the central office of the Libraries of CUNY, including online Library information and tutorials, go to "Library Services, Policies, Tutorials, Forms, etc." The most useful item on this page is the "Other New York City Libraries."

### **York College Library**

It should be noted that some databases are available on both pages (CUNY and York), but some are available only on one or the other. For example, on the York Library homepage, these databases are available, though they are not available through the CUNY Libraries homepage:

HRAF (Human Resource Area File)

OT Search (Occupation Therapy)

Social Work Abstracts

Most databases are available to CUNY students, faculty and staff from off campus. Please consult with the Reference Librarian as to how to gain access.

### **Library Hours**

When classes are in session during the fall and spring semesters:

Monday through Thursday:

G wing: 9:00 A.M. to 10:45 P.M.

H wing: 9:00 A.M. to 8:30 P.M.

Saturday

G wing 10:00 A.M. to 5:00 P.M.

H wing: 11:00 A.M. to 4:00 P.M.

Sunday Closed

When classes are in session during the summer:

Monday through Thursday

9:00 A.M. to 6:00 P.M.

Friday (when College is open on Fridays):

9:00 A.M. to 5:00 P.M.

Saturday:

G wing: 10:00 A.M. to 5:00 P.M.

H wing: closed

Sunday: Closed

When classes are NOT in session during the summer

Monday to Friday 9:00 A.M. to 5:00 P.M. (Note: Limited service and reference are available)

Queens High School for the

Sciences at York College -

Library Happenings

Students of the Queens High School for the Sciences at York College have new resources in the York College Library.

In December, Ms. Miller collaborated with teachers Mr. Saint, Ms. Kaplan and Ms. Gibson to provide library skills classes for their respective history, English and science classes. Students enjoyed hands-on learning in the Library's Information Literacy Room, using CUNY + and various other online databases.

In December, Ms. Miller completed a 150-hour internship at Bayside High School to fulfill the final requirement for School Library Media Librarian Certification.

Ms. Miller regularly attends Journalism Club meetings and is assisting English teacher, Ms. Kaplan, as

advisor to the Journalism Club. The club aims to create a school newspaper, SYNAPSE.

Several Queens High School for the Sciences students are participating in the New York Academy of Medicine Junior Fellows Program. Ms. Miller accompanied science teacher, Ms. Gibson, to the Program orientation and will assist Junior Fellows with their science research projects..

**REMEMBER:**

**EATING, DRINKING,**

**USING A CELL PHONE**

**and CARRYING FOOD OR**

**DRINKS IS PROHIBITED**

**IN THE LIBRARY**