



Library
Services
for Faculty

2008—2009

✍ Prepared by **Danise Hoover**
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LIBRARY SERVICES FOR FACULTY

*Hunter College Libraries Homepage:
<http://library.hunter.cuny.edu>*



*Hunter Health Professions Library:
<http://library.hunter.cuny.edu/hpl/>*



*Hunter School of Social Work Library:
<http://library.hunter.cuny.edu/ssw/>*



*CUNY Libraries Homepage:
<http://libraries.cuny.edu>*

CLASSROOM INSTRUCTIONAL SERVICES

The Library Instruction Program aims to support faculty at all Hunter locations by offering instruction through visiting lectures, hands-on instruction in library computer labs, workshops, and individual consultations. To schedule a class, or for more information, contact Prof. Clay Williams, 212-772-4137, e-mail (clwillia@hunter.cuny.edu), or navigate to the online request form from the Library's homepage (<http://library.hunter.cuny.edu>). Look under Faculty Services on the Libraries' home page for Library Instruction, and then for the Class Request Form. At the Health Professions Library, contact Prof. Laura Cobus, 212-481-4326, e-mail (lcobus@hunter.cuny.edu), and at the School of Social Work Library, contact Prof. Philip Swan, 212-452-7078, e-mail (pswan@hunter.cuny.edu).

VIRTUAL INSTRUCTION SERVICES

To meet the growing demands and size of our population, the Library has developed Virtual instruction programs to expand our teaching services to meet the 24/7 nature of today's academic world.

VOILA (virtual online information literacy assessment), in use for over 4 years, is designed to meet the needs of the students and instructors in the first year program. It provides an introduction to the most basic technical tasks required for library research. Composed of 3 self paced instructional modules and a quiz, VOILA can be found on the Libraries' home page during the beginning of the semester. The assessment aspect of the VOILA quiz allows us to revise and focus the instruction as the environment and students change. VOILA serves as step one in the sequential instruction of library skills.

We also have an electronic tutorial specifically designed for Education students of all levels. It provides interactive instruction on the specifics of doing research using the ERIC database and other education oriented electronic resources. Look for the link on the Libraries' home page. This is intended to be the first of what will be many subject and/or level specific instruction modules.

In addition, the library faculty encourages collaboration with the classroom faculty in developing the library links from their Blackboard pages. This year there is a pilot project in which each English 120 class has a librarian as a course builder on their class's Bb page. If you are interested in exploring what is possible for your class, contact your subject liaison to learn how we can collaborate.

DOCUMENT DELIVERY/INTERLIBRARY LOAN

We handle traditional interlibrary loan requests for books, articles and other material. In addition, we will use document delivery providers such as CAS, and CISTI to provide urgently needed journal articles in the shortest possible time. A large percentage of requested articles arrive in electronic format and are delivered via email. Request forms are available at the Reference Desk on the fourth floor and in Faculty Services, Room E314, Wexler Library. Request forms also may be faxed to us, 212-772-4140, or sent by e-mail to (illhc@hunter.cuny.edu). Navigate to an electronic form from the Library's homepage (<http://library.hunter.cuny.edu>). Under Specialized Services (bottom right of page) choose Faculty Services, then Interlibrary Loan Online Form.

Mr. Norman Clarius, 212-772-4192, is coordinator of the Interlibrary Loan Service at Wexler Library. Requests originating at the Health Professions Library should be forwarded to Ms. Donna Braithwaite, 212-481-5117, and from the School of Social Work Library to Prof Philip Swan, 212-452-7078.

CLICS (CUNY Interlibrary Collection Services)

Faculty and students alike can now make better use of the holdings of all the CUNY libraries through the newly inaugurated "CLICS" function of CUNY+. Books can be requested from another CUNY school for delivery to any other campus by clicking on the "request" button in the catalog. In most cases, the material will be available for pickup within 3 days. For further information see the libraries web page under Faculty Services.

CURRENT JOURNALS ALERT SERVICE

The library encourages faculty to take advantage of the electronic table of contents (TOC) alerts that are available for most journals. For

journals **without** electronic alerts, we will provide paper copies of the tables of contents of those journals that Hunter subscribes to in print as soon as the issue is received. We can also provide copies of the articles that you want to read. To request this service, please contact Prof. Lisa Finder, Serials Librarian, (lfinder@hunter.cuny.edu), 212-772-4186. At the Health Professions Library contact Prof. Laura Cobus, (lcobus@hunter.cuny.edu), 212-481-4326, and at the School of Social Work Library contact Prof. Philip Swan (pswan@hunter.cuny.edu), 212-452-7078. More information about e-alerts, including instructions for setting up electronic alerts for several databases, can be found at <http://library.hunter.cuny.edu/faculty_services.htm#CURRENT>.

FACULTY DUPLICATING SERVICES

We will provide photocopies of library owned journals for your research and teaching purposes. Copyright regulations apply to all duplicating requests.

Request forms are available at the Reference Desk on the fourth floor and in Faculty Services, Room E314, Wexler Library and also at the branch libraries. The request forms, along with the material to be duplicated, should be left in the Microforms Center on the fourth floor of the Wexler Library or at the Circulation/Reserve desks at the Health Professions and the School of Social Work libraries.

REFERENCE BY E-MAIL, TELEPHONE AND APPOINTMENT

Reference service by telephone is available during the hours that the Reference Desk is staffed by calling 212-772-4180.

For remote reference service, look for the **Ask a Librarian** link on the left bar on the Libraries' homepage <<http://library.hunter.cuny.edu>>. You will generally get a response within a maximum of 48 hrs, or you may choose the option for "chat" reference. We belong to a consortium that provides a connection with librarians 24/7. While Hunter Librarians participate in chat, it is most likely that your information request will be answered by a librarian from another part of the country. This service is likely to be of most use to students, but it is available to Faculty as well.

In addition, if you have a lengthy research question, you may make an appointment with a member of our Reference Department with familiarity in your field. Contact Prof. Danise Hoover, 212-772-4190, (dhoover@hunter.cuny.edu).

INTERNET RESOURCES

Within the Libraries, computers with Internet access are located on the:

Seventh Floor, Wexler Library

Internet access; e-mail, word processing, SPSS, printing

Fourth Floor, Wexler Library,

Internet access for research only; printing

Third Floor, Wexler Library,

Internet access; e-mail; word processing; printing

First Floor, Wexler Library,

Internet access; e-mail; word processing; printing

BI, Wexler Library,

Internet access; e-mail; word processing; printing

Health Professions Library,

Internet access; e-mail; word processing; printing

School of Social Work Library,

Internet access; e-mail; word processing; printing

Wireless access is available throughout the Wexler, Health Professions and Social Work Libraries.

The number of bibliographic databases available through the Hunter Web Page has grown over the years. These databases must be accessed through the Hunter College Libraries homepage <<http://library.hunter.cuny.edu>>. There is an A to Z list and a subject breakdown of what is available. These databases cover a wide range of fields and index materials in subject areas chosen to meet the needs of Hunter's Academic Departments. Connect from off campus via the Library's proxy server using your Hunter email user id and password.

Faculty workshops on the use of the Internet for research and teaching can be scheduled during the academic year if requested. Contact Prof. Danise Hoover, (dhoover@hunter.cuny.edu), 212-772-4190, for further information. At the Health Professions Library, contact Prof. Laura Cobus, (lcobus@hunter.cuny.edu), 212-481-4326, and at the School of Social Work Library, contact Prof. Philip Swan, (pswan@hunter.cuny.edu), 212-452-7078.

ELECTRONIC JOURNAL SUBSCRIPTIONS

Over 44,000 unique titles are available electronically through Hunter College Libraries subscriptions. These subscriptions can be accessed from Hunter IP addresses (that is from a Hunter Library workstation, computer lab or office connected to the Hunter network), or from off campus to those using the Hunter Libraries' proxy server with your Hunter email user id and password. To determine whether a particular title is available electronically or to search for e-journals by subject, check the alphabetical list on the Hunter Libraries website (<http://library.hunter.cuny.edu>). This list, called "Journal Title List" is located on the navigation bar under the heading "Online Resources." The direct url for this list is <http://nf2mz4sp4b.search.serialssolutions.com>.

Many of the journal services that host our electronic subscriptions also come with an "e-mail alert" option which notifies you every time a new issue of a particular journal is published. Some services will also send you an alert each time a new article on a particular subject is published. For more information about setting up electronic journal alerts, consult this website:
http://library.hunter.cuny.edu/faculty_services.htm#ALERTS.

There are often pay-per-view options available for articles to which Hunter does not subscribe. The best way to become familiar with the many options these services offer is to explore their websites. Most of them have "help" links that are very useful. It is important to remember that electronic access generally includes only recent years of journal issues. A notable exception to this is JSTOR which is a scholarly journal archive. Often the complete run of the journal is available, with the exception of the latest 2 to 5 years. This is called a "moving wall". Please consult the Libraries' Web Page <<http://library.hunter.cuny.edu>>, Prof. Lisa Finder, Serials Librarian, 212-772-4186, lfinder@hunter.cuny.edu, or the selector in your subject area for clarification or updated information.

CUNY+

The CUNY Libraries catalog, CUNY+ will provide information about nearly all holdings at all campuses, including books, serials, audiovisual collections, and electronic materials. Access on campus or

through the link on the Libraries web page will default to the local Hunter catalog, but the combined CUNY catalog, or other local catalogs can easily be selected.

Find the link to CUNY+ on the navigation bar on the Libraries homepage <<http://library.hunter.cuny.edu>>. Among the interesting new features of the catalog are profiles that can be set by faculty and students, e-mail alerts to inform users of newly acquired material and the ability to save your search results in the RefWorks bibliographic management software. Go to the 4th floor Reference Desk for instructions or look for the link to a tutorial on the Libraries' homepage.

CD-ROM ACCESS

The Libraries do not offer facilities for using personal CD-ROMs on library computers. Please contact Prof. Danise Hoover, 212-772-4190 (dhoover@hunter.cuny.edu) for the complete library policy concerning CD-ROMs.

CIRCULATION SERVICES

- Faculty loan period: 9 weeks with two 9 week renewals.
- Renewals: Hunter books may be renewed by using the MY Account feature of CUNY+, or in person at any Hunter circulation desk.
- Faculty fines: \$0.10 per day per item, to a maximum of \$5.00. **Once material you have borrowed has been requested by another user, the overdue fine increases to \$1.10 per day with a maximum of \$50.**
- The Libraries will hold/recall material for faculty.
- Borrowing for research assistants: Faculty can establish a proxy status for their research assistants that enables the assistants to borrow from all CUNY campuses on the faculty member's behalf. Faculty are responsible for all materials borrowed by their research assistants.

--Courtesy Discharge and Fine Payments: Books borrowed at other CUNY libraries may be returned at Hunter and other CUNY library fines may be paid at Hunter as well.

--Courtesy Notices: Faculty with an email address within their CUNY+ profile will receive an email message reminding them of the date when their materials are due.

For more information about circulation policies and services at Wexler Library contact Prof. David Donabedian (ddonabed@hunter.cuny.edu), 212-772-4176. At the Health Professions Library, contact Prof. Laura Cobus (lcobus@hunter.cuny.edu), 212-481-4326, and at the School of Social Work Library, contact Prof. Philip Swan, (pswan@hunter.cuny.edu), 212-452-7078.

RESERVE SERVICES

Books and other required materials for students may be placed on reserve. The library encourages all faculty to make use of the Electronic Reserves System. Electronic journal articles, scanned book chapters and articles are available to students via remote access at any time. As a new feature of our services, the library will seek copyright clearance for all materials placed on Electronic Reserves. As funds to pay for clearance are limited, it is possible that faculty who request a large number of materials that require payment may be asked to rethink their requests. As in the past, links to the electronic journals for which we have a license require no clearance. Visit the web page for further explanations and a list of frequently asked questions at <http://library.hunter.cuny.edu/reserve_electronic.htm> or for further information, contact Hannah Alcasid, (halcasid@hunter.cuny.edu), (212-772-4175). At the Health Professions Library, contact Prof. Laura Cobus, lcobus@hunter.cuny.edu (212-481-4326), and at the School of Social Work Library, contact Prof. Philip Swan, pswan@hunter.cuny.edu, (212-452-7078).

Faculty may still use paper reserves as they have done in the past. **However, faculty who choose that option are responsible for obtaining copyright clearance themselves for all articles and chapters used in this manner.** Visit the web page at <http://library.hunter.cuny.edu/reserve_traditional.htm> for complete information.

Music faculty may wish to make scores available via electronic reserves. Since a great many of the works regularly assigned in music courses are in the public domain, there are fewer copyright permissions to negotiate. The library also subscribes to the Classical Music Library, an online collection of recordings. While their offerings are by no means comprehensive (especially for opera), in some courses a very high percentage of works assigned for listening may be available.

REQUEST FOR PURCHASE OF MATERIALS

We welcome faculty input with regard to which materials to purchase. Look for the link to “suggest a purchase” on the purple command bar on the Library’s homepage.

LOAN POLICY ON MUSIC CDS AND VIDEOTAPES

The library collections of music CDs and videotapes are available for 7-day loan. Although not on reserve, these materials are housed at the Reserve Desk. Listings of music CDs and videotapes are available on CUNY+. Requests by faculty to put music CDs or videotapes on reserve for class assignments will be processed in the same manner as other library materials.

RECOMMENDATIONS FOR PURCHASE OF LIBRARY MATERIAL

Library bibliographers serve as selectors in each field and as liaisons to every department. Selectors for 2008/2009 are listed below. For purchase recommendation forms contact Acquisitions, 212-772-4177.

ANTHROPOLOGY Lauren Yannotta	GERMAN Patricia Woodard	NUTRITION Laura Cobus
ART Steven Kowalik	GOVERNMENT DOCUMENTS Danise Hoover	PHILOSOPHY Rolando Perez
ASIAN-AMERICAN STUDIES Mee-Len Hom	HEALTH SCIENCES Laura Cobus	PHYSICAL THERAPY Laura Cobus
BIOLOGY Brian Lym	HEBREW Lisa Finder	PHYSICS Brian Lym
BLACK STUDIES Lisa Finder	HISTORY: —AFRICAN Lisa Finder	POLITICAL SCIENCE Lauren Yannotta
CHEMISTRY Brian Lym	—ASIAN Mee-Len Hom	PSYCHOLOGY Danise Hoover
CHINESE LANGUAGE/ LITERATURE Wendy Tan	—EUROPEAN Clay Williams	PUERTO RICAN STUDIES Julio Hernandez-Delgado
CLASSICS Clay Williams	—MIDDLE EAST Mee-Len Hom	REFERENCE Linda Dickinson
COMMUNICATION SCIENCES Laura Cobus	—WESTERN HEMISPHERE Julio Hernandez- Delgado	RELIGION Clay Williams
COMMUNITY HEALTH EDUCATION Laura Cobus	JAPANESE LANGUAGE/ LITERATURE Wendy Tan	ROMANCE LANGUAGES: —FRENCH Rolando Perez —ITALIAN Rolando Perez —SPANISH Rolando Perez
COMPUTER SCIENCE Danielle Becker	JEWISH STUDIES Lisa Finder	RUSSIAN/SLAVIC LANGUAGES Lisa Finder
DANCE David Donabedian	LATIN-AMERICAN STUDIES Julio Hernandez-Delgado	SOCIAL WORK Philip Swan
ECONOMICS Lauren Yannotta	LIBRARY/ INFORMATION SCI. Danise Hoover	SOCIOLOGY Wendy Tan
EDUCATION Hal Grossman	MATHEMATICS Tony Doyle	SPECIAL COLLECTIONS Julio Hernandez-Delgado
ENGLISH Jean-Jacques Strayer	MEDICAL LABORATORY SCIENCES Laura Cobus	THEATRE David Donabedian
ENVIRONMENTAL AND OCCUPATIONAL HEALTH Laura Cobus	MUSIC Patricia Woodard	URBAN AFFAIRS Lauren Yannotta
FILM & MEDIA Tony Doyle	NURSING Laura Cobus	WOMEN’S STUDIES Tony Doyle
GEOLOGY/GEOGRAPHY Brian Lym		

COPYRIGHT & FAIR USE

The following sections are based on the U.S. Copyright Office <<http://lcweb.loc.gov/copyright/>>; the *American Library Association Model Policy Concerning College and University Photocopying for Classroom, Research and Library Reserve Use* (1982) <<http://www.cni.org/docs/info.policies/ALA.html>>; *Fair Use of Copyrighted Works*, produced by the *CSU-SUNY-CUNY Joint Committee of the Consortium for Education Technology for University Systems (CETUS)* (1996) <<http://www.cetus.org/fairindex.html>>; and *When Works Pass Into the Public Domain* by Laura Gasaway (1998) <<http://www.unc.edu/~unclng/public-d.htm>>.

Stanford University Libraries has an excellent and comprehensive *Copyright & Fair Use* web site that is well-worth consulting <<http://fairuse.stanford.edu/>>. For a *Crash Course in Copyright*, visit the University of Texas site <<http://www.utsystem.edu/ogc/intellectual-property/index.htm>>. For additional information or a copy of *Copyright Guidelines for CUNY Libraries*, see the web page at <http://library.hunter.cuny.edu/copyright_libs_reserves.htm>.

What is Copyright?

Copyright is a property right established by the Constitution, designed to promote the progress of science and art by ensuring that the author of information and/or creative works may reap the benefits of his or her original work for a specific period of time. Works of authorship include the following: literary works; musical compositions including the lyrics, if any; dramatic works; pantomime and choreographic works; pictorial, graphic, and sculptural works; motion pictures and other audio-visual works; sound recordings; and electronic information.

Copyright laws give the author/owner of original works exclusive right to do and to authorize any of the following:

- Reproduce the copyrighted work
- Prepare derivative works
- Distribute copies by sale or other transfer of ownership
- Perform or display the copyrighted work publicly

In 1998, Congress passed the “Digital Millennium Copyright Act,” intended to bring copyright law into the digital age, and the “Term Extension Act,” which harmonized U.S. and European copyright standards. As a result, there are some significant changes to copyright protection, especially with regards to the public domain. As a result of the “Term Extension Act,” some works received a 95-year copyright term and did not come into the public domain in January 2000 as had been anticipated under previous law.

COPYRIGHT & FAIR USE

*Determining Copyright Protection & Public Domain**

The “Term Extension Act” has extended the years of copyright protection and has complicated the process of determining when a work comes into the public domain. In general:

- Copyright protection is not available for United States Government publications. Exceptions for NTIS and a limited number of other documents do exist, however.
- Works created on or after 1/1/78 are protected for the life of the author plus 70 years.
- Works published before 1923 are in the public domain.
- Works published from 1923-1963, when published with a copyright notice, are protected for 28 years + 67 year renewal. If not renewed, these works are now in the public domain.
- Works published from 1964-1977, when published with a copyright notice, are protected for 28 years plus an automatic extension of 67 years.
- Works created before 1/1/78, but not published, are protected for the life of the author plus 70 years or 12/31/2002, whichever is greater.
- Works created before 1/1/78, but published between then and 12/31/2002, are protected for the life of the author plus 70 years or 12/31/2047 whichever is greater.

* Taken from “When Works Pass Into the Public Domain” by Laura Gasaway. <<http://www.unc.edu/~unclng/public-d.htm>>

Licensed Resources, Full-text Documents, Web Pages & Copyright

The Hunter Libraries and CUNY subscribe to many electronic resources including Project Muse, Academic Search Premier, and LexisNexis, where Hunter students, faculty and staff can access full-text documents. With more and more faculty developing course web pages and using electronic reserves, it is important to point out that, generally, licensing agreements prohibit copying or downloading these documents and making them available electronically on a course web page. However, faculty may include links to the URLs for these documents on the course web page that will lead students to the resources. Although the stability of URL’s varies from database to database, persistent links can be made to many documents. The instructions on creating an electronic reserve page <http://library.hunter.cuny.edu/reserve_electronic.htm> will offer suggestions on how to best take advantage of this.

Access to full text documents has been complicated by *New York Times v. Tasini* (2001) in which the Supreme Court affirmed the copyright privileges of freelance writers whose works were originally published in newspapers and periodicals and then licensed by the publishers to commercial electronic databases. Commercial databases, including Academic Search Premier and LexisNexis, have responded to this ruling by removing those documents whose electronic rights are not owned by the publishers. Because publishers began negotiating the electronic rights with freelance writers in the mid-1990s, the *Tasini* decision generally affects work published before that time. It is important to note that this decision does not affect documents in newspapers and periodicals that are on microform.

COPYRIGHT & FAIR USE

What is Fair Use?

The rights accorded to the owner of a copyright are subject to certain limitations found in sections 107 through 120 of the *Copyright Act*. One of the more important limitations is the doctrine of fair use, which is specifically applicable to teaching, research, and scholarship. Section 107 outlines four factors to be considered in determining whether or not a particular use is fair:

- The *purpose and character* of the use, including whether such use is of commercial nature or is for nonprofit educational purposes;
- The *nature* of the copyrighted work;
- The *amount and substantiality* of the portion used in relation to the copyrighted work as a whole; and
- The *effect* of the use upon the potential market for or value of the copyrighted work.

The distinction between *fair use* and infringement may be unclear and not easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission. For additional information on *fair use*, see *Fair Use of Copyrighted Works* <<http://www.cetus.org/>>.

Fair Use for Classrooms & Library Reserves

The *ALA Model Policy Concerning College and University Photocopying for Classroom, Research and Library Reserve Use* states: “At the very least, instructors may make a single copy of any of the following for scholarly research or use in teaching or preparing to teach a class:

1. a chapter from a book;
2. an article from a periodical or newspaper;
3. a short story, short essay, or short poem, whether or not from a collective work;
4. a chart, diagram, graph, drawing, cartoon or picture from a book, periodical, or newspaper.”

COPYRIGHT & FAIR USE

Library Reserves Policies

At the request of a faculty member, photocopies of articles or chapters of books may be placed on reserve. Under *fair use*, photocopies of these materials may be made without requiring permission from the copyright owner. **One copy for every 10-15 students** is the number recommended in the *ALA Model Policy*. Faculty must furnish the photocopies to be placed on reserve. In general:

- **repetitive copying:** The reserve or classroom use of reproduced materials for multiple courses or successive years will normally require advance permission from the copyright owner.
- **copying for profit:** Faculty should not charge students more than the actual cost of photocopying the material.
- **consumable works:** The duplication of works that are consumed in the classroom, such as standardized tests, exercises, and workbooks, normally requires permission from the copyright owner.
- **creation of anthologies:** Creation of a collective work or anthology by photocopying a number of copyrighted articles and excerpts to be purchased and used together as the basic text for a course will in most instances require the permission of the copyright owners.

If in doubt as to whether a particular instance of photocopying is fair use in the reserve room, faculty should seek the permission of the copyright owner. At the end of each semester, the photocopied reserve items and personal copies of books will be returned to the faculty member.

Interlibrary Loan Guidelines

Hunter adheres to guidelines developed by the *National Commission on New Technological Uses of Copyrighted Works* (CONTU) <<http://www.cni.org/docs/info.policies/CONTU.html>>. Although these guidelines are recommendations and may not carry the force of law, most libraries abide by these guidelines, which uphold the *fair use doctrine*. Under *CONTU*, we can obtain five journal articles per title from the last five years free from royalty consideration, and do not place restrictions on articles over five years old. Commercial document delivery services enable us to provide articles in excess of the *CONTU* guidelines.

The TEACH Act

The Technology Education and Copyright Harmonization (TEACH) Act covers classroom-type instruction delivered digitally, including over the internet. For current information, visit the University of Texas site <<http://www.utsystem.edu/ogc/IntellectualProperty/teachact.htm>>.

COPYRIGHT & FAIR USE

*Sample Permission Letter**

[*letterhead stationery or return address*]

[*Date*]

[*Name & address of addressee*]

[*If you called first, begin your letter:* This letter will confirm our recent telephone conversation.] I am [describe your position] at Hunter College of the City University of New York. I would like your permission to [*explain your intended use in detail, e.g., reprint the following article in a coursepack for my course*].

[*Insert full citation to the original work.*]

Please indicate your approval of this permission by signing the letter where indicated below and returning it to me as soon as possible. My fax number is set forth above. Your signing of this letter will also confirm that you own [*or your company owns*] the copyright to the above described material.

Thank you very much.

Sincerely,
[*Your name and signature*]

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

[*Type name of addressee below signature line*]

Date: _____

* Taken from *Fair Use of Copyrighted Works: A Crucial Element in Educating America* <<http://www.cetus.org/fairindex.html>>.

COPYRIGHT & FAIR USE

*Instructions for Permission Letters**

1. Be sure to include your return address, telephone number, fax number, and the date at the top of the letter.
2. Spare no effort in confirming the exact name and address of the addressee. Call the person to confirm the copyright ownership.
3. Clearly state the name of your university and your position.
4. Precisely describe the proposed use of the copyrighted material. If necessary or appropriate, attach a copy of the article, quotations, diagrams, pictures, and other materials. If the proposed use is extensive, such as the general use of an archival or manuscript collection, describe it in broad and sweeping terms. Your objectives are to eliminate any ambiguities and to be sure the permission encompasses the full scope of your needs.
5. The signature form at the end of the sample letter is appropriate when an individual grants the permission. When a company (such as a publishing house) is granting the permission, use the following signature format:

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE:

[*Type name of company*]

By: _____

Title: _____

Date: _____

* Taken from *Fair Use of Copyrighted Works: A Crucial Element in Educating America* <<http://www.cetus.org/fairindex.html>>.



CURRENT JOURNALS ALERT SERVICE

The CURRENT JOURNALS ALERT SERVICE will bring to your desk the TABLES OF CONTENTS of selected journals as soon as they are published and provide you, in the shortest possible time, with full text copies of your selections. The Library will absorb all costs involved. This service is limited to full-time faculty.

Please list the journals for which you wish to receive TABLES OF CONTENTS:

- 1.
- 2.
- 3.

(continue on other side if necessary)

After you receive the Tables of Contents, please mark desired articles. The requested articles will be forwarded to your office, as soon as they are obtained, by campus mail or fax, according to your preference.

The CURRENT JOURNALS ALERT SERVICE is part of the Faculty and Graduate Information Services unit which also includes Interlibrary Loan, Document Delivery, and Faculty Duplication Services. At Wexler Library contact Prof. Danise Hoover, 212-772-4190 or Mr. Norman Clarius, 212-772-4192, FAX: 212-772-4140. At the Health Professions Library, contact Prof. Laura Cobus 212-481-4326, and at the School of Social Work Library, contact Prof. Philip Swan 212-452-7078.

NAME: _____ DATE: _____

DEPARTMENT: _____

PHONE: _____ FAX: _____ EMAIL: _____

Please return completed forms to Faculty Services, Wexler Library, E314, the Health Professions Library or the School of Social Work Library.



REQUEST FOR INSTRUCTIONAL SERVICES

Library Instructional Services range from introductory sessions to classes designed to assist your students in specific research and writing assignments. Workshops can be scheduled on electronic databases in your subject field. Individual counseling is also available to students working on special projects, theses and dissertations.

Please check the type of curriculum support you are interested in:

- Brief introduction to library services and information sources, including a demonstration of the CUNY+ online catalog
- Class instruction in library research for a specific subject, topic or writing assignment
 - class in specially equipped library classroom, or computer lab
 - class in your classroom, #_____
- Workshop on electronic databases in your subject field
- Specially prepared bibliography for a specific class assignment

Preferred Date and Time:	1st choice	2nd choice	3rd choice
Date	_____	_____	_____
Time	_____	_____	_____

Note below (or on the back of this form) specific instructions such as topic, writing assignment or information sources to be explained or demonstrated:

Please send this form to Prof. Clay Williams, Wexler Library, E412, 212-772-4137 or (clwillia@hunter.cuny.edu).

Sending your request at least 2 weeks prior to class date with the assignment noted will allow time to prepare topic-specific materials.



INTERLIBRARY LOAN REQUEST

NOTES

Tel: 212-772-4192

Fax: 212 772-4140

E-Mail: illhc@hunter.cuny.edu

****PLEASE PRINT IN BLOCK LETTERS****

Name (Last, First): _____ Date of Request: _____

Status at HUNTER: Faculty Graduate Student Disabled Student

Hunter ID # (Barcode): _____ E-Mail: _____

Major/Department: _____ Phone: _____ Fax: _____

Home Address: _____

ILL forms will NOT be processed without the required information

PLEASE CHECK TYPE OF REQUEST (ONE PER FORM)

BOOK AUTHOR: _____

TITLE: _____

PUBLICATION DATE: _____ SPECIFIC EDITION (if required): _____

FOR DISSERTATION, NAME OF SCHOOL AND DEGREE: _____

ARTICLE FROM A JOURNAL, MAGAZINE OR NEWSPAPER

TITLE OF JOURNAL (DO NOT ABBREVIATE): _____

VOLUME: _____ ISSUE #: _____ DATE: _____ PAGES: _____

Title of Article: _____

Author of Article: _____

Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law.

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