

D. Libraries

Two major libraries serve the Colgate community. The Case Library and Geyer Center for Information Technology houses collections on humanities and social sciences, and the George R. Cooley Library houses collections in the sciences. The two libraries have combined collections of more than 700,000 volumes and 1,900 periodicals and newspapers, in addition to 16,000 online periodicals and extensive collections of digital databases, government documents, microfilms, and sound and video recordings. Hours and additional information can be found on the libraries' website: <https://cul.colgate.edu/>.

1. Borrowing Privileges Circulation staff at either library can activate borrowing status for faculty and their partners using the Colgate ID cards. Faculty loan periods are:

Item	Due
Books	Semiannually
Periodicals	Two days
CD-ROMs	Two weeks
Sound Recordings	Five weeks
Government documents	Five weeks
Videos	One week

Reference books, atlases, and materials requiring special handling do not circulate. Renew each item up to two times on the libraries' website using your Colgate ID barcode. Items recalled for use by others are due immediately. All notices, including overdues, are sent by e-mail.

Colgate faculty also have direct borrowing privileges at Hamilton College, Herkimer County Community College, LeMoyne College, Morrisville State College, and SUNY Institute of Technology at Utica/Rome.

2. Requesting Library Materials Faculty are encouraged to submit requests for materials of interest. First priority will be given to materials that support the curriculum. Recommendations should be sent to the Head of Collection Department, Case Library, using one of these options:

- Circle items in publishers' catalogs and include your name to identify the source of the request.
- Use the forms on the libraries' website.
- Send e-mail or a memo.

Periodicals requested by faculty are added as funds permit, with higher priority given to titles that will receive heavy use, that are indexed, and that will support the curriculum.

3. Library Reserve Faculty members may place books, photocopies, software, and sound and video recordings needed for extensive class use on reserve in Case Library (for humanities and social science courses) or Cooley Library (for science courses). Required reading materials are usually placed on 2-hour reserve. When several students need to share reserve materials for written projects, the 3-day reserve period is recommended. Materials not subject to copyright restrictions may also be placed on electronic reserves.

Reserve lists should be sent to the Case Circulation Department or Cooley Library at least one month before the term begins. After that time, lists will be processed in order of arrival. While every attempt will be made to have materials available for students when needed, this cannot be guaranteed for late lists. If materials need to be ordered, at least six weeks' advance notice is required. These orders should include the fact that the item(s) will be placed on reserve and the name of the course for which they will be needed. The library will purchase one or two copies per course. Additional copies will be billed to the department.

The Federal Copyright law (PL 94-554, October 19, 1976) places certain limitations on the reproduction of reserve materials.

4. Reference/Research Services Librarians provide reference service and research support in both Case and Cooley libraries. Reference librarians:

- Construct effective search strategies,
- Find answers to questions,
- Provide training in the use of library resources, and

- Provide consultation regarding your research needs.

Librarians are available at the reference desk or by individual appointment.

The libraries' home page provides access to library services and resources through the libraries' catalog (Mondo, journal finder, online reference sources, online databases, reserve readings, and other electronic media).

5. Interlibrary Loan Items not available on campus can be requested through interlibrary loan. ConnectNY, a statewide lending program, allows faculty and students to request books directly from cooperating libraries, with delivery in 2–3 days. For other interlibrary loan requests forms are available on the libraries' website and within many online databases. Materials requested from libraries in the region usually take 2–3 days, while other libraries outside the region usually arrive within two weeks. International requests may take longer. Books are delivered to the appropriate campus administrative assistant; articles are sent by campus mail.

6. Information Literacy The Information Literacy program supports the mission of the library to "provide and strengthen Colgate's educational programs and to facilitate learning, research, and the creation and dissemination of knowledge." Information literacy librarians are here to support and assist faculty, students, and the community by providing the following resources and services:

- Orientation tours
- Online tutorials (SearchPath)
- Class-related instruction
- Credit courses
- Specialized workshops
- Individual student consultation
- Faculty collaboration and consultation
- Print and online guides to resources and services

To arrange a library instruction session for a class, please contact the Head of Reference and Information Literacy (ext. 7867), the Science Librarian (ext. 7311), or the library liaison for the faculty's department.

7. Special Collections Department This department has approximately 8,000 rare and unique books, as well as major manuscript collections covering a wide range of subjects. Special Collections is especially strong in 20th century British literature—particularly the Henry A. Colgate Collection of Joseph Conrad, the Richard S. Weiner Collection of George Bernard Shaw, and the Powys Family Collection. Other strong book and manuscript collections feature T. S. Eliot and James Joyce. The department also has extensive collections of 17th century English pamphlets, John Dryden, the publications of Jacob Tonson, World Wars I and II, and the history of radio and television. The department also houses the Colgate History Collection, which consists of over 5,000 linear feet of materials related to the history of Colgate.