



Faculty Guide to Libraries & ITS

Library Collections

Avery Fisher Center for Music & Media

The Avery Fisher Center for Music & Media (AFC) is on the 2nd floor of Bobst Library. It includes 28,000 videos (with U.S. and foreign cinema, drama and music performances, documentaries, art films and more) and 76,000 audio recordings (featuring music from a broad spectrum of classical, traditional, and popular artists and genres, from throughout the world and across music history). Our viewing and listening facilities support a variety of analog and digital formats. For more information, see library.nyu.edu/afc.

NYU faculty, Ph.D. candidates, and registered teaching and research assistants all have faculty-level privileges for video and audio. Details of our faculty services are at library.nyu.edu/afc/faculty.html.

For more information, see library.nyu.edu/services/GTA.html.

See also [Recommend a Library Purchase](#).

Borrow Books

Your NYUCard is your library card. You can also borrow books from the libraries at the New School, the New York School of Interior Design, Cooper Union, and Polytechnic Institute of NYU. Find complete borrowing policies for Bobst Library at library.nyu.edu/services/borrow_renew.html.

Book Loan Periods at Bobst Library

Faculty - 120 days

Undergraduate students - 60 days

Ph.D. and Masters students - 120 days

Renew Books

Books borrowed from Bobst, Courant, Cooper Union, the New School, and the New York School of Interior Design libraries can be renewed on the web by signing into your e-shelf in BobCat.

Recall a Book

If you need a book that BobCat indicates is currently checked out, in processing, on order, at the bindery, or off-site, select "Request" next to the item you wish to recall or request from off-site. When the book becomes available, the library will notify you by email.

Additional Borrowers

Designate your research or teaching assistants as additional borrowers who can check out and renew books, and place recalls on your behalf by presenting his or her valid NYUCard at

Circulation. For more information and an online form to set this up, see library.nyu.edu/forms/ab.pdf.

Can't find a book that's supposed to be on the shelf? Try Quick Search.

If you can't find an item in the Bobst stacks even though the status of the book is "Available," fill out a "Quick Search" card (available throughout the library) and turn it in at the Bobst Circulation desk. A search will be conducted within 24 hours, and you will be notified of the results via email or telephone.

See also [Interlibrary Loan](#).

Self-Checkout Machines in Bobst Library

Faculty and students can use Bobst Library 24 hours a day. Now they can check out books around the clock as well. QuickCheck self-checkout machines installed at the circulation desk on the main floor of Bobst, enable borrowers to check out books with a swipe of their NYU ID cards.

E-Journals, E-Books & Databases

The Libraries' collection of e-journals, e-books, databases, and other electronic materials expands daily. The Libraries subscribe to 49,987 electronic journal titles and half a million e-books. You can access these electronic resources on- or off-campus and you can add links to e-journal articles and e-books for your students on Blackboard. When off-campus, you'll be prompted to enter your NYU NetID and password.

Use the e-journals page on the library website to locate specific journals, link to articles, or browse all available issues. See library.nyu.edu/collections/ejournals.html.

Significant recent additions to the Libraries' e-collections include:

- *Electronic Enlightenment* from Oxford University Press provides access to the web of correspondence (55,000 letters and documents) between the greatest thinkers and writers of the long 18th century and their families and friends, bankers and booksellers, patrons and publishers.
- *Eighteenth Century Collections Online Part II. ECCO Parts I and II* combined now contain over 180,000 titles, representing every significant English- and foreign-language title printed in Great Britain during the eighteenth century, along with thousands of important works from the Americas.
- *ProQuest Historical Black Newspapers* - full-text for back issues of *The Baltimore Afro-American*, *New York Amsterdam News*, *Pittsburgh Courier*, *Atlanta Daily World*, and more - primary source material for examining major movements from the Harlem Renaissance to Civil Rights and every day life.
- *IEEE / IET Electronic Library (IEL)* - The most comprehensive package from IEEE, with access to all IEEE/IET journals, conference proceedings and active standards for engineering and technology. Complete backfile to 1988, plus select content back to 1913.
- *Environment Complete* (EBSCO) indexes 1,700 titles going back to the 1940s and contains full text for more than 680 journals, including many of the most-used journals in the discipline, and for 120 monographs, e.g., the 3-volume *Encyclopedia of World Environmental History*.

Other recent additions include:

- *Counseling and Psychotherapy Transcripts, Client Narratives, and Reference Works.*
- Wilson's retrospective indexes for the *Short Story; Applied Science and Technology; Essay and General Literature.*
- *Reference USA* - a detailed listing of 10.5 million businesses.
- *CQ Press Congress Collection* for historical analysis of members of Congress, their legislative voting behavior, interest groups, and their interactions in crafting public policy.

Over 1,000 databases are available which index scholarly journals, book chapters, dissertations, images, reports, statistics, and more. Most of these databases, including the new e-collections above, can be accessed via the Database Names A-Z list on the Libraries' website. See library.nyu.edu/collections/databases.html.

See also [Off-Campus Access to Library E-Content](#).

Global Library Services

Students and faculty at NYU Global campuses have access to an extensive range of online full-text collections including books, journals, audio, video and images through NYU Libraries' website. Librarians can help faculty identify online books and journals and recommend databases relevant to your syllabus; they can also assist you in creating Blackboard links to library content. Details are available on the NYU Global Library Services website: nyu.libguides.com/global.

IDs & Accounts

To connect to the Internet, NYU [email](#), [NYUHome](#), Library resources, [Blackboard](#), and many other online NYU resources, you will need to activate your NYU NetID (**Network IDentifier**) and create a password. To do so:

1. Connect to the ITS Start page at start.nyu.edu from any Internet-connected computer.
2. Enter your NetID. Your NetID is usually printed on the back of your NYUCard. If you do not know your NetID, follow the instructions on the ITS Start page to determine what it is.
3. Follow the steps on the ITS Start page to activate your NetID and create your password.
4. Follow the instructions in the [NYUHome](#) section of this guide to access the NYUHome portal for the first time.



Note that you will need to know your University ID number to complete this process. Your University ID is printed on the back of your NYUCard, and starts with the letter N.

For more information about passwords, see [Computer & Network Security](#).

If you have problems or questions, please call ITS Client Services at 1-212-998-3333.

Note: Certain ITS facilities and services for you and your students require you to apply for a special account. See www.nyu.edu/its/accounts for application forms and more information.

Interlibrary Loan

Use the Interlibrary Loan (ILL) service to obtain loans or copies of items that the NYU or Consortium libraries do not own. Most ILL requests for books take about a week to fill. Journal articles arrive in a couple of days and are posted electronically for retrieval. Submit requests and track their progress online at library.nyu.edu/ill.

Libraries at NYU

The Elmer Holmes Bobst Library on the southeast corner of Washington Square is NYU's main library for the Washington Square campus. Wireless access is available throughout Bobst. The library has 28 subject librarians to work with you. The Libraries' website is your gateway to the Libraries' services and collections. library.nyu.edu/services/for_faculty.html.

The other NYU libraries are the Law Library, Frederick L. Ehrman Medical Library, John and Bertha E. Waldman Dental Library, Courant Institute of Mathematical Sciences Library, Jack Brause Real Estate Library, Stephen Chan Library of Fine Arts, the Conservation Center Library, the Institute for the Study of the Ancient World Library, and the Polytechnic Institute of NYU Bern Dibner Library.

For details and links to these libraries' websites, see library.nyu.edu/about/locations.html.

Libraries, Non-NYU

NYU faculty have on-site access and borrowing privileges at Consortium and affiliated libraries (The New School, Cooper Union, and the NY School of Interior Design). Columbia, Yale, Princeton, and other research libraries in NYC, the U.S., Canada, and Europe can also be accessed. For details, see library.nyu.edu/about/access.html.

Library Catalogs

BobCat is the catalog for Bobst, the Institutes of Fine Arts, Courant Mathematical Sciences, Real Estate, and the Institute for the Study of the Ancient World as well as The New School, Cooper Union, NY School of Interior Design, New-York Historical Society, and Brooklyn Historical Society libraries. See www.bobcat.nyu.edu for details.

You can also connect to catalogs for NYU's Law, Medical and Dental libraries, and catalogs from other NYC, national, and global research libraries (NYPL, OCLC WorldCat, etc.) at library.nyu.edu/collections/other_catalogs.html.

Library Collections at NYU

The Libraries of New York University offer 5 million book volumes, 45,000 journal subscriptions, thousands of sound and video recordings, access to over 557,000 electronic texts, and one of the nation's largest collections of United Nations documents.

At Bobst there are three special collections:

- Among the Fales Library's many treasures are a renowned collection of the English novel from the mid-18th century to the present; one of the nation's largest collections of cookbooks and food-related material dating from the 1790s; and the Downtown Collection,

an extraordinary, multimedia archive documenting the avant-garde New York art world since 1975. (3rd floor)

- The New York University Archives serves as the final repository for the historical records of NYU. Its primary purpose is to document the history of the University and to provide source material for evaluating the impact of its activities on the history of American social, cultural, and intellectual development. (10th floor)
- Tamiment Library and the Robert F. Wagner Labor Archives form a unique, internationally known center for research on trade unionism and progressive politics. The Center features unparalleled collections of archives, documents, manuscripts, books, photographs, films, and oral histories to explore the Cold War era and its wide-ranging impact on American institutions, politics, and civil liberties. (10th floor)

See also: [Avery Fisher Center for Music & Media](#), [E-Journals, E-Books & Databases](#), and [Recommend a Library Purchase](#).

For more about library collections, visit library.nyu.edu/collections.

Off-Campus Access to Library E-Content

Databases, e-journals, and e-books are available on and off campus. When you are off campus and try to connect to a subscription e-resource, you will automatically be asked to log in to the NYU EZProxy using your **NetID** and password. Your NetID is usually on the back of your NYUCard. Use the same password you use for [NYUHome](#).

Recommend a Library Purchase

Faculty participation in the selection process of books, journals, videos, and music is welcomed. Requests can be sent directly to your [Subject Librarian](#) or you can use the following online forms:

Books and journals: library.nyu.edu/forms/colform.html

Videos and music: library.nyu.edu/forms/video_purchase.html