



Faculty Guide to Libraries & ITS

Browse A-Z

Click on any tab to view the items in that heading; clicking the tab again will close it.

A-B

Alerting Services, Tables of Contents & RSS Feeds

Alerting services help you keep current by providing email or RSS notifications of newly published research, journal tables of contents, and other types of information based on your criteria. Speak with your subject librarian if you have questions. For more information, see library.nyu.edu/alerting.

To keep up-to-date with the latest IT news, subscribe to the ITS news feed; see www.nyu.edu/its/about/news for instructions.

Ask-a-Librarian

Ask-a-Librarian is the Libraries' virtual reference desk, where you can ask a question 24/7 by completing a simple web form. A librarian will usually respond within four hours. You can send us a text message at 646-265-1342 weekdays between 10 am - 6pm, or contact us via Instant Messenger (IM) service by sending your question to the screen name **AskBobst** to get immediate help. Find Ask-a-Librarian at library.nyu.edu/ask.

Assistive Technologies & Disability Services

Bobst Library provides assistance using the library for researchers with disabilities. Two adaptive technology rooms on Lower Level 1 provide computers that read text aloud, magnify print, and facilitate "hands-free" computing. For information, call 1-212-998-2519 or visit library.nyu.edu/services/disabilities.html.

ITS has wheelchair-accessible workstations at the Fourth Street Academic Technology Center (see www.nyu.edu/its/labs for hours and locations). The Fourth Street Academic Technology Center also provides an adaptive technology project room with a screen reader system, and voice recognition, text to speech, and visual organizing software. In addition, computer workstations throughout ITS labs have built-in assistive technologies. If you have questions about using these resources, please contact the Fourth Street Academic Technology Center at 1-212-998-3421 or visit www.nyu.edu/its/assistive.

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](#).

Bibliographic Management Software

NYU Libraries supports the use of *RefWorks* and *EndNote*. Use these software programs to:

- Organize your research.
- Import citations from BobCat, electronic databases, and other catalogs.
- Format your references in dozens of standard styles (*MLA*, *APA*, etc.).
- Insert footnotes, endnotes, and a bibliography directly into your paper.
- Share your *RefWorks* database with users inside and outside of NYU.

RefWorks and EndNote are free for NYU students and faculty, and the library provides classes about their use. For more information, see library.nyu.edu/bib.

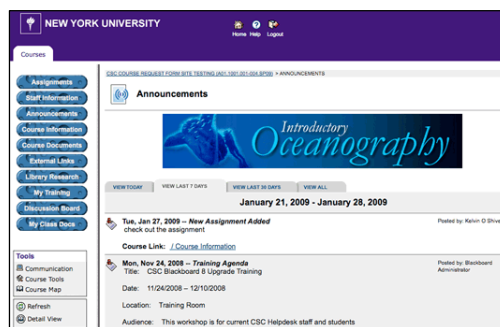
Blackboard

The NYU Blackboard online learning system enables NYU faculty to use the Web to enhance classroom instruction without having to learn HTML. Professors can use NYU Blackboard to create full-featured, online course environments for the members of their class to provide:

- Easy access to content, including articles, images, and multimedia
- Enhanced communication, including class email lists, discussion boards, and real-time chat
- Streamlined assessment, including tests, surveys, and grading, as well as many other features

To access NYU Blackboard, log in to [NYUHome](http://nyuhome), click on the Academics tab, then click on the course link in the Blackboard Courses channel. If you have not yet activated an NYU Blackboard site for the course(s) you are teaching this semester:

- Make sure you have an active [NYU NetID](http://nyuhome) and log into [NYUHome](http://nyuhome).
- In the Blackboard Courses channel within NYUHome, click the **Request a course for this semester** link in the top right corner.



- Complete and submit the form, then return to the NYUHome Blackboard Courses channel and click the **Refresh Blackboard Course List** link at the bottom of the channel or simply wait for the course link to automatically appear later that day.

ITS provides extensive support for NYU Blackboard via the [Blackboard Ask ITS knowledgebase](#) as well as in person and by phone. All help resources can be reached by clicking on the **Help** icon at the top of your screen once logged into Blackboard, or by visiting www.nyu.edu/blackboard/help. If you cannot find the information you are looking for in the knowledgebase, you can [Contact Us](#) using the Ask ITS help form, or call ITS Client Services at 212-998-3333.

Blogs

The NYU Blogs service offers members of the NYU community the ability to easily create and manage a blog. Blogs enable an individual to create an evolving web site and, optionally, for other members of a community or group to comment on postings. It is our hope that the NYU Blogs service will create a sense of community among students and offer faculty an up-to-date, innovative way of engaging their students and colleagues in discussion. For more information, and to build your own NYU Blog, see blogs.nyu.edu.

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.

C-D

Classroom Media Services & Wired Classrooms

Classroom Media Services, a division of Campus Media, provides equipment, delivery, training, and support for NYU classes that meet in general purpose NYU classrooms. Audio and video systems, projection equipment, laptop computers (PC and Mac), and accessories are available. Two business days notice is required to guarantee availability. Call 212-998-2655 or visit www.nyu.edu/campusmedia.

Additional ITS-managed hands-on classrooms are available for class sessions that require a computer for each student. All computers have access to NYU-NET, the Internet, and a full suite of software. For more information, visit www.nyu.edu/its/classrooms.

Bobst Library has three Smart Computer Classrooms (one with 24 Macs and two with 22 PCs each) that are used for library instruction. They can be reserved for University courses or specialized computer instruction based on availability. Each classroom has a fully equipped instructor's lectern, multi-media projector, DVD/VCR, and ceiling-mounted stereo speakers. Call 212-998-2460 for more information.

Computer & Network Security

Take the following steps to help protect your computer and NYU's network from viruses, spyware, and other security threats. Detailed instructions are available at www.nyu.edu/its/security/guidelines.

1. Set an Administrator password on your computer and reset it regularly.
2. Manually or automatically check Windows Update or Macintosh Software Update daily, and install all new security patches and updates.
3. To help protect the NYU community against computer security threats, everyone with **NYUHome** service is required to select a new NYUHome password at least once each year. To update your NYUHome password at any time, go to start.nyu.edu and follow the on-screen instructions, or click the "Set" button in your NYUHome Preferences. For more information, including tips on how to choose a strong password, see www.nyu.edu/its/security/passwords.
4. Install and run Symantec Endpoint Protection (for Windows) or Symantec AntiVirus (for Macs) software on your computer, and be sure to set the software to check for new virus definitions every day. This software is available through NYUHome and software.nyu.edu.
5. Use a personal firewall to protect your computer from Internet intruders. The latest Windows and Macintosh operating systems come with a built-in firewall, but you should check to make sure the firewall is turned on.
6. Don't share access to your computer and be sure to choose strong passwords (see www.nyu.edu/its/security/passwords and the Password Security section for tips).
7. If you use a program other than NYUHome to access your NYU **Email**, protect the security of your messages by activating the SSL (Secure Sockets Layer) encryption feature. Also,

never open unexpected email attachments or respond to requests for personal information that you receive by email.

8. Regularly save backup copies of your important files.
9. Turn off your computer when you're not using it.
10. Review the ITS policies at www.nyu.edu/its/policies.

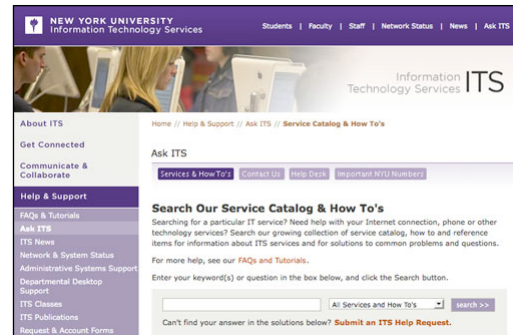
Note: You are required to abide by these rules even if you haven't read them.

Computer & Technical Support

ITS provides help with a wide range of computer and network services at NYU:

Ask ITS

The Ask ITS area within [NYUHome](#) is a central resource for technical support and training, as well as software downloads and important news alerts. Keep an eye on this area for new resources added throughout the year. Answers to frequently asked questions about ITS services and facilities (including NYUHome) are available at AskITS.nyu.edu.



Blackboard Support

For help with NYU Blackboard, visit www.nyu.edu/blackboard/help.

NYURoam Wireless Assistance

For help with the [NYURoam wireless](#) network, see www.nyu.edu/its/wireless or sign up for a workshop at www.nyu.edu/its/classes/wireless.

ITS Client Services

ITS Client Services (AskITS.nyu.edu) provides helpdesk support in the use of ITS computer, email, and Internet-related services, including NYUHome. If you have a question, call 1-212-998-3333, submit it via the Ask ITS area in [NYUHome](#) or send email to AskITS@nyu.edu. You can visit the ITS Client Services Center at 10 Astor Place, 4th floor, between 9:00am and 6:00pm, Monday-Friday during the regular semester.

ITS staff are available to help you get started and explore new ways to further your instruction and research using technology-based tools. See [Faculty Technology Services](#) for more information.

Network Status and Outage Updates

To check the status of ITS services, visit www.nyu.edu/its/status.

Desktop Computer Support

In addition to the computer support provided by [ITS Client Services](#), NYU departments can subscribe to receive enhanced ITS on-site and helpdesk support for staff and faculty computers. Visit www.nyu.edu/its/support/desktop for details.

Computer Labs

ITS provides two types of computer labs. ITS **Academic Technology Centers** offer specialized and advanced technology resources and assistance for course-related work and research. Technology Center resources include high-end Macintosh and Windows computers, multimedia

equipment, a wide variety of up-to-date software, and more. ITS' new **NYUHotSpots** are "CoLabs," a special kind of hotspot designed for student collaboration, where one can use a public computer (dual-boot Mac and Windows with Microsoft Office software) or bring one's own, and work individually or with others. Both types of labs offer high-speed Internet connections and NYURoam wireless access. ITS' two Academic Technology Centers are located in the Education Building (35 West 4th St., 2nd Floor) and at 14 Washington Place, Lower Level. The two NYUHotSpots are at the Third Avenue Residence Hall (75 Third Ave., Level C3) and the Kimmel Center (60 Washington Square South, 4th Floor). For locations, hours and detailed resource lists, visit www.nyu.edu/its/labs.

Computers in Bobst Library: All floors in Bobst have Internet-connected computers; most are located in the reference centers (1st, 6th, and 9th floors). The Bobst Library Computer Center (BLCC), Lower Level 1, contains both Mac and Windows computers, as well as important software such as Microsoft Office. There are also NYUHome Stations on Lower Level 2, and NYURoam wireless is available throughout Bobst Library. For more information on computing resources throughout Bobst, see library.nyu.edu/services/computer.html.

Conferencing

NYU offers videoconferencing services for faculty, staff, and administrators. Videoconferencing allows participants to conduct simultaneous audio and video communication between two or more locations anywhere in the world. ITS-managed videoconferencing facilities are available for use by all schools at multiple locations on campus, and many departments and schools at NYU offer their own services as well. Internet2 resources and a satellite video downlinking service are also available. ITS staff members can help you select the best option for your needs.

For more information on these services or to request a videoconference, visit www.nyu.edu/its/videoconferencing.

For information about teleconferencing services, see [Telephone & Voice Mail Service](#).

Copyright & Fair Use Information

NYU Libraries, ITS, and the Office of the Provost, together with the NYU Office of Legal Counsel, provide a website to guide members of the NYU community who use copyrighted materials in educational and research activities. It provides definitions and principles of educational fair use, NYU policy documents related to fair use, answers to frequently asked questions, and campus resources for further guidance. Please send your questions to fairuse@nyu.edu. Also see library.nyu.edu/copyright.

Data Service Studio

The Data Service Studio on the sixth floor of Bobst Library conveniently locates staff, software, statistical computing, and data collection resources to support quantitative research at NYU. The ITS/Libraries facility features a 10-seat work and instruction space where students and faculty can receive consultation and resources in statistical analysis and geographic information systems (GIS), and gain access to a variety of software for statistical, qualitative, and GIS analysis (SPSS, SAS, STATA, R, ESRI GIS products, Matlab, and others). For more information, see library.nyu.edu/dataservice.

Consultation is available via email (data.service@nyu.edu), telephone (1-212-998-3434), by appointment, or on a walk-in basis. Information on upcoming tutorials, clinics, and other events is available by subscribing to the ITS/FTS Statistics and GIS Group Lists at:

statistics@forums.nyu.edu (send a blank email, or sign up for the list using the Lists channel in [NYUHome](#)).

Digital Studio

The Digital Studio (Bobst Library, 5th Floor, south wing) is a collaborative facility of the Libraries and ITS, and is NYU faculty's gateway to digital services supporting scholarship and teaching. Studio staff offer training, consultation, and assistance with NYU Blackboard; primary text collections available online and at the Digital Studio; text scanning, PDF creation, and Optical Character Recognition (OCR); image scanning (including film, slides, and transparencies) and editing; digital video and audio creation, conversion, and editing; DVD authoring; standards and best practices for digitization; metadata; grant applications; and digital project planning. See the [Faculty Technology Services](#) section of this guide and www.nyu.edu/studio for additional information, or send email to digital.studio@nyu.edu.

Directory Services

NYU's Public Directory includes contact listings for full-time faculty and staff, as well as students who have elected to have their information included. The Directory can be accessed in a variety of ways:

- www.nyu.edu/search
- The Directory channel in NYUHome (<http://home.nyu.edu>)
- NYU's 24-hour Voice Activated Directory: Dial 1-212-998-1212 and select option 1 (faculty and staff listings only)
- The University switchboard (8:00am-7:00pm, M-F): Dial 0 when on-campus, 1-212-998-1212 when off-campus

To request a change to your Public Directory listing, please send email to directory.request@nyu.edu or contact the Human Resources representative in your department.

Disability Services

See [Assistive Technologies & Disability Services](#)

E-F

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](#).

Email & Lyris

Your [NYUHome](#) service enables you to access your NYU email from virtually any computer with Internet access and includes a customizable spam filter. If you prefer, you can also access your mail using a program such as Thunderbird or Outlook Express. The format of your official NYU email address is YourNetID@nyu.edu (e.g., aqe123@nyu.edu), and you may set up an additional personal email address of your choosing through your NYUHome Preferences (e.g., your.name@nyu.edu). For help with your NYU email, see www.nyu.edu/its/email. Remember that you can use the NYUHome stations in Bobst Library and around campus to check your email.

Lyris Lists are email discussion lists used to exchange ideas about specialized topics, post deadlines or homework assignments, and confirm meeting changes. For information about how to start or join an NYU List, visit www.nyu.edu/its/lists.

Events Media Services

Events Media Services, a division of Campus Media, provides specialized media services, equipment, and operators for special events and curriculum support activities, such as conferences, panel discussions, and simulcasts, on a charge-back basis. For more information, call 1-212-998-2655 or visit www.nyu.edu/campusmedia.

Faculty Technology Services

ITS Faculty Technology Services (FTS) offers a wide range of technology resources and assistance targeted toward the needs of NYU faculty in support of research, teaching, and learning. FTS staff work closely with faculty and graduate students to help them make optimal use of computers, media, and Internet resources in instruction and scholarship. FTS technologists provide expert help with all phases of faculty projects, including the selection of equipment, software, and media to suit your purposes, and with adapting and authoring new material in a multimedia/Web environment.

Available services include:

- Support for sponsored research, including piloting and prototyping, as well as assistance in grant planning and writing, software and hardware acquisition, and project implementation.
- Access to and training in web-based content management services and delivery tools, including Blackboard, Luna, podcasting, the NYU [Faculty Digital Archive](#), and more.
- Media production technologies for advanced imaging, video editing, sound and audio production, CD and DVD creation, podcasting, and web-based multimedia and streaming services.
- Collaboration technologies, including Internet2, real-time video communications tools, and networkbased multi-site performances.
- Advanced digital media services, including museum quality digital prints, laser cut flat materials, and 3D color rapid prototyping are available at the ITS [Advanced Media Studio](#) on the second floor of 35 West 4th Street.
- Training and consultation in digital scholarship and the development and use of web-accessible scholarly databases.
- Access to and consultation in the use of high performance computing software and networks, and supercomputing systems at NYU and at a variety of non-NYU facilities.
- Support and training in statistical, qualitative, ICPSR, and GIS analyses of data via the [Data Service Studio](#).
- The NYU Faculty Digital Archive (archive.nyu.edu), a repository into which full-time NYU faculty can deposit their work in digital form.

For more information about ITS-supported technologies for faculty, visit www.nyu.edu/its/faculty, or contact the [Digital Studio](#) at digital.studio@nyu.edu or 1-212-992-9233. The Digital Studio is a collaborative facility of the Libraries and ITS.

G-I

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.

High Performance Computing & Research

NYU provides resources for researchers and scholars that include high performance computing, visualization, advanced networking, research software, videoconferencing, training sessions, and data storage. ITS is also available to partner with NYU faculty as they seek funding for research with substantial technology components. For details, please visit the Research Computing website at www.nyu.edu/its/research.

NYU supercomputing resources include four (4) HPC clusters available for use by NYU researchers: the NYU general serial cluster which is an ITS-owned 140-node Dell cluster with a total of 1120 CPU cores, recommended for serial jobs. Gauss is an ITS-owned single-node, 64 core 128 GbAltix 4700 server. Both the NYU general cluster and Gauss are available to all researchers. The third cluster, known as Cardiac, is an 80-node 1280-CPU core Sun cluster which is jointly owned by the Cardiac Research Project (a collaboration of Courant and NYU Medical Center) and ITS. The fourth and newest cluster is the NYU general parallel cluster, which is an ITS-owned 64-node Dell cluster with a total of 512 CPU cores, recommended for parallel jobs.

If you or a member of your research group has high performance computing or network needs--including visualization, simulations, or other data-intensive operations--visit www.nyu.edu/its/research/hpc or send email to hpc@nyu.edu for more information. High performance resources are guided by an NYU Faculty Advisory Committee on Research Computing.

Hours of Operation

Bobst Library:

- *Open Stacks*: Mon-Sun, 7:00am-1:00am
- *Reference, Circulation & Other Services*: Please check the Library's website (library.nyu.edu/about/access.html) for the most current information and for holiday and intersession hours.
- *Study Areas, Lower Levels 1 & 2*: Mon-Sun, open 24 hours for NYU students and faculty.

Information Technology Services:

- *Client Services*: In Person M-F, 8:00am-6:00pm; By Phone M-F 8:00am-midnight, Sat-Sun noon-midnight.
- *ITS Computer Labs*: Please see www.nyu.edu/its/labs for the most current hours of operation.

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.

ITS Policies

Access to the Internet and other computing resources is made available to members of the NYU community as part of the educational computing and networking resources of the University. Such resources and use of NYU's network are privileges and must be exercised in conformity with all applicable NYU and ITS policies and procedures, available at www.nyu.edu/its/policies, and all applicable federal and state laws. Failure to abide by these policies can result in suspension of network privileges and referral of the matter to the appropriate disciplinary process.

J-L

Laptops & Laptop Connections

Laptops for lectures: Multimedia- and network-enabled computers are available from Classroom Media Services for instructors' presentations in general-purpose NYU classrooms; see www.nyu.edu/campusmedia.

NYURoam Wireless: Use your own laptop to connect to an ever-growing number of convenient NYURoam wireless access locations around campus, including all of Bobst Library. See the [WiFi & NYURoam Wireless](#) section of this guide for more information.

Laptops for loan in Bobst Library: You can borrow a wireless-enabled laptop (PC or Apple iBook) for use in Bobst from the Bobst Library Computer Center (BLCC) on Lower Level 1 (LL1).

For information about Wired Laptop Access, see www.nyu.edu/its/nyunet/wired. For locations of laptop ports in Bobst, see library.nyu.edu/services/computer.html.

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.

Library Instruction

Learning to use peer-reviewed literature and other scholarly resources can be invaluable to your students' academic success. If you're assigning a research paper in class, you may want to:

- Encourage your students to attend a pre-scheduled library instruction class. The schedule of classes is at library.nyu.edu/classes.
- Request a course-specific library instruction session tailored to the assignment and research needs of your class. For details, see library.nyu.edu/forms/instruct.html.
- Encourage students to use the "Library Research" button on Blackboard course pages to link to BobCat, databases, and Library tutorials.
- Refer graduate, honors, and advanced undergraduate students needing individual research assistance to a Subject Librarian; refer novices needing extra help to the Undergraduate Librarian. See [Subject Librarians](#) for contact information.

Linking to E-Journals in Blackboard

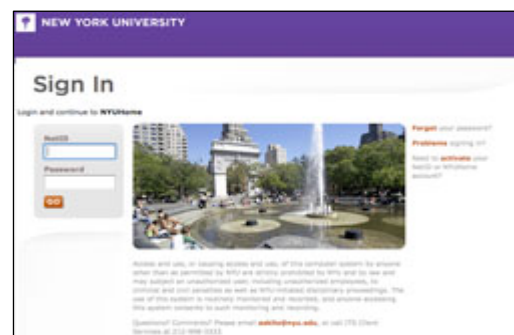
Links can be added to your [Blackboard](#) course for e-journal articles, images, and audio from the Libraries' licensed collections. Directions are available at library.nyu.edu/services/persistent.html.

Course Reserves will create links to library-licensed e-journal articles and e-books for course reserves. Submit requests at: library.nyu.edu/services/reserves_faculty.html.

M-P

NYUHome

NYUHome is a service for NYU faculty, staff, administrators, and students that provides information and facilitates collaboration and communication. It is a highly customizable portal to many web-based services and tools, including your NYU [email](#), Albert (the University's online student information system that provides class listings, grades, and financial aid information), [Blackboard](#), online file storage, forums, campus events, Library research tools, your own personal web page, [software](#), and more.



The Ask ITS area in NYUHome provides one convenient location for you to request help from ITS, learn about important security and technology news, download helpful software, and access instructions on how to connect to various NYU electronic resources. For information about making the most of your NYUHome service, browse the NYUHome Help at www.nyu.edu/its/nyuhome.

How to Access NYUHome

To access NYUHome for the first time, activate your NetID, then follow the instructions below to activate your service.

1. Open a web browser.
2. Go to home.nyu.edu.
3. Log in using your activated NetID and password.
4. Explore the various channels and tabs within NYUHome. Access your NYU email from the main page; select Preferences to reset your password and to customize your NYUHome screen, email spam filter, and email address.

NYU-NET & the Internet

NYU-NET is NYU's campus-wide, Internet-connected network of computers, computer-related equipment, and information resources. It is used by University faculty, administrators, staff, and students to facilitate collaboration and research, and to enhance instruction and learning. You can connect to NYU-NET via your office connection or the [NYURoam wireless](#) network, at ITS [computer labs](#) and NYUHome stations around campus, or by using an external ISP from off-campus. For more information, visit www.nyu.edu/its/nyunet, and see the Ask ITS area in NYUHome for access to [software and instructions](#).

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](#).

Photocopying & Printing

Bobst Library:

- Photocopiers are located on every floor of Bobst; color copiers are on the 3rd and 7th floors.
- Printing is available at ITS labs and from most computers in Bobst, including the Bobst Library Computer Center (BLCC) wireless laptops. Printers are located on both Lower Levels and floors 1, 3, 6, and 9. A color printer is available in the BLCC on LL1.
- Your NYUCard can be used for photocopies, printing, and microform printing. You can also buy a copy card or use coins (photocopiers only).
- Departmental copy cards for photocopying and printing at Bobst Library are available. Contact NYUCard Services to set up your department's account. See www.nyu.edu/nyucard/forms/copy.card.request.html.

For more information, see library.nyu.edu/services/printing.html. For information about museum quality digital printing at ITS' Advanced Media Studio, see www.nyu.edu/its/ams.

Information Technology Services:

With ITS' new Print Service, NYU community members can send documents from any NYU-NET connected computer to their personal ITS Print Service queues, and then print their documents at any ITS Print Station. As of September 8th, when the service goes "live," there will be ITS Print Stations at all ITS computer labs, and at the ITS-affiliated College of Arts & Science Learning Center. Students in degree and diploma programs, faculty, and staff automatically receive an ITS Print Grant every semester, from which printing charges are deducted; should an individual use up his or her grant, [Campus Cash](#) or a [Bobst Library Print Card](#) can be used instead. Faculty and staff may also obtain a [Departmental Copy Card](#). Please see www.nyu.edu/its/print for more about the ITS Print Service, and www.nyu.edu/its/labs for lab locations, hours, and more.

Podcasting

The [Digital Studio](#) is available for faculty members interested in making podcasts for use in the classroom or for research. When you publish a podcast, others can "subscribe" to whatever original content you choose to deliver: audio, video, PDFs and more. When you update your podcast with new content on a regular basis, your audience will automatically receive this content and can view or listen to it on their computers or mobile devices.

For the latest information about podcasting resources at NYU, including more information for faculty, staff, and students about creating them, and for access to existing NYU podcasts, visit www.nyu.edu/podcast/.

ITS Policies

Access to the Internet and other computing resources is made available to members of the NYU community as part of the educational computing and networking resources of the University. Such resources and use of NYU's network are privileges and must be exercised in conformity with all applicable NYU and ITS policies and procedures, available at www.nyu.edu/its/policies, and all applicable federal and state laws. Failure to abide by these policies can result in suspension of network privileges and referral of the matter to the appropriate disciplinary process.

Publications (ITS & Libraries)

ITS provides a variety of publications to assist the NYU community in its use of technology resources, including: *Connect: Information Technology at NYU*, a semi-annual magazine about computing, networking, and telecommunications at NYU; and *Connect-Direct*, a monthly electronic newsletter. To download copies of ITS publications, read them online, or request printed copies, visit www.nyu.edu/its/pubs.

The Division of Libraries sends its newsletter, *Progressions*, to all faculty in the fall and spring. It features news about the Libraries' latest acquisitions, services, and events. For online copies of *Progressions*, see library.nyu.edu/progressions. Subscribe to the LibLink forum to get updates about new library services, databases, etc., at library.nyu.edu/services/liblink.html.

Q-S

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

Reference Centers

Three reference centers in Bobst provide staff who can help you locate materials or plan your research strategy. Reference centers are located on the first (General, Humanities and Social Sciences), sixth (Business and Government Documents), and ninth floors (Science) of Bobst Library. library.nyu.edu/research/ref_ctr.html.

Research & Grant Planning

ITS offers support for sponsored research that has a technology component, including piloting and prototyping, as well as assistance in grant planning and writing, software and hardware acquisition, and project implementation. For more information, see www.nyu.edu/its/research/planning or send email to it.grants@nyu.edu.

Reserves, Course

Instructors may place books, music, videos, personal materials, and links to e-journal articles, images, and audio from the Libraries' licensed collections on BobCat Course Reserves. Submit requests at library.nyu.edu/services/reserves_faculty.html.

Smart Phones, PDAs, & Handheld Devices

Faculty and staff are eligible for NYU corporate discounts on wireless services; please check with your wireless provider for details. Wireless service can also be ordered via NYU and, with approval, charged to a departmental account; for information, please email its.mobile@nyu.edu.

For information on using your PDA or handheld, please see www.nyu.edu/its/pda.

Software

Visit the Ask ITS area in [NYUHome](#) for access to antivirus and connectivity software (as well as the Meeting Maker calendar program), and for instructions on how to connect to various NYU electronic resources and help protect the security of your computer.

ITS also offers a variety of research software; see www.nyu.edu/its/research/software for details.

Subject Librarians

Bobst Library has 28 Subject Librarians who serve as liaisons between the library and academic departments. Contact your Subject Librarian to:

- Recommend book or media titles for purchase.
- Schedule library research classes for your students.
- Request a library services update for yourself or demonstrations of discipline-specific databases for department meetings.
- Schedule a consultation to learn more about library services, procedures, and collections.

For a full list of subject librarians and their contact information, see library.nyu.edu/research/lib_arc.html.

T-Z

Technology & Computer Training Classes

Learning to take advantage of the technology resources available to you and your students can be invaluable to your research and to your students' success. ITS classes and talks can help. For information, visit www.nyu.edu/its/classes.

Telephone & Voicemail Services

ITS provides office telephones to faculty, as well as voicemail, long distance authorization, **Directory Services**, and other telephone services. Call ITS Client Services at 212-998-3333 or visit www.nyu.edu/its/telephone/staff for detailed information and instructions.

ITS also provides teleconferencing services for NYU faculty, staff, and administrators. For more information, see www.nyu.edu/its/telephone/conferencing.

TV & Broadcasting

NYU Television Center: From taping live events to post-production and duplication to webcasting, NYU's Television Center can meet your video production needs. For a complete list of services, call the Television Center at 1-212-998-5168, or visit www.nyu.edu/tvcenter.

NYU-TV: Make a curriculum connection with NYU-TV! One of NYU-TV's goals is to enhance the learning experience for students. To program videos to air on NYU-TV, contact NYU-TV at 1-212-998-5168. For more information, visit www.nyu.edu/nyutv.

WiFi & NYURoam Wireless

NYURoam is NYU's secure, wireless access network, serving the community's need for convenient and flexible access to **NYU-NET** resources and the Internet. NYURoam wireless access is available throughout Bobst Library, and at an ever-growing number of additional locations around campus; see www.nyu.edu/its/wireless/locations for a complete list.

Instructions on how to configure your computer to access NYURoam are available at www.nyu.edu/its/wireless. If you need help, ITS also offers hands-on NYURoam workshops; see www.nyu.edu/its/classes. See also **Laptops & Laptop Connections**.