



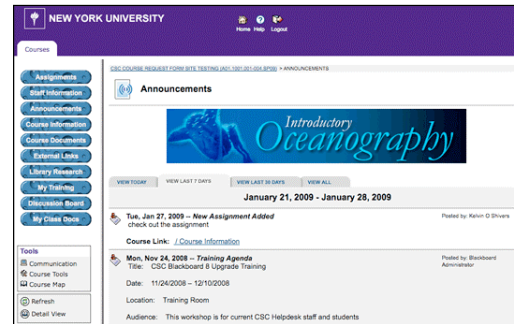
Faculty Guide to Libraries & ITS

For New Faculty

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](#), 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** and log into [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.

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.

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.

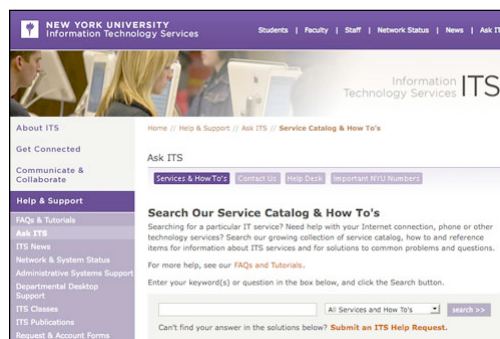
Bobst Library has three Smart Computer Classrooms (one with 24 Macs and two with 22 PCs each) that are used for library instruction. They can be reserved for University courses or specialized computer instruction based on availability. Each classroom has a fully equipped instructor's lectern, multi-media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

Computer & 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.

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](#).

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.

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.

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.

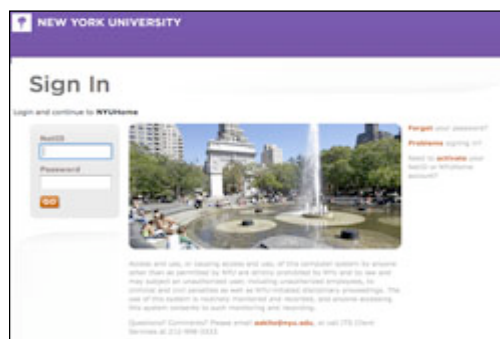
Library Instruction

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.

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.

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.

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.

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.