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Purpose of the User Policy

The McEntegart Hall Library User Policy has been created to protect the rights and safety of Library patrons and staff and to preserve and protect the library's materials, equipment, and facilities. The Library reserves the right to define and interpret the terms used in this policy.
McEntegart Hall Library Mission

The main purpose of McEntegart Hall Library is to support the academic pursuits of all students and faculty through the provision of quality service, instruction and the timely acquisition of resources pertinent to the overall college curriculum in accordance with the mission, values, and goals of the College.
Emergency Procedure

All emergency situations occurring within the McEntegart Hall Library building should be immediately reported to the Security at the front desk in the Library building. Security will initiate the appropriate evacuation procedures. To facilitate the evacuation process, please familiarize yourself with all emergency exists in all areas in the Library.

Patron Problems in the Library
If you observe a patron vandalizing the library building or material, do not speak to him/her directly. Please notify library staff or security officer.
Library Website

Mission
The primary purpose of the Library’s website is to provide access to services and resources that meet the instruction, learning and research needs of the St. Joseph’s College community.

Audience
The McEntegart Hall Library serves all students, faculty, staff, & alumni of St. Joseph’s College, as well as members of similar neighboring academic institutions, both novice researcher and scholar alike.

Goals
In service of the Library’s mission and audience, the website will be:

- reliably maintained, displaying current and accurate information
- clear in its description of resources and focused in its scope
- in compliance with ADA Standards for Accessible Design
- responsive to upgrades in technology standards
- designed to meet its audience’s changing need
LibGuides are web-based research guides with librarian-curated content in each subject area offered at St. Joseph’s College. Students may consult LibGuides for more information on books, articles & websites relating to their assigned topic. Faculty members are also encouraged to contact librarians about cues for their own class.
Library Access

Access to the Library’s Collections is primarily a privilege granted only to students, faculty, staff, and Alumni Card holders of the St. Joseph’s College community. For current students, faculty, and staff, your SJC ID card acts as your library card.

For members of the Brooklyn community, there are a few extenuating circumstances in which they would be allowed to use our facilities:

- They are carriers of a METRO referral card from another institution.
- They are a member of the Academic Libraries of Brooklyn, with an ALB card. Please note that McEntegart Hall Library has a modified access policy due to limited space. ALB card holders may visit the Library to borrow up to two (2) books. In order for an ALB researcher to gain access to the Library (study space/computer access), they will need to receive advance approval from the Library Director before visiting.
- They are a Special Guest of the library at the discretion of library administration (i.e. the Associate Director) and they have completed the Guest Access form.

Otherwise, a member of the general public is not allowed to use the library. Reasons for this are, but are not limited to:

- We have open use of the internet.
- Our students pay a technology fee that allows them to use the internet.
- For security purposes: It is safer for our students and staff members to have restricted entrance to the library.

If a member of the press would like to use our library, they will first have to be granted permission from the College’s Manager of Public Affairs.

Alumni

SJC graduates who wish to use the Library service and/or to obtain an alumni computer account must have alumni status verified. Please contact the Alumni Relations Office to have your alumni status verified and to obtain the Alumni Card.

Library service

The Alumni Card entitles the alumni to borrow up to two (2) books from the main collection only (NO reserved materials, ILL, DVDs, laptops etc.) for a 28-day loan period.

Computer labs

Alumni can obtain network access to the desktop computers in the computer labs from the IT department. Please visit Room 302 for assistance. Wifi connections are NOT available for personal devices. Due to vendor licensing agreements, alumni do not have remote access to the library's electronic resources.

Printing
Alumni may purchase a printing top-up card ($5 or $10 card/cash only) at the Circulation Desk to print from the desktop computers in the computer labs. Alumni printing credits do not expire.

**ALB users**

McEntegart Hall Library belongs to the Academic Libraries of Brooklyn (ALB), a consortium of seven academic libraries in Brooklyn. ALB has a unique open access policy. This cooperative program allows students, faculty, and staff of any ALB member library to use the resources of the other member libraries.

Please ask at the Reference Desk or call 718.840.5800 to obtain an ALB card and receive further information on privileges, procedures and responsibilities.

*Please note that McEntegart Hall Library has a modified access policy due to limited space. ALB card holders may visit the Library to borrow up to two (2) books. In order for an ALB researcher to gain access to the Library (study space/computer access), they will need to receive advance approval from the Library Director before visiting.

**ALB Member Libraries**

**Brooklyn College**
2900 Bedford Avenue
Brooklyn, NY 11210
718.951.5335

**Long Island University**
1 University Plaza
Brooklyn, NY 11201
718.488.1338

**Medgar Evers College**
1650 Bedford Avenue
Brooklyn, NY 11225
New York City College of Technology
300 Jay Street
Brooklyn, NY 11201
718.260.5470

Pratt Institute
200 Willoughby Avenue
Brooklyn, NY 11205
718.636.3420

New York University Tandon School of Engineering
Five MetroTech Center
Brooklyn, NY 11201
718.260.3530

Note: Modified open access. Require pre-authorization for visit. To request a visit, contact Luci Isdith at (646) 997-3492 or lisdith@nyu.edu

St. Francis College
180 Remsen Street
Brooklyn, NY 11201
718.489.5205

SUNY Downstate Medical Center (medical research library of Brooklyn)
450 Clarkson Avenue
Brooklyn, NY 11203
718.270.4701

Note: SUNY Downstate, while a member of ALB, does not recognize ALB cards. A patron that wishes to use this library must use a Metropolitan New York Library Council (METRO) card.

METRO referral card
St. Joseph's College is a member of METRO (The Metropolitan New York Library Council). SJC student, faculty, or staff members may use METRO libraries that have a particular item or resource that they require.

Please ask at the Reference Desk or call 718.840.5800 to receive further information on privileges, Procedures, and responsibilities.
McEntegart Hall Library is committed to providing equal access to information and services to all students, faculty and staff members. Patrons with disabilities may ask for assistance at Circulation Desk or Reference Desk. Inquiries concerning accessibility also may be directed to Coordinator of Student Accessibility Services at 718.940.5859.

**Anti-glare screen protectors** are available at the Circulation Desk.

- **ZoomText** is installed on a laptop in the Academic Center. ZoomText allows the user to enlarge the text on the screen.
**Borrowing Privilege**

- Current SJC students, faculty, and staff can borrow up to 15 items at a time.
- Items may be renewed twice before the due date via My Account in Discovery, in person at the Circulation Desk, phone, email or via chat.
- SJC Alumni may borrow up to 2 books from the main collection only (No DVDs, Curriculum Library materials, reserved materials or laptops).
- Only current SJC students or faculty may borrow audio/visual material or items from the Curriculum Library.

**Loan Period**

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main collection books</td>
<td>28 days</td>
</tr>
<tr>
<td>Curriculum library books</td>
<td>28 days</td>
</tr>
<tr>
<td>Audio material</td>
<td>28 days</td>
</tr>
<tr>
<td>DVDs</td>
<td>3 days</td>
</tr>
<tr>
<td>Local history collection</td>
<td>7 days</td>
</tr>
<tr>
<td>Reserve material</td>
<td>Varies</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Varies (Most textbooks on reserve are for 2 hour in-library use only).</td>
</tr>
<tr>
<td>iPod and clickers</td>
<td>2 hours on campus only</td>
</tr>
<tr>
<td>Desktop Microphone/headphones</td>
<td>2 hours in McEntegart Hall only</td>
</tr>
<tr>
<td>Smartboard kit</td>
<td>2 hours in McEntegart Hall only</td>
</tr>
<tr>
<td>Laptops</td>
<td>4 hours in McEntegart Hall only</td>
</tr>
<tr>
<td>GSR Supplies/Cables</td>
<td>2 hours (GSR use only)</td>
</tr>
<tr>
<td>Computer Mice</td>
<td>6 hours (in Library use only)</td>
</tr>
<tr>
<td>Calculators</td>
<td>6 hours (in Library use only)</td>
</tr>
<tr>
<td>Anti-glare Screen Protectors</td>
<td>6 hours (in Library use only)</td>
</tr>
</tbody>
</table>
Overdue Fines

Please note that fines are capped at $10 per item except the laptop loan.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>$0.10/day</td>
</tr>
<tr>
<td>Audio material</td>
<td>$1.00/day</td>
</tr>
<tr>
<td>DVDs</td>
<td>$1.00/day</td>
</tr>
<tr>
<td>Hourly reserves</td>
<td>$0.25/hour</td>
</tr>
<tr>
<td>Day reserves</td>
<td>$1.00/day</td>
</tr>
<tr>
<td>Laptops</td>
<td>$5.00/30 min. Up to a maximum fine of $500.00</td>
</tr>
<tr>
<td>GSR Supplies/Cables</td>
<td>$0.25/hour</td>
</tr>
</tbody>
</table>

**Borrowing Privileges: Reserve Materials**

Copies of high demand course materials may be placed on reserve by faculty for the semester and students may request these items at the Circulation or Reference Desks.

**Typically, reserve books are loaned for 2 hours, DVDs for 3 hours and CD-ROMs for 8 days, with some exceptions.** The library staff member will specify a due date and time when the item is checked out. If the item is on reserve for less than 24 hours, it can be used in the library only; it may not be taken out of the building.

Fine fees* for overdue reserve items are as follows:
Hourly reserves = $0.25 / hour
Daily reserves = $1.00 / day

*Fines are capped at $10 and additional charges & fees will be applied for any lost item. Please refer to the Lost Item Policy for more information.

Faculty may also make course readings available online through the [E-reserves system](#).

Please note that all materials, both physical and electronic, are only available for the semester in which the class is being offered.

**Lost/Damaged Items**

It is the responsibility of the patron to pay for the replacement of any items charged to their account that become lost and or damaged.

For each lost/damaged item, patrons must pay:
1) All Overdue fines (up to a maximum of $10)
2) Lost Item Processing fee of $7.50  
3) Lost Item Replacement fee, lowest market value

**Fine Payment**
Fines can be paid by check (payable to St. Joseph’s College) or cash at the Circulation Desk.

**Book Return Policy**
During Library hours, materials should be returned to the staff at the Circulation Desk or the Reference Desk.

When the Library is closed, or when a staff member is not at the desk, patrons should use the Book Return Drop at the Circulation Desk. Materials other than regular circulating books or DVDs such as reserved materials/laptops/GSR supplies/Smartboard markers should be returned in person to the Library staff at all times.

It is the patron’s responsibility to return all materials on or before the due date to the available location. Fees apply for late returns and lost or damaged materials.
Laptop Loan

Current SJC students & faculty may borrow a laptop for use in the McEntegart Hall Library building. To borrow a laptop, please read and submit the Laptop Loan Agreement via http://www.sjcny.edu/libraries> Services>Student Services>Student Services: McEntegart>Laptop Loan. The agreement is valid for only one semester.

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McEntegart Hall Library
Laptop Loan Agreement

When I borrow a laptop computer from the Library, I understand and agree to the following:

Laptop Use
I am responsible for the laptop, including the power adaptor. If they are damaged, lost or stolen, I am financially responsible for all related costs ($500 replacement fee plus a $50 Library processing fee for the laptop).

- I will return it in the same condition as when I borrowed it.
- I will not leave it unattended.
- I will take it with me if there is an emergency evacuation of the building.
- I will not loan it to anyone else.
- I will return it on time. Otherwise, I will be responsible for paying the fine.
- I will not change or tamper with the hardware or the software.

I understand that data cannot be saved to this computer. When it is powered down or logged off all data will be lost. All work must be saved to a USB drive.

Loan Policy
- Only current SJC students/faculty/staff members may borrow a laptop. A valid SJC ID card with a current semester sticker is required.
- SJC Student ID card will be kept at the circulation desk during the laptop loan period.
- Laptops are loaned for a 4 hour period. No automatic renewals or holds are allowed.
- Laptops can be renewed only at the Circulation Desk.
- Overdue fines for laptops are $5 per half-hour or any part thereof, up to a maximum fine of $500 dollars for the laptop (reduced to $100 upon return of the laptop).
- Students will be charged $550.00 for laptops that are lost, stolen or damaged beyond repair.
- An overdue laptop will result in a “block” on borrower’s account until the item is returned.
- When the laptop is returned, borrower must give it to a staff member and wait for it to be checked-in. Staff member will examine it, and power it up to confirm that it is in the same condition it was in when it went out.
- Laptops are due half an hour before the end of library service. No overnight loans are permitted.
- McEntegart Hall Library Staff reserve the right to suspend and/or discontinue a student’s laptop loan borrowing privileges at any time.

I understand *any violation of the above policies will result in loan forfeiture.*
Group Study Rooms

GSR User Policy

Using the GSR
- GSR may be used by current SJC students, faculty, and staff. **A valid ID is required.**
- **Check-in and out is required at the Circulation Desk.**
- The maximum reservation period is **two hours per group.** Patron(s) can only reserve one room at a time.
- **Reservation is required.** All the GSR reservations should be made on the online reservation system at [sjcbrooklyn.mywconline.com](http://sjcbrooklyn.mywconline.com).
- A reservation is considered forfeited after **a fifteen minute grace-period.**
- No back-to-back reservations are allowed. If the patron(s) need more time in the GSR, contact the Library staff and they will determine if extended time is available.
- An individual can use the GSR but the priority will be given to group use.
- Priority will be given to groups using the technology equipment for their intended purpose such as group presentation and media viewing.

Equipment (Available at the Circulation Desk for 2 hour loan period)
- Whiteboard wall (Please use the wall on the right hand side facing the monitor).
- Dry-erase markers (Please only use the markers provided at the Circulation Desk).
- Laptop(s)
- Cables

Rules
- Absolutely **no food or drink** is allowed (except for bottled water).
- **Do not use the wall outlets.** Please use the outlets on the table inside the black box.
- **Do not leave any valuables unattended.** The Library is not responsible for lost or stolen items. If material is left in the GSR, it will be removed and any library books will be returned to the stacks.

Before exiting the room, please make sure…
- All work is erased from the whiteboard wall by a provided eraser.
- All equipment is returned to the Circulation Desk.
- All electronic devices (TV screen, fan) are turned off.
- The chairs are pushed in, and everything is in a condition as when you came in.

*Any violation of the above policies will result in reservation forfeiture and suspension from GSR use. Thank you for your cooperation in keeping the GSR clean for everyone!*

Reservations
McEntegart Hall Library has three (3) Group Study Rooms. All GSR reservations should be made through the **online reservation system** ([https://sjcbrooklyn.mywconline.com/](http://sjcbrooklyn.mywconline.com/)) by individual user (student or faculty).

If students/faculty have any question or require assistance, contact the library staff:
- **In person:** at Circulation Desk or Reference Desk
- By phone: 718.940.5880
- By email: mcnegart@sjcn.edu
- If any reservation conflict or difficulty, notify a Librarian.
Inter-Library Loan

Interlibrary loan serves to expand the range of publications available to the St. Joseph's community. Administrators, faculty, staff and students may request that publications not owned by St. Joseph's be borrowed from other libraries.

ILL Request
Users can request an item and/or check their ILL request status via https://sjcmcentegart.on.worldcat.org/discovery by logging into their account or McEntegart InterLibrary Loan in the InterLibrary Loan tab on the Library’s homepage.

- Electronically-delivered articles will remain in the user's account for a period of thirty days and can be viewed 5 times, during which time he or she may save and/or print them. After thirty days the article will be erased from the user's account.
- 15 active interlibrary loan request at a time is allowed.

Time
- The time needed to fill an interlibrary loan request varies and is often difficult to predict how much time will be needed in order to fill the request. Requests for materials not owned by either St. Joseph's College library typically take 5-7 business days, but may take as long as two weeks for delivery.
- Interlibrary loan borrowing periods are determined by the lending library.

Limitations
It is often difficult and in some cases impossible to borrow certain kinds of library materials, since most libraries either do not own or do not lend such items. Items that are difficult or impossible to borrow include: rare books, manuscripts, reference books, audiovisual material, entire issues of periodicals, scholarly books published during the current year or in some cases the previous year, thesis, dissertations and new textbooks.

Copyright Information
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 purposes 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.

St. Joseph's College reserves the rights to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Charges
Faculty: The McEntegart Library assumes all loan costs for ILL materials for requests placed by members of the St. Joseph’s College faculty. In addition, the McEntegart Library will pay all replacement costs if a faculty member loses an item borrowed from another library.

Students: The McEntegart Library does not pay for the costs associated with requests by St. Joseph College students that incur charges. After an item is overdue for 30 days, a warning letter is sent out and the patron's record is blocked. If the book is not returned, its cost and any applicable fees will be the responsibility of the patron.
Technology in the Library

Computer Use
St. Joseph's College computer use policy, as stated in the Student Handbook.

St. Joseph's College provides an atmosphere in which "students are challenged to develop their full potential and are encouraged to acquire a spirit of inquiry and a joy in learning." In keeping with its mission and goals, the College provides computer facilities and Internet access for faculty, students, and other authorized persons to facilitate educational research and communication. The purpose of this Computer Use Policy is to promote the responsible use of these facilities and to maximize the availability of the finite resources.

As an academic community centered on teaching, learning and research, we have responsibilities toward each other as well as toward the computing community beyond the College. Respect for the rights of others, their intellectual property, and the privacy of data and files is of central importance.

This policy governs the use of all computers, network and related telecommunications equipment owned and operated by St. Joseph's College. The policy intends to permit the maximum use of these facilities consistent with federal, state and local laws and regulations, St. Joseph's College policies, and the existing Student Code of Conduct.

Everyone who uses St. Joseph's College computer facilities is expected to be socially responsible and to behave in a manner suitable to a productive learning and research environment. Computer users are expected to exercise care in their use of the equipment and are particularly discouraged from consuming unreasonable amounts of limited resources such as paper, disk space, or time on the computers. We support only academic or College work.

Intellectual property is protected by copyright, and it is the policy of St. Joseph's College to adhere to the letter and spirit of copyright laws and regulations, including software licensing agreements. Programs and computer files must be used in an ethical and legal manner and may not be copied in violation of copyright laws.

The computer facilities may not be used for non-academic purposes or for personal business.

The computer facilities may never be used for malicious mischief, illegal activities, or any purpose inconsistent with the mission of the College. Thus they may not be used for commercial or profit-making purposes, or for political purposes. Access or attempted access to private information, the files of others without their permission, encrypted information, or other computer systems without authorization is prohibited.

The use of the computers and network resources, including the Internet, electronic mail, chat rooms and bulletin boards should always be guided by respect for the privacy and rights of others and should never include activities or language that is inappropriate, indecent, libelous, intimidating, threatening, harassing, or that would bring discredit to St. Joseph's College. (This would include, but not be limited to, printing or displaying materials unsuitable for an academic environment.) The College reserves the right to inspect work being done on College computers.
Depending upon the seriousness of the offense, violation of this policy can result in penalties ranging from reprimand to the loss of computer privileges to referral to the appropriate College authorities for disciplinary action in keeping with College policies as stated in the Student Handbook. St. Joseph's College shall not be held responsible for anyone in violation of this policy.

Free student web-based email is available for all St. Joseph’s students. Webmail is accessible from any computer with an Internet connection. Account and password information is mailed to new students at the beginning of the semester. To access your Webmail account, point your web browser to http://student.sjcny.edu. If you have problems with your Webmail account, please send a message to webmail@student.sjcny.edu with problem details.

Computer Labs
The LITC’s primary purpose is for library and technology instruction. When the LITC is not scheduled for library or technology classes, it is designated for students’ individual use. The LITC is not an alternative teaching space for faculty to hold class. Faculty members should contact the Library to reserve the LITC for a single session.

Wireless Network Access
Free wireless access to the internet is available to St. Joseph’s College students, faculty, staff, and alumni with active network ids. Wifi connections are NOT available for alumni’s personal devices. The library’s wireless internet is not secure and use of the service must comply with the college’s Computer Use policy.

Printer Locations
Printers are located throughout the library and may be used by all students, faculty, staff, and alumni with active network ids obtained from IT Department.

Black & White Printer
1st Floor
- Computer pods at the entrance of McEntegart Hall Library Reading Room
- LITC computers in the rear of McEntegart Hall Library Reading Room
- Faculty printer/copier/scanner in the rear of Group Study Rooms

2nd Floor
- Lab 203
- MCE 204 (Balcony)

3rd Floor
- Lab 300

Color Printer
1st Floor
- Computer pods at the entrance of McEntegart Hall Library Reading Room.

**Print Credits**
At the beginning of every **Fall** and **Spring** semester, registered students receive a $40 print quota on their student account on Follow Me Print, SJC's print management system. ([https://print.sjcny.edu/user](https://print.sjcny.edu/user))

Unused print credits will rollover within an academic year (from the Fall and Winter semesters to the Spring and Summer semesters). These print credits can be used at any campus computer lab or library computer or when you print from a release station. Each time a student prints in the labs, the computers will display his/hers remaining print balance. Any free print credits that are unused at the end of the summer semester will be removed from student accounts and everybody will start with a $40 balance at the beginning of the Fall semester.

Single or Double sided Black and White - $0.10
Single or Double side Color - $0.25

- **Carry Over**
  - At the end of the Fall semester (August to December), unused print quotas are carried over to the Winter semester
  - At the end of the Winter semester (January), unused print quotas are carried over to the Spring semester
  - At the end of the Spring semester (January to May), unused print quotas are carried over to the Summer semester.
  - At the end of the Summer semester (June to July), unused print quotas are **NOT** carried over to subsequent semester.

**Monitoring Print Credits and Adding Additional Funds**
Students should monitor their print credit balances on a regular basis. Students can view their account balances, check print activity, add funds or upload print jobs to their Follow Me Print queue by logging into [print.sjcny.edu](http://print.sjcny.edu). To add funds, students can now use their One Card Eagle or Bear Dollars for printing. SJC students will be able to use their general purpose account for printing or the cafeteria. When your original print quota runs low, and you have money available on your One Card Eagle or Bear Dollar accounts, it will automatically transfer the funds so you have no disruption in printing. To add funds to your Eagle or Bear accounts, you need to deposit a minimum of $25 to your account via [onecard.sjcny.edu](http://onecard.sjcny.edu).

**SJC One Card**
Use your One Card (Student ID Card) for Printing Services and Food Purchases. (Each student receives a $40 free printing credit for fall/spring) No Cash Needed! Add funds to your card for food purchases on campus by going to [onecard.sjcny.edu](http://onecard.sjcny.edu).
Copier

- A black & white printer at the entrance of McEntegart Hall Library Reading Room also functions as a black & white copier.
- 10 cents per page is deducted from a student’s quota balance.
- Faculty copier is located behind the Group Study Rooms in the McEntegart Hall Library. Please use SJC Portal log in and password to log in to your departmental account.

Scannx BookScanner
The BookScanner is available free of charge to all patrons of the McEntegart Hall Library. Please limit your time on the scanner to 15 minutes.

Library printers/copiers also functions as a scanner.

MarkerBot 3D Printer & Scanner
MarkerBot 3D Printer & Scanner are available at the McEntegart Hall Library for registered St. Joseph’s College students, faculty and staff to create three-dimensional objects of their own design.

Equipment
- Makerbot 5th Generation Replicator
- MakerBot PLA Filament - Filament is a bioplastic derived from corn. It is guaranteed not to have any heavy metals, phthalates or BPA.
- MakerBot Digitizer 3D Scanner
- Filament Colors: True White and Natural

Complete technical specifications for the Makerbot 5th Generation Replicator, PLA Filament and Digitizer are available at http://www.makerbot.com/

At this time, only designated Library staff will have hands-on access to the 3D printer and scanner.

Creating a File
- The Library reserves the right to refuse any 3D print request. The 3D printer will be used only for lawful purposes. No one will be permitted to use the Library’s 3D printer to create material that is:
  - Prohibited by local, state or federal law
  - A weapon; or replica thereof, unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
  - Obscene or otherwise inappropriate for the Library environment.
  - In violation of another’s intellectual property rights. For example, the printer will not be used to reproduce material subject to copyright, patent or trademark protection.
- Items with an excessive weight or size can be denied at the discretion of the library staff.
- Refusal to print an item is at the discretion of library staff. The Library reserves the right to deny a print request for any reason. In the event user’s request is in violation of these terms, the user will be contacted.
Files must be created using compatible 3D creation software and saved to a USB drive in .stl format. Free 3D modeling programs are available on the internet.

Files can be downloaded from the Makerbot Thingiverse (http://www.thingiverse.com/) and other websites. Many of the items available from Thingiverse are covered by Creative Commons Licensing. While they are free to use, read the License listed on the item page as restrictions may apply. Items obtained from any websites should be edited in the Makerbot Desktop software and saved as .stl file to a USB drive.

Only .stl files are accepted. File size must be a maximum of 25MB. For multi-part models (multiple items assembled to create one finished design), organize the files together into a folder and compress into one zip file for uploading. An estimated cost will be emailed to the user for approval before printing will be initiated. 3D items will not be printed without user's acknowledgement of the cost involved.

Submitting Request

- Fill out a 3D Printing Request Form (online) available at the Circulation Desk, and drop off a USB drive containing .stl 3D image file.
  - Name
  - SJC email address
  - File Name
  - Reason for printing: for course assignment or personal use
  - Design: link to the file so that the Library can review Creative Commons Copyright
  - Filament Color

3D Printing Cost

- **Set Up Fee:** $2.00
- **Cost per gram:** $0.25 (Excessive print time $0.50 per half hour over one hour)

Estimated cost will be provided prior to a requested item being printed. The final price may fluctuate from the estimate as print times have been known to vary from the estimates given by the printer.

Items with multiple files will be processed and charged individually at the discretion of the library staff 3D Printing team. The user will be responsible for assembling his/her own item once all pieces have been completed.

If an item has been printed and it does not print to the user’s satisfaction, the user is still obligated to pay all costs associated with printing. In the event an item does not print properly due to design flaws, the user will be charged for the initial set up fee only.

MakerBot Digitizer 3D Scanner

- **Service fee to scan an item:** $10.00 per item

The 3D scanner will be available by appointment only. The purpose of a scanner appointment is to assess an item submitted for scanning and to discuss the desired parameters of the final printed item.

A test scan will be run by library staff during the appointment. Multiple scans are usually required to obtain a usable file of a scanned item. If the user need to leave item for additional scanning, the Library will contact the user when it is available for pick up. Scanned files will be added to the print request queue and printed in order of request.
Federal Copyright and Patent & Trademark Laws govern what may or may not be copied. Requests may be denied at the discretion of the library staff. The Library reserves the right to deny a scan request for any reason.

**Pickup and Payment**

- The minimum turnaround time is **2-3 business days** after requestor’s confirmation and approval of estimated cost. However, depending on the current print volume, the wait may be longer. Projects submitted for a course assignment will have priority in the printing schedule once the assignment has been confirmed with the faculty member.
- User will be e-mailed when his/her job is complete and ready for pickup. Printed objects not picked up within 7 days after completion will become the property of the Library. Items must be picked up by the individual who submitted the request with a valid SJC ID card.
- Payment for all fees associated with 3D printing and scanning will be collected at the pickup. Cash only.

**Demonstrations & Instruction**

Monthly demonstrations will be held for students, staff, and faculty interested in learning more about 3D printing technology. Students who attend a 3D printing demonstration will be allowed one (1) free printed item to be selected from our sample item binder. Demonstrations are free of charge; however, advance registration is strongly suggested.

Faculty interested in setting up a workshop for their students or in-class instruction please contact McEntegart Hall Library at mcentegart@sieny.edu to make arrangements.

**IT Department**

For assistance with Canvas, SJCNY email, printing credits, Alumni Printing Top-up Cards, computer access, Wireless, etc., please contact IT Department (Room 302/Ext. 8324/submit a ticket).
Other Services and Supplies

Office Supplies
Staplers, paperclips, and hole punch are available for in-Library use, but the Library does not give out other items such as pens or envelopes, etc.
Rooms in the Library

Library Instructional Technology Center (LITC)
The LITC’s primary purpose is for library and technology instruction. When the LITC is not scheduled for library or technology classes, it is designated for students’ individual use. The LITC is not an alternative teaching space for faculty to hold class. Faculty members need to contact the Library to reserve the LITC for a single session.

Group Study Room (GSR)
McEntegart Hall Library has four Groups Study Rooms. GSR 1, 2, and 3 are all located on the 1st floor. For detail, please see the Group Study Room policy.

Curriculum Library
For the benefit of St. Joseph's Child Study program, McEntegart Hall Library constructed a Curriculum Library in 2008. The children's books and instructional materials in this collection are housed in the Curriculum Library on the first floor, but are a part of the main collection and may borrowed for the same 28 day period.

The Curriculum Library's multi-purpose room may be reserved for class instruction or, as in the past, story time for the children of the Dillon Center. Reservation needs to be made via MYWConline reservation system.

Classrooms with SmartBoards
SMART Boards are located in all the library seminar rooms. The SMART Board in each room is connected to the instructor's station, allowing the instructor to display his or her computer desktop to the whiteboard. Smart board pens are available at the circulation desk.
Donations

The McEntegart Hall Library reserves the right to refuse a donation that may not fit within the general parameters of its mission and objectives.

Potential donors need:
- To provide a written list of the items to be donated. It should include full bibliographic information (author, title, date, publisher, and edition).
- To know that the Library does not appraise donations for tax purposes.
- The Archives reserves the right to reevaluate and reappraise donated materials in its holdings and to de-access them when appropriate.
Use of Library Space

Children on Campus
In order to uphold its obligation to students as a professional place of higher education, it is the policy of St. Joseph’s College that children are not allowed on campus.

Food and Drink
No food and/or drinks are allowed in the library with the exception of bottled water. Spill-proof containers are strongly encouraged. Thank you for your cooperation to keep the Library clean and pleasant.

Cell Phone Use
The use of cell phones are allowed in the Reading Room on the 1st floor; however, the voice level needs to be kept low and the ringer need to be turned to silent at all time as courtesy to other patrons.

The use of cell phones is prohibited on the 2nd and 3rd floors of the Library.

Lost and Unattended Belongings
The Library staff is NOT responsible for any personal items left unattended by members of the SJC community and their guests. Unattended items in common areas, conference rooms, Group Study Rooms, or study areas will be turned over to Security in McEntegart Hall.

All flash drives left and/or found in the library will be kept at the Circulation Desk. Any flash drives remaining at the end of the semester will be turned over to security.
Archives

Mission Statement
The mission of McEntegart Hall Library Archives is to collect, organize, preserve, and make accessible documents, images, and artifacts of permanent value that document the history of St. Joseph’s College and the College community.

Objectives
- To collect, appraise, organize and describe records of historical, legal, fiscal and/or administrative value to St. Joseph’s College and the College community.
- To provide adequate facilities for the retention and preservation of such records.
- To promote knowledge, development and understanding of the origins, aims, programs and goals of the College.
- To preserve records that document the activities, people and events associated with the College. Including, but not limited to, the records of administrative and academic offices, departments and divisions as well as from student and alumni organizations and those that document the life of the Catholic community.
- To maintain a manuscript collection containing the private papers of faculty and/or alumni which record professional and academic activities related to the College.
- To serve the members of the College and other authorized users by providing reference services to assist in research.

Collection

Official Records

Official records are the records or papers generated or received by the various communities of St. Joseph’s College in the conduct of their business.

These communities include:

- The Board of Trustees
- President of the College
- Department of the Dean
- Academic departments and faculty
- Administrative Offices
- Student organizations
- Alumni Associations
- Other individuals or groups related to the College and local history

These records include:

- Records of administrative, academic, student departments and organizations including policy statements, meeting minutes, annual reports, subject reports, accreditation reports,
statistical summaries, correspondence and photographs created in the process of the College carrying out its purpose, development and accomplishments.

- College publications: catalogs, student newspapers and literary magazines, yearbooks, alumni magazines, newsletters, admissions and fund raising brochures and programs of events.
- Information about individuals and organizations affiliated with the College community.
- Student Life activities: materials on school functions, student organizations.
- Photographs, negatives, slides, audio and video recordings, tapes, oral history interviews, and compact discs documenting the development of the College.
- Maps, prints and architectural drawings documenting the physical changes and development of the College.

Special Collection

- Artifacts relating to the history of the College community and the local history including books, newspapers, directories, clippings, diaries, memoirs, photographs, scrapbooks and various types of objects.

Appraisal

The McEntegart Hall Library Archives consists of those records that are judged worthy of permanent preservation in order to facilitate reference and research purposes.

In the absence of systematic records management, the Archives must rely on the cooperation and support of administrators, directors, faculty, students, alumni and the Academic Dean, to ensure that materials of historical value are collected and preserved.

Donation

To discuss your possible donation, please contact the Archives.

- The Archives reserves the right to refuse a donation that may not fit within the general parameters of its mission and objectives.
- The Archives cannot appraise donations for tax purposes.
- Gifts to the Archives are considered outright donations to be used in the best interest of the Archives. Donations become the sole and irrevocable property of the Archives.
- The Archives reserves the right to reevaluate and reappraise historical material in its holdings and to de-access them when appropriate.

Access Policy

The Archives is committed to preserving university records and manuscript collections and making them available for research to SJC students, faculty, and staff as well as the general public. At the same time, the Archives may have a legal, institutional, or other obligation to restrict access and/or duplication of some collections or parts of collections.

McEntegar Hall Library Archives
St. Joseph’s College  
222 Clinton Avenue, Brooklyn NY  
718-940-5880  
mcentegart@sjny.edu

The Archives is open to the St. Joseph's community by appointment only.