Key Areas of the Library

Concourse
- Periodicals (newspapers, journals, 11 computers, 2 printers) - Quiet Area
- Computer Labs (word processing, Internet access, 2 printers, 2 copiers, 1 scanner)

1st Floor
- Circulation Desk (borrow/return books, Laptops, iPads, eReaders, Group Study Rooms)
- Reserve (course required materials - 7 coin operating copiers)
- Reference Desk (research assistance - 32 computers, 2 printers, 1 scanner)
- Government Documents
- Graduate Research Room (6 computers, 1 printer)
- Technical Services (purchase and processing of library resources)
- Library Gallery (lounge area)
- Reference Book stacks

2nd Floor - Quiet Area North and South ends – photocopiers behind elevator
- Access and Technology Center (technology for students with disabilities)
- Fine Arts (multimedia - 20 computers, 1 copier/printer)
- Special Collections (College Archives, Bronx community history)
- Library Office
- Book stacks (circulating)

3rd Floor - Quiet Area Area South end
- Copiers behind elevator
- Education (research assistance - 20 computers & 1 copier/printer)
- Group Study Rooms (8)
- Book stacks (circulating)

Leonard Lief Library on Facebook: http://www.facebook.com/lehmanlibrary
Twitter the Library: http://twitter.com/lehmanlibrary
Librarian Chat Help 24/7: http://www.lehman.cuny.edu/library/ask-us.php

New Services

Calculators for Loan Available in Fine Arts Room (2nd floor north)

iPads, Nooks and eReaders for Loan Available at Circulation Desk (1st floor north)

May 19, 2015
Introduction to the Library

Lehman College’s Leonard Lieb Library is housed in a modern, four-story building located adjacent to the Concert Hall. The Library is named for the founding President of Lehman.

BOOKS
The Library is equipped with a fully automated CUNY-wide catalog and circulation system, electronic databases, and Internet workstations. Library stacks contain approximately 570,000 books, supplemented by 5000 videotapes and CDs. The Library subscribes to 1500 print and 42,000 electronic journals, magazines and newspapers. It is also a designated depository for State and Federal government documents. The Reserve collection includes many current textbooks and course assigned readings.

LIBRARY ACCESS
Students need a currently validated Lehman or CUNY ID card to enter the Library.

COMPUTERS, PRINTING, COPYING
More than 300 computer workstations are available for student use. Two open Computer Labs provide Internet access, word processing, and other software. The Access and Technology Center on the second floor contains assistive equipment and software to support students with special needs. Students may borrow laptop computers and iPads at the Circulation Desk for internal library use and eReaders and iPads for home use. The building has wireless access. Managed printing accounts are used for student printing and photocopying throughout the campus. Print Help Desk staff members on the first floor guide students in using their accounts. Four photocopy machines are located on the main level in the Library Gallery near the Reserve Desk. Additional photocopy machines are on the second and third floors. Coins can also be used to make copies.

ELECTRONIC RESOURCES AND OFF-CAMPUS ACCESS
The Library homepage provides access to the CUNY online catalog and over 200 licensed electronic resources, as well as 42,000 full text electronic journals. Electronic resources are available offsite to the Lehman community. Offsite access requires a currently validated Lehman ID card and registration at the Library Circulation Desk. When prompted to sign in, students must use their Lehman e-mail User ID (firstname.lastname) and the default LDAP Password. For more information: http://www.lehman.edu/library/accessfromhome.php

Contact the IT Center to learn more about e-mail.

Useful Websites
- CUNY Library Catalog: http://www.lehman.edu/library
- Electronic Resources: http://www.lehman.edu/library/find-articles.php
- Research Guides: http://libguides.lehman.edu

Frequently Asked Questions
http://www.lehman.edu/library/faqs.php

Where do I borrow and return BOOKS?
Books are borrowed and returned at the Circulation Desk. When the Library is closed, books may be left in the book return slot, located to the right of the Library entrance. Lehman books may also be returned to any CUNY library.

How long may I borrow BOOKS?
Undergraduates - four (4) weeks; Graduate students/Staff - six (6) weeks; PhD students/Faculty - eight (8) weeks. You may borrow up to five (5) books per subject at one time. Lehman books may be renewed two (2) times if no one else has requested the book.

How can I renew BOOKS?
• Books not requested by other patrons and not overdue may be renewed.
• Patrons with CUNY library fines of $5 or more may not renew.
• In Person - Bring books to the Circulation Desk.
• Online - Go to “My Account” in the CUNY catalog.

How can I borrow BOOKS from other CUNY Libraries: CLICS – Intercampus BOOK Borrowing?
Lehman students, faculty or staff needing a circulating book not available here can request it from another CUNY library for four (4) weeks and can renew it twice. Books may be picked up at the Circulation Desk. Please allow one week for delivery. For more information, consult the CUNY catalog “Help” section, “Title Requests CLICS,” or see Circulation staff.

How can I borrow RESERVE materials?
Required reading and selected textbooks for a particular course are available on Reserve. Reserve materials are kept at the Circulation Desk and are available for library use only for a two (2) hour time limit.

How can I borrow LAPTOPS and iPads?
Laptop computers and iPads are available at the Reserve Desk. iPads may be borrowed for one day use within the library, or can be borrowed for three days by all currently validated Lehman undergraduate and graduate students.

How can I use GROUP STUDY ROOMS?
Group Study Rooms are located on the 3rd floor for use by Lehman students only. Rooms are kept locked and keys can be obtained at the Reserve Desk. Students must have a current validated Lehman ID. There is a three (3) hour time limit on use of rooms.

What are the costs of FINES?
Overdue books are charged 25 cents per day per book. Reserve book fines are 10 cents per overdue MINUTE. Overdue recalled books are $1.25 per day. Recall fines will not be waived. Non-Book Reserve items: Laptops, Study Rooms, eReaders, and iPads up to $15 per hour.

NOTE: Outstanding fines and books will cause suspension of Library privileges. Registration will be blocked; transcript and diplomas will not be released.

View our Tutorials: http://www.lehman.edu/tutorials.php