

## 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)*



## LEONARD LIEF LIBRARY

# FAQs

### Fall 2015 Library Hours

Monday - Thursday	8:00 a.m. - 10:45 p.m.
Friday	8:00 a.m. - 8:45 p.m.
Saturday	11:00 a.m. - 8:45 p.m.
Sunday	11:00 a.m. - 7:45 p.m.

\*Please call 718-960-7766 for updates to Library hours

Lehman College  
250 Bedford Park Boulevard West  
Bronx, New York 10468-1589  
718-960-8580

<http://www.lehman.edu/library/>

### Telephone Directory

Circulation	718-960-8576
Education	718-960-8582
Fine Arts	718-960-8830
Library Hours	718-960-7766
Library Office	718-960-8577
Periodicals	718-960-8166
Reference	718-960-8580
Special Collections	718-960-8603
Technical Services	718-960-8575

## Introduction to the Library

Lehman College's Leonard Lief 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/access-from-home.php>

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

## Useful Websites

- Ask Us! New 24/7 Live Chat: <http://www.lehman.edu/library/ask-us.php>
- 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 current 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.phps>