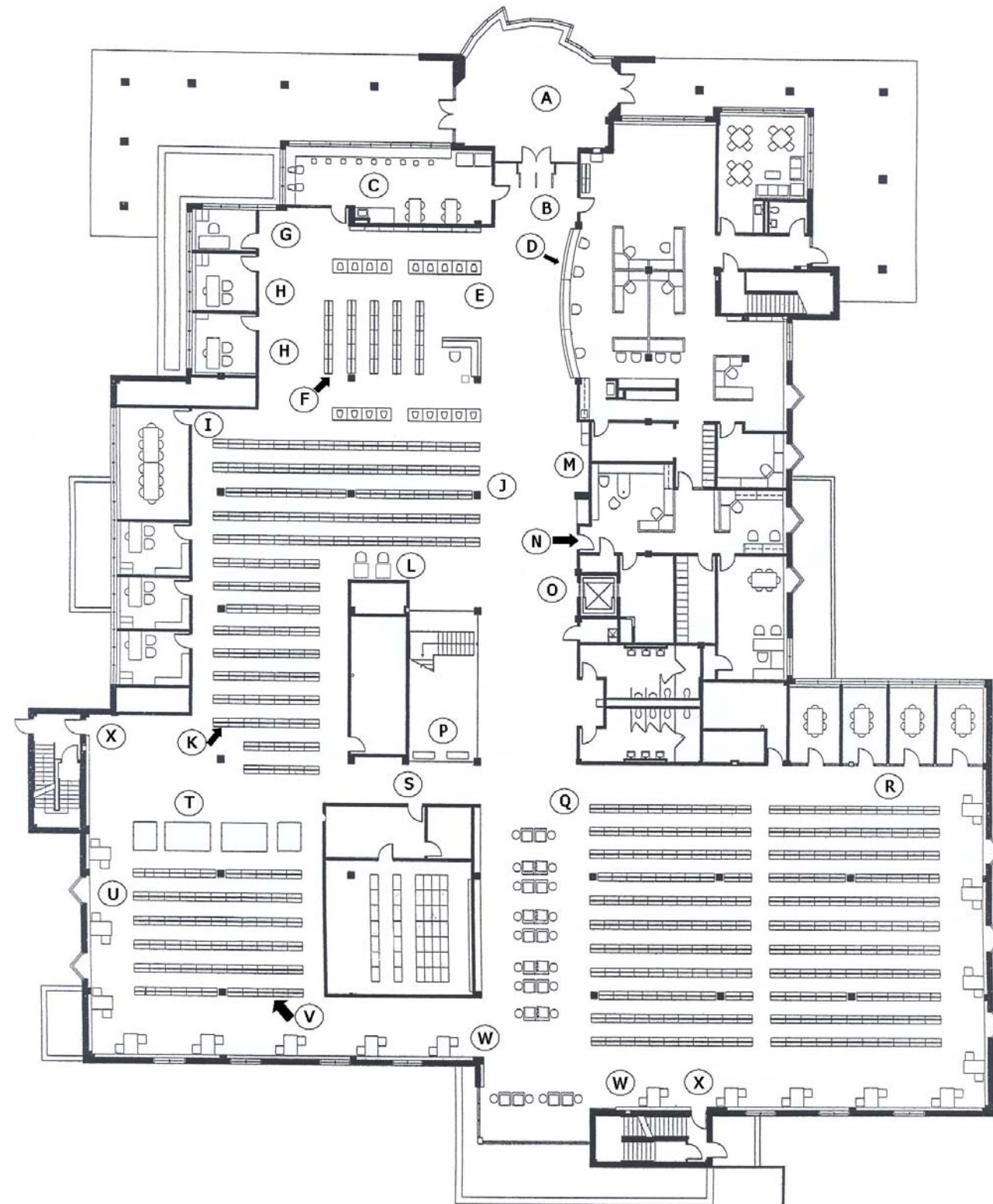


The Peter J. Cayan Library

The First Floor



A. The **Lobby** and **Book Return** should be available 24/7.

B. Please go to the Circulation Desk if the **Security Alarm** goes off when you enter or exit the Library.

C. The **Cafe** offers soda and snack vending machines, an on-campus phone, and a microwave.

D. The **Circulation Desk** is the place for borrowing & returning books, for placing a hold on a book that you want but is checked out, for picking up certain Interlibrary Loans and Reserve material, and for getting small bills changed for the photocopiers. Your student ID is required to borrow books and Reserve material. You may borrow a book for 4 weeks, and you may renew it once by phone (792-7246) or in person if no one else has requested it. You may borrow DVDs for four days. DVDs cost \$1 per disk to rent, and you may borrow two disks at a time.

E. The **Reference Area** is where to go to get help from a librarian. It has 18 PCs with access only to the Internet and the Library's databases; there are no MS Office applications available. The PCs have two USB ports in the front. All computers are connected to a printer: printing is free and comes out double-sided.

F. The **Ready Reference Area** has a small collection of books which are used often: statistical works, business books, dictionaries, citation manuals, etc. This area also contains some encyclopedias and the Library's DVD and manga collections.

G. The **A/V Room** has a magnifier for the visually-impaired, a computer with adaptive software, and a television with built-in VCR and DVD player. There are no costs to use this equipment.

H. There are two **Librarians' Offices** for the two public service librarians: Barbara and Ron.

I. The **Conference Room** is mostly used by groups having a meeting. Students sometime use the room to practice PowerPoint presentations. Please see a librarian if you would like to use this room. Preference is given to people who have reserved the room.

J. The **Reference Collection** contains books that people usually use to look something up. Most reference books are not read in their entirety. The subject layout of the Reference and Index Collections matches the layout used for the Circulating Collection (see I on the other side).

K. The **Index Collection** contains older print indexes, most of which have been replaced by the Library's online databases.

Researchers used to use a subject index to find abstracts of and citations to articles. Each volume must be checked individually.

L. Two **Microfilm Machines** can be used to read the Library's Microfilm Collection (See T below). The machines have instructions posted near them or you can ask a librarian for help. The machines make copies, which cost 10 cents a piece and are paid for at the Circulation Desk. Please do not reshelve microfilm when you are done using it: place used microfilm on the cart.

M. There are two **Photocopiers** available. Copies cost 10 cents per one-sided copy. No vending card or student ID is necessary or allowed. The photocopiers accept anything from a nickel to a five-dollar bill; please bring change with you because the Circulation Desk cannot break large bills. There is a cart here for you to leave material once you have copied it. There are also a paper cutter and a manual pencil sharpener.

N. The offices of the **Library Administration** (i.e., Director and Secretary) are in this suite.

O. The **Elevator** goes between the first and second floors. In case of an emergency, do not use the elevator.

P. The **Current Display** houses current copies of popular magazines and newspapers.

Q. The **Serials Collection** houses the Library's periodicals, magazines and journals. All material is shelved alphabetically by title. Titles are put in strict alphabetic order, e.g., Journal of the Something-something comes after Journal of Systems. Older bound volumes are shelved with newer individual issues. Please do not reshelve material: just leave it on a table or cart and we will reshelve it. We count material to see what people use, and we're better at putting it away.

R. There are four **Study Rooms** on the first floor. Study Rooms are available on a first-come, first-served basis only.

S. The Library maintains an **Archives** of SUNYIT material: old posters, photographs, studies, memorabilia, etc. Please see a librarian for access to the Archives.

T. The **Microfilm Collection** contains microfilm: long-lasting plastic film with the contents of magazines and journals copied on it. Microfilms are shelved in alphabetic order by title, just like the Serials Collection (See Q above). Journals come first and then newspapers. You must use a microfilm machine (See L above) to read and copy microfilm.

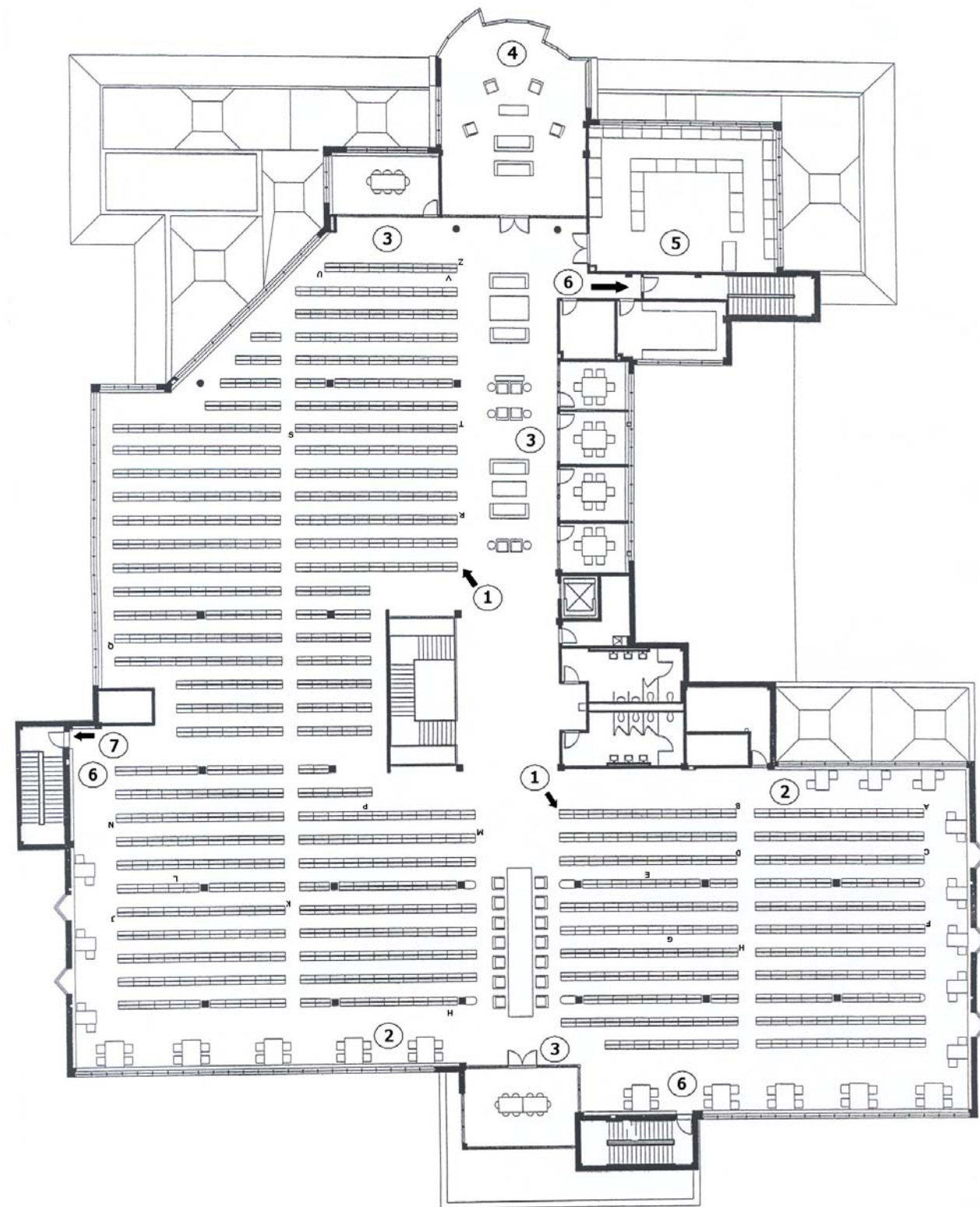
U. The Library maintains **Print Newspapers** until microfilm copies arrive. We also have some **Newspaper Indexes** but these have mostly been replaced by the Library's online databases: the red volumes on The New York Times are still occasionally used.

V. The **Government Documents Collection** houses material from the State and Federal Governments. Most material is shelved by the agency that produced it, and most material may be borrowed.

W. There is **Study Seating** around the perimeter.

X. There are two **Emergency Exits** on the first floor. In case of an emergency, leave the building in a calm, orderly fashion and take your possessions with you (since you may not be allowed to return). Get out of and away from the building since you do not know what the nature of the emergency is.

The Peter J. Cayan Library



The Second Floor

1. The Cayan Library shelves its books in a **Circulating Collection** based on a system called Library of Congress Call Numbers. This system follows a very logical, linear order: Books whose call numbers begin with A's are shelved at the beginning of the collection, e.g., try to find *AC 1 .E8*. Next come the books whose call numbers start with B's, then the C's, etc. A book with a one-letter call number will be shelved before a book with a two-letter call number, e.g., *B 29 .E8 1970* comes before *BF 173 .F625*. As you would expect, BA books come before BF books, which come before BL books. Finally, within a call letter group, books with lower numbers come before books with higher numbers, e.g., *BF 109 .F74 R64 1993* comes before *BF 173 .F625*, which comes before *BF 713 .E74 .W74 1982*. Here are what the letters stand for:

A	General
B	Philosophy, Psychology & Religion
C	Biography
D	History
E, F	American History
G	Geography & Recreation
H	Social Sciences (Social Statistics, Business, Sexuality & Gender, Abortion, Crime, etc.)
J	Political Science
K	Law
L	Education
M	Music
N	Fine Arts
P	Language & Literature
Q	Science (QA is Computer Science)
R	Medicine (RA is Public Aspects of Medicine; RC is Internal Medicine; RT is Nursing)
S	Agriculture
T	Technology (Engineering, the Web, and Telecom books are here)
U	Military Science
V	Naval Science
Z	Library Science

NB: Please do not ever reshelve books: if you reshelve a book incorrectly it could be lost for a long time. One book improperly shelved among thousands is hard to find.

NB: Please ask a librarian if you do not understand this explanation. More detailed examples are available online at:

<http://www.loc.gov/catdir/cpsolcco/lcco.html>

2. There is **Study Seating** around the perimeter.

3. There are six **Study Rooms** on the second floor. Study Rooms are available on a first-come, first-served basis only.

4. The **Mele Room** is a large reading room with doors that can be shut. There is a fireplace, and the room sometimes hosts events.

5. The primary purpose of the **Bibliographic Instruction Room** is to host library classes. A schedule of classes is posted on the door each week when classes are in session. When the room is not in use as a classroom it is available as an open computer lab. The BI Room has 18 PCs with Internet access and the MS Office suite (Word, PowerPoint, etc.); all the computers are connected to a printer, and printing is free.

6. There are three **Emergency Exits** on the second floor. In case of an emergency, leave the building in a calm, orderly fashion and take your possessions with you (since you may not be allowed to return).

7. An **Area of Rescue** is available on the second floor for use in emergencies by individuals with mobility concerns, e.g., people who use the elevator rather than the stairs. Do not use the elevator during an emergency.