

Queens College Graduate School of Library and Information Studies Student Handbook

April 13, 2004

LIFE IN THE STUDENT LANE

Now that you have survived the admissions gauntlet you can consider other issues that will be arising as you pursue your studies at the Graduate School of Library and Information Studies (GSLIS). In this booklet the GSLIS will try to anticipate these concerns and provide guidance to smooth your journey to the Master of Library Science degree that is your common goal. As a student of the GSLIS you are in one of three categories.

- 1 You may be a matriculated student with no conditions and smooth sailing ahead.
- 2 You may be a conditionally matriculated student who has only to meet the conditions established to change your status.
- 3 You may be a non-matriculated student for a wide variety of reasons, including timing. Non-matriculated students may take up to four classes (12 credits) but before completion of the fourth course must apply to the School in order to formally change their status. Only fully matriculated students may continue beyond 12 credits.

REGISTRATION and PRE-REGISTRATION

Following your admission to the School new students will be sent information regarding registering for classes. This will include the dates for matriculated students, conditionally matriculated students and non-matriculated students. Please be certain to follow the instructions in this letter to avoid problems enrolling in the course(s) you desire. All registration for newly admitted students is done in person at the School. This is the procedure for your first registration. Subsequent registrations are conducted differently.

Approximately midway through the first (and all subsequent) semesters all matriculated students are eligible to participate in the School's pre-registration process. Students are reminded that they are responsible for seeking advisement (see next section) prior to registering for courses in subsequent semesters. Information regarding both advisement and pre-registration for students *already attending* will be announced prior to the pre-registration period via GLISNET, the

student operated listserv, postings near your student mailboxes, and postings around the Department.

ACADEMIC ADVISEMENT

For two weeks prior to the pre-registration period all faculty will be available for academic advisement. Students may, at any time, schedule an appointment with the Graduate Advisor, or any full time faculty member. During this period students with 18 credits or less at the end of the current semester **MUST** meet with available faculty to discuss course selection for the next semester. Students with 18 credits or less must have faculty member approval of their course selections in order to receive expedited service on the day established for their registration. If you do not follow these advisement procedures and have 18 credits or less you will be given advisement when you come to register and the process is longer. Students with 21 credits or more at the end of the current semester will be able to complete the pre-registration forms and leave them in the office. They will be registered by the School first.

RECOMMENDED COURSE LOAD

Students should be aware that the program expectations are rigorous and should plan programs accordingly. Time should be factored in for library research, preparation of written assignments and study for examinations. Experience over the years suggests that most students working full time take one or two courses each semester. The number of courses taken in any given year can be supplemented by attending summer school. The GSLIS offers courses only during Summer Session II and the maximum number of courses in which you can enroll is two. Students who enroll in two courses each semester (including Summer Session) can complete the program in two years. Most students finish the program within two to two and a half years. Students have up to four years to complete the program. Students should also be aware that many of the elective courses rotate; not all electives are offered every semester. Please see the Graduate Advisor for information regarding when a particular elective may be offered.

ATTENDANCE

All students are expected to attend class regularly. Individual faculty members will indicate in their course syllabi their individual school policy on attendance. If you are going to miss class for a foreseen (Open House at School for teachers for example) or unforeseen event (illness) students should inform their instructors. Excessive unexcused absences may result in lowered grades or failure.

GRADES AND INCOMPLETES

The basis for grades in individual courses will appear within the course syllabus. The grades recognized by the College for graduate courses appear within the GSLIS Bulletin. Students must have an average of B (3.0) on the College's 4 point grading system in order to graduate. A student who fails a course is allowed to repeat that course and have the original failing grade disregarded in determining the Grade Point Average. Students not meeting that standard upon completion of twelve courses are permitted to enroll in additional courses in order to attain the minimal standard for the MLS degree. In very unique circumstances, students have recourse to the Graduate Scholastic Standing Committee to qualify for graduation.

A grade of incomplete will only be awarded in circumstances of illness or severe personal difficulty. In such cases, a student request must be made to the course instructor. No student will automatically be granted an incomplete. Each request will be reviewed individually on a case by case basis.

It should be noted that the College grants only one year for completion of incomplete grades. After one year, students must make requests for an extension through the Graduate Studies Office.

Each student request will be reviewed individually and the faculty member for the course is always consulted.

WITHDRAWAL FROM COURSES

Withdrawals from courses during the first eight weeks of the semester require no special approval. It is strongly advised that students contemplating withdrawal during this time period contact the Graduate Advisor before withdrawing. During this period, students must use the Telephone Registration System both to drop courses within the first three weeks of classes and to withdraw with a grade of *W* from the fourth to the eighth week of the semester.

Beginning with the first day of the ninth week of the semester, graduate students must complete a Request for Permission to Withdraw from a Course form. This is obtained from the office of the Registrar, the Office of Graduate Studies, or the GSLIS. It must be signed by the Graduate Advisor and filed in the Registrar's Office. Beginning with the fourteenth week of the semester, approval of the Office of Graduate Studies is also required. The instructor must indicate whether the student is passing or failing as of the date of withdrawal. An indication of failure results in a grade of *WF*, which has the same effect upon the student's Grade Point Average (GPA) as a *F*. Course withdrawals at the graduate level are allowable up to the official last day of classes.

WITHDRAWAL/RE-ENTRY

There is no official leave of absence classification for graduate students; students who do not register for a regular semester (Fall or Spring) are considered inactive. Such status is not noted on student records and does not extend the time limit for the degree or certificate.

Inactive students who wish to return to the GSLIS should send a letter of intent to the GSLIS. Students must also file an Application to Re-enter with the Office of Graduate Admissions by the following dates:

July 1 for the Fall Semester

December 1 for the Spring Semester

May 1 for the Summer Session

A nonrefundable application fee of \$10 is required to file for re-entry. Inactive students who began their program of study at the GSLIS eight or more years before the semester in which they plan to reenter must also appeal to the Graduate Scholastic Standards Committee for readmission. Information on appeal procedures may be obtained from the Office of Graduate Studies.

It is advised that reentering students contact the GSLIS to inform the school of their intent and to make an appointment with the Graduate Advisor before applying for re-entry.

INDEPENDENT STUDY

Independent study is a way for the student to pursue some interest in library and information studies in an in-depth fashion. It usually supplements what has been learned in regular course work and provides an opportunity to work closely with a faculty member.

Independent study is also an option for students who have already completed a thesis or dissertation for a previous graduate degree to meet the GSLIS research requirement. These students may choose to pursue an independent study rather than enroll in GLIS 709, Research and Bibliographic Methods. The GSLIS will permit students to take a maximum of two independent studies if they are not required to enroll in GLIS 709. Examples of topics that have been studied are:

- 1 The Telecommunications Law & Its Impact on the Concept of Universal Service
- 2 The Role of the School Media Center in Controlling Access to Pornography on the Internet
- 3 Issues of Maintaining Original Copy in the Cataloging and Classification of Digital Media
- 4 Full Text Searching vs. Subject Searching in Databases
- 5 The Evolving Reference Environment in an Electronic World
- 6 Perceptions of Family Relations in the Works of Edith Nesbit
- 7 The Use of Bibliographic Instruction in Academic Libraries
- 8 Cataloging Classical Music in Academic Library Collections

- 9 Eighteenth Century Broadside Engravings in Special Art Library Collections
- 10 Reader Advisor Practices in Urban Public Library Settings

The following steps are involved in the process of planning an independent study:

1. Have a specific topic in mind that you want to work on or research in-depth.
2. Speak with a faculty member whom you want to work with and get agreement before you register for an independent study. Remember that no one will be permitted to register for an independent study without first having obtained permission from the sponsoring faculty member. Please remember that it is up to the discretion of the faculty member to decide whether or not he/she wishes to supervise an Independent Study project.
3. Register for Independent Study (GLIS 791)
4. Prepare, negotiate, and complete a learning contract. A learning contract is a document prepared by the student and agreed upon by the participating faculty member. It serves as a guide to the independent study and, as such, should be as detailed as possible.

When the plan has been submitted in writing, negotiated, and agreed upon by the student and faculty mentor, three copies should be prepared for signature. One goes to the faculty member, one is kept by the student, and one is placed in the student's file.

Selecting a topic for an independent study can be challenging. We often find that students have a vague idea of what they would like to do. While you may not necessarily have the topic firmly in mind, you should, at least, have a good idea of the topic area you are interested in.

Faculty regard the sponsorship of an independent study as a serious responsibility. Thus, it is the responsibility of the student to convince the faculty member of his/her seriousness and ability to work independently. You should also ensure that your topic matches the interests of the faculty member. Finally, you have to come to agreement on the topic, in general, and faculty sponsorship. Following the discussion, a short memo to the faculty member summarizing the conversation is quite helpful.

INTERNSHIPS

The Internship class (GLIS 795) is a regular three credit course that provides students the opportunity to obtain hands-on experience in a library/information center while completing their individual course of study. The experience is made possible through the cooperative efforts of the host library, the GSLIS and the individual student. **This course is required for those enrolled in the Schol Library Media Specialist program.** The student will spend 150 hours in a supervised work environment and attend specified class meetings during the

semester in which they are enrolled. Work schedules are arranged between interns and supervisors and approved by the instructor(s). Students in the School Library Media Specialist program may complete the required hours during the summer session when you are not teaching. There are a number of public K-12 schools which are available for the internship experience. In that case you are required to register for the internship course in the Spring semester and take the seminar prior to the summer in which you intend to serve the 150 hours.

Students record their activities and observations at the internship site in a daily journal/diary. This will serve as the basis, in part, for the final term project. Both the journal and the term paper are submitted to the instructor(s) for evaluation at the end of the semester. Additionally, relevant readings will be assigned to students for seminar discussions. Internship supervisors are requested to prepare, at the outset, a brief "action plan" i.e. a plan of proposed activities for the intern for the duration of the term. This is not a day-to-day plan. It is, instead, to serve as a guide for establishing mutual expectations at the start of the program, and then to assist in the outcome assessment for all three parties involved in this effort at the conclusion of the internship. All internship supervisors must have an MLS degree. Mentors for those in the School Library Media Specialist program must be STATE certified as a school library media specialist.

Students in other programs who have no library/information center experience are also strongly urged to enroll in the course. This is an important and highly recommended experience. The GSLIS believes that students will benefit most from their on-the-job experience if it becomes broad based. Exposure to and participation in a variety of functions and activities is highly desirable, making the internship an important part of the GSLIS curriculum.

It should be noted that credit is not given for work experience gained independent of registration in Internship (GLIS 795) either previous to, or during attendance at the GSLIS.

STUDENT ORGANIZATIONS

There are three student organizations at the GSLIS. The Library and Information Science Students Association (LISSA) is for all students. It operates under the direction of the Graduate Student Association of the College. LISSA is funded by your student fees. The officers of LISSA must prepare a budget and submit it to the Graduate Student Association to support its activities. LISSA publishes a newsletter, directs GLISNET, holds meetings with faculty members concerning events at GSLIS and/or research interests of faculty members. LISSA, with the Alumni Association, plans the graduation festivities.

The American Library Association (ALA) student chapter is a means to introduce students to the largest association in this field. At relatively cheap rates the student can participate in the affairs of the Association and its affiliates and receive some of its journals. At the GSLIS the student chapter is responsible for one of the two events that bring a distinguished speaker to the GSLIS each academic year.

There is also a student chapter of the Special Libraries Association (SLA).

This organization has sponsored many activities and programs in its relatively short history. In 2003 a student chapter of the Society of American Archivists (SAA) was established.

STAYING IN TOUCH

Most of your peers are part time students who enroll in one or two courses each semester. This means that a vast majority of our students come to the GSLIS one or two days a week specifically for class. Keeping abreast of things may not be a top priority in the student lane but it is vital that you make an effort to be aware of things as important as advisement and/or pre-registration or as incidental as adjustments in class meetings or assignments. The GSLIS has a number of avenues for communicating with its students. Some explanation of these is our concern here.

EMAIL

All GSLIS students are entitled to an email account at the College even if you have a personal email account. In order to establish the College based email account students should go to the I Building. There are 2 Labs located on the second floor This is the location of the Office of Information Technology (OIT) which oversees all computer based activities at the College including the GSLIS Computer Labs itself. Students requesting a College based email account must bring a valid QC identification card with a valid library bar code on it in order to apply. Please make sure that you have a sticker that indicates that you are currently registered. It will take between one to three days to make your account operational.

Should you need further information please contact the Office of Information Technology at either <http://www.accounts.qc.edu> or call (718) 997-3009. As of October 1, 2001 all students must have QC accounts in order to use OIT classrooms and labs.

GLISNET and GLISANN

GLISNET is a computer based discussion group/ mailing list (listserv) for GSLIS students, faculty, and alumni. It is student run and student oriented. It is a forum for discussing issues affecting student life and/or assignments, getting advice from other students and discovering employment opportunities. It is NOT the appropriate vehicle for contacting a specific member of the faculty concerning a specific question. If you have a need to contact a specific faculty member please contact him/her directly through their email address.

In order to subscribe to GLISNET (and all of you really should) do the following:

1. Send an email message (from either the College account or your personal email account, wherever you wish to receive the messages) to: majordomo@forbin.qc.edu.
2. Leave the subject line blank (unless you are an AOL subscriber which requires you to place a period (.) in the subject line. In the body of the message type: "subscribe GLISNET" and send the message.
3. You will receive two emails back from majordomo, one called "majordomo results" and one called "confirmation for subscribe glisnet". The "confirmation" email contains an authorization key that you need to respond to. Follow the directions in that email exactly.
4. You are successful if you receive a "Welcome to GLISNET" message.
5. After subscribing, post messages to: glisnet@qc.edu.

When using GLISNET please insert enough information in the subject line to allow other subscribers to decide whether or not they wish to read the email. Please check your email regularly so that your mailbox does not overflow. If that occurs the list manager will unsubscribe you. If you wish to unsubscribe from GLISNET, do the following:

1. From the email address at which you subscribe, send a message to: majordomo@forbin.qc.edu.
2. Leave the subject line blank and in the body of the message type "Unsubscribe GLISNET@forbin.qc.edu" and send the message.

In the Fall 2003 semester the GSLIS created a sister listserv, **GLISANN**. This is faculty moderated and is used by the GSLIS and its faculty members to send announcements to the entire student body concerning advisement and pre-registration dates, job opportunities, announcements of major events at the GSLIS as well as messages from professors to classes on class assignments and/or changes in class meetings. Please be sure to check your email regularly to stay current with this information.

To subscribe to **GLISANN** complete the form at: <http://mailbox.qc.edu/mailman/listinfo/glisann>. You may choose the "digest" feature to receive all your daily **GLISANN** messages batched in one message. Please revisit this page should you wish to change your subscription profile. This is especially crucial if you have a change in email address, so that you will continue to receive these postings about advisement, registration deadlines and other key announcements.

The **GLISANN** archives also may be accessed at this URL if you wish to view past messages. Only list members are authorized to view the **GLISANN** archives. Beginning with the Fall 2004 semester all students will be required to subscribe to **GLISANN**.

MAILBOXES

Upon admission to the program each student is assigned a shared mailbox. Mailboxes are located in the Student Lounge. Each semester the number of the mailbox assigned to you may change since this list is updated each semester to include new students and exclude those who have completed the MLS program. Students are responsible for checking their mailboxes regularly to see whether there are official announcements from the GSLIS (advisement, registration, semester schedules, etc.) or other things (announcements of events sponsored by LISSA or the student chapters of ALA or SLA). Since students will be sharing mailboxes, multiple copies of all announcements will be placed in your mailbox. Please take only one copy so that your mailbox mates will also find the information that you have received.

TO HELP YOU WHILE YOU'RE HERE

In the above sections we have covered the basics of the many facets of student life in the GSLIS. But there are a number of other things that are important to many of the students of the GSLIS. It is to these secondary, but not inconsiderable, issues that attention is paid in this segment of this document.

HEALTH ISSUES

The Queens College Health Service Center is located in the Fitzgerald Gymnasium, Room 204 (Phone 718 997-2760). It is open from 9:00AM to 5:00PM Monday through Friday and provides a wide variety of health information. The Health Service Center is important to students because they must meet the New York State Health Immunization Mandate (Public Law #2156). This law requires all students born on or after January 1, 1957 to present proof of immunity against Measles, Mumps, and Rubella. New York City Department of Health Guidelines state that recent immigrants (those who have arrived in the United States after a prolonged –one month or more—stay abroad) must provide proof of having had a TB test in accordance with NYC Department of Health recommendations. Health Services at Queens College will provide free TB testing sites for those who need assistance in finding providers. Your TB test results and your completed Immunization Form (signed by a physician) should be submitted to the Health Service Center. Failure to do so in a timely fashion can result in a hold on your records and interfere with your initial registration.

For your own safety the GSLIS itself requires additional information. **All** students **MUST** notify the office of any change of address, home and/or work phone numbers, and the names and phone numbers of persons to be notified in the event of an emergency. You should also inform the office of any relevant health information (epilepsy, diabetes, etc.) so that the GSLIS can provide that information to medical personnel in the event of a health emergency. Students

are **STRONGLY** urged to utilize all health professional recommended identifications such as standard metal identification bracelets that identify unique health issues.

OFFICE OF SPECIAL SERVICES

The Office of Special Services at Queens College is dedicated to providing students with disabilities equal access to the college curriculum. The primary goal of the office is to support the retention and graduation of students with disabilities through academic and counseling support services. The staff includes a Director, Counselor, Homebound Coordinator, Administrative Assistant, Peer Counselors, and College Assistants. The Office is supported through a Federal grant from the United States Department of Education as well as tax funds from the State of New York.

In 1983 Congress enacted section 504 of the Federal Rehabilitation Act. This section stipulates that “no otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The Office of Special Services is obligated by this law to provide equal educational opportunities for students with disabilities.

All GSLIS students who feel that they qualify for assistance from this office should contact it to determine the options available to them. Among the possibilities are having another student act as a note taker, alternative testing procedures, recording lectures, and other more complex choices. Faculty at the GSLIS are quite willing to accommodate student needs if they are made aware of them. This Office is the primary way to do this.

INTERNATIONAL STUDENT SERVICES OFFICE

Students who were educated in colleges and universities in foreign nations will have their transcripts analyzed either by the Graduate Admissions Office or the International Student Services Office. This office is located in “B” building, Room 211 (Phone 718 997-4440). Students may contact the office by phone between 2:30 PM and 4:30 PM on Monday and Wednesday or between 10:00AM and 12:00PM on Tuesday and Thursday. Students may visit the office between 9:30AM and 12:00PM on Monday; 12:00PM and 4:00PM on Tuesday; 9:30AM and 1:00PM on Wednesday; and 12:00PM and 4:00PM on Thursday. This office is closed on Friday.

Under Federal law, International students must be more than half time students to retain their student status. The International Student Services Office monitors student status, assists international students with visa issues, and ensures that they meet all the requirements, academic and otherwise, to complete their program of study in a timely fashion.

International students are required to take the TOEFL test as part of their

admissions process. Those students who are otherwise qualified but fail to meet the standard on this test may be admitted on the condition that they enroll in a Graduate English as a Second Language (GESL) course in their first semester in the GSLIS. Students required to take these courses will have them taken into account in certifying their student status but these courses are not applicable to the student's MLS program.

PLAGIARISM

The English Department's Statement on plagiarism, which serves as a model for the college, defines it as "representing any idea, expression of ideas, or work of another as if it were your own, on essays, exams or other assignments." That policy goes on to detail plagiarism as (1) taking someone else's words verbatim without giving appropriate credit to the source; (2) while not using the exact words of someone's published work imitating them without attribution; (3) copying the ideas of others, if not the exact words or a paraphrase of them, and copying the ideas of others, if not the exact words or paraphrase of them, and not acknowledging the source(s); (4) passing off as your own ideas and/or words from other students, material from friends and family, and/or papers purchased from sources on the Internet. The GSLIS endorses the English Department's depiction of what constitutes plagiarism.

The departmental policy of the English department is that a student "who has plagiarized will automatically fail the paper and possibly fail the course." The record of this instance will be maintained by the department and reported to the Dean of Students. A second offense will automatically mean failure in the course. Further disciplinary action may be taken by the Dean of Students and the Faculty-Disciplinary Committee. The actions taken may include "notation on the student's permanent record, suspension, or dismissal from the College."

WRITING/SPEAKING AND RELATED PROFESSIONAL CONCERNS

It is expected that GSLIS students with Bachelors and/or Masters degrees as credentials will have and maintain good written and oral communication skills. Graduate study at the GSLIS is formal and, as such, all papers (unless otherwise instructed) will be written with this in mind. The style manual adopted by the GSLIS is: Joseph Gibaldi, *MLA Handbook for Writers of Research Papers*, 5th ed. (New York: Modern Language Association, 1999). Students will be expected to purchase a copy of this Manual and consult it regularly in the preparation of all papers submitted to instructors at the GSLIS. The Manual is readily available in bookstores including Campus Bookstore.

SCHOLASTIC STANDARDS

The following are grades used in the Graduate Division of Queens College: A+, A, A-; B+, B, B-; C+, C, C-; and F. Students who formally withdraw from a course after the eighth week may receive a W (withdraw passing), a WF (withdraw failing) or a WU (a student who never withdrew formally but ceased attending classes) WU is considered to be the equivalent of an F. Z indicates that the instructor has not yet submitted a grade. To graduate with the MLS degree a student must have a minimum average of B (3.0 Grade Point Average). A matriculated student whose grade point average falls below this standard will be placed on probation and be given up to 12 credit hours (4 courses) to meet the minimum standard. If this is not done, the student will be dismissed from the program. Students dismissed must remain out of the College for at least one semester. Should this student wish to return he/she must file a formal application for re-entry (with a nonrefundable re-entry fee) and petition the Office for Graduate Studies for permission to re-enter. Students who complete the 36 credit program for the MLS and fail to meet the standard for graduation may register for additional courses at the College that are relevant to the MLS program in order to raise the grade point average if permission is obtained from the Office of Graduate Studies.

TRANSFER CREDITS

Courses that are requested for transfer credit by the student must be closely aligned to the individual's career objectives and the library/information studies program. The Graduate Advisor, in consultation with appropriate faculty members, will determine whether that criteria has been met.

Students must initiate the transfer of credits. If the request is for coursework completed prior to matriculating in the GSLIS there are some pre-conditions. Courses completed and applied to another degree are not considered. The grade in the course must have been a B or better. Students who request taking a course at another institution while in the MLS program must obtain permission from the GSLIS before enrolling in the course. These courses must be consistent with the individual's career goals and the library/information studies program. They must also be courses which are not a regular offering of the GSLIS. The maximum number of credits that may be considered for transfer in either situation is twelve.

FINANCIAL AID

The GSLIS itself does not offer financial aid. All inquiries concerning financial aid should be directed to the Office of Financial Aid Services (Phone 718- 997-5100, Jefferson Hall, Room 202). The Office is open during the Fall and Spring semesters from 9:30AM to 4:00PM, Monday through Thursday. Friday it is open from 9:30AM to 2:00PM. There are evening hours from 5:00PM to 7:00PM on

Tuesday and Wednesday when the College is in session.

Financial aid available through the Queens College Financial Aid Office includes grants, work study, and loans through Federal and New York State programs. Aid awards for all these programs are based on financial need as determined by standard calculations used for all students applying for the same programs (FAFSA forms) They are awarded to assist with educational expenses. In order to receive payment students must meet additional eligibility requirements related to registration status (part-time/full time), citizenship/immigration status and academic progress.

Students should also investigate local and national scholarships. GSLIS students have won scholarships from both the Nassau and Suffolk Library Associations as well as ALA Spectrum and Gates scholarships. Matriculated students are also eligible for the trainee programs maintained by the New York Public, Brooklyn Public, and Queens Borough Public Libraries. These programs offer a matriculated student a paraprofessional position, at least partial tuition reimbursement, experience and the high probability of employment as a professional upon graduation.

THE RESOURCES TO SUPPORT THE JOURNEY

Now that all the basics have been covered you may be wondering what books, journals, and computer resources are available at the GSLIS. The tools you will need are the subject of this section of this handbook.

LIBRARY FACILITIES

The Benjamin S. Rosenthal Library maintains a carefully selected collection of print and non-print materials. There are approximately 763,322 books, and 3,085 journal subscriptions. There are 2,216 electronic subscriptions as well as an extensive collection of microform materials. In addition the library is a depository for many U.S. Government publications. The reference area contains materials for research on a wide range of social science, humanities, education, and science topics. There is an extensive juvenile collection of 30,000 volumes for those in the SLMC program and students interested in serving children and/or young adults in public libraries. In addition this facility has an Art Library on the sixth floor. The Music Library is located in the East Wing of LeFrak Hall. The library offers many other services including electronic access to local and remote databases and those on the Web; a Web home page (<http://www.qc.edu/Library>) that provides access to library/information science abstracting and/or indexing tools and other library/information science resources; a reserve library which now features electronic reserves; interlibrary loan; instructional services; multimedia center; an educational curriculum center; disabled student services; and photocopying machines.

COMPUTER RESOURCES

Computer resources are under the overall direction of the Office for Information Technology (OIT). The *Policies Governing the Use of Queens College Information Technology* is accessible at <http://www.qc.edu/OIT/policy>. OIT maintains a help desk to resolve problems that you may encounter that might seem irresolvable. The College maintains computer facilities in the following buildings: (1) The Academic Computer Center (I Building) where there are 5 rooms with 182 computers; (2) the Science Building where there are 2 labs with 130 computers; and Rosenthal Library where there are 25 computers. The GSLIS itself has 34 computers in its open lab. The GSLIS Computer Lab is open 6 days a week and is overseen by a lab assistant who is there to help you with computer problems you may encounter in using this facility.

The new MAC lab is also open a limited number of hours each week for the use of students enrolled in courses based in that facility. This is not an open lab i.e. for the use of all the students any time it is available.

GSLIS COMPUTER LABS ACCEPTABLE USE POLICY

In addition to the current general Queens College policies as found at the above URL, the following govern the use of the GSLIS computer labs:

1. Food and beverages are prohibited in the public access computing areas. This means that food and beverages can neither be brought into nor consumed in the labs.
2. Only GSLIS students, faculty and staff are permitted in the labs. Children, friends, etc., are not to be admitted to the GSLIS computing labs.
3. The GSLIS labs are intended for quiet study. While it is understood that students will sometimes need to work together, it is requested that all conversations take place quietly so that others working in the labs are not disturbed.
4. Users are prohibited from installing or using unauthorized software (including games, screensavers, plug-ins, and communication software) or changing the default parameters on the installed software base of the lab's computers.
5. Users are prohibited from deleting icons or programs from the lab's computers.
6. Persons who deliberately attempt to make changes to render the lab's computers inoperable will lose their lab privileges.
7. Users are responsible for all usage of their accounts and ensuring the privacy of that account. Users, to avoid liabilities that may ensue, should not share their password with anyone or grant others access to their account.

8. Students may print single copies of course related or professional materials. Multiple copies are to be generated using photocopying facilities. Students should realize that at the present time paper is supplied by the GSLIS. Abuse of the printing privilege may result in a change to the policy.
9. In using the GSLIS computer facilities (including web and email use) scholarly communication, academic work, and research have first priority. In those circumstances where all the workstations in the labs are occupied, students engaged in non-class related work may be asked to surrender their place to students needing to do class related work.
10. There are no filters in the GSLIS labs, and intellectual freedom is fully supported. However, students are asked to be thoughtful in accessing materials that others might find objectionable and to use computers in the back of the labs in these situations.
11. In accordance with the Queens College acceptable use policy, students who use Queens College computing facilities for hate speech or creating a hostile environment will lose their lab privileges.
12. Individual users should take significant measures, (e.g. regularly updated home anti-virus software) to ensure that personal disks do not infect institutional computers. Although the GSLIS labs assistants take reasonable precautions to safeguard the Queens College (QC) network and maintain regular backup procedures, they can not be held responsible for unauthorized access by other users, nor can they guarantee protection against media failure, fire, floods, hackers, viruses, etc.

Students found to have violated the provisions of this acceptable use policy may have their accounts suspended or permanently closed, and be subject to campus disciplinary action, legal action and/or other action.

PROXY ACCOUNTS

To access the extensive resources available through the Rosenthal Library off-campus, a "proxy account" is required. The proxy server is a go-between that makes your Web session from your home or office look like it has originated from campus. To set up a proxy account, please follow the following steps:

1. **Request a computer account** from the Office of Information Technology (OIT) **using a computer on campus.** This can be done online by following the instructions at <http://accounts.qc.edu/account.html>. You will likely wish to request a Vanguard account. Skim to the bottom of this page then click on the button to "Continue to Computer Account Usage Policies." Skim to the bottom of the policies page, then click on the button "I accept the above policies." Then follow the instructions to request an account. You must initiate this request from a computer on campus (e.g. in the GSLIS PC lab or Library). You will need to obtain your **six digit**

registration PIN number from the Registrar's Office to establish the account.

2. **Set up your proxy account from your home or office computer.** Once your computer account has been set up, you can follow the instructions on the Proxy Account Frequently Asked Questions (FAQ) page (<http://www.qc.edu/OIT/PROXY/>) to set up your proxy account. The easiest approach as of March 2004 is to download the **preconfigured Queens College Proxy Browser**, currently located at question 15 on the FAQ page. **Set up the proxy account on the computer you plan to use when searching Rosenthal Library's online resources.**

3. **Consult the FAQ page** for additional information about the QC Proxy Server.

4. The above information is **subject to change**. If you encounter dead links, try clicking on the link for **Access Resources Off Campus** from the "periodicals research" button on the Rosenthal Library Web Page (<http://qcpages.qc.edu/Library/infosvc.html>).

5. **If you encounter other problems**, call the OIT help desk at 718-997-4444.

6. Once your Proxy Account has been successfully established, you will have access to the same range of online library services and resources you can retrieve from a campus computer.

GRADUATION AND BEYOND

The procedure whereby a student receives a degree must be initiated by the student. At the beginning of the semester in which the student expects to complete the required 36 credits for the MLS, he/she must file a Diploma Card with the Office of the Registrar. The deadlines are: (1) for a February graduation, on or before November 1; (2) for a May graduation, on or before March 1; and (3) for a September graduation, on or before July 1. Filing the Diploma Card begins a process in which your record will be checked for any deficiencies and ensures that you will receive information about graduation procedures. The Diploma Cards are available at the Office of the Registrar or the GSLIS office. In order to graduate all outstanding incomplete grades from prior semesters must be completed, courses in the current semester must be complete, and you must have a 3.0 GPA. If any of these conditions is not met, your graduation will be delayed and a new Diploma Card must be filed at that time.

MAINTENANCE OF MATRICULATION

Since CUNY regulations require that a student be registered in the semester in which he/she graduates, students who are not enrolled in classes but are eliminating the deficiencies that must be met to graduate can register under "Maintenance of Matriculation." This permits the student to file for graduation and use the College's facilities to complete his/her course of study.

STUDENT AWARDS

At its June graduation the GSLIS honors outstanding students with four awards. They are: (1) the Lori Fisher Award for the student with the highest grade point average; (2) the Linda Richardson Award which recognizes the student emulating the personal and intellectual qualities of Linda Richardson; (3) the David Cohen Award honoring the student or alumnus who has exhibited a firm commitment to serving multicultural, multilingual and multiethnic minorities; and (4) the Betsy Movchine Award for the student who has contributed most to the betterment of student life in the past year.

HONOR SOCIETY

Upon graduation, student records will be evaluated for possible recommendation for membership in Beta Phi Mu, the Honor Society for Library Science. Selected students will be notified and invited to attend a special induction ceremony and dinner.

PROFESSIONAL LIBRARY AND INFORMATION SCIENCE SOCIETIES/ASSOCIATIONS

The GSLIS recognizes the importance of providing information and opportunities relevant to professional library/information science organizations. Applications are available in the office for the American Library Association and other national library/information services related professional associations and societies. Students who have taken advantage of the student chapters can speak to the value of these societies and associations. However, students should also keep in mind that there are a large number of local chapters of similar organizations in which they can participate and make an impact very soon in their careers.

CAREER INFORMATION

There is no formal placement office at the College or the GSLIS. The College, however, does maintain an Office of Career Development (Room 213, "B" building) that will keep on file a credentials file for you. Representatives from this office have conducted both resume writing and interview workshops for the LISSA on a regular basis.

The GSLIS receives notices of jobs from a wide range of places. Many of these are posted on the bulletin board outside the classrooms (257/258). Many other positions are placed in files kept in loose leaf binders in the GSLIS office. These are available to current students and alumni whenever the office itself is open. GLISNET has also become a reliable source of position announcements both regional and national.

Students should not forget that there are a number of hotlines with positions

available on them as well. Many of these are sponsored by professional associations so that those interested in a particular type of situation can refine their search.

CONGRATULATIONS AND WELCOME TO THE ALUMNI ASSOCIATION

Now that you have completed the process the GSLIS wishes you well and hopes that you will continue to support the School in your practice of the profession, joining and contributing to professional associations national and local, adding to the professional discourse (hey, you survived GLIS 709), and considering adjunct teaching some years down the road.

The GSLIS will gladly serve you throughout your professional career. Alums are always welcome should they need to take a course (or two) to help them stay on top of developments in library/information services. The GSLIS will also provide the opportunity for more formal credentials in the form of certificate programs and/or its Certificate of Post-Master's Studies in Library/Information Services.

Revised for GSLIS Web Page November 15, 2004