INFO.*

Printing in the Library

From the computers

Library users can print from virtually every computer in the Library. To do this there are some things that you must remember:

1. When turning on the machine, you MUST log in with the username *library* with a password of *123*. There is a sign on each computer that states this. The letters OCS will appear on the bottom right corner of the monitor when printing is possible
2. You MUST establish an account before trying to print. To establish an account, you must use a patron kiosk (one located on each side of the Library).
3. You MUST use numbers for your account number and personal identification number. Letters cannot be used for either the account number or the PIN.
4. When you decide to print, you MUST tell the computer to print as you would always do, and you will be asked for your account number and personal identification number (PIN). These must be entered in order to send the print job to the print release station.
5. To retrieve the print job, go to a print release station (all jobs are available at all three print release stations within the Library for one hour). At the print release station, you will be asked to enter your account number and PIN, and then asked if you want to print the job. You must select (highlight) the job that you want to have printed. Once you agree to the printing charges, your job will be printed.

Photocopies in the Library

To make photocopies in the Library, you MUST have an established account. To establish an account, go to a patron kiosk and follow the instructions to create an account.

Once an account has been established, to photocopy go to a copy machine. Enter you account number and personal identification number (PIN) and then indicate that you wish to copy. You can indicate that you wish to copy by depressing 1; you can cancel the job by depressing 9. On the copy machine, press copy. The copy should be made.

Complete, detailed instructions are available on a one page handout at the Reference Desk. Please request a copy of these instructions. If you need further instructions, do not hesitate to ask for help from a member of the Library faculty or staff.

Please note that printing certain file types take longer than others, For example, PDF files, which are often used in databases, take a long time to print. Please be patient.

Also note that computers using the Windows 95 operating system generally are not able to permit printing.

New Library Faculty

Professor Michael Margolis has joined the faculty of York College's Library this semester as one of the evening / weekend Librarians.

He comes to York with many years of experience both within CUNY and in other academic Libraries.

In the evening or on the weekend, please make Professor Margolis welcome and be sure to ask him questions: he loves to aid people seeking Library information.

Queens High School for the Sciences

York College Library welcomes returning students and the Class of 2007. Christina Miller, Librarian for the Queens High School for the Sciences, is developing a strong school library media program to support the high school curriculum. The home computer has not replaced the library and Ms. Miller encourages all students to visit the library, use its resources and ask for help if needed.

World Wide Web Starters

On the World Wide Web, there are 2 places that you could start to find information. The first is the York College Library homepage, and the easiest way of reaching it is to go to:
www.york.cuny.edu

Once there, click on the Library link in the upper right hand corner of the page. Then click on World Wide Web Sources. You will be led to sources on various subject areas.

There are a great number of links to subject specific resources on the York Library homepage. From home, you can dial the number for students to gain access to the York College resources, and the various web resources will assume that you are gaining access from on-campus. Thus you can do Library research off-campus.

From the York Library homepage, there is a link to the CUNY Libraries homepage. The CUNY Libraries homepage can be reached directly by going to:
libraries.cuny.edu

From the CUNY Libraries homepage, you will be asked for your CUNY Library barcode number and will then be able to search all the resources paid for by CUNY from off-campus.

Library Hours

In the Fall and Spring semesters, the Library of York College is open from 9:00 A.M. to 10:45 P.M. on Monday through Thursday. On Fridays, the Library is open from 9:00 A.M. to 5:00 P.M. On Saturdays, the Library is open from 10:00 A.M. to 5:00 P.M...

The extended hours are not for the entire Library. Please check with the Library for specific hours for each section of the Library.

When classes are not in session and in the summer session, the hours will be different.

You can check on Library hours by calling (718) 262-2023.