

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, 20 Laptops, 10 SONY eReaders)
- ◆ 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 Lounge—north (snack area for socializing)
- ◆ Reference Book stacks

2nd Floor - Quiet Area north and south ends – copiers 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

- ◆ 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>

Ask-A-Librarian: <http://tiny.cc/pxlmn>

New Services

Calculators for Loan

Available in Fine Arts Room (2nd floor north)

SONY eReaders for Loan

Available at Circulation Desk (1st floor north)



LEONARD LIEF LIBRARY

FAQs

Spring 2011 Library Hours*

Monday - Thursday	9:00a.m. - 8:45p.m.
Friday	9:00a.m. - 4:45p.m.
Saturday	10:00a.m. - 4:45p.m.
Sunday	12:00p.m. - 5:45p.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

Basic Information

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 at the Circulation Desk for internal library use. The building has wireless access. Managed printing accounts are used for student printing and photocopying throughout the campus. A Print Help Desk staff member on the first floor guides students in using their accounts. Four photocopy machines are located on the main level in the Library Lounge 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

- ◆ Lehman student e-mail: <http://www.lehman.cuny.edu/lehman/live/>
- ◆ Library Catalog - CUNY+: http://apps.appl.cuny.edu:83/F/?func=find-b-0&local_base=lehman
- ◆ Electronic Resources: <http://www.lehman.edu/library/find-articles.php>

Frequently Asked Questions



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?

Three (3) weeks for most students and six (6) weeks for graduate students. 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?

- Bring books to the Circulation Desk.
- Go to "My Account" in the library catalog (CUNY+).
- Books not requested by other patrons and not overdue may be renewed again.
- Patrons with CUNY library fines of \$5 or more may not renew.



How can I borrow BOOKS from other CUNY Libraries: CLICS – Inter-campus BOOK Borrowing?

Lehman students, faculty or staff needing a circulating book not available here can request it from another CUNY library for three (3) 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?

Laptop computers are available at the Reserve Desk for library use only to all currently validated Lehman undergraduate and graduate students for a three (3) hour time limit.



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 cost of FINES?

Overdue books are charged 10 cents per day per book. Laptops computers, Reserve books and Group Study Room fines are 5 cents per overdue MINUTE. Overdue recalled books are \$1 per day. Recall fines will not be waived.