

Pratt Institute Libraries

STUDENT EMPLOYEE HANDBOOK



FALL 2017

Table of Contents

Library Hours.....	3
Important Phone Numbers.....	4
History of the Brooklyn Campus Library.....	5
Department Spotlights.....	8
Circulation (Circ)	
Information / Reference Desk (Ref)	
Visual and Multimedia Resources (VMR)	
Pratt Manhattan Center Library (PMC)	
Technical Services (TSD)	
Circulation Policies.....	9
Student Worker Employment Information.....	11
Graduate Assistant Employment Information.....	12
Institute and Library Policies.....	13
Student Employment Agreement.....	14

Library Hours

Listed below are the regular Fall and Spring Semester Library Hours. For exceptions visit the Libraries' Hours Page: <http://library.pratt.edu/about/hours/> or check the Public Services Calendar.

	Monday-Thursday	Friday	Saturday	Sunday
Brooklyn Library	8:30am-11pm	8:30am-6pm	10am-6pm	2pm-9pm
Visual & Multimedia Resources (Film & Video Circulation)	9am-10:45pm	9am-5:45pm	10am-5:45pm	2pm-8:45pm
Visual & Multimedia Resources (Administrative Hours)	9am-5pm	9am-5pm	CLOSED	CLOSED
Visual & Multimedia Resources (Equipment Loan)	9am-8:45pm	9am-5:45pm	CLOSED	CLOSED
Manhattan Library	10am-10pm	10am-6pm	10am-6pm	10am-6pm

The Libraries will be closed on the following days:

Labor Day: September 4
Thanksgiving Break: Thursday, November 23 - Saturday, November 25
Winter Recess: December 23, 2017 - January 1, 2018
Martin Luther King Day: January 15, 2018
Memorial Day: Monday, May 28, 2018
Independence Day: Wednesday, July 4, 2018

Important Phone Numbers

From on-campus, dial only the last 4 numbers:

Information / Reference Desk.	(718) 636- 3704
Circulation	(718) 636- 3420
Visual & Multimedia Resources.	(718) 399- 4356
Pratt Manhattan Library	(212) 647- 7546
Police / Fire Emergency	Dial 9-911
88 th Police Precinct.	(718) 636- 6511
Medical Emergency.	Dial 9-911 or on campus only x 3333
Security	(718) 636- 3540 or on campus only x 3333
Student Affairs.	(718) 636- 3639
Facilities Management	(718) 636- 3579
Health / Counseling Services.	(718) 399- 4542
Pratt Institute Information	(718) 636- 3600

For non-medical emergencies, or emergencies not requiring the Fire Department, Police Department or Campus Security, contact your immediate supervisor.

History of the Brooklyn Campus Library

Revolution and Innovation

Charles Pratt's new Institute opened in the Fall of 1887 with a drawing class of twelve students, among them women and people of color, a revolutionary practice at the time. This revolutionary spirit in founding the Institute assumed other forms. At a time when many libraries were private and for those of means only, Charles Pratt created one within his Institute to serve not only students of the Institute, but the general public as well, regardless of gender, racial, or ethnic heritage, or social and economic condition. On opening day, January 4th, 1888, the reading room had 150 periodicals, a collection of encyclopedias, and other general reference materials. In February, the Circulating Department opened with 10,000 volumes on the shelves and 200 in the hands of the catalogers. By July, 284 persons had registered as members of the Library, which was free to all citizens of Brooklyn over fourteen years of age.

A New Home for the Library Department



The Library Department was so popular that it expanded rapidly. Originally located on the first floor of the Main Building, branches were opened: one in the Astral Apartments in Greenpoint (another Pratt philanthropic experiment) and another, the Long Island Branch, on Atlantic Avenue. By 1896, the collection grew to 61,000 volumes, in round numbers, and over 300,000 volumes circulated a year. With such heavy use, larger quarters were essential.

"After the dimensions, shape and number of floors had been determined by the trustees, the librarian devised the interior plans on the

lines laid down; the architect in charge being Mr. William Tubby, of Brooklyn.... The spacious entrance hall and corridors are paved in stone mosaic of pleasing design, the columns and pilasters are of Sienna marble, with yellow shafts and red pedestals.... The entire decoration of the building is by the Tiffany Glass and Decorating Company, and the tints of the walls and ceilings in soft yellows, creams, buffs, terra-cottas, and yellow greens, are a perpetual delight to the eye." The cost of the new building and its equipment, excluding the cost of books, was \$190,000.

From early on, technology was an important part of library operations. Mention is made of the system of speaking tubes and house telephones throughout the building. Also of note were the electric book-lift and the glass stack flooring designed to admit light and to provide spacing for ventilation. The decorative skylight over the stairway is also noted for shedding both natural and electric light on the stairs.

Over the years many changes took place. With the development of the Brooklyn Public Library, the Long Island Branch was closed on June 1, 1898, and the Astral Branch was transferred to the Brooklyn Public Library on September 15th, 1901. In 1903, the previous system of paging books from closed stacks was abandoned in favor of open stacks. This reduced the need for pages,

and facilitated the location of materials by browsing. In terms of architecture, the Children's Porch was added in 1912, providing a special entrance into the Children's Room that allowed young readers direct access from Library Park. This amenity opened at Friday Evening Story Hour on November 8th, 1912.

The chiming tall-case clock remembered so fondly by many alumni was acquired by the Library in 1919. The North Porch, now an office, was designed by John Mead Howells, also the architect of Memorial Hall, in 1935 and was added in 1936.

Other Programs in the Building



When the elegant new building opened, it served not only as a home for the Pratt Institute Free Library, as the Library Department had become, but it housed as well a museum, and the School of Library Economy, the first incarnation of Pratt's current School of Information. Volume IV, number 10 of *The Pratt Institute Monthly* contains the following description of the facility for the Library School:

"The large west room on the stack side is devoted to the Library School. Its roomy knee-hole desks and solid chairs are such as students rarely find at their disposal. A movable partition will allow two exercises to be carried out at the same time...."

Upon the inauguration of the new building, there was also space on the third floor devoted to a museum and gallery. The south facing center room on the third floor – now known as the Alumni Reading Room and used as a space for classes and events – hosted a variety of shows of science, arts, and crafts. Early photographs depict exhibitions of art glass, fine paintings of landscapes, and even an extensive exhibition of butterfly specimens. Eventually, the museum function was amalgamated with the program at the Brooklyn Museum, and the exhibition function was transferred to other campus locations.

With the closing of the museum, the delegating of public library functions to Brooklyn Public Library in the 1940s, and the move of the Library School to larger quarters in 1973, the edifice was ripe for its 1981-82 renovation, making the whole structure available for library purposes.

Reclaiming a Neglected Treasure

After a period of heavy use and uncontrolled expansion of collections, the 1980s brought a refinement of the collection, a rationalization of the use of space, and a major renovation of the facility. The first alteration was the relocation of the Children's Porch. A new subterranean wing, modern climate control, a sensitive refurbishing of the interior, and new furnishings were all part of the project. In 1986, PrattCat an automated catalog and circulation system was brought online, eventually replacing the library card catalog entirely.



In 1989, the New York City Landmarks Preservation Commission recognized what Pratt students, alumni, and faculty had known for decades. The fine rose brick and Belleville brownstone building which had delighted members of the Pratt community and visitors alike, since 1896, was officially designated a New York City Landmark.

Forward Looking: A Strategic Vision for the 21st

In 2013, the Libraries renewed their historic commitment to information access, unique collections, and community service, by engaging the campus community in a comprehensive strategic planning process which reviewed the Libraries' strengths and challenges in order to inform a vision for serving the Institute in the coming years. The effort resulted in the publication of the Pratt Institute Libraries Strategic Plan 2014-2017 which was adopted by the Campus Strategic Planning Committee in early 2014. A keystone of the plan was a new strategic vision that would be used to guide the Libraries in its endeavors to serve the community.



The vision: "The Pratt Institute Libraries will serve as the intellectual and informational hub for the Institute, fueling creativity by connecting students, faculty, staff, and alumni, to the most relevant services, information, and scholarly resources. Partnering with our diverse community, we will develop unique collections; promote innovative research, practice and discourse; and provide inspiring spaces in which to study, collaborate, and discover."

Guided by this plan, the Libraries have greatly enhanced and expanded the breadth and scope of the information resources available to the community. As a result of this effort, the Pratt students, staff and faculty now have 24/7 access to an impressive array of online databases, e-book and streaming video collections, and other essential electronic resources which support personal research and studio practice.

In 2015 Pratt Institute Libraries also became active members of the library consortium Connect New York (CNY). Through this membership, students, faculty and staff now have rapid access to over eight million books held by the libraries at Vassar College, Colgate University, Bard College, St. Lawrence University, Rochester Institute of Technology, Pace University, Rensselaer Polytechnic, Wellesley College, Williams College, the United States Military Academy, and others. Members of the Pratt community can easily request materials with a click in the online catalog and items will be shipped directly to the Libraries on either the Brooklyn or Manhattan campuses within a few days.

--F. William Chickering, Former Dean of Libraries and Russell Abell, Director of Libraries

Department Spotlights

Circulation

The Circulation Department is the area of the library where books and other materials are checked in and out to patrons. Library reserves are also available at the first floor circulation desk, and staff are on-hand to help students access their library accounts, pay fines and pick up holds.

Information / Reference Desk

The Reference and Information Department is where students and faculty can find assistance for research questions and library resources. Librarians at the first floor Reference and Information desk can help with everything from locating Sanborn Maps to citing sources for assignments and utilizing online article databases. Email assistance is also available by sending a message to libref@pratt.edu. The reference desk is also the point at which you may access our special collections, archival materials and other unique collections and pick up Interlibrary Loan requests. Please stop by the desk for more information.

Visual and Multimedia Resources (VMR)

Located in the Library's lower level, Visual and Multimedia Resources is responsible for a collection of over 4,000 film and video titles, special collections containing slides, negatives, and photographs, and building and maintaining the Pratt Institute Digital Image Collection of over 30,000 images, which are hosted through Artstor. Through its Equipment Loan Office patrons may check out laptops, digital cameras, projectors and other audiovisual equipment. VMR oversees the use of the Library's Alumni Reading Room, Screening Room MMB, one Viewing Station, a Format Transfer Station, and the Picture Files.

Technical Services (TSD)

The Technical Services Department is responsible for the acquisition, cataloging, and processing of materials added to the various collections maintained by the Pratt Institute Libraries. Technical Services is behind the scenes ordering and processing new materials, such as books, periodicals and electronic resources, in the most timely and effective manner possible.

Pratt Manhattan Center Library (PMC)

The Pratt Manhattan Center Library is located in historic Greenwich Village bordering the gallery district of Chelsea. The library supports the Pratt Manhattan community, as well as the larger Pratt community and visiting researchers. The PMC collection consists of books, periodicals, multi-media materials, and electronic resources.

Circulation Policies

Borrowing Periods

	Maximum Items	Circulating Books	Picture Files	Reserve Books	1-Day Loans	Interlibrary Loan	VMR Equipment	Circulating DVDs
Undergraduate Students	10	4 weeks 2 renewals	TBD	2 hours in-house use	Due next day by 5pm	At the discretion of the lending library	1 day 1 renewal	7 days 1 renewal
Graduate Students	20	4 weeks 2 renewals	TBD	2 hours in-house use	Due next day by 5pm	At the discretion of the lending library	1 day 1 renewal	7 days 1 renewal
Faculty/Staff	20	4 weeks 2 renewals	TBD	2 hours in-house use	Due next day by 5pm 1 renewal	At the discretion of the lending library	1 day 1 renewal	7 days 1 renewal
Alumni	No	No	No	No	No	No	No	No (Viewing Station Yes)
Friends of the Library	2	4 weeks	No	2 hours in-house use	No	No	No	No (Viewing Station Yes)
Libraries of Brooklyn (ALB) Members	2	4 weeks	No	2 hours in-house use	Due next day by 5pm	No	No	No (Viewing Station Yes)

Interlibrary Loan (ILL)

Only Pratt Faculty, students and staff members are permitted to use Pratt ILL given their Library record is in good standing and their Pratt ID is current. When borrowing ILL materials patrons agree to abide by the lending Library's due dates, assigned conditions of use (some libraries restrict use to "in-library use only" or prohibit photocopying) and to return the materials in good order. Failure to meet these conditions may result in fines and/or the loss of borrowing privileges. Patrons will be held responsible for any damage or loss incurred while borrowed material is in their possession.

To request an item via ILL patrons first check PRATTCAT <http://prattcat.pratt.edu/search/t> to make sure the Library does not own the item. If the Library does not own the item they can request it via ILL. Requests can be made online, in person, or over the phone. Online requests are the quickest; these are made via the WORLDCAT database on the library's E-Reference & Articles page at <http://library.pratt.edu/databases.html> or by using the Library's Online ILL request form at http://library.pratt.edu/includes/forms/ill_form.php. For onsite requests patrons can go directly to the reference desk and a librarian can assist them.

Renewals

Students, faculty and staff may renew books, DVDs, and picture files envelopes online, in person or by phone as long as their Library record is in good standing, they do not owe over \$10 in fines and they have not already renewed the item(s) once. Equipment may be renewed in person or by phone based on availability.

To renew items online patrons can use the Library's catalog at <http://prattcat.pratt.edu/patroninfo>. They go to the library catalog and sign on to their account with their name and the 7-digit Pratt ID number which is located on the back of their Pratt ID. Once they sign in to their Library account they will see listed the items they have out. They select the items they wish to renew and then click "Renew Selected". Their items will be renewed for 2-weeks from the date they are renewed, not after the initial due date. To renew items by phone patrons must speak to a circulation staff member, they cannot leave a message. For Brooklyn items they contact 718-636-3420, for Manhattan items they contact 212-647-7546.

Non-Circulating Books and Videos

Books and videos marked "non-circulating," "reference," or "LIB USE ONLY" cannot be checked out of the Library without special permission. Patrons in good standing with the Library may check out, with a librarian's approval, non-circulating stacks books. The usual loan period for these materials is one day, for a loan period longer than one day the patron must speak to the bibliographer for that subject area. Librarians may decide not to circulate the material if the material is deemed too fragile or rare, or the faculty member has current blocks in the Library's system. Faculty may then check the items out at the Circulation Desk with their current Pratt ID. Patrons should return non-circulating materials at the Circulation Desk.

Fines

	Circulating Books	Picture Files	Reserve Books	1-Day Loans	Interlibrary Loan	VMR Equipment	Circulating DVDs
Overdue Fine	\$0.20/day	TBD	\$2.00/hour	\$5.00/day	\$5.00/day	\$12.00/day	\$1.00/day
Lost Item Fine	\$90.00	TBD	\$90.00	\$90.00	Determined by lending Library	Determined by Dept.	Determined by Dept.

Paying Late Fines

All fines must be paid in the Bursar's Office. Library fines should be paid by check, credit card, exact change or money order. The Bursar does not give back change and will apply any balances owed to the patron's tuition. The Library does not accept payments. In order to pay fines, patrons must obtain a Fine Slip at the Circulation Desk which indicates the amount owed, and submit the slip with payment at the Bursar's Office. The Bursar's Office will provide the patron with a receipt that must be returned to the Circulation Desk. The Circulation Desk will clear fines in the Library's system based on the Bursar's receipt.

Outstanding Fines

Students with outstanding fines of any amount at the end of their final semester cannot graduate until fines are paid. Students, faculty and staff with outstanding fines amounting to or exceeding \$10.00 cannot borrow books, videos or equipment, including reserve materials, until fines are paid.

Lost Item Fines

The fine for a lost book is \$90.00 (\$75.00 default price for the book replacement; \$15.00 for processing the book).

A patron may replace the book with a copy he or she has purchased if the copy is acceptable to a librarian. However, the \$15.00 processing fee must still be paid and if the librarian accepts a paperback substitute for a hardbound book, an additional \$15 binding fee will be added to the lost book fee.

If the book is Out-of-Print, the librarian sets an appropriate price. A \$75.00 default may be used (especially for art, design and architecture books). For other books, an equivalent title may be purchased and the cost of the title plus the processing fee will be charged to the patron.

The fine for a lost video or piece of equipment will vary depending on the replacement cost, which will be determined by a VMR Administrator.

Claimed Returns

If a patron believes he or she has returned an item, but the Library has no record of its return and fines have accrued, he or she should speak to a circulation clerk or librarian and complete a Claimed Returned form.

The Library will initiate a search for the item and the patron will not be blocked from borrowing for a limited period of time. If the item is not found in the Library, the patron is then responsible for either replacing the material or paying the appropriate fine.

Student Worker Employment Information

Student Employment is now a partnership between the offices of Payroll, Financial Aid, the Center for Career & Professional Development (CCPD), Bursar, and Human Resources. The following link will access the Student Employment Homepage where students can access their timesheets

<https://pratt.studentemployment.ngwebsolutions.com>

Student Workers must be enrolled in at least 6 credits for the semester they are working. Students may also work during the summer if they are pre-registered for at least 6 credits for the upcoming fall semester. Student workers receive an hourly wage, paid on a bi-weekly basis. Students may work a maximum of 20 hours per week and 6 hours per day. Undergraduates and graduate students are eligible for these positions.

Timesheets are submitted electronically at the above link. Links are provided on the Student Employment Homepage for the following:

- [Direct Deposit](#) — instructions on signing up for direct deposit of your paycheck
- [Contact Us](#) — master contact list for Student Employment
- [Student Handbook](#) — instructions on creating a log-in and completing your timesheet
- [2017-2018 Payroll Schedule](#) — timesheet due dates and paycheck disbursement dates

Student Employment Contacts

Five different campus departments work together to provide assistance to students and have the following roles:

- Center for Career and Professional Development – assists students in finding a job
- Human Resources – accepts employment forms, such as a W-4 and I-9, and Wage Protection Act forms to ensure that they are properly compensated and their employment is approved by the Institute
- Financial Aid – awards Federal Work Study and monitors funds
- Payroll Office – assists with timesheet management
- Bursar's Office – distributes paychecks
- International Affairs – assists international students seeking on campus employment

Timesheets Notes

1. Students must submit timesheets by 12:00 p.m. on the last Thursday of each pay period for approval from their supervisor.
2. Timesheets received late will be processed on the next pay period.

Graduate Assistant Employment Information

Graduate Assistantships are handled by Student Employment in much the same way as Student Worker positions. Student Employment is a partnership between the offices of Payroll, Financial Aid, the Center for Career & Professional Development (CCPD), Bursar, and Human Resources. The following link will access the Student Employment Homepage where students can access forms and other Pratt Institute Student Employment information.

<https://pratt.studentemployment.ngwebsolutions.com>

Graduate Assistants are not required to complete timesheets. Stipend amounts are determined at hiring and are divided up into a certain number of bi-weekly paychecks depending on hiring date. Checks are distributed according to the payroll schedule (a link to which can be found on the Student Employment homepage).

- [Direct Deposit](#) — instructions on signing up for direct deposit of your paycheck
- [Contact Us](#) — master contact list for Student Employment
- [Student Handbook](#) — instructions on creating a log-in and completing your timesheet
- [2017-2018 Payroll Schedule](#) —paycheck disbursement dates

Student Employment Contacts

Five different campus departments work together to provide assistance to students and have the following roles:

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- **Financial Aid** – awards Federal Work Study and monitors funds
- **Payroll Office** – assists with timesheet management
- **Bursar's Office** – distributes paychecks
- **International Affairs** – assists international students seeking on campus employment

Institute and Library Policies

Pratt Institute Policies

Pratt Institute's policies are available online at the links below. Policies may change over time, see the Student Policies portal at <https://www.pratt.edu/policies/view/pratt-student-policies/> for the latest versions of these documents.

Alcohol and Substance Use

https://www.pratt.edu/uploads/96-alcohol_and_substance_use.pdf

Human Rights

https://www.pratt.edu/uploads/96-human_rights_policy.pdf

Computer Network

https://www.pratt.edu/uploads/96-responsible_use_of_computer_network_resources.pdf

Sexual Assault

https://www.pratt.edu/uploads/2014_sexual_assault.pdf

Sexual Harassment

https://www.pratt.edu/uploads/Sexual_Harassment_Policy_09-10.pdf

Judicial Procedures

http://www.pratt.edu/uploads/4974_JudicialProcedures_Revise_R2.pdf

Accommodations for Students with Disabilities

https://www.pratt.edu/uploads/96-accomodations_for_students_with_disabilites.pdf

Counseling Services

http://www.pratt.edu/uploads/4779_CounselingServices_R5.pdf

Family Educational Rights & Privacy Act (FERPA)

<https://www.pratt.edu/uploads/96-ferpa.pdf>

Employment of Individuals with Disabilities

https://www.pratt.edu/uploads/Employment_of_Individuals_with_Disabilities_09-10.pdf

Library Policies

General student employment policies are outlined in the Library Student Employment Agreement on the last two pages of this handbook. For individual departmental policies, please consult your supervisor.

Pratt Institute Libraries Student Employment Agreement

Preferred Name: _____

Preferred Pronoun: _____ Student ID Number: _____

Supervisor: _____ Dept.: _____

The Pratt Institute Libraries serve as the intellectual and informational hub for the Institute, fueling creativity by connecting students, faculty, staff, and alumni, to the most relevant services, information, and scholarly resources.

The Libraries are seeking to hire high caliber student employees who are committed to providing the highest quality of service in support of this shared vision.

Employment by The Libraries in a work study, student help, or graduate assistantship position is a serious commitment. It is a job, not a fellowship or scholarship. In support of this, the undersigned agrees to abide by the following job requirements.

Institute-Wide Student Employment Policies

Eligibility

- You must be enrolled for at least 6 credits to hold a position on campus.
- You may work no more than 20 hours a week or more than six hours a day during the fall and spring semesters.
- You may work up to 35 hours a week and more than six hours a day when school is not in session and during the summer.
- Student workers are allowed to work no more than 6 hours a day during the fall and spring semesters. This limitation does not apply to GAs.

Breaks

- If you work 4 consecutive hours or more you are entitled to a 15 minute paid break.
- If you work more than a 6 hour shift, you are required to take a half hour unpaid break.
- Please coordinate breaks with your supervisor.

Timesheets

- Timesheets must be submitted according to the payroll schedule.
- Your work shifts begin and end on the half hour, and timesheets should reflect this.

Pratt Institute Libraries Student Employment Policies

Hours and Scheduling

- Your work schedule is the same each week and your commitment is to work your same shift(s) every week.
- You are expected to arrive on time and stay through the end of your shift.
- If you fail to arrive on time you will be issued a verbal warning. Repeated offenses can result in termination.
- You may hold a position in another department on campus while working for the Libraries as long as it does not interfere with your library responsibilities and your total hours do not exceed the maximum listed in the Institute-Wide Student Employment Policies.

Unplanned and Planned Absences

- If you are sick and cannot work your shift, you must follow departmental procedures and policies to report an unplanned absence.
- For anticipated absences pertaining to academics (e.g., class field trip or presentation) you are expected to talk to your supervisor about the process and policies in your department.

Communication

- Communications from your supervisor will be sent to your Pratt email account and you are required to check your Pratt email account regularly. You may choose to set up your Pratt email account to forward messages to another email account.
- Supervisors and student employees may communicate through email. You may be responsible for the information contained within these emails and you will be given time to read such messages at work.
- You may be given a list of Pratt email addresses for all student employees and staff in their department to use as needed.

Training, Performance, and Pay

- Use of headphones, laptops, office computers while at work may be done only with permission of a supervisor. The same holds for doing homework and eating or drinking while at work.
- You are required to read and familiarize yourself with all sections of the Pratt Institute Libraries Student Employee Handbook.
- You are responsible to learn the policies and procedures of your department.
- You may be asked to attend group training and/or orientation sessions. You will be paid for attending these sessions.
- Your work performance will be reviewed periodically. At that time you will be given an opportunity to discuss your work environment.

The general requirements listed above are for all departments in the Library. Individual departments may make exceptions to fit the needs of their department. Exceptions will be relayed to student employees by their supervisors. In addition to the policies outlined in this agreement, students are expected to familiarize themselves and comply with Pratt Institute and Student Employment policies as provided in the handbook.

The Pratt Institute Libraries pledge job continuance for good performance. The Libraries also pledge to foster a pleasant, service-oriented environment for patrons. We look forward to a successful year.

I certify that I have read and understand this Library Student Employee Agreement.

(Employee signature) (Date)

(Supervisor signature) (Date)