CUNY Graduate School of Journalism

Research Center

Handbook

Fall 2008

Dr. Consuella A. Askew
Chief Librarian
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August 1, 2008

Dear Faculty and Staff

Welcome back! For those of you who are new this semester - Welcome aboard! This handbook serves as a “just in time” information source about the Research Center operations and collections. Please take the time to review this handbook, so that you can become familiar with our library services and resources available to you. A word of advice - be sure to get your library barcode when you get your J-School ID. Your library barcode will serve as your passport to the wealth of information available in our collection including over 30,000+ e-books, 2,000 print volumes and over 4,000,000+ items available CUNY-wide.

If you have questions about library services available to you that were not answered in the handbook, please do not hesitate to ask. The Library staff and contact information is as follows:

Dr. Consuella Askew, Associate Professor and Chief Librarian
Phone: 646-758-7735
E-mail: Consuella.Askew@journalism.cuny.edu

Tinamarie Vella, Library Assistant
Phone: 646-758-7752
E-mail: Tinamarie.Vella@journalism.cuny.edu

We are also available via IM. We are “CUNYGSJRESEARCH” on AOL/AIM, or you can simply go to our Web site and Meebo us.

Our goal is to ensure that you receive the highest quality library service there is to offer. We look forward to working with you this academic year and seeing you in the Research Center!

Sincerely,
Dr. Consuella A. Askew
Introduction

The Journalism Library, known as the Research Center, features a focused interdisciplinary collection of approximately 2,000 print volumes, 32,000+ electronic books, 45 periodical titles, over 100 electronic journals and databases concerning and related to the field of journalism. All of the materials in the Center have records in the CUNY+ online catalog. Using the CUNY+ system, students, faculty and staff have access to over 4 million additional items via the CUNY's Open Access Policy. The Research Center offers a wireless environment and users can access and search the online catalog and other electronic resources in the Center by means of their own wireless ready laptop or via three Internet access stations.

Reflective of the School of Journalism's curriculum, the collection focuses on four subject concentrations: Urban Affairs, Business and Economics, Arts and Culture, Health and Medicine, and International Reporting. Through the generosity of several donors, the Center has also developed a robust collection of historical works about the field, outstanding journalists, notable media families and corporations, and about New York City.

The magazine and journal collection encompasses significant publications providing local, regional and global coverage of human issues and events in addition to providing students with varying examples of journalistic writing. The magazine and journal collection houses titles such as *The Columbia Journalism Review, Newspaper Research Journal, Business Week, Times and Rolling Stone*. The newspaper collection is largely New York City focused with subscriptions to *The New York Times, New York Post, The Daily News* etc., along with several other key U.S. newspapers such as *The Washington Post, The Wall Street Journal* and *USA Today*.

As a full service library, in addition to circulation and reference, the Research Center offers faculty, staff, and students, services such as interlibrary loan, reserves, and instruction.
Library Services

Circulation

With a valid J-School ID card and library barcode, J-School constituencies have access to over 4,000,000 items in the CUNY system through our open access policy. Locally, the J-School Research Centers houses a print collection of approximately 2,000 items and provides access to an electronic collection (accessible on and off-campus) consisting of over 30,000 books and 40+ databases. To search for library materials, use the CUNY+ Online catalog.

Access and Borrowing

Accessing the Collection
All CUNY faculty, graduate students, and staff with valid IDs may have access to the library in order to browse its collection, make photocopies and to search the databases.

Graduate School of Journalism Student and Staff Borrowing
J-School students and staff with a current, validated Graduate School of Journalism ID may borrow books for 3 weeks (21 days). Up to 5 books may be borrowed at one time.

Renewals
One 3-week renewal is permitted if there is no hold on the book by another patron.

Overdue Fines
Overdue fines are 10 cents per day, per book to a maximum fine of $50.00. Failure to pay library fines and fees leads to suspension of library, registration, and graduation privileges throughout CUNY. CUNY faculty borrowing books with CUNY faculty photo IDs are not fined for overdue books at the Graduate Center, but CUNY faculty are responsible for fines at many other CUNY libraries.

Lost and Damaged Book Fees
Lost and damage books will incur replacement charges of $35 plus a $10 processing fee. Only the replacement cost for lost books returned after 30 days is refundable.

Suspension of Library Privileges
Borrowing privileges are suspended when books become overdue, or when overdue fines and fees exceed $5.00.
Graduate School of Journalism Faculty Borrowing
Faculty with a current, validated Graduate School of Journalism ID card may borrow books for 21 days (3 weeks). Certain items can be loaned to faculty on a semester basis on a case-by-case basis.

Other CUNY College Users
Undergraduate and graduate students, faculty, and staff from other CUNY campuses may borrow books from the J-School library (14 day loan period). They must present a current, valid ID card from their home campus with a library barcode from their home library. As well, J-School students, faculty and staff may use their current, validated J-School ID with a library barcode, to borrow books from other CUNY libraries.

CUNY-Wide Courtesy Book Return
Under a CUNY-wide courtesy book return agreement, books borrowed from one CUNY library may be returned to any other CUNY library. The books are then shipped to their home library via an intercampus delivery system.

Renew Books Online
You can renew your loans through the CUNY+ Online catalog’s "My Account" section. You may not renew if:
- Your book is "on hold" or "requested" in CUNY+ for another borrower or course reserve;
- you have $5 or more in CUNY-wide fines; or
- you have loans more than 7 days overdue.

CUNY+ renews titles from the date of your request. To maximize your renewal loan periods, renew titles just before they are due. Different CUNY libraries have different loan and renewal policies for the various borrower types this difference is reflected by the due date.

Please contact Tinamarie Vella (X7752) with any questions about Circulation services or your library account.
CUNY Graduate School of Journalism
Research Center

Searching CUNY+ Online Catalog

The CUNY+ Online Catalog provides you with access to over 4,000,000 items available in the CUNY libraries. The catalog allows you to search for books, journals, videos and other media formats across all libraries. You will need to check each library’s individual Web site for information on their loan policies.

Starting at the Research Center Homepage, under the “Search Tools” section, click on the link, “CUNY+ Online Catalog”.

This link will take you to the CUNY+ online catalog search page. The search page defaults to the CUNY+ Union catalog, which allows you to look for materials in all CUNY libraries.
To find materials in J-School’s collection, you will need to click on the drop down menu “Select library” and select “Graduate School of Journalism”.

Note: Since, the J-School collection is housed within the Graduate Center’s database, if you have trouble finding a book that you know is available on our shelves, you may change the library to “Graduate Center” to double check.

When opening the CUNY+ Online catalog page, the system automatically defaults to the basic search screen. You can change the search type from the default “All Fields” search, at any time for a more focused search by title, author, call number, etc.

As as an example let’s conduct a keyword in title search. To start change the “Search type” to “Keyword in title” In the “Search for” field enter your search term following the examples provided.
A keyword in title search using the term “journalism” provided the following results. We are now browsing a list of titles that include the term “journalism”. The results are sorted by publication year (most recent first), then Author. This search yielded 265 items. The results list also provides the format of the material and library holdings. As an additional feature, a thumbnail of the book cover is provided if available.

To see where to find a book or item in our library, click on the library name in the “Holdings column” for that item. Let’s find Howard Good’s, “Journalism Ethics Goes to the Movies”.
On the Holdings page you are given the location of the item, the call number, the item status and if the item is charged out, the due date will be provided. All of the items in the research center are arranged on the shelf by call number, so you will need to make a note of the call number to find the item.

If there are titles we do not have but you found available within the CUNY system you may place a hold on those available items and have them delivered either to the J-School library, or another CUNY library nearest where you live via the CUNY CLICS service. For more information and instructions on using CLICS, visit the Research Center Web site.

**Searching for Journals and Magazines**

The Research Center has a small, but select, collection of journals and magazines. When searching for journals and magazines it’s best to search across CUNY libraries to find out if another CUNY library may have a title you need that is not available in the Research Center.

If you know the title of the journal you are looking for you should use the “Exact title” search. From the basic search screen, select search type “Exact title” and in the “Search for” field type in the name of the periodical.

Let’s do a search for Business Week magazine. Using an “Exact Title” search, type in the title (capitalization not required).
The results of the search show all 17 of the “Business Week” titles in the CUNY libraries collections. To find out where the journal title is located in a particular library click on the library name in the “Holdings” column.
Since, the Research Center’s periodical collection is small you will see the message “Please Check Shelf” for our titles. If you need help with your search click on the “Help” button in the menu bar, or ask the librarian.
Reference Services are an important part of any academic library operation. Our Research Center is no different. Our primary mission is to enhance the information literacy skills of our students so that they become knowledgeable and ethical users of information in a variety of formats as well as to instill skills for lifelong learning. For your convenience, the Center incorporates multiple modes of communication in providing this service to meet the needs of students and faculty no matter where they are – in the field reporting, in the office, or in the classroom. In addition to the traditional in-person service, reference questions can also be posed via telephone, e-mail, or instant message. Typically response time is two business days or less; of course when using IM it is almost instantaneous!

Additional reference assistance can be found within the “Journalist’s Toolbox” section of the Center’s Web site. This section provides links and references to sources of information. Also on this page you will find a growing list of subject based wikis representative of our subject concentrations and popular topics.

Feel free to stop by at any time should you have questions about our collection. For your convenience you can even call, or e-mail your question(s) to the library staff at any time. If your inquiry requires extensive research, you will be advised and if necessary, schedule a mutually convenient time for you to meet and consult further.
Reserves

Throughout the semester, you may have assignments that require your students to use specific library materials (i.e., books, CDs, or DVDs) for which we may have only one or two copies in our collection. In certain instances, you may wish to provide your students with access to your personal copy of a title. Either of these situations would best be served by placing the item on Reserve to ensure equitable access by your students.

Due to copyright laws and the increasing potential for litigation the library faculty has the responsibility of ensuring that your electronic reserves requests adhere to the fair use principles. In that respect, the librarian has the right to refuse to place material on electronic reserves if they are judged not to meet the established criteria for Fair Use. Use the Fair Use Checklist (Appendix A) if you are unsure that the material you are requesting to be placed on reserve fall within the Fair Use provisions.

There are two types of Reserve services: hardcopy and electronic. Whether or not the item would be better suited for hardcopy or electronic reserve ask yourself the following questions:

1. What format is the material?
2. How many copies of this title are available - in our collection, or number of personal copies?
3. How much of the item (e.g., books or periodicals) will be required for the assignment?
4. In what timeframe (e.g., 7-day, 14-day, 21-day, etc.) will the students be required to use this item?

All reserve material must be accompanied by a Reserve Request Form (https://cunyjschool.wufoo.com/forms/reserve-request-form/). There will be NO exceptions. Materials will not be placed on reserve (hardcopy or electronic) without us receiving the Reserve Request Form. Reserve materials will not automatically be kept on reserve from one semester to the next; therefore, a new form must be completed each semester for materials used in the previous semester.

All electronic formats and ephemeral material (i.e., pamphlets, brochures, maps, etc.) should be placed on hardcopy reserve. If you are requesting that students view this material, or read the material within a limited timeframe (e.g., 3-7-days) please talk with the librarian in advance. Usage within limited timeframes will impact the loan period for the item. To place materials on Reserve follow the steps provided below for each reserve type.
Hardcopy Reserves
The hardcopy reserves collection is located behind the Service Desk. Hardcopy materials are available for a 3-hour loan period, unless otherwise requested by faculty. You are welcome to bring in your personal copies to place on reserve for your students. If you want to place an item on reserve that you do not own please follow the instructions below:

1. Check the CUNY+ online catalog first to see if the item is in our collection. If so,
2. Complete the Reserve Request form online (https://cunyjschool.wufoo.com/forms/reserve-request-form/) for each title being placed on reserve.

If the item is not available anywhere in CUNY you will need to submit a Interlibrary Loan Request, or a Purchase Recommendation form, so that we can acquire the material for your use.

Electronic Reserves
Each semester a course reserve page is established for all courses being taught that semester. These materials are available electronically 24 hours a day, 365 days a year.

1. Check the CUNY+ online catalog to see if the item is in our collection.
2. Use the Fair Use Analysis Checklist to determine if your material falls within the guidelines.
3. Complete the Reserve Request form online (https://cunyjschool.wufoo.com/forms/reserve-request-form/) for each title being placed on reserve.
4. If providing personal copy of print material, if possible, submit photocopies of pages or chapter(s) needed to librarian.
5. Be sure to send electronic links to Web pages, documents and file links to the librarian in conjunction with your form submission.
6. Follow up with the librarian to discuss presentation of course reserve page and settings. (You have the option to establish a login password for your course page to limit the material viewed to students in your class.) Unless otherwise agreed, the material will be arranged alphabetically by title.

Once your material is submitted (following the prescribed procedures) and added to your course reserve page you will be sent a confirmation message and the permanent link to your course reserve page via e-mail. Please note that these materials will only be visible for the current semester.

If you have any questions about Reserves or copyright guidelines, please contact Tinamarie Vella.
CUNY Graduate School of Journalism
Research Center

Accessing Your Course Reserves Page
Electronic Reserves (Eres) System

The following are brief instructions for how to access and view materials on electronic reserves.

To access the Eres system from the Research Center Home Page <http://www.journalism.cuny.edu/journalism/research-center.html>, click on the link(s) “Electronic Reserves” on the Research Centers Home page.

On the welcome screen for the Docutek Eres system, click on the link, “Electronic Reserves & Reserves Pages”
The next screen you will see is the search screen used to find the exact course reserves page(s) you need. As indicated by the tabs, you can search by a) key terms, b) by department or c) by instructor name.

Given our small school, it’s easiest to search by instructor name. To do so, click on the tab “Course Reserves Pages by Instructor”.

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On the next page, you will open the drop down menu and select the name of the instructor then click on the “Search” button. The next page will list the names of all the course pages for this instructor.

To get to the exact course reserves page you need, you will need to click on its course number.
A statement regarding copyright law will appear on the very next page. Please read the statement and click on the “Accept” button to move forward.

**Note:** You will not be taken to the actual course reserves page until you have click on the “Accept” button acknowledging your agreement to the stated terms.

The next page will default to the document display page. This page will display the title of the document, the primary author’s name, the format of the document and the size of the file.
To open and view the document you will need to click on its title.
After clicking on the title, a new window will open that will provide you with the document information. At the bottom of that window you will see additional information about the document file, including the file name, file type, file size, and download times for dial-up and broadband connections.

To open the document click on the file name and another window will open displaying the document. If you wish to print out the document, click on the print command.
To get back to the document display page, simply close the open windows.

View Course Page Persistent URL

Each course reserves page has its own system generated unique permanent URL that will allow users to link directly to a specific course reserve page. To view and obtain this link for your course, from the document display page you will need to click on the “Course Info” tab.
The next page provides you with the information that has been entered into the system for your course.

You can bookmark this URL for yourself and give it to your students, so that they can easily access your course materials.

To get back to the course reserves home page, simply click on the “Ereserves Home” link in the upper left hand corner of the screen.

If you have any questions about accessing or using the Eres system, please contact Tinamarie Vella, x7752.
Library Instruction

In addition to the research methods curriculum taught as part of the Craft classes, the research center staff provide additional instructional services. One-on-one instruction on the use of various electronic resources is available on an as needed basis and by appointment. Database workshops are also scheduled throughout the semester to offer students hands-on learning opportunities with the various 100+ electronic resources available to them.

Additionally, by faculty request, the library staff will come into the classroom and demonstrate specific subject related resources as needed. (See Table 1 for a list of the J-School databases and a brief description of each.) To schedule a customized instruction session for your class, send an e-mail to Consuella Askew.

To address the various learning modalities of our students, not only is in-person instruction available, but the Center offers instructional materials for learners who are self directed. Database guides are provided on the Research Center web site.

Table 1. J-School Databases

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access World News- Newsbank</td>
<td>Access World News from NewsBank provides full-text information and perspectives from over 600 U.S. and over 700 international sources, each with its own distinctive focus offering diverse viewpoints on local, regional and world issues.</td>
<td>Varies by title</td>
</tr>
<tr>
<td>The African American Experience</td>
<td>The definitive electronic research tool for African American history and culture from one of the most respected publishers in the field.</td>
<td>1700's - Present</td>
</tr>
<tr>
<td>Alt Press Watch</td>
<td>Showcases unique, independent voices from some of our nation's most respected and cited grassroots newspapers, magazines, and journals. The database features over 502,000 articles from more than 190 publications</td>
<td>1970 - Present</td>
</tr>
<tr>
<td>AP StyleBook (registered users only)</td>
<td>Online version of the AP Stylebook.</td>
<td>N/A</td>
</tr>
<tr>
<td>Associations Unlimited</td>
<td>Contains information for approximately 460,000 international and U.S. national, regional, state, and local nonprofit membership organizations in all fields, including IRS data on U.S. 501(c) nonprofit organizations. Updated Quarterly.</td>
<td></td>
</tr>
<tr>
<td>Business and Company Resource Center Newsletters – Newsletters ASAP (Gale)</td>
<td>Newsletters ASAP provides library researchers with the timely information and expert perspectives found in today's most well-read and respected business and industry newsletters.</td>
<td>1980 - Present</td>
</tr>
<tr>
<td>The Columbia Gazetteer of the World Online</td>
<td>A database of names, descriptions and characteristics of over 165,000 places in the world</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Contemporary Women's Issues (RDS)</strong></td>
<td>A multidisciplinary, full-text database that brings together relevant content from mainstream periodicals, &quot;gray&quot; literature, and the alternative press -- with a focus on the critical issues and events that influence women's lives in more than 190 countries.</td>
<td>1992 - Present</td>
</tr>
<tr>
<td><strong>CQ Congress Collection</strong></td>
<td>This collection combines rich legislative analysis and Congressional member biographies with vast amounts of data on members, votes, and interest groups. Includes biographies and votes for members back to 1945.</td>
<td>1945 - Present</td>
</tr>
<tr>
<td><strong>CQ Supreme Court Collection</strong></td>
<td>Combines expert analysis of case and justice profiles and biographies with robust database of decisions in more than 8,000 cases since 1941. Offers an unprecedented glimpse into decision-making relationships among justices.</td>
<td>1941 - Present</td>
</tr>
<tr>
<td><strong>CQ Voting and Elections Collection</strong></td>
<td>Combines objective and informed analysis of U.S. elections (presidential, congressional, and gubernatorial) and voting behavior, with hard-to-find, authoritative election data.</td>
<td>1789 - Present</td>
</tr>
<tr>
<td><strong>CountryWatch Elite</strong></td>
<td>Provides up-to-date news and information on each of the recognized countries of the world. CountryWatch provides critical country-specific intelligence and data.</td>
<td>Current</td>
</tr>
<tr>
<td><strong>CREDO Reference</strong></td>
<td>A collection of online reference books covering all disciplines</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Electronic Encyclopedia of American Government</strong></td>
<td>Provides answers to the full range of questions that students, government professionals, interested citizens, and other researchers have about the institutions of U.S. government. EAG offers thousands of concise, up-to-date explanations of the who, how, and why of American democracy.</td>
<td>2007</td>
</tr>
<tr>
<td><strong>Factiva</strong></td>
<td>A collection of more than 10,000 authoritative sources includes the exclusive combination of The Wall Street Journal, the Financial Times, Dow Jones and Reuters newswires and the Associated Press, as well as Reuters Fundamentals, and D&amp;B company profiles.</td>
<td>Varies by title</td>
</tr>
<tr>
<td><strong>Facts on File News Service</strong></td>
<td>Brings together World News Digest, Issues and Controversies and Today's Science. This includes over seven decades of world news, the exploration of 800+ hot topics in business, politics, government, education and popular culture and news in scientific discoveries.</td>
<td>1940 - present</td>
</tr>
<tr>
<td><strong>Gallup Brain</strong></td>
<td>Features answers to more than 125,000 questions, and responses from over 3.5 million people interviewed by The Gallup Poll.</td>
<td>1935 - Present</td>
</tr>
<tr>
<td><strong>Genderwatch</strong></td>
<td>GenderWatch™ provides authoritative historical and current perspectives on the evolution of gender roles as they affect both men and women.</td>
<td>1970 - Present</td>
</tr>
<tr>
<td><strong>Hoover's Academic</strong></td>
<td>Features in-depth information on 40,000 public, private, U.S., and non-U.S. companies covered by Hoover's industry experts, basic information on more than 14 million mostly private to mid-sized companies, and provides coverage of more than 600 industries.</td>
<td>Current</td>
</tr>
<tr>
<td><strong>Ident-A-Drug Reference</strong></td>
<td>Identifies drug products by the codes imprinted on them as well as the color and shape of the product. Ident-a-Drug Database is a subscription service that is continually updated as new drug products are introduced, or identification codes change.</td>
<td>N/A</td>
</tr>
<tr>
<td>Service</td>
<td>Description</td>
<td>Date</td>
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<td>--------------------------------</td>
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</tr>
<tr>
<td>Issues &amp; Controversies - Facts on File</td>
<td>Provides a comprehensive source of up-to-date, in-depth, and objective information on the most prominent and hotly-debated issues of the day.</td>
<td>Sept. 1995 - Present</td>
</tr>
<tr>
<td>Lexis Nexis State Capital</td>
<td>Search state bills, laws, constitutions, and regulations across all 50 states at once, or access state newspapers of record.</td>
<td>1984 - Present</td>
</tr>
<tr>
<td>Lexis Nexis Statistics</td>
<td>30,000 individually indexed tables from drawn from American Statistics Index, Statistical Reference Index, and Index to International Statistics.</td>
<td>1973 – Present</td>
</tr>
<tr>
<td>Marquis’ Who’s Who</td>
<td>Features comprehensive profiles on over 1.4 million of the most accomplished individuals from all fields of endeavor including: government, business, science and technology, the arts, entertainment, and sports.</td>
<td>1607 - Present</td>
</tr>
<tr>
<td>Mergent</td>
<td>Contains company reports, both domestic and international and annual reports.</td>
<td>Current</td>
</tr>
<tr>
<td>Natural Medicine</td>
<td>Comprehensiven - Consumer You can use this site to obtain reliable information on herbal remedies, dietary supplements, vitamins, minerals, and other natural products. Many of these products contain several ingredients.</td>
<td></td>
</tr>
<tr>
<td>Polling the Nations</td>
<td>A comprehensive collection of public opinion, containing 500,000 questions from over 14,000 surveys conducted in the United States and over 100 other countries around the world from 1986 to the present.</td>
<td>1986 - Present</td>
</tr>
<tr>
<td>ReferenceUSA</td>
<td>The ReferenceUSA database contains, in module format, detailed information on more than 14 million U.S. businesses, 210 million U.S. residents, 855,000 U.S. health care providers, 1.5 million Canadian businesses, and 12 million Canadian households.</td>
<td></td>
</tr>
<tr>
<td>Research Library (ProQuest)</td>
<td>Full-text journals across a wide range of subject areas, including business, education, literature, political science, and psychology.</td>
<td>1971 - Present</td>
</tr>
<tr>
<td>RAND New York</td>
<td>New York and U.S. public policy issues with an emphasis on statistics containing more than 60 databases, ranging from industry employment to immigration to school test scores. Much of the data is available at the national, state, county, city, and zip code levels.</td>
<td>1969 - Present</td>
</tr>
<tr>
<td>Reuters News - Facts on File</td>
<td>Provides hourly updates of international headline news for FACTS.com. The headlines of these summaries are hyperlinks to the Reuters® news stories.</td>
<td>Current</td>
</tr>
<tr>
<td>STAT-USA</td>
<td>Provides vital economic, business, and international trade information, including the National Trade Data Bank, produced by STAT-USA, an agency in the Economics and Statistics Administration, U.S. Department of Commerce.</td>
<td>1985 - Present</td>
</tr>
<tr>
<td>Tablebase</td>
<td>Specializes exclusively in tabular data on companies, industries, products and demographics.</td>
<td>Varies</td>
</tr>
<tr>
<td>Today’s Science - Facts on File</td>
<td>Enhances the full back file of Today’s Science On File, a permanent record of the significant developments in science and technology published monthly since September 1992.</td>
<td>Sept. 1992 - Present</td>
</tr>
<tr>
<td>Vanderbilt Television News Archive (Need to register for off-campus use)</td>
<td>The collection indexes more than 30,000 individual network evening news broadcasts from ABC, CBS, NBC and CNN and more than 9,000 hours of special new-related programming.</td>
<td>1989 - Present</td>
</tr>
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</tr>
<tr>
<td>Washington Information Directory - CQ Press</td>
<td>The essential one-stop source for U.S. governmental and non-governmental organizations. WID provides citizens with capsule descriptions that let them quickly and easily find the right person at the right organization.</td>
<td>2006 - 2007</td>
</tr>
</tbody>
</table>
Borrowing Materials from other Libraries

From time to time you may require materials that are not available in our collection. If this happens, you can request to obtain this material via ILL from colleges/university outside CUNY or via CLICS if the materials are available within a CUNY library collection.

**ILL**

Interlibrary Loan is a process whereby we borrow needed material from another library on behalf of the requestor. The lending library may be in New York City, New York State or somewhere else in the United States depending on the availability or rarity of the item requested. To request an ILL, please complete the appropriate **ILL Request Form** for the format needed. An ILL request can take anywhere from two days up to two weeks or more to be filled, so if you need the item immediately this may not be a good choice.

**C.L.I.C.S. (CUNY Libraries Inter-Campus Services)**

The CLICS service is an intercampus interlibrary loan service that allows you to place holds on needed materials from other CUNY libraries and have them delivered to the J-School or a CUNY library nearest you. This process may take anywhere from two to seven days depending on the delivery schedule. To request materials via the **CLICS** service, see Appendix B for detailed instructions.
Purchase Recommendations

A good library collection is never static, the collection is always in development to keep abreast of the changes in the curriculum and in the professional or discipline areas. For this reason, your ongoing purchase recommendations are needed and always welcome. However, ongoing collection development efforts are balanced with the curriculum needs and available budget funds. Before making a purchase recommendation you should take a look at the Research Center’s collection development policy (see Appendix C). For your convenience, an online purchase recommendation form is available at: http://journalism.cuny.edu/purchase.php
Appendices
## Appendix A – Checklist for Fair Use Analysis

This checklist is a tool to assist you in applying the balancing test for determining whether you may make or distribute copies of works protected by copyright without having to obtain the permission of the copyright holder. It is recommended that you complete and retain a copy of this form in connection with each “fair use” of a copyrighted work.

Name: ___________________________ Date: ________________

Class or Project: ______________________________

Title of Copyrighted Work: ______________________________

Portion to be used (e.g., number of pages): __________________________

**Directions:** Check all boxes that apply. For each of the four sections below, determine whether the factor favors or disfavors a finding of fair use. Where the factors favoring “fair use” outnumber the factors weighing against a finding of “fair use,” reliance on the fair use exception is justified. Permission should be obtained before copying or disseminating copies of the work where less than half of the factors favor “fair use”. Where the factors appear evenly split, or you have questions about interpretation, please feel free to contact Consuella Askew, Chief Librarian ([consuella.askew@journalism.cuny.edu](mailto:consuella.askew@journalism.cuny.edu)).

### PURPOSE OF USE

<table>
<thead>
<tr>
<th>Favoring Fair Use</th>
<th>Disfavoring Fair Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Educational</td>
<td>□ Commercial, entertainment or other</td>
</tr>
<tr>
<td>• Teaching (including multiple copies for classroom use)</td>
<td></td>
</tr>
<tr>
<td>• Research</td>
<td></td>
</tr>
<tr>
<td>• Scholarship</td>
<td></td>
</tr>
<tr>
<td>• Criticism</td>
<td></td>
</tr>
<tr>
<td>• Comment</td>
<td></td>
</tr>
</tbody>
</table>

| □ Transformative or Productive use (changes the work to serve a new purpose) | □ Non-transformative, verbatim/exact copy |
| □ Nonprofit Use | □ Profit-generating use |

### NATURE OF THE COPYRIGHTED MATERIAL

<table>
<thead>
<tr>
<th>Favoring Fair Use</th>
<th>Disfavoring Fair Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Factual, nonfiction, news</td>
<td>□ Creative (art, music, fiction), or consumable work (workbooks, tests)</td>
</tr>
<tr>
<td>□ Published work</td>
<td>□ Unpublished work</td>
</tr>
</tbody>
</table>

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1 In many cases, the Research Center may have a license to use material, particularly electronic resources. A fair use analysis does not have to be conducted where the desired use is permitted under the terms of an applicable license. Similarly other provisions of the copyright law cover such matters as library copying, in-class use, and distance learning. This checklist is not needed where other specific statutory provisions authorize the activity.
### AMOUNT COPIED

<table>
<thead>
<tr>
<th>FAVORING FAIR USE</th>
<th>DISFAVORING FAIR USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Small quantity (e.g., a single chapter or journal article or other excerpt consisting of less than 10% of the work)</td>
<td>□ Large portion or entire work</td>
</tr>
<tr>
<td>□ Portion used is not central to entire work as a whole</td>
<td>□ Portion used is central to the “heart” of the work</td>
</tr>
<tr>
<td>□ Amount is appropriate to education purpose</td>
<td>□ Includes more than necessary for education purpose</td>
</tr>
</tbody>
</table>

### EFFECT ON THE MARKET FOR ORIGINAL

<table>
<thead>
<tr>
<th>FAVORING FAIR USE</th>
<th>DISFAVORING FAIR USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ No significant effect on the market or potential market for the copyrighted work</td>
<td>□ Cumulative effect of copying would be to substitute for purchase of the copyrighted work</td>
</tr>
<tr>
<td>□ One or few copies made and/or distributed</td>
<td>□ Numerous copies made and/or distributed</td>
</tr>
<tr>
<td>□ No longer in print: absence of licensing mechanism</td>
<td>□ Reasonable available licensing mechanism for obtaining permission to sue the copyrighted work currently available (e.g., CCC licensing or off-prints available)</td>
</tr>
<tr>
<td>□ Restricted access (limited to students in a class or other appropriate group)</td>
<td>□ Will be making it publicly available on the Web or using other means of broad dissemination</td>
</tr>
<tr>
<td>□ One-time use, spontaneous use (no time to obtain permission)</td>
<td>□ Repeated or long-term use</td>
</tr>
</tbody>
</table>

Revised for use by CUNY Graduate School of Journalism from the "Checklist for Conducting a Fair Use Analysis Before Using Copyrighted Materials", used by Cornell University (see [http://www.copyright.cornell.edu/policy/Fair_Use_Checklist.pdf](http://www.copyright.cornell.edu/policy/Fair_Use_Checklist.pdf)).
Appendix B – C.L.I.C.S. Instructions

CLICS: Intra-CUNY Borrowing

Can’t find the book you want at the Graduate School of Journalism?

Get it delivered from another CUNY library using the Request button in the CUNY+ online catalog. The book will be delivered for pickup to your CUNY library of choice. You’ll get an e-mail within a few days telling you that the book is ready, and you’ll have 10 days to pick it up. Here’s how:

• Search the CUNY+ online catalog
• Locate a Regular Loan copy by clicking on the campus name for holdings information.
• Click on **Title Request** in the menu bar

- Log in to **My Account** in CUNY+ with your CUNY library **barcode** number and password (barcode number is password until you change it)
• Select your **pickup library** and **not needed after** date

• Check the next screen for your book record and pickup library; delete and retry, if necessary
• Log out of your **CUNY+ My Account** to protect your privacy
• A few days later, you'll receive e-mail that your book is available to pick up
• Renew books online through your CUNY+ My Account
• Return books to any CUNY library circulation desk or book drop
• Keep your e-mail address current with your home library’s circulation desk
• Request only books going from one library to another; there is no in-library paging service

Loan periods, renewal policies, fines, fees, and notice schedules vary among CUNY libraries. Check the Web sites of individual libraries for circulation information.

For questions about using this service contact, Tinamarie Vella
Appendix C – Collection Development Policy

CUNY Graduate School of Journalism
Research Center
Collection Development Policy

GENERAL PURPOSE OF THE COLLECTION

The Research Center (RC) is responsible for a multidisciplinary collection of resources for the study of journalism. Reflective of the School of Journalism’s curriculum, the collection covers a wide array of disciplines focusing on the following four subject concentrations: Urban Affairs, Business/Economics, Arts/Culture, Health/Medicine, and International Reporting.

Through the generosity of several donors, the library has developed a robust core collection of historical works about the field of journalism, outstanding journalists, notable media families and corporations. Other subject tracts include literary works by and about journalists, trends and issues in the profession, national organizations in the field, as well as works about New York City. Its primary user group is comprised of the students, faculty and staff of the Graduate School of Journalism; however, the facility adheres to the open access policy of the City University of New York and its collection is accessible by students, faculty and staff affiliated with the University’s other 19 institutions.

SCOPE OF COVERAGE

1. Languages collected: Since the focus of the curriculum is based on journalistic activities initiated in the United States the RC only collects materials published in the English language.

2. Geographical areas covered by the collection in terms of intellectual content, publication sources, or both: The Research Center collects journalistic materials dealing with all 50 states and U.S. territories with a focus on New York City. Additional materials will be collected on a global scale as is related to journalism concerning American interests.
3. Chronological period covered by the collection in terms of intellectual content, movements or schools, and specific periods excluded, as appropriate: The Center collects materials dealing with the history of journalism and the City of New York from its origins to the present day.

4. Chronological periods collected in terms of publication dates, and specific periods excluded, as appropriate: The Research Center emphasizes current publications. Historical publications are acquired selectively.

GENERAL SUBJECT AREAS

The Research Center collects interdisciplinary materials pertaining to the subject area of journalism. Primary subject areas are determined by the following Library of Congress call number ranges.

<table>
<thead>
<tr>
<th>Call Numbers</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN1990 – 1992.92</td>
<td>Broadcasting</td>
</tr>
<tr>
<td>PN4699 – 5650</td>
<td>Journalism. The periodical press, etc.</td>
</tr>
<tr>
<td>PN4775 – 4784</td>
<td>Technique. Practical journalism.</td>
</tr>
<tr>
<td>PN4825 – 4830</td>
<td>Amateur journalism</td>
</tr>
<tr>
<td>PN4832 – 4836</td>
<td>Magazines and other periodicals.</td>
</tr>
<tr>
<td>PN4840 – 5648</td>
<td>By region or country</td>
</tr>
<tr>
<td>PN5650</td>
<td>The Jewish press</td>
</tr>
</tbody>
</table>

RELATED SUBJECTS AND INTERDISCIPLINARY RELATIONSHIPS

The current J-School curriculum has four subject concentrations: Urban Affairs, Business/Economics, Arts/Culture and Health/Medicine. The collection will greatly reflect the subject matter concentrations. However, due to the interdisciplinary nature of the field materials collected may overlap with other related subject areas. Therefore, the collection will also include the following subjects:

General Works: Encyclopedias, handbooks, dictionaries and other related works, indexes, periodicals, newspapers, academies and
learned societies, yearbooks, almanacs, directories and history of scholarship and learning pertaining to the field of journalism and reporting.

**Philosophy, Psychology and Religion:** Works pertaining to the ethics of the profession will be collected. Significant works in the field on psychology and religion pertaining the subject concentrations will be collected.

**Auxiliary Sciences of History:** Collected works in this subject area include biographies of notable figures in the media world.

**History: America:** Works collected in this subject area include significant events in U.S. history and in the field of journalism as it relates to the subject tracks mentioned.

**Geography, Anthropology, Recreation:** Works selected in this subject area include maps (national, state, and city), atlases, the environmental sciences, physical geography, and sports as they pertain to the four focal subject concentrations.

**Social Sciences:** Materials collected on this subject include statistics, economic history and conditions, industries, labor, commerce, finance, sociology, social history and conditions, the family, societies: secret, benevolent, communities, social pathology, and socialism.

**Political Science:** Materials in this subject area include political institutions and administrations in the U.S., local government, immigration and emigration, and international relations relating to the four subject concentrations.

**Law:** Works collected on this topic cover law and jurisprudence in the U.S. relating to Urban Affairs, Business/Economics, Arts/Culture and Health/Medicine.

**Education:** All aspects of this subject pertaining to education in the United States relating to the subject concentrations.

**Music:** Works covering the general subject area such as dictionaries, encyclopedias and biographies that would be relevant to the Arts/Culture subject concentration.

**Fine Arts:** Materials covering the subject in general will be collected to support the Arts/Culture subject concentration.
**Literature:** Materials covering the performing arts, broadcast and journalism and literary journalism.

**Science:** Significant works and general works relevant to the Health/Medicine subject concentration.

**Medicine:** Significant works written by journalists on the public aspect of medicine and general works pertaining to the subject concentration.

**Agriculture:** Significant works written by journalists on the subject and general works such as handbooks, dictionaries, etc. relevant to Urban Affairs, Business/Economics and Health/Medicine.

**Technology:** General works on Technology and Engineering that are relevant to the four subject matter concentrations.

**Military Science:** Collected materials include general works on the subject and significant works in the field.

**Naval Science:** Collected materials include general works on the subject and significant works in the field.

**TYPES OF MATERIALS**

**Collected:** Books; periodicals; proceedings; reference materials; atlases; and government publications; U.S. regional organizations and national organizations.

**Collected Selectively:** Electronic resources; national, regional, and local maps; audio-visual materials.

**Not Collected:** Textbooks

**OTHER ON-CAMPUS OR LOCAL RESOURCES**

The Research Center is one of 19 City University of New York libraries with holdings accessible via a union catalog, CUNY+. This along with
the CUNY open access policy enables J-School students, faculty and staff to access to over four million items held by the CUNY libraries.

A wide variety of electronic resources are provided by the CUNY Office of Library Services. As a result, the Center’s users have access to well over 60 electronic resources (http://libraries.cuny.edu/resource.htm).

The Research Center along with the other CUNY libraries is affiliated with the Inter-University Consortium for Political and Social Research (ICPSR). ICPSR acquires, archives and disseminates social science data for research and instruction (http://www.icpsr.umich.edu). This affiliation provides electronic access to over 6,300 students from every discipline of the social sciences.