



*Guide to  
Collections and Services*



Warren Hunting Smith  
Library

## *Introduction*

The Warren Hunting Smith Library, maintained by the Hobart and William Smith Colleges (HWS), is for use by members of the HWS Colleges' community. The Library has developed policies that reflect the Colleges' fundamental commitments to intellectual freedom and unfettered inquiry. These policies grant members of the HWS community equitable access to the Library's resources. Borrowers accept responsibility for the care of library resources and for their prompt return. Members of the public with scholarly needs have in-house access to the Library's collections. In addition, the Library will extend borrowing privileges to scholars outside of the HWS community at the discretion of the Director.

## Contact Information

Circulation Desk	315-781-3550
Reference Desk	315-781-3552
Archives & Special Collections	315-781-3009
Administrative Suite	315-781-3549

**For current hours and information, visit  
us on the web:  
<http://library.hws.edu>**

## Use of the Library

The Library strives to be a place conducive to the pursuit of knowledge, which may sometimes require bodily sustenance. We ask that any food be limited to small snacks and beverages in closed containers. Smoking is not allowed.

Please refrain from the use of cell phones on levels 2 & 3 of the building. In the case of emergency use, please be mindful of others and respect their right to a quiet study space.

Publicly accessible ethernet jacks and wireless access points are available throughout the Library. Coverage varies in the book stacks.

Subscription resources are restricted to authenticated users, with guest access available at designated workstations.

Please be courteous and remove your belongings when leaving the library for any length of time. If you leave belongings temporarily, please be sure that valuables are secured. *The Library is not responsible for the theft of unattended items.*

Please remand all books to a book-drop after you have finished with them and remove all litter to a trash or recycling container.

## *Collections*

### The Main Library Collections

The print collections of the Warren Hunting Smith Library have over a quarter of a million volumes, including the reference collection, the main stacks, bound periodicals and special collections. These collections are augmented by a variety of online resources, including citation databases, full-text journals, electronic books and digital images.

### Archives and Special Collections

The Colleges' Archive maintains as complete a record as possible of Hobart and William Smith Colleges. Frequently used material includes histories of both Hobart College and William Smith College, material relating to faculty governance and curricula, biographical material on alumnae, faculty, and staff, and histories of various campus facilities. The Archives also has a collection of personal and corporate papers, including the papers of David Bates Douglass, Adaline Glasheen, Archie Hayes Merrill, and the Saga Corporation. The Geneva Collection, consisting primarily of monographs written by and about faculty, alumnae, the Colleges, and Geneva, currently consists of more than 4,000 items. The College Archivist also curates the rare book collection, currently in excess of 7,000 volumes. The Archives and Special Collections are closed stack collections; materials are non-circulating and must be used in the collections' reading room.

## Art Collection

The Library has stewardship of the Colleges' Art Collection: *The Collections of Hobart and William Smith Colleges*. The Collections consist largely of 2-dimensional art works, particularly paintings and prints, and represent a range of artists, styles and movements. The Colleges has a sizeable collection of prints (lithographs, etchings, etc.) by such artists as Rockwell Kent, George Bellows, Mary Cassatt, Eduard Manet, Miró, Donald Judd and James Rosenquist. Portrait paintings pertaining to the history of the Colleges are also included in the Collections. Three-dimensional objects such as sculptures and artifacts are represented on a smaller scale and include such items as busts, modern sculpture and cultural artifacts such as textiles and pre-Columbian and Chinese export pottery.

“Libraries are reservoirs of strength, grace and wit, reminders of order, calm and continuity, lakes of mental energy, neither warm nor cold, light nor dark. The pleasure they give is steady, unorgiastic, reliable, deep and long-lasting. In any library in the world, I am at home, unself-conscious, still and absorbed.”



~ Germaine Greer (1939~),  
Australian feminist writer.

## *Lending Services (Lending Schedule, p. 8-9)*

### Patron Types

There are five basic patron types used by the Library: Student, Staff, Faculty, Associate and Affiliate. The Student, Staff, and Faculty types identify users that are part of the HWS core community. The Associate and Affiliate types identify users that have some borrowing privileges but are not part of the core community. Core users are automatically accorded privileges for the current academic year, and privileges are renewed if the user's status remains active (this is determined by the Registrar or Human Resources respectively). All users must present their HWS ID in order to exercise their privileges. Associate or Affiliate borrowers must apply for a borrower's card, which requires a photo ID and approval by the Director. Privileges are usually granted within a week and are renewable by semester.

### Loan Periods

As a circulating collection, Warren Hunting Smith Library strives to maintain the balance between allowing items to circulate and retaining items so that they are available for other users. Given the range of the types of users that the Library serves, it is appropriate that different user types be granted different privileges.

*“Books constitute capital. A library book lasts as long as a house, for hundreds of years. It is not, then, an article of mere consumption but fairly of capital, and often in the case of professional men, setting out in life, it is their only capital.”*



~ Thomas Jefferson (1743 ~ 1826),  
United States President.

## Item Types

The Warren Hunting Smith Library categorizes items in the collections into different item types to indicate borrowing privileges and loan periods. Item types are not categories intended to describe formats, although format is often used as a factor in determining the items' circulation eligibility and the circulation period.

## Reserve Program

The Library's Reserve program provides access to items that the Faculty have required for courses. Materials can only be placed on reserve for the semester in which a course is taught and are limited to no more than 75 items per course unless prior arrangement is made with the Director of the Library. Users can request these items at the circulation/reserves desk. Reserve items *may* be restricted for in-house use. Since reserve items are in demand by multiple users, the Library limits the number of reserve items that a user may charge out concurrently. Reserves are limited to *curriculum required* print and non-print materials that are in the collection or eligible for addition to the collection. *Please note: The Library does not normally purchase textbooks for the collection; faculty seeking to have textbooks on reserve are asked to provide personal copies.*

## Interlibrary Loan (ILL) and Photocopy Requests

Books and photocopies of articles from journals not owned by the Warren Hunting Smith Library are available via interlibrary loan to all students, staff and faculty. There is no charge for book requests, but there may be a fee for obtaining photocopies. Failure to return ILL books by the due date will result in the loss of all Library privileges until either the item is returned or the fee assessed by the owning library is paid in full.

## Lending Schedule

Patron Type	Standard: Circulates to all users	Short Term: Ex. video formats	Restricted: Controlled faculty use	Reserves/ Short Term	Reserves/ Medium Term	Reserves/ Long Term
<b>Student</b> Matriculated, undergraduate and graduate	Loan: 28 days Lost: 35 days overdue Renewals: 3 Limit: 50	Loan: 3 days Lost: 7 days overdue Renewals: 1 Limit: 50	n/a	Loan: 3 hours in-house Lost: 3 days overdue Renewals: n/a Limit: 3	Loan: 1 days Lost: 7 days overdue Renewals: n/a Limit: 1	Loan: 3 days Lost: 7 days overdue Renewals: n/a Limit: 1
<b>Staff</b>	Loan: 28 days Lost: 35 days overdue Renewals: 3 Limit: 50	Loan: 3 days Lost: 7 days overdue Renewals: 1 Limit: 50	n/a	Loan: 1 days Lost: 3 days overdue Renewals: n/a Limit: 3	Loan: 3 days Lost: 7 days overdue Renewals: n/a Limit: 3	Loan: 7 days Lost: 7 days overdue Renewals: n/a Limit: 3
<b>Faculty</b> Professors: associate, assistant, adjunct and visiting professors Faculty Emeriti Lecturers and Instructors	Loan: Academic Year Lost: 35 days overdue Renewals: 3 Limit: 125	Loan: 14 days Lost: 14 days overdue Renewals: 1 Limit: 125	Loan: 7 days Lost: 7 days overdue Renewals: 1 Limit: 125	Loan: 1 day Lost: 3 days overdue Renewals: n/a Limit: 3	Loan: 3 days Lost: 7 days overdue Renewals: n/a Limit: 3	Loan: 7 days Lost: 7 days overdue Renewals: n/a Limit: 3
<b>Associate*</b> Alumni Retirees Consortia, i.e. RRLC Geneva Residents (Renewable by semester)	Loan: 28 days Lost: 35 days overdue Renewals: 1 Limit: 10	n/a	<p style="text-align: center;"><b>Fines and Fees</b></p> <p>Overdue Recall                    \$15 per day/\$60 max</p> <p>Overdue Reserve                Short Term: \$5 per hour Long Term: \$10 per day \$30 max</p> <p>Processing Fee                    \$30</p> <p>Binding Fee                        \$15</p> <p>Replacement Cost                Market Value (\$60 minimum)</p>			
<b>Affiliate*</b> Special Programs (enrollees and instructors) (Renewable by semester)	Loan: 28 days Lost: 35 days overdue Renewals: 1 Limit: 25	Loan: 3 days Lost: 14 days overdue Renewals: 1 Limit: 25				
<p>*These users are not eligible to use ILL services, nor are they eligible to participate in consortial borrowing agreements. Associate members must be over 18 and show proof of address.</p>						

## *Lending Services cont' (Lending Schedule, p. 8-9)*

### Fines & Fees

There are several fines and fees associated with circulation privileges. Fine or fee totals in excess of \$100.00 will result in the loss of all borrowing privileges until the account is settled. All items that are on loan to a user are the sole responsibility of the user. Users will be held responsible for the theft, damage or loss of items that are charged to their account. A processing fee and replacement cost will be assigned to any items that are lost or damaged. Users seeking to supply a replacement copy on their own must provide a bibliographically exact copy that is in 'good' to 'as new' condition and will still be responsible for any processing and binding fees. The Warren Hunting Smith Library will determine the acceptability of a user-supplied replacement.

### Notices & Bills

The Warren Hunting Smith Library will communicate via email whenever possible. The Library will, as a courtesy, provide the user with the appropriate notices regarding the status of items currently charged to the user. Courtesy notices are sent several days prior to an item being due. Overdue notices are sent when an item becomes overdue. Items that are overdue will be declared lost and the appropriate fines and fees will be applied to the user's account after the time specified (see Lending Schedule, p. 8-9). Students will have their account balance forwarded to the Bursar's office for settlement and faculty and staff balances will be forwarded to the Business Office. The accumulation of one hundred dollars or more in fines and fees will result in the suspension of all privileges until the balance

is settled. Having ten or more overdue items will result in the suspension of all privileges until the overdue items are returned or renewed.

### **Appeals**

Once an overdue notice has been issued for an item, a user may make a 'claims returned' appeal with the Library if they feel that the Library has mistakenly charged their account. A 'claims returned' appeal cannot be made once the Library has declared the item lost. The Library will continue to search for items for which a user has made a 'claims returned' through the end of the current academic semester. If the item is found, the user's record will be cleared; the Library reserves the right to bill the user for unfound items. Users who repeatedly submit 'claims returned' appeals for items that cannot be located within one semester will have this privilege suspended.

### **Recalls**

The Library strives to grant equitable access to the Library's resources for all members of the HWS community. To this end, users are encouraged to recall needed materials that are currently charged out. Users are normally guaranteed a minimum loan of seven days for standard items before an item can be recalled for use by another patron; once an item has been recalled, it must be returned by the date specified on the recall notice. Failure to return items for which an overdue recall notice has been issued will result in the application of the appropriate fine, as well as the suspension of all privileges until the recalled overdue items are returned.

*"A good library is a place, a palace where the lofty spirits of all nations and generations meet."*



~Samuel Niger (1883~1956), critic.

## *Faculty Services*

### Regional Borrowing Program

The library participates in a regional program that allows faculty to acquire borrowing privileges at other libraries throughout the greater Rochester region. To receive a regional borrowing card, please consult with one of the Reference Librarians. Additionally, the Provost's Office accepts requests for the purchase of Cornell privileges.

### Instructional Services (see Instruction Menu)

From the First Year Seminars to senior thesis methodology classes, the Library's Reference and Instruction Department offers a wide range of information literacy instruction for faculty and students. Librarians are available to meet with departments or individual faculty members to develop instruction in support of a specific course or assignment and to demonstrate the use of resources. Faculty members are encouraged to schedule library instruction as far in advance as possible.

### Liaison Program

The liaison program has been created to foster dialogue and collaboration between the Library and the academic departments/programs of the College. Librarians serving as liaisons are the primary contact for their respective faculty when it comes to any questions about the Library's programs and services. Liaisons work with faculty to assess their library instruction and collection needs and keep faculty informed about new library initiatives and resources. Questions about the liaison program can be addressed to the Director of the Library.

## *Faculty Services cont'*

### Instruction Menu

<p><b>Overview of scholarly research at HWS</b> Search strategies, books, journals, image and video collections, interlibrary loan, reference librarians and other services of the Learning Commons.</p>	Full class period
<p><b>Problem-based research session</b> Student collaborative searching, evaluation and debriefing. Topic/problem based on course content and/or specific assignment, generated through faculty/librarian discussion.</p>	Full class period
<p><b>Evaluation of websites</b> In-class collaborative exercise.</p>	30 minutes
<p><b>Brief overview of library services and resources</b></p>	30 minutes
<p><b>Creating an annotated bibliography</b> Based on course content and/or specific assignment; to be completed out of class.</p>	30 minutes
<p><b>Consultation between you and the librarian/instructor</b> About research needs of the course. This could result in the creation of a research guide or provision of other supporting material.</p>	TBD
<p><b>Primary Resources</b> Working with archives and special collections.</p>	30 minutes

## *Facilities*

The combined Warren Hunting Smith Library and the Melly Academic Center total approximately 108,000 square feet and have a stack capacity of 500,000 volumes.

The facility was renovated in the summer of 2008 to include the Rosensweig Learning Commons, located on level 1, with services from the Library, Information Technology Services, and the Technology Resource Center converging to provide a central locus for the scholarly needs of students and faculty.

The Learning Commons includes multiple instruction spaces that provide for the flexible arrangement of people and resources and encourages collaborative learning. Planned events in these spaces must be coordinated in advance with the staff in the Learning Commons. Inquiries regarding Learning Commons' spaces should be made to the Administrative Staff.

Twenty-four hour study is available in the Barron Multimedia Lab, located off the atrium, with access to computers and printing.

The upper floors of the Library provide a variety of seating, including facilities for media viewing, group work, and study areas for students in the Honor's program.

## Faculty Carrels

Carrels are available for faculty conducting scholarly research and who require ease of access to Library resources. These private carrels, many with windows, are fully wireless and provide secure storage. Guidelines for the assignment of faculty carrels can be found in the Faculty Handbook.

## Honor's Carrels

A limited number of carrels are available for use by students in the Honor's Program. These areas are assigned on a first come, first served basis. Applications for a term or an academic year should be made prior to or early in the semester in which space is requested; please request applications at the Circulation Desk.

## Brackett Clark Lounge

Intended as a mixed-use study area, the lounge has entrances on levels 2 and 3 and features comfortable seating, study tables and natural light.

## Seminar Rooms

Located on levels 2 & 3, these private rooms (Classroom 226 and 326) can be scheduled through the Registrar's office and when not in use for a class, are open and available for student use during Library hours.

“The student has his Rome, his Florence, his whole glowing Italy, within the four walls of his library. He has in his books the ruins of an antique world and the glories of a modern one.”



~ Henry Wadsworth Longfellow  
(1807~1882), poet.