VISIT TO HUMANITIES AND SOCIAL SCIENCE LIBRARY
OF THE NEW YORK PUBLIC LIBRARY
Located at Fifth Avenue and 42nd Street
http://nypl.org

NOTE: The library has an entrance on 42nd Street but use the entrance on Fifth Ave. Only the Fifth Avenue entrance will let you appreciate why the building is a National Historic Landmark and one of New York City's architectural attractions.

This assignment has four purposes:

(1) To expose you to one of the top research libraries in the world,

(2) To consult books relevant to your Final Paper (presumably books Kean does not own),

(3) To practice the scanning technique I describe in Where to Find Books,

(4) To take a Guided Tour. You will write a report of about four pages describing the tour.

Do not waste time at NYPL checking journal articles. You can search nearly all existing journals using the databases at Kean.
I. GETTING BOOKS

It would be a travesty to finish this course without visiting one of the greatest research libraries in the world. Individually or with peers (the choice is yours), you are required to visit The Humanities and Social Science Library of the New York Public Library (NYPL).¹

See the syllabus for the date your paper describing the guided tour is due. This date will be about a month and a half after your personal interview with me to begin your Final Paper.

Because NYPL will not deliver books to anyone without an Access Card, getting this card is your first step. Access Cards look like this:

![Access Card Image]

¹ Four research libraries comprise NYPL: (1) The Humanities and Social Science Library, (2) the Science, Industry and Business Library, (3) the Schomburg Center for Research in Black Culture, and (4) the Library for the Performing Arts. If the books you need are located in one of the other three libraries, you should go to that other library and take its guided tour, if it offers one; if it doesn't, you have to take the guided tour of the Humanities and Social Sciences Library.
Check the NYPL's website several days before your visit to find out where to get the Access Card and what documents you need. Failure to take all documents will result in a wasted trip.

You should know several days before your visit what books NYPL has that you can use. NYPL shelves some books in a New Jersey facility not open to the public. These books have to be requested via NYPL's website before your visit.

So you went to NYPL but cannot get an Access Card because the card printer is down or they ran out of cards. What to do? No patron is denied use of the Library when these mishaps occur. The staffer will give a number. Ask that the card be snail mailed to the address you provide at registration. **I WILL NOT GRADE LIBRARY TOUR ESSAYS WITHOUT ACCESS CARDS.** Contact NYPL at rlaccess@nypl.org if you do not get your card by snail mail.

With your Access Card go to Room 315. Fill out one request slip for each book you want. Request slips are in the little boxes on the desks with the computer terminals. They look like this:

```
The New York Public Library
Call number: JFD 06-4199

Author or Periodical: (HAUNCEY), GEORGE

Book Title: WHY MARRIAGE?

Correct and Legible Name and Address Required: PHILOSOPHY - KEAN UNIVE

Name: J A DIAZ
Address: UNION
City: "NJ" Zip: 07760
School or Business: KEAN UNIVERSITY

Hand your completed slips to the attendant, who will write a number on each (362 in the example above). She or he will return to you the yellow copy of each slip you submitted. Go to the Reading Room with the yellow copies and your Access Card. Wait about 10 - 15 minutes till your number appears on the Indicator Board by the delivery windows. Your book has arrived when your number flashes. Access Card in hand, request your book or books at the window. The
attendant will scan the bar codes on your Access Card and on the
books you requested and give you the books. Find a seat and get to
work. If you request more than one book they may not arrive
together.

YOU WILL ATTACH YOUR ACCESS CARD AND A COPY OF THE
TITLE PAGE OF A BOOK YOU CONSULTED TO YOUR ESSAY
DESCRIBING THE GUIDED TOUR. THE ACCESS CARD, THE TITLE
PAGE AND THE CONTENT OF YOUR ESSAY PROVE THAT YOU
VISITED NYPL. YOU WILL UPLOAD YOUR ESSAY TO
TURNITIN.COM. I WILL RETURN YOUR ACCESS CARD AND THE
TITLE PAGE WITH YOUR GRADED ESSAY. DO NOT LOSE THE
ACCESS CARD. YOU CAN USE IT IF YOU VISIT NYPL AGAIN.

Because books in NYPL Research Collections do not circulate,
you may have to photocopy the pages you think will be useful to
your Final Paper.

You will save money buying a Copy Card from the machines in
the Reading Room. Copy Cards look like this:

![Copy Card Image]

DO NOT SUBMIT YOUR COPY CARD TO ME

---

2 What has happened? Using a system of pumps and conveyor
belts, the staff has delivered to you from the closed stacks the
books you requested. The closed stacks are located in several
floors below the ground. The greatest libraries are closed stack,
for an obvious reason. Books will be misfiled and could never be
retrieved if the hundreds of people in the reading rooms were
allowed in the stacks.
Keeping your Copy Card saves you money. You will not have to buy another card in a future visit.

II./ GUIDED TOUR

Check NYPL's Humanities and Social Science Library's website for information on when guided tours are conducted. You will write an essay of about four pages describing the tour, so take notes. Take a hard pad so you can write while walking. Tours last about an hour. Your essay is one of the sources of your final grade.

III./ GENERAL ADVICE

Plan your visit carefully, including transportation. From NYPL's website get the hours when the library is open. Arrive early so you can check the books you need and do the tour on the same day. Bring enough money with you so you can make copies. It is best to have singles; avoid bills larger than $5.00. The change machines by the copiers may not give you change, they may be out of order or out of money. If this happens and you do not have singles you may have to put more money than you need on the Copy Card. Take several pens (in case one runs out of ink) and plenty of scrap paper. Avoid taking large briefcases or similar items but you will need a container to carry your papers.

What to do when you complete your NYPL tasks? Enjoy New York City but be sure not to lose your papers. They have the data you gathered.

The advice in the last two paragraphs is based on my experience. It can save you needless headaches.
IV. ATTACHMENTS TO GUIDED TOUR ESSAY

I will not grade Guided Tour Essays missing any of the following:

(1) Access Card

(2) At least one photocopy from the title page of a book you consulted. If the NYPL seal is at another page near the title page, attach a copy of that other page too.

V. CLOSING REMARK

Even research libraries do not collect in all fields. NYPL does not collect on medicine and law. The New York Academy of Medicine Library (http://nyam.org), one of the top medical collections in the world, is open to the public. Rutgers Law - Newark (http://www.libraries.rutgers.edu) is the best law library open to the public in our geographical region. Sometimes nonresearch libraries have outstanding collections in specific areas. For example, Drew University's library (http://depts.drew.edu/lib) has a leading collection on religion.

With time, experience and help from Reference Librarians you always find the library that satisfies your needs.