

Academic Resources



The Libraries

The Columbia University Libraries are the nation's eighth largest academic library system, with holdings of nearly 7 million volumes plus archives, manuscripts, serials, microforms, and other nonprint formats. The collections are organized into 20 libraries, each generally supporting a specific academic or professional discipline. One of the exciting activities going on in the Libraries is the complete renovation of Butler Library. July 1995 marked the beginning of the project, which will continue into the twenty-first century. Much of the infrastructure work has been completed, and starting in Fall 1998 renovated areas on the entry level of Butler will open, including a new lounge, computer lab, reading rooms, and the undergraduate library services.

The most up-to-date information on library services and resources is available online via LibraryWeb (<http://www.columbia.edu/cu/libraries>). Various printed library publications, found in all of the Libraries, may also be consulted. The following is a general description of key library services available to students, faculty, and staff of the University. The Libraries also provide photocopying services (see page 42). Remember that library hours, policies, services, and collections vary among the Libraries. The subsequent section will also describe individual libraries. Also, please consult the campus map on page 131 to locate particular libraries.

Library Information Office (LIO)

201 Butler Library, Mail Code 1121
(212) 854-2271; (212) 854-7309
E-mail: lio@columbia.edu

The Library Information Office (LIO) administers and answers general questions about user privileges, clears library holds

due to overdue fees, and distributes paper copies of many library publications. Library borrowing privileges are available to all faculty, students, and staff of Columbia University and its affiliated institutions (Barnard College, Teachers College, and Union Theological Seminary). Reading privileges are available to alumni. Privileges are also available to spouses and domestic partners of students, faculty, and staff. Visitors should go to LIO where the level of access to which they are entitled will be determined and, if permissible, where Reading Privilege cards will be issued. Columbia students are not permitted to bring guests or visitors to the Libraries.

Electronic Resources

The Libraries, along with Academic Information Systems (AcIS), support different types of online services to connect individuals to the world of information. Terminals to use electronic resources are located in buildings throughout the campus, including libraries, AcIS labs, offices, and residence halls. Connections from off-campus

or other locations via a personal computer and modem, ROLM data connection, or campus network connection are also available. Contact AcIS for information (<http://www.columbia.edu/acis>).

LIBRARYWEB

LibraryWeb (<http://www.columbia.edu/cu/libraries>) is a gateway to Columbia's "digital library collections," a wide variety of networked electronic resources such as reference databases and indexes, online books, full-text journals and news services, digital images, numerical data, archival collection finding aids, and more. LibraryWeb also includes Internet search tools, home pages for all Columbia's Libraries, and access to CLIO, CLIO Plus, and library catalogs outside Columbia. LibraryWeb uses a multimedia hypertext-based technology to present information in a combined text and graphical environment.

CLIO PLUS

CLIO Plus (Columbia Libraries Information Online), which was created before the Web, is based on Gopher and Telnet technology, and uses a text-only display. CLIO Plus provides text-based access to many—but not all—of the same resources that are available on LibraryWeb and also provides several interactive services, such as asking a reference question and requesting materials from Columbia's off-site shelving or from Interlibrary Loan. Deciding whether to use LibraryWeb, CLIO Plus, or even CLIO depends on the information sought and the equipment and software used.

CLIO, our online catalog, contains records for material cataloged since 1981 as well as records for a growing number of pre-1981 items. CLIO lists books, serials (journals, newspapers), sound recordings, music scores, microforms, computer software, videos, and other visual images. CLIO is easy to use with clear, basic instructions built into the system and is available from both LibraryWeb and CLIO Plus. A new Web version of CLIO is being

tested for use; look for it on LibraryWeb. At present, CLIO represents about 75 percent of all library materials, so please remember to use the Union Card Catalog located in Butler Library when looking for materials acquired before 1981. There are also card catalogs in the departmental libraries and for distinctive collections.

Circulation

<http://www.columbia.edu/cu/libraries/services/index.html#circulation>

Most Columbia libraries circulate material. Notable exceptions are the architecture and fine arts books from Avery Library and materials from the Rare Book and Manuscript Library. Circulation policies and loan periods vary from library to library. Consult each library for specifics. General information on such topics as loans, renewals, overdue items, and fines is in the leaflet *CUL Circulation Policies*, available at each library's circulation desk, in the Library Information Office, and on LibraryWeb.

Reference

E-mail: reference@columbia.edu

Reference assistance is available in most Columbia Libraries. Reference librarians help to locate specific items, recommend publications on a given subject, offer advice on preparing bibliographies or researching a paper topic, direct individuals to other library resources on campus, provide individual reference consultations by appointment, and provide guidance whenever someone is confused about where to turn for information. In addition, students, faculty, and staff may obtain reference assistance online by submitting a question via LibraryWeb and CLIO Plus or by sending e-mail to reference@columbia.edu.

Tours and Instruction

<http://www.columbia.edu/cu/libraries/events/training.html>

Many of the Columbia Libraries offer staff-guided tours and a variety of instructional activities to help visitors to the Libraries make better use of available collections and services. Instruction covers topics from

using LibraryWeb resources and CLIO Plus to Internet searching and accessing online books and electronic journals. Check "Training and Instruction" on LibraryWeb for current schedules of these activities.

Reserves

Reserves are books and other materials selected by faculty as required reading for their courses. Reserves are subject to short-term loans (usually of a few hours) and are kept in separate locations in the Libraries because of their heavy demand and the limited number of copies available. Inquire at each library about its materials and reserve policies. The online Reserves Database in CLIO Plus provides a complete listing of reserve materials in Barnard, Business, Butler, and the Lehman/Social Work Libraries.

24-Hour Reading Rooms, Lounge, and Computer Lab

As Butler Library renovation progresses, many areas on the entry level of Butler will be open around the clock for valid Columbia Card holders during the fall and spring terms. Starting Fall Term 1998, this will include undergraduate library reading rooms (e.g., the former "College Library") and an AcIS Computer Lab.

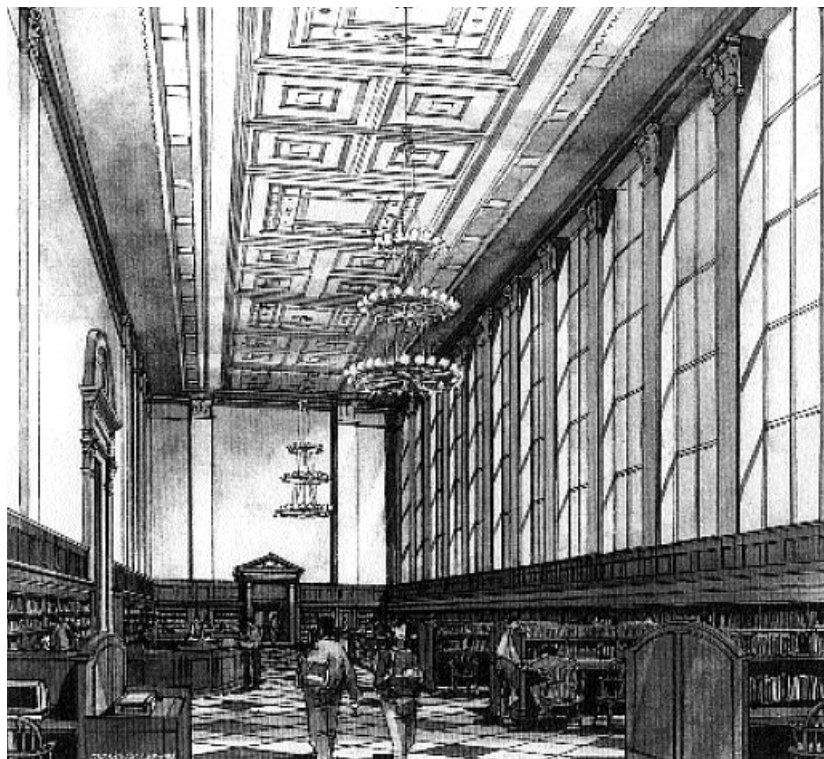
Documents Service Center

327 International Affairs Building, Mail Code 3305
(212) 854-5087
<http://www.columbia.edu/cu/libraries/indiv/dsc>

The Documents Service Center receives approximately 70 percent of the material made available through the United States Federal Depository Program in paper, microfiche, CD-ROM, or direct electronic files. The Documents Service Center also is a depository for New York State documents on microfiche beginning in 1983.

Electronic Data Service (EDS)

201 International Affairs Building, Mail Code 3301
(212) 854-6012
E-mail: eds@columbia.edu
<http://www.columbia.edu/cu/libraries/indiv/eds>



Newly renovated Butler Library—artist's rendition.

AcIS and the Libraries jointly operate EDS, which provides services in data archives, data consulting, data access, instructional support, and data acquisition. EDS offers the University community access to a wide variety of numerical data for statistical analysis such as census data, health data, international economic data, political data, election returns, legislative votes, and public opinion polls for both the United States and foreign countries.

Electronic Text Service (ETS)

504 Butler Library
(212) 854-7547
E-mail: scottr@columbia.edu
<http://www.columbia.edu/cu/libraries/indiv/ets>

Electronic Text Service (ETS) is a research and instructional facility designed to help Columbia faculty and students incorporate computer-based textual and bibliographic information into their research, study, and teaching. ETS has machine-readable primary source texts, software programs for textual analysis and critical editing, hypermedia and database research tools in the humanities, bibliographic database management programs, IBM and Macintosh microcomputers, scanning equipment and software, and ColumbiaNet terminals. Staff will provide demonstrations, workshops, and classes for interested students and faculty.

Photocopying Services

Self-service photocopiers are available in all libraries and operate with either coins or copycards. Materials may also be copied for you by staff in the Staff Photocopy Service (Room 505 Butler). A reprography service is available in Room 101 Butler for those requiring professional photographs of library materials. Columbia's Health Sciences and Law Libraries, as well as the libraries of Barnard College, Teacher's College, and Union Theological Seminary operate independent photocopy services.

Interlibrary Loan (ILL)

Interlibrary Loan Office
505 Butler Library, Mail Code 1118
(212) 854-3542
http://www.columbia.edu/cu/libraries/clio_plus/user_guide/112.html

Research materials not available at the Columbia University Libraries may be obtained by using Interlibrary Loan (ILL), which borrows from other libraries in the United States and abroad. Requests may be made at any service desk in the Libraries, at the ILL Office, or online via CLIO Plus. Requests are generally filled in two to four weeks. The Columbia Law, Health Sciences, and Teachers College Libraries provide their own ILL services.

Blue Seal Letters

Full-time GSAS students are eligible to receive "Blue Seal" letters. The letter serves to introduce students to libraries and archives for dissertation or advanced research. Applications for GSAS Blue Seal letters are available in 301 Philosophy Hall. For more information, call Craig Knobles at (212) 854-2889. Non-GSAS students should contact the deans of their schools for equivalent letters of introduction.

Off-Site Shelving Facilities

The Annex
615 West 131st Street
(212) 368-2782

A currently valid Columbia Card is required for admission by appointment only: 10:00 a.m.–noon; 2:00 p.m.–4:30 p.m. weekdays.

Prentis
632 West 125th Street, 4th Floor
(212) 280-0550

A currently valid Columbia Card is required for admission by appointment only: 9:30 a.m.–4:30 p.m.

There are two off-site shelving facilities—the Annex and Prentis. The Annex provides off-site storage for 410,000 books and periodicals from Butler, Chemistry, Engineering, Music and Arts, and the former School of Library Service (SLS). Most books and periodicals at the Annex do not yet appear in CLIO. Use the card catalogs to locate items not in CLIO.

Prentis provides off-site storage for 400,000 books and periodicals from Astronomy, Biology, Business, Butler, Chemistry, Engineering, Journalism, Music and Arts, Physics, Psychology, Science, and Starr East Asian. With the exception of some Chinese and Japanese language materials, all items at Prentis are in CLIO.

Request off-site materials online through

CLIO Plus or at any Columbia library with the following exceptions: music sound recordings must be requested through the Music and Arts Library, and Starr East Asian materials must be requested at that library. Off-site materials are usually available the next weekday after the request has been submitted.

New York City Area Library Resources

Columbia students, faculty, and staff with a valid Columbia Card have on-site access to the following libraries and resources outside Columbia. Contact the Library Information Office for more information.

New York Public Library (NYPL)
<http://www.nypl.org/index.html>

The Research Division Libraries of the New York Public Library system are noncirculating collections open to all. NYPL's branch libraries circulate materials to registered borrowers. There is a Columbia branch of NYPL at 514 113th Street.

**New York University (NYU)
Libraries**
<http://www.nyu.edu/library>

Columbia students, faculty, and staff have reading access to most NYU libraries upon presentation of a currently valid Columbia Card.

**New York Metropolitan Reference
and Research Library Agency
(METRO)**

The Reference Department in Butler Library will provide a METRO Referral Card for a specific title at one of the 250 member-libraries if that title is not at Columbia or in the New York Public Library.

Library Branches

Avery Architectural and Fine Arts Library

200 Avery, Mail Code 0301
(212) 854-3501
<http://www.columbia.edu/cu/libraries/indiv/avery>

Collections on architecture, historic preservation, art history, painting, sculpture, graphic arts, decorative arts, city planning, real estate, and archaeology.

Biological Sciences Library

601 Fairchild, Mail Code 2457
(212) 854-4715
<http://www.columbia.edu/cu/libraries/indiv/biology>

Collections on molecular biology, biochemistry, cell biology, neurobiology, population and evolutionary biology, and plant physiology.

Business and Economics Library

130 Uris, Mail Code 9163
(212) 854-4000
<http://www.columbia.edu/cu/libraries/indiv/business>

The Thomas J. Watson Library of Business and Economics contains materials on management, corporate and international finance, business and international economics, industry, accounting, business history, corporate relations, security analysis, marketing, money, and labor.

Butler Library

535 West 114th Street, Mail Code 1125
(212) 854-2271
<http://www.columbia.edu/cu/libraries/indiv/butler>

Microform Reading Room

501 Butler, Mail Code 1123
(212) 854-5328

Periodicals Reading Room (PRR)

307 Butler, Mail Code 1123
(212) 854-4704

Reference Department

325 Butler, Mail Code 1126
(212) 854-2241

Contains collections in the humanities, with particular strengths in history, literature, philosophy, religion, and Greco-Roman antiquity.

Chemistry Library

454 Chandler, Mail Code 3177
(212) 854-4709
<http://www.columbia.edu/cu/libraries/indiv/chemistry>

Contains holdings in organic, inorganic, physical, theoretical, heterocyclic, colloid, and surface chemistry; spectrometry; and biochemistry, electrochemistry, and photochemistry.

Columbiana Library

210 Low, Mail Code 4316
(212) 854-3786
<http://www.columbia.edu/cu/columbiana>
Contains biographical information about students, faculty, and alumni; books; ephemera; memorabilia; and photographs documenting the history of the College.



Avery Hall, aerial view.

East Asian Library

300 Kent, Mail Code 3901
(212) 854-4318
<http://www.columbia.edu/cu/libraries/indiv/eastasian>

The C. V. Starr East Asian Library contains volumes of Chinese, Japanese, Korean, and Western language materials; Chinese and intellectual history; Japanese literature, history, and religion, particularly Buddhism; and Korean history.

Engineering Library

422 S. W. Mudd, Mail Code 4707
(212) 854-2976
<http://www.columbia.edu/cu/libraries/indiv/eng>

Includes resources in civil, mechanical, electrical, and chemical engineering; computer science; metallurgy; mining; operations research; applied physics and mathematics; nuclear engineering; and the Technical Reports Center.

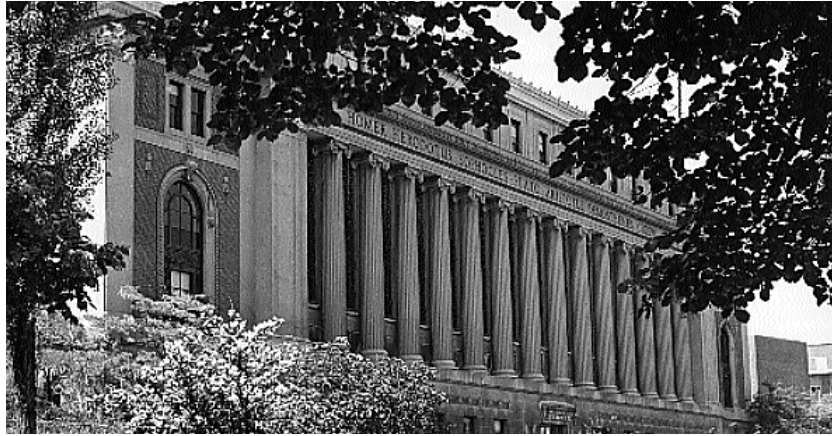
Geology Library

601 Schermerhorn, Mail Code 5506
(212) 854-4713
<http://www.columbia.edu/cu/libraries/indiv/geology>



Did You Know . . . ?

While President of the University, Dwight D. Eisenhower published *Crusade in Europe*, an internationally best-selling memoir of World War II. The Rare Book and Manuscript Library has the final typescript.



Built in 1934, Butler had state-of-the-art features, including the largest stacks (15 tiers) ever built in a single unit.

Contains collections of state and foreign geological surveys and societies since the eighteenth century; collections on mineralogy, petrology, sedimentology, hydrology, stratigraphy, and paleontology.

Geoscience Library

Lamont-Doherty Earth Observatory, Palisades, NY
(914) 365-8808; tie line 95-8808
<http://www.columbia.edu/cu/libraries/indiv/geosci>

Contains collections in marine biology, physical geography, climatology, rock mechanics, geochemistry, geophysics, and paleomagnetism.

Health Sciences Library

701 West 168th Street
(212) 305-3605
<http://cpmcnet.columbia.edu/library>

The Augustus C. Long Health Sciences Library serves the schools of Medicine, Dentistry, Nursing, Public Health, the Presbyterian Hospital, and other programs in the Columbia-Presbyterian Medical Center.

Law Library

5E12 Greene, Mail Code 4007
(212) 854-3743
<http://www.columbia.edu/cu/law/library>

The Arthur W. Diamond Law Library houses collections of the primary and secondary materials in United States federal and state law, public and private international law, the law of foreign countries, comparative law, legal history, and Roman and ancient law.

Lehman Social Work Library

300 International Affairs, Mail Code 3301
(212) 854-4170
<http://www.columbia.edu/cu/libraries/indiv/lehman>
The Map Room
213 International Affairs
(212) 854-5386

Contains materials in political science, international and military affairs, sociology, cultural anthropology, and journalism and an extensive collection of non-U.S. newspapers. Collections of maps in the Map Room include geography, geology, economics, and international affairs. This library also incorporates the Whitney M. Young Jr. Memorial Library of Social Work, which covers areas of social work including child welfare, gerontology, international and social welfare, marriage and divorce, social policy, the Brookdale Memorial Collection on Gerontology, and the Agency Collection.

Mathematics/Science Library

303 Mathematics, Mail Code 4402
(212) 854-4712
<http://www.columbia.edu/cu/libraries/indiv/mathsci>

The holdings are two distinct and separately maintained collections housed in the same library. The mathematics collection covers all aspects of pure mathematics, including algebra, number theory, geometry, topology, statistics, and probability. The science collection consists of general and multidisciplinary materials, including the history and philosophy of science and engineering.

Music and Arts Library

701 Dodge, Mail Code 1810
(212) 854-4711
<http://www.columbia.edu/cu/libraries/indiv/music>

The Gabe M. Wiener Music and Arts Library contains Western and non-Western music, sound and video recordings, early works on music theory, scholarly scores, vocal scores of eighteenth- and nineteenth-century operas, and works by 375 contemporary composers.

Oral History Research Office Collection

801 Butler Library, Mail Code 1129
(212) 854-2273; (212) 854-4012
<http://www.columbia.edu/cu/libraries/indiv/oral>

Founded in 1948, the Oral History Research Office is the oldest and largest oral history archive in the world. Over 1,500 books have been published from this collection of oral interviews, which preserves the knowledge and experiences of leaders in many fields of history, politics, and culture. While the collection's focus is on U.S. political history, there are also files on China, Argentina, and the Middle East. The archive holds more than 7,000 interviews, filling 600,000 pages of transcript. To read the interviews, you must first register at the Oral History Research Office. Publications and other oral history materials are available at the Office, as well as bibliographical assistance, training sessions, workshops, and a summer institute.

Physics/Astronomy Library

Pupin, 8th Floor, Mail Code 5251
(212) 854-3943
<http://www.columbia.edu/cu/libraries/indiv/physics>

Collections emphasize theoretical and experimental atomic, nuclear, and particle physics; relativity; quantum theory; mathematical, molecular, chemical, and solid-state physics; high energy, optics, radiation, radioactivity; mechanics, electricity, fluids, acoustics, magnetism, thermodynamics, and spectrometry.

Psychology Library

409 Schermerhorn, Mail Code 5506
(212) 854-4714
<http://www.columbia.edu/cu/libraries/indiv/psych>

Collections include a strong focus on experimental psychology as it relates to social psychology, cognition, perception, sensation and psychophysics, animal learning and behavior, physiological psychology, the history of psychology, and statistical psychological research.

Rare Book and Manuscript Library

Butler Library, 6th Floor East, Mail Code 1127
(212) 854-3528; (212) 854-5153
<http://www.columbia.edu/cu/libraries/indiv/rare>

Collections in English and American literature and history, classical authors, children's literature, education, mathematics, astronomy, economics and banking, photography, the history of printing, New York City politics, librarianship, the performing arts, and the Bakhmeteff Archive on émigré communities from Russia and Eastern Europe.

The Philip L. Milstein Family College Library

Butler Library, 2nd and 4th Floors,
Mail Code 1125
(212) 854-5327
<http://www.columbia.edu/cu/libraries/indiv/under>

As of Fall 1998, the interdisciplinary undergraduate collection is housed in the new Milstein Library in reading rooms on Butler's second and fourth floors. These four-week circulating books (many of them taken from the former "College" and "Burgess-Carpenter" libraries) support the undergraduate curriculum, especially the first two years of study, in Columbia College, General Studies, and to a limited extent, FF-SEAS. The Butler Media Collection, Reserves, and 24-hour reading rooms, a lounge, and a computer lab are also located on the second floor of the Milstein Library.

Affiliated Institutions

BARNARD COLLEGE, WOLLMAN LIBRARY

Lehman Hall, first three floors
(212) 854-3953
<http://www.barnard.columbia.edu/library>

Supports undergraduate curricular requirements and provides the opportunity for independent work in many fields (primarily in the social sciences and humanities). The Media Services Center on the third floor houses videotapes, audiocassettes, CDs, and records.

TEACHERS COLLEGE, MILBANK MEMORIAL LIBRARY

Russell Hall
(212) 678-3494
<http://lweb.tc.columbia.edu>

Collections in American elementary and secondary education, educational and developmental psychology, history and philosophy of education, and many other education and health-related fields.

UNION THEOLOGICAL SEMINARY, BURKE LIBRARY

3041 Broadway at West 121st Street
(212) 280-1314
<http://www.uts.columbia.edu/lib/burke.html>

Subject strengths include biblical studies, canon law, church history, comparative religion, early church history and literature, ecumenics, hymnology, general theology, missiology, and sacred music.

NEW YORK STATE PSYCHIATRIC INSTITUTE

722 West 168th Street
(212) 543-5675

A major resource for psychiatry, psychoanalysis, and clinical psychology as well as collections in cognitive psychiatry, psychology, and statistics.

Academic Computing

Morningside Campus

ACADEMIC INFORMATION SYSTEMS (AcIS)

General Assistance:

Walk-in: 102 Philosophy Hall
Monday–Thursday: 10:00 a.m.–5:00 p.m.
Friday: noon–5:00 p.m.
Helpline: (212) 854-1919
E-mail: consultant@columbia.edu
<http://www.columbia.edu/acis>
Welcome!: <http://www.columbia.edu/acis/welcome>

URH Residence Hall Networking:

E-mail: rhno@columbia.edu
<http://www.columbia.edu/acis/rhno>

Online Access to Columbia

Modem Dial-in:
(212) 854-9924 (14.4 baud)
(212) 853-9903 (28.8 baud)
(212) 854-2477 (express modem pool—
max. 25 min. per session)
Telnet: [cunix.cc.columbia.edu](tel:cunix.cc.columbia.edu)
World Wide Web: <http://www.columbia.edu>

Computing and information resources for students, faculty, and staff are provided by a number of different offices at Columbia University. Academic Information Systems (AcIS) is the main provider of student and faculty computing services. For the AcIS computer usage policy, please consult Appendix A.

AcIS services and resources include:

- The campus-wide fiber-optic network and connections to the Internet
- The campus modem pool
- Multimedia classrooms, computer clusters, and labs
- Instructional UNIX time-sharing
- Central e-mail delivery, storage, and accounts
- Central World Wide Web space
- ColumbiaNet, Columbia's online information system
- Information, consultation, and advice via phone, walk-in, and e-mail
- Research and development in computing systems and information delivery

Visit the AcIS Web Page

For a good launching point to information on various AcIS facilities and services, browse our "Welcome!" section by clicking

on the "Welcome!" button on the AcIS Web page (<http://www.columbia.edu/acis>) under "General Information."

Access to the Internet

High-speed network access to the Internet is available in 65 Morningside campus buildings, including 14 residence halls, and from all other remote campuses via dedicated high-speed links. Connectivity is also available through the high-speed dial-in modem pool for off-campus locations.

Software that facilitates access to the Internet, either via an on-campus network connection or via dial-up access, is available at the Computing Support Center (102 Philosophy) for a nominal fee.

ColumbiaNet (CNet)

CNet, Columbia's online information system, contains thousands of online services and resources including academic bulletins, class schedules, the phone directory, access to grades, holds, accounts balance and registration information, a myriad of library catalogs and references, events listings, an interactive health question-and-answer service called "Go Ask Alice!," and many student newspapers and publications.

Students may access CNet from stations located all over campus, from AcIS computing facilities, or from their own

personal computers with a direct or dial-up network connection and Netscape Navigator/ Communicator (or other World Wide Web access software). CNet may also be accessed via Columbia's home page (<http://www.columbia.edu>). Please note that Netscape is fully supported by AcIS and that the type of browser used may affect certain features of Web pages.

E-mail Accounts and Computer IDs

Electronic mail (e-mail) accounts reside on a group of central computers called the CUNIX Cluster and are thus sometimes referred to as CUNIX accounts. Columbia supports the Pine program for managing e-mail on CUNIX and Netscape Navigator or Eudora for managing e-mail on Mac or a Windows PC.

A CUNIX account is a key to central computing facilities and resources. With it, individuals gain access to e-mail, labs, printers, online student services, library catalogs, and dial-up service.

Web Pages

A CUNIX account also provides space for the development of World Wide Web pages. Detailed instructions are available by clicking on the "Help" button on the ColumbiaNet home page.



Columbia University does not sponsor, review, or monitor the contents of the personal home pages of its faculty, students, or staff on World Wide Web sites using University facilities, nor does the University endorse the contents of any such personal home pages.

Creating a CUNIX Account

You can create your CUNIX account via ColumbiaNet. From the Columbia home page (<http://www.columbia.edu>), click on the "Computing and E-mail" button and then click on the "login" button on the left-hand side of the screen. At the login prompt, type your first and last names. Then follow the instructions on the screen.

Health Sciences Campus

CENTER FOR ACADEMIC INFORMATION TECHNOLOGY (CAIT)

Office of Scholarly Resources, Health
Sciences Division
Hammer Building, 2nd Floor
701 West 168th Street, New York, NY 10032
(212) 305-3694 (x73694)
E-mail: info@cait.columbia.edu
<http://cpmcnet.columbia.edu/computers/cait>

The Center for Academic Information Technology (CAIT) provides a range of computing resources and services at the Health Sciences campus, including support for student computing, computer labs and classrooms, and World Wide Web and multimedia development.

Public-Access Computer Labs

CAIT operates public computer clusters at several Health Sciences campus locations; at all locations, Power Macintosh and Windows 95 PCs are available on a first-come first-served basis. Software is provided for word processing, analyzing data, creating charts and graphics, curriculum support, and other applications. The computers can also access network-based resources such as e-mail and the World Wide Web. Laser printing is available at all locations, with a per-page charge.

Computer and Media Center

CAIT's primary service center is on the second floor of the Hammer Building in the Health Sciences Library. Windows and



"A university that is set upon a hill cannot be hid. I count it as a matter of no little moment that here, in its new home, Columbia cannot escape the observation of the city, nor can the city escape from it. . . . The University cannot be indifferent to what is going on in the great city of which it is a part." — Seth Low at the dedication of the Morningside campus in 1896

Macintosh computers; laserdisc, CD-ROM, and videotape players; and 35mm slide projectors are available. Basic user support is provided at this site. In addition, the Media Collection of the Health Sciences Library, including learning resources on CD-ROM, laserdisc, and videotape, are housed and supported in the Computer and Media Center.

24-Hour Computer Room

This is a 24-hour accessible computing facility located in the lobby of the Hammer Building. Currently there are 14 computers (seven PCs and seven Macs) for student use.

PH-17

There are two computer rooms, with 36 computers, in the Student Learning Center on the seventeenth floor of the Presbyterian Hospital building. Open hours are currently Monday–Sunday, 6:00 a.m.–2:00 a.m.

User Services

CAIT provides users with basic support using the computer and audiovisual

hardware and software in the Computer and Media Center, and assists students in the residence halls in accessing the network. CAIT distributes various site-licensed software (there is usually a fee), including Columbia dial-up/Netscape packages and current Windows and Macintosh versions of SAS and SPSS statistics programs. Several units at Columbia, including CAIT, offer technology workshops. Schedules of workshops are available at the Computer and Media Center, and online on CPMCNet (<http://cpmcnet.columbia.edu/computers/cait>). Quick orientations to "Columbia E-mail" and to "CPMCNet and the Internet" are offered regularly, especially at the start of each academic year.

Instructional Technology and Support

Reservable computer classrooms are available in the Computer and Media Center and in the PH-17 computer rooms. There are Windows and Macintosh classrooms that contain 18 to 20 computer stations and large-display projectors. The primary

use is for support of health science education; other uses may be subject to rental fees. For information on using the computer classroom, contact the User Services Coordinator at (212) 305-1944 or send e-mail to info@cait.cpmc.columbia.edu well in advance.

CAIT works with faculty to develop multimedia learning resources and supports its integration into the Health Sciences curriculum. A Curriculum Design Studio provides software tools for computer-based authoring, illustration, animation, and design in a project-oriented environment. Internships are available for students working on health science curriculum development projects. Interested faculty and students should call (212) 305-6319 for more information.

CPMCNet and the World Wide Web

E-mail: webmaster@cpmcnet.columbia.edu

CAIT develops and manages CPMCNet, the primary World Wide Web server for

Columbia-Presbyterian Medical Center. The URL of CPMCNet is <http://cpmcnet.columbia.edu>. CAIT also develops the Web pages for a number of Health Sciences and Medical Center departments and student groups.

Student Computing in Residence Halls

Residence halls at the Health Sciences campus are fully wired for high-speed access to e-mail and the Internet. Complete information is online on the HS-ResNet home page at <http://cpmcnet.columbia.edu/computers/cait/hs-resnet>. Residential Computer Consultants (RCCs) are available to help with getting connected; a list of RCC names and phone numbers is available on the HS-ResNet Web site. Alternatively, send questions via e-mail to hs-resnet@cait.columbia.edu, call (212) 305-0507, or stop by the Computer and Media Center.

J&R Computer World at Columbia

Information: (212) 854-8108
Orders: (888) 617-8400; (800) 221-8180
101 Philosophy Hall (across from AcIS)
Monday–Friday: 10:00 a.m.–6:00 p.m.
Tuesday: 10:00 a.m.–7:00 p.m.
<http://columbia.jandr.com>

J&R Computer World at Columbia offers an extensive line of computer hardware and software, spanning both the Macintosh and PC platforms, from manufacturers such as Apple, IBM, Toshiba, Hitachi, Compaq, Microsoft, U.S. Robotics, Xircom, and many more. This on-campus computer resource fills special requests or orders and provides repair and maintenance services. Special discounts to Columbia students, faculty, and staff are also available. In addition, the Columbia University store offers the complete product line of J&R, including audio, video, electronics, home-office, movies, and music.

University Bookstores

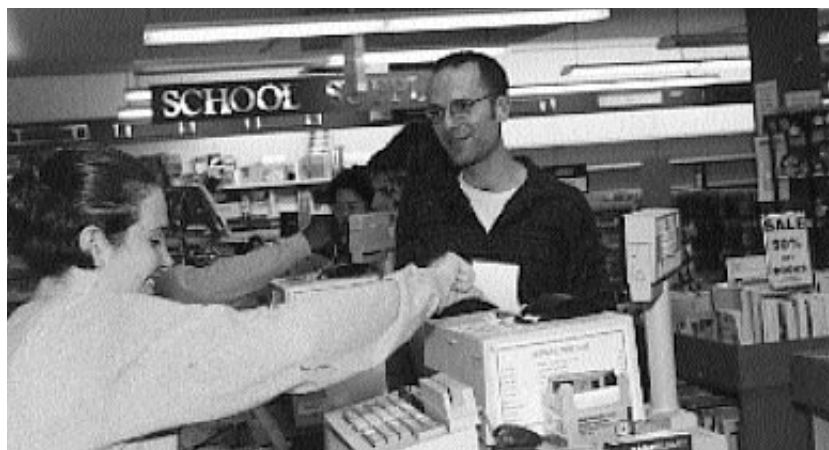
Morningside Campus

COLUMBIA UNIVERSITY BOOKSTORE

Kevin Renshaw, Manager
Deena Alstodt, Assistant Manager
Kevin Boyce, Text Department Manager
Kevin Coogan, Trade Department Manager
(212) 854-4131
Fax: (212) 866-8713
E-mail: columbia@bkstore.com
<http://www.bkstore.com/columbia>

The Columbia University Bookstore currently operates out of two locations: 1187 Amsterdam Avenue (between 118th and 119th Streets), serving the School of Law, School of Business, School of International and Public Affairs, and Graduate Engineering; and in the Lion's Court in front of John Jay Hall, serving the other schools on the Morningside campus. Both locations may be reached via a single phone number: (212) 854-4131.

The Bookstore carries required and recommended textbooks for Columbia courses



as ordered by the faculty. It also stocks academic supplies, imprinted items, clothing, and academically priced software. All new textbooks are discounted 4 percent off the list price at the register, and used textbooks are priced at 25 percent off the list price. Please be certain to purchase your course books before midterms whenever possible, as the Bookstore begins returning unsold

textbooks to the publishers at this time.

The Bookstore accepts Barnes & Noble gift certificates, cash, checks, and credit cards. As an added convenience, the Bookstore will soon accept the Columbia Card for payment if you have an active Bookstore account (for more information on Columbia Card functionality, see pages 92–93). When paying by credit card, you

may use American Express, MasterCard, Visa, or Discover Card. Payment by check requires two forms of identification or a Columbia Card.

Return Policy

Textbook returns are accepted during the first two weeks of each semester (first week of Summer Sessions) and for three days from the date of purchase thereafter. All other items may be returned three days from the date of purchase. A register receipt and identification are required to process returns. Please note that all items must be in new condition (except used books, of course). Software is not returnable once it has been opened.

The Bookstore buys back textbooks year-round during regular hours of operation. During the last two weeks of each semester, the Bookstore may pay up to 50 percent of the purchase price for books that have been ordered for the following term. If a book has not been reordered for the following term, or if books are sold back at times other than during finals week, they will be bought back at a lower price based on the national demand for each title.

Bookstore Hours

Extended hours of operation are offered at the beginning of each term. For store hours between terms or on holidays, please call

(212) 854-4131. The general fall and spring term hours for the bookstores on the Morningside campus are as follows:

Lion's Court Store

Monday–Thursday: 9:00 a.m.–7:00 p.m.
Friday: 9:00 a.m.–5:00 p.m.
Saturday–Sunday: 11:00 a.m.–5:00 p.m.

Amsterdam Avenue Store

Monday–Friday: 9:00 a.m.–5:00 p.m.
Saturday: 11:00 a.m.–5:00 p.m. (closed Sundays)

Health Sciences Campus

COLUMBIA-PRESBYTERIAN MEDICAL CENTER AUDUBON BOOKSTORE

Sandra Martinez, Bookstore Manager
3954 Broadway (between 165th and 166th
Streets), New York, NY 10032
(212) 923-2149
Fax: (212) 923-7539

The CPMC Audubon Bookstore carries required and recommended textbooks for Columbia medical courses as ordered by faculty. It also stocks academic supplies, imprinted items, clothing, academically priced software, and medical instruments. Mail and phone orders are available. Please be certain to purchase your course books

before midterms whenever possible, as the bookstore begins returning unsold textbooks to the publishers at this time.

The Bookstore accepts Barnes & Noble gift certificates, cash, checks, and credit cards (American Express, MasterCard, Visa, or Discover). Payment by check requires two forms of identification or a Columbia Card.

Return Policy

Textbook returns are accepted during the first two weeks of each semester (first week of Summer Sessions) and for three days from the date of purchase thereafter. All other items may be returned for three days from the date of purchase. Register receipts and identification are required to process returns. Please note that all items must be in new condition. Software and medical instruments are not returnable once they have been opened.

Bookstore Hours

Extended hours of operation are offered at the beginning of each term. For store hours between terms, please call (212) 923-2149. The general fall and spring term hours for the Bookstore are as follows:

Monday–Thursday: 9:00 a.m.–6:00 p.m.
Friday: 9:00 a.m.–5:00 p.m.
Saturday: 11:00 a.m.–4:00 p.m. (closed Sundays)

Photocopying and Printing Services

Morningside Campus

PRINTING SERVICES

106 Journalism, Mail Code 3841
(212) 854-3233
Fax: (212) 222-0193
E-mail: printsvcs@columbia.edu

Room 400, International Affairs Building
(212) 854-3797
Fax: (212) 864-2728

Columbia's on-campus copy centers offer various photocopying and printing services, including black and white copies (self-service, short turnaround jobs, high volume on Docutech); color copies; offset printing (stationery and custom work, brochures, flyers, posters, NCR forms); discount

supplies; laminating and mounting; artwork and computer posters (up to 18" x 24"); bindery services (comb, adhesive, or GBC; folding; numbering); confidential document destruction; fax transmission and reception; custom typesetting; and computer services (scanning, color laser printing, output). In addition, photocopy services are available in all libraries at Columbia. For information on the Libraries, see pages 40–45.

Health Sciences Campus

PHOTOCOPY CENTER

Health Sciences Library, Hammer Building,
Lower Level
(212) 305-6989
Fax: (212) 234-0595

The Health Sciences Library (HSL) provides photocopying services for its students. Eight Océ copy machines, two Konika copiers, a copy card dispenser, and a change machine are located in the Photocopy Center. COPICO and other non-HSL copy-cards cannot be used in these machines. The Photocopy Center offers additional services, including large-volume jobs, collating and stapling, black and white and color transparencies, and color copies.

Office of the Registrar

Morningside Campus

205 Kent Hall, Mail Code 9202
1150 Amsterdam Avenue, New York, NY 10027
(212) 854-4330
E-mail: registrar@columbia.edu
<http://www.columbia.edu/cu/registrar>

Health Sciences Campus

141 Black Building, New York, NY 10032
(212) 305-3992
Fax: (212) 305-1590
E-mail: sashes@columbia.edu

In addition to registration and record keeping, the Registrar's Office, together with academic departments and schools, reviews students' progress toward the completion of their degrees and certificates; posts degrees, honors, and grades on student records; and orders and distributes diplomas.

Registration

HOW AND WHEN STUDENTS REGISTER

Approximately 16,500 of Columbia's 20,000 students register for classes by telephone. The schools whose students register by telephone include:

- Columbia Business School
- Columbia College

- Fourth-year students of the College of Physicians and Surgeons
- Fu Foundation School of Engineering and Applied Science
- Graduate School of Architecture, Planning, and Preservation
- Graduate School of Arts and Sciences
- Programs in Occupational and Physical Therapy
- School of the Arts
- School of General Studies
- School of Public Health
- School of Social Work
- School of Nursing

The following schools do not register by phone, but in person or via other school-specific registration procedures:

- The American Language Program
- Columbia Law School
- First-, second-, and third-year students of the College of Physicians and Surgeons
- Graduate School of Journalism
- School of Dental and Oral Surgery
- School of International and Public Affairs

Registration dates are announced in advance of the upcoming semester. Generally, continuing students at the Morningside campus register in April for the fall, and in

November for the spring. New students register in August and September for the fall and in January for the spring. There is a two-week change-of-program period beginning on the first day of classes each fall and spring. Students at the Health Sciences campus follow school-specific registration periods.

REGISTRATION AND CLASS INFORMATION

The printed *Directory of Classes*, available at many University locations, contains the class offerings for the stated term. Students should also check the Registrar's Web site <http://www.columbia.edu/cu/registrar> for registration information and for the most up-to-date class listings, which are updated nightly. Students also should consult their school bulletin for class descriptions. School bulletins appear on the Web at <http://www.columbia.edu/cu/bulletin>. The *Directory* also contains complete registration instructions for each semester.

REGISTRATION HOLDS

Three outstanding obligations may prevent you from registering or changing your program if you have already registered:

- An outstanding student account balance for prior terms that exceeds \$1,000
- A Health Hold for measles, mumps, and rubella
- A Dean's Hold. Deans of your school can prevent you from registering if you fail to meet the academic requirements of your school or if you are no longer in good standing.

You may check to see if any holds have been imposed on your record by accessing <https://www.ais.columbia.edu/ssv> or by calling the Automated Telephone Inquiry System at (212) 854-6464, which requires a Social Security or Columbia Card number and a Registration PIN number.

If you have an outstanding student account balance, call (212) 854-4206 on the Morningside campus or (212) 305-3633 on the Health Sciences campus.



Columbia College, Class of 1898.

If you have a Health Hold, call (212) 854-7210 or (212) 854-3286 on the Morningside campus or (212) 795-4181 (ext. 115) on the Health Sciences campus.

NAME/SOCIAL SECURITY NUMBER CHANGES

If you wish to change how your name or Social Security number appears on your official University record, you must submit the Name Change Affidavit located on the back of the degree application form (available at the Registrar's Offices in Kent Hall or the Black Building). The affidavit must be notarized and filed by the application deadline dates if the change is to appear on your diploma or certificate. For information on how to change your address, see page 94.

Certifications

Morningside campus: (212) 854-7375
Health Sciences campus: (212) 305-3992

The Academic Certification is official documentation of your attendance and student status (full-time, part-time, or half-time) during your career at Columbia. The Certification is printed on security paper that has a blue border and bears a watermark of the University shield. It also bears the seal of the University and the signature of the University Registrar.

Your dates of attendance and your student status are listed by term. The information on the Certification includes:

- Your name (as it appears in your official University record)
- Your student identification number (Columbia Card or Social Security number)
- Your last known address (as it appears in the records)
- Your anticipated date of graduation (as it appears in the records)
- The school in which you are currently enrolled or last school attended
- Your program of study
- Your degree/certificate conferral date (if applicable)

There is no fee for this service. If you are placing a request in person, certification will be processed while you wait.

Certifications for attendance prior to 1982 are processed within two business days. Mail requests are also processed within two business days.

Note: If you have elected not to have any directory information released without your signed consent, no information will be released over the phone to a third party or employer. See "Policy on Access to Student Records" (Appendix B).

How to Get a Certification

1. By mail

Morningside Campus
Columbia University
Office of the Registrar
Mail Code 9202
1150 Amsterdam Avenue
New York, NY 10027

Health Sciences Campus
Columbia University
Office of the Registrar
650 West 168 Street, Box 45
New York, NY 10032

2. In person at the Office of the Registrar

Morningside Campus
205 Kent Hall

Health Sciences Campus
1-141 Black Building

Transcripts

Morningside campus: (212) 854-3221
Health Sciences campus: (212) 305-3992

The transcript is the official record of your course work and progress toward your Columbia degree and/or certificate. The transcript is printed on security paper that has a blue border and bears a watermark of the University shield. It also bears the seal of the University and the signature of the University Registrar.

Your courses and grades are listed by term. Some schools also display a GPA. The information on the transcript also includes:

- Your name (as it appears in your official University record)
- Your school and department affiliation
- Your degree/certificate program (if applicable)
- Your degree/certificate conferral date (if applicable)
- Honors earned (if applicable)

There is no fee for this service. Requests cannot be taken over the telephone, by fax, or via e-mail. Transcripts cannot be produced for anyone whose record has been blocked (for outstanding University obligations—tuition and fees, library holds, etc.). Transcript orders are processed within two business days.



Columbia College, Class of 1997.

How to Order Transcripts

1. Via the World Wide Web (current students only)
<http://www.columbia.edu/cu/students>

2. By mail

Morningside Campus
Columbia University
Office of the Registrar
Mail Code 9202
1150 Amsterdam Avenue
New York, NY 10027

Health Sciences Campus
Columbia University
Office of the Registrar
650 West 168 Street, Box 45
New York, NY 10032

3. In person or by proxy at the Office of the Registrar

Morningside Campus
205 Kent Hall

Health Sciences Campus
1-141 Black Building

The proxy must produce a signed statement from the student authorizing him/her to request the transcript on the student's behalf. The proxy must also have a photo ID.

Graduation and Diplomas

Morningside Campus
(212) 854-1454

Health Sciences Campus
(212) 305-3992

Columbia awards degrees and certificates four times a year—October, February, May, and June (June for Health Sciences campus only). To apply for a degree or certificate, all students pick up and file an application at their school or department. Doctoral and M.Phil. candidates should follow the specific instructions of the Dissertation Office, 107 Low Library.

Columbia College and Fu Foundation School of Engineering and Applied Science students pick up and file their applications directly at the Registrar's Office in Kent Hall. Dental and P&S students pick up and file their applications with the Registrar, 141 Black Building.

DEADLINES FOR DEGREE AND CERTIFICATE APPLICATIONS

August 1 for October 21, 1998, graduation

October 1 for February 10, 1999, graduation

December 1 for May 19, 1999, graduation and commencement ceremony

December 1 for June 30, 1999, Health Sciences only

Note: when a deadline for application falls on a weekend or holiday, the deadline moves to the next business day.

If you do not graduate and want to reapply for the next conferral of degree date, you must file a new application according to the above instructions for your school.

If you are applying for more than one degree/certificate, a separate application is required for each degree or certificate for which you apply, including dual-degree programs.

DIPLOMAS

Your name will be printed exactly as it appears on your transcript. Check your transcript, and if you find errors, contact the Registrar before you file the degree application. If you wish to change your name, you must submit the Name Change Affidavit located on the back of the degree application form. The affidavit must be notarized and filed by the application deadline dates.

LOST OR DESTROYED DIPLOMAS

201 Kent Hall, Mail Code 9202
(212) 854-3937

A lost or damaged diploma will be replaced for a \$75 fee when you submit a notarized affidavit and a letter stating the reason for the replacement. Whenever possible, we would like the damaged diploma returned. Please be aware that a replacement diploma is not the same as the original. The replacement diploma is printed with the original graduation date but with the current Dean and President's signatures.

COMMENCEMENT INFORMATION

The Commencement Office
202A Low Library, Mail Code 4310
(212) 854-4820
Fax: 854-6466
E-mail: commencement@columbia.edu
<http://www.columbia.edu/cu/ceremonies>

There is one commencement ceremony in May of each year for all October, February, May, and June graduates. Invitations and instructions will be mailed to you from your school.

Telephone Services

- Register for classes: (212) 854-8282 (does not apply to SIPA, ALP, Dental, Journalism, or Law students)
- Check registration appointments: (212) 854-4488 (does not apply to SIPA, ALP, Dental, Journalism, or Law students)
- Check courses and grades: (212) 854-7373
- Check holds: (212) 854-6464

World Wide Web Services

All Registrar Web services require a valid CUNIX e-mail ID and password.
<http://www.columbia.edu/cu/registrar>

- Check courses and grades
- Order your transcript for yourself or for another party
- Check holds
- Update your address