

8. LIBRARY & MULTIMEDIA SERVICES

PRATT INSTITUTE LIBRARIES

LOCATION Brooklyn Campus

PHONE (718) 636-3420 (Circulation)
(718) 636-3704 (Reference Services)
(718) 399-4356 (Multi-Media Center)

E-MAIL libref@pratt.edu

URL <http://lib.pratt.edu/public/>

HOURS Monday-Thursday 7:30 am - 11:00 pm
Friday 7:30 am - 6:00 pm
Saturday 1:00 pm - 6:00 pm
Sunday 1:00 pm - 11:00 pm
Monday-Friday 9:00 am - 5:00 pm (Multi-Media Center)

LOCATION Manhattan Campus, 410

OFFICE HOURS Monday-Thursday 10:00 am - 10:00 pm
Friday - Sunday 10:00 am - 6:00 pm

PHONE (212) 647-7546 (Pratt Manhattan)

E-MAIL libref@pratt.edu

URL <http://lib.pratt.edu/public/pmc.html>

HOURS Monday-Thursday 10:00 am - 9:30 pm
Friday - Sunday 9:00 am - 5:00 pm

MISSION/OVERVIEW/SUMMARY

The Libraries and its Multi-Media Services division and Visual Resources Center are dedicated to an active partnership in the academic process. The Libraries' primary mission is to support the Institute's academic programs by providing materials and information services to students, faculty, staff, alumni, and visiting scholars. An integrated library system interfaces with an up-to-date website providing broad access to electronic materials as well as information about the Libraries.

SPECIFICS

FAQ, Issue, First contact, Best contact

Q: How can I become familiar with services at the Libraries?

A: Each academic department has a librarian assigned as liaison, and new faculty members are contacted by e-mail and telephone to help insure your library needs are addressed. The Libraries' web site contains extensive information about resources and services available to faculty, staff, and students. Organized tours of the libraries are available as well, addressing the needs of undergraduate or graduate students.

Q: How do I get library support for my classes?

A: Your department's liaison, and other librarians, should be considered partners in the classroom as they support your student's academic goals. Sharing your course syllabus with your liaison will help them better understand your specific needs. Given sufficient notice, librarians can also develop an orientation for your students to address the needs of a particular class, even based on specific class assignments.

Q: How do I place materials on reserve for use by my students?

A: Supplemental materials for your classes can be placed on reserve and made available to students at the circulation desk. You can place personal copies on reserve, as well as library owned materials or photocopies; slides, video tapes, and DVDs can be placed on reserve with Multi-Media Services. To ensure materials are available to your students in a timely manner, the libraries strongly recommend that you submit your requests at the end of the previous semester. Visit <http://lib.pratt.edu/public/facres.html> for more information and the Reserve Request Form.

Q: Is subject-specific research support available?

A: The library has developed Pathfinders for specific courses and disciplines, containing research methodologies and information on resources and materials specific to a subject area. They are available at: <http://lib.pratt.edu/public/help.html>

Q: What resources does the library have for images or other visual materials?

A: The Visual Resource Center houses 125,000 slides that faculty can check out for a month at a time. An art reproduction file is housed in the VRC, and picture files are available in the VRC and the Pratt Manhattan library. A collection of digital images is

growing quickly, and a copy stand, scanners, 35mm and digital cameras are available for use. More information on these and other services provided by the Visual Resources Center is available on the Pratt Libraries web site at <http://lib.pratt.edu/public/visres.html>.

Q: What do I need to use library services?

A: Your Pratt ID card with a current sticker is all that you need to use any of our services. Electronic databases are available outside of the libraries and can be accessed remotely but require a separate user ID and password, which you can obtain by presenting your current ID to a librarian at the Information/Reference Desk on the 1st floor.

Q: As a Pratt faculty member, can I use other area libraries?

A: Pratt Libraries consortial partnerships provide access to many area libraries. Members of Academic Libraries of Brooklyn and the Metropolitan NY Library Council (METRO) extend access or borrowing privileges to Pratt faculty, staff, and students. Ask a librarian about use of area libraries, as an additional borrowing card is often required. Materials from other libraries are generally available via inter-library loan as well. More information is available at <http://lib.pratt.edu/public/other.html>.

Q. What rooms are available with multi-media support?

A. At the Brooklyn campus there are A/V supported rooms in the Engineering building, Higgins Hall, the Library, and Memorial Hall. Pratt Manhattan can provide A/V support in most spaces, depending on your needs. To schedule use of these spaces for classes or other functions, contact your department chair. Memorial Hall is intended for events requiring large seating capacity; a minimum audience of 100 is therefore required for booking, the major focus being the support of academic and ceremonial activities.

Q. Does the library have a film and video collection?

A. The Multi-Media Center has an extensive collection of 16mm film, 1/2" videotapes (VHS), and DVDs which can be viewed at the Center. The video and film collection is catalogued in PrattCat.

Q. Where can I go to show a film or video to my class?

A. The Multi-Media Center has two viewing rooms located in the Library's lower level (LL), which accommodate 25-30 students each. All spaces are equipped to accommodate 16mm films, 35 mm slides, VHS, DVD and data projection. Reservations are advised for scheduling of classes; Multi-Media's policy is first come, first served.

Q. What types of A/V equipment is available for student use?

A. Campus Audio-Visual Services (CAVS) provides equipment loans and instructional support to the Institute. With current valid Pratt identification, students, faculty, and staff can check out A/V equipment including: 35mm slide, 16mm film, video, data, overhead and opaque projectors, audio recording and playback equipment, public address amplifiers, VHS and mini-DV camcorders, videocassette recorder/players and video monitors, 35mm and digital photographic equipment, tripods, and photo lights. CAVS also offers assistance and support for various audio-visual presentations. Check the Multi-Media Services web page (<http://lib.pratt.edu/public/media.html>) for the current circulation policy.