Contact Information
Palmer School of Library & Information Science

LIU Post
720 Northern Blvd.
Brookville, NY 11548
Phone: (516) 299-2866
Fax: (516) 299-4168

Palmer Manhattan
c/o Bobst Library
New York University
70 Washington Square South, Room 707
New York, NY 10012
Phone: (212) 998-2680
Fax: (212) 995-4072

LIU Brentwood
Suffolk Community College
Michael J. Grant Campus
1001 Brooked Hill Road
Brentwood, NY 11717
Phone: (631) 273-5112
Fax: (631) 952-0809

STUDENT HANDBOOK
2014-2015
Snow and Emergency Closings

The health and safety of our students is of the utmost importance to us. In the event of inclement weather, power outages or other emergencies, please call the following phone number or visit the following websites for class and event cancellations:

**Palmer Post:**

(516) 299-2000 or (516) 299-EMER (3637)
http://www.liu.edu/cwpost
www.weatherclosings.com

**Palmer Brentwood:**

(516) 299-2000 or (516) 299-EMER (3637)
http://www.liu.edu/cwpost
www.weatherclosings.com

**Palmer Manhattan:**

Please refer to kiosk for Palmer class cancellations and to the NYU website at: www.nyu.edu for NYU campus closures.

*All students should check Kiosk for updates, all campuses will post Palmer cancelations and closing information there as well.*

If the campus remains open during a weather event and you feel that you cannot safely make it to class, notify your instructor via email.

Welcome to the Palmer School of Library & Information Science

We are happy to have you as part of our program and we are confident that you will find it to be exciting, interesting, challenging and rewarding. Please feel free to be in touch with any of us if you have a question or comment. We look forward to working with you during your time at Palmer!

In this student handbook you will find an array of information that will be useful for your time here at Palmer.

- Contact information
- Program requirements including the Digication e-Portfolio
- Advisement information on course formats and internships
- Links to important sites, including KIOSK subscription information. Please subscribe ASAP if you haven’t already!
- FAQ’s on MyLIU
- Information on accessing the buildings, getting your ID, database access, etc.
- Information on each of our program sites

*Welcome!*

*The Palmer Staff and Faculty*
Graduates of the Master of Science in Library and Information Science program will:

**Goal 1:** Apply the principles, ethics and philosophy of the profession while serving their patrons, institutions and communities;

*Aligned with: ALA Standards I.2.1, I.2.2, I.2.3 and I.2.10*

**Goal 2:** Utilize a broad range of approaches, systems, and technologies to manage and deliver information;

*Aligned with: ALA Standards I.2.1*

**Goal 3:** Deliver user-centered services and cost-effective programs tailored to the needs of diverse populations;

*Aligned with: ALA Standards I.2.1, I.2.4, I.2.9*

**Goal 4:** Staff, manage and lead libraries and information organizations of all types;

*Aligned with: ALA Standard I.2.1*

**Goal 5:** Contribute to the profession through service, research and advocacy.

*Aligned with: ALA Standards I.2.4, I.2.5, I.2.6, I.2.7*

A full list of the student learning objectives (SLOs) is available on the Palmer Blog as well as in your orientation package. If you need clarification on any part of the SLOs, please speak with the faculty of the Palmer School.

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**Palmer School Program Goals**

*These goals are aligned with the standards of the American Library Association*

*Fall 2014*

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**LIU Brentwood**

**LIU Brentwood:**

[www.liu.edu/brentwood](http://www.liu.edu/brentwood)

All classes for LIU Brentwood are offered on the Michael J. Grant campus of Suffolk County Community College (SCCC). This is a modern and scenic campus located minutes from the Long Island Expressway.

As part of our partnership with SCCC, you have full access to the amenities offered by SCCC, including free parking, cafeteria, library, and the Health, Sports and Education center.

The offices of admissions, financial aid and academic advising are located in the Sally Ann Slacke Center, Rooms 102A and 102B. All classes are held on the Grant Campus in two different buildings; the Sally Ann Slacke Center or the Health, Sports and Education Center.

The core curriculum is offered annually at the Brentwood campus. However, students will need to take 3-credits at either the LIU Post or Palmer Manhattan to meet a residency requirement. A limited number of Palmer School elective courses are offered at the Brentwood Campus.
Palmer Manhattan

LIU Manhattan Website:
http://liu.edu/palmernyc

Welcome to Palmer Manhattan! When you come for your first class, go to the far LEFT to the Privileges Desk upon entering Bobst. If you have an LIU ID already, just show the person there the ID and tell him/her that you are a Palmer student and you need a sticker for the semester. They will refer to a roster of enrolled students and they'll put the sticker right on your ID. If you don't have an ID, they should still have your name and they'll give you a Bobst pass. This pass is good for the semester. You will need to show a picture ID.

Once you are done at the Privileges window, go to the guard at the entry desk, show him/her your pass, and enter. Most of our classes are held in the Avery Fisher Center on the second floor of Bobst. Once off the elevator on the second floor, you will find the Avery Fisher Center (AFC) in the middle of the second floor, between the elevator banks. AFC is a quiet study area used for viewing films and so on, but there are two classrooms there that we use. To the far left is the EAST room, just past the stairwell, and in the far right corner is WEST. If you have trouble finding either EAST or WEST rooms, someone at the desk in Avery will be glad to help you. Please remember that this is a quiet area so if you are waiting for a class to start and the classroom is not available, please wait outside of AFC.

The PC 1 and PC 2 rooms are in the computer center on the level one floor below the lobby.

When you have time, you can go to the circulation desk to get a barcode that will allow you to take out books.

Please look at www.nyu.edu for directions to Bobst and for information about subways, parking, etc. A very handy site for traveling in NYC is www.hopstop.com.

Palmer School MSLIS
Program Requirements

All students are required to take core classes, a management elective, internship and upload designated assignments into Digication, an e-Portfolio.

All students are required to take the following core classes:
LIS 510 Introduction to Library Science
LIS 511 Information Sources and Services
LIS 512 Knowledge Organization
LIS 514 Research Methods
LIS 690 or 691 Internship

In addition to these core classes, students select seven electives from a wide variety of options. One of the seven must be from the following suite of management courses:
LIS 513 Management of Library and Information Centers
LIS 622 Management for the School Media Center
LIS 713 Rare Books and Special Collections Librarianship
LIS 741 Public Libraries
LIS 744 Academic and Special Libraries

All Palmer classes are three credits. Students must be enrolled in at least six credits in order to be considered for financial aid.

Most students begin with some combination of the core classes, sometimes along with an elective. Students are not advised to begin with more than three courses, and, if working full-time, it is best to register for no more than two courses.

The internship is a capstone course taken towards the end of the program. Students may not register for the internship until they have completed 27 credits so that we can guarantee the internship sites that students are coming to them fully prepared to take on professional level work, and so that students are able to truly benefit from the work given to them at the sites, and from the contacts that they make while interning.
**Digication e-Portfolio**

**The purpose of this e-portfolio is two-fold:**

- To use the e-portfolio as a means to assess your progress in the Palmer School Program.
- To provide you with a vehicle to create your own professional showcase e-portfolio to share with prospective employers at the completion of your MSLIS.

**Here are some facts about the e-portfolio requirement:**

- The name of the electronic portfolio that the Long Island University is using is Digication.
- Your professors will identify specific assignments that can be in your portfolio.
- These assignments address one of 9 Student Learning Outcomes (SLOs) of the Palmer program.
- These assignments will be in the core classes and in the electives.
- One-on-one help on how to use Digication will be available.
- You will receive an abundance of help from your professors, the Palmer School staff, and the Center for Student Information (CSI).

**Student Internships**

The internship is intended to provide students with a professional experience that demonstrates the nature of work in the field and applies the theory and knowledge learned through formal course work. Students are encouraged to do the internship in their last semester or when most of their electives have been completed.

At the Palmer School, the internship (LIS 690 or 691) is a three credit graduate level course required for all students in the M.S. degree in Library and Information Science. The LIS 691 internship is required for certification as a Library Media Specialist in New York State. For all other areas of study students take LIS 690.

For more detailed information please review the Internship handbook found on the Palmer Blog. www.liu.edu/palmerblog

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**LIU Post**

**LIU Post Website:**
http://www.liu.edu/post

The LIU Post website is where you will find links and contact information for all the Long Island University student support services (bursar, financial aid, registrar). You will also find links for the LIU Post bookstore, a map of the LIU Post campus, directions to the LIU Post campus, information on applying for graduation, how to order an official transcript, and a link to the MyLIU portal.

Palmer School of LIS website:
www.liu.edu/palmer

The Palmer School website will provide you with information on the program, descriptions of individual classes, contact information for staff and faculty, and other information.

Palmer courses, schedules, syllabi, forms, links, and much more can be found on the Palmer Blog: www.liu.edu/palmerblog

Parking permits are required at all LIU campuses and students are allowed to park only in designated “student parking” areas. Yes, you will be ticketed if you park illegally. Parking permits can be obtained from the Office of Public Safety. Although the Office of Public Safety is open 24 hours for emergencies, it is recommended that you call them at (516) 299-2214 for available hours to obtain parking permits or student ID cards.

Financial Aid office - (516) 299-2338
Bursar - (516) 299-2323
Registrar - (516) 299-2926
MyLIU help desk - (516) 299-3967
Transcripts - 1-800-646-1858 or see http://www.liu.edu/CWPost/About/Offices/Registrar/Transcripts.aspx
Important Palmer School Links

**School Links**

Palmer School  
http://www.liu.edu/palmer  
www.liu.edu/palmerblog

LIU Post website:  
http://www.liu.edu/post

LIU Palmer Post and Manhattan Schedule:  
http://palmerblog.liu.edu/?page_id=9291

LIU Palmer Brentwood Schedule:  

**Information Resources**

Kiosk listserv:  
https://lists-1.liu.edu/mailman/listinfo/cwp-kiosk (subscribe AND unsubscribe through this link)

Palmer School Blog:  
www.liu.edu/palmerblog

Palmer Facebook: PalmeratLIU

Palmer Twitter: LIUPalmerSchool

MyLIU portal:  
https://my.liu.edu/psp/MYPRD/?cmd=login

**Library Pages**

B Davis Schwartz Memorial Library (LIU Post) website:  
http://www2.cwpost.liu.edu/cwis/cwp/library/libhome.htm  
LIU Brentwood: www.sunysuffolk.edu/libraries  
NYU Bobst Library: www.library.nyu.edu

Certificates and Specializations

Palmer offers:

- M.S in Library and Information Science
- M.S in Library Information Science/ School Library Media
- M.S in Library and Information Science with specialization in Rare Books and Special Collections
- M.S in Library and Information Science with specialization in Public Librarianship
- M.S in Library and Information Science with specialization in Academic and Special Librarianship
- M.S in Library and Information Science and an M.A. from NYU’s Graduate School of Arts and Science or NYU’s Steinhardt School’s programs in either Media, Culture and Communication or Costume Studies
- Advanced Certificate in Archives and Records Management
- Advanced Certificate in Public Library Administration
- Ph.D. in Information Studies

Some students choose to take a variety of courses without selecting any particular concentration, and still others bundle courses of interest to, in effect, design their own concentrations. Please contact your academic advisor to discuss options.

For more details on these offerings, please see the website:  
www.liu.edu/palmer or www.liu.edu/palmerblog
Course Formats

Palmer courses are offered in a variety of formats. Please consider your individual learning style when selecting courses. Self-disciplined and a good time manager? The blended or online courses should work well for you. Procrastinator or in need or more intensive guidance from your professors? You should consider taking primarily face-to-face courses. Intensive face-to-face classes work well for those who are able to manage their time and keep pace with the class. Palmer’s various course formats are listed below.

- **Face-to-Face over the entire fall or spring semester**: class meets as a group with the professor for 14 weeks, 1 hour and 50 minutes per session. All work is due at the end of the semester.
- **Face-to-Face over a summer session**: class meets as a group with the professor for five weeks, twice weekly for 2 hours and 40 minutes. All work is due at the end of the five week session.
- **Blended class (fall, spring or summer semesters)**: class meets approximately four or five times in person as a group with the professor; majority of the class is conducted through the Blackboard platform asynchronously. Students submit work online, observing all deadlines as determined by the professor. All work is due at the end of the semester.
- **Online class (fall, spring or summer semesters)**: class does not meet in person at any point. Work is assigned through the Blackboard platform and students submit all work online and meet all deadlines as determined by the professor. There may be the occasional synchronous online meeting but the majority of the course is conducted asynchronously. All work is due at the end of the semester.
- **Intensive Face-to-Face class**: during the summer and winter sessions, courses are sometimes offered over five days or two or three long weekends. These classes meet all day for the scheduled days (usually five or six hours). During the fall and spring semesters, courses may meet for five hours over six weekend days.

Can I register online? Yes, registration is conducted through MyLIU. It is highly suggested you contact your academic advisor to develop a plan of study. Make sure you are comfortable with the requirements of your major plan. Make sure you keep in contact with your academic counselor or graduate advisor and seek out their counsel if you need any assistance with your program requirements.

Can I pay my bill online? Can another member of my family assist in paying my bill?

Your My LIU account enables you to pay your bill online. It also enables you to authorize other members of your family/employer to pay your bill online. At the present time, the online bill payment function is only for tuition; however other options will be available later including, fees, fines, etc. Once you log into your My LIU account click on “Make an e-Payment” this link is under the section of your portal called MyLIULinks. Once you click on that link you will be directed to a log in page. You supply your My LIU user ID (University ID) and your password to gain access to the online bill payment functions. It is here that you can also authorize another person to pay bills. Anyone that you authorize must have his/her own email account.

When is the Center for Student Information (CSI) available? How can I request information when the Center is not open?

CSI is located in Hillwood Commons on the LIU Post campus. It is open Monday to Thursday 9AM-6PM and Friday from 9AM-5PM. In addition, you can access the Center through the online Student Center using your My LIU Account. The link for the CSI can be found under to MyLIULinks section of your portal. The Online Student Center provides an outstanding library of information to assist you with all functions of your My LIU Account. You can contact CSI by calling 516-299-3967 or visit the webpage at http://it.liu.edu/CSI.
Why is it important to check My LIU often? First you will receive all email from the University through your My LIU account. In addition, if changes are made to your schedule (room assignments), you will see them first on My LIU. Faculty will contact you through MyLIU. Also, billing information is constantly being updated as financial aid is recorded and payments are made by you or a family member. Finally, information pertaining to your degree requirements and your progress toward the completion of your degree is available to you on My LIU later in the year.

What should I do if I activate my account and see an error message “error getting content”? If after activating and logging into your MyLIU account, you receive this error message, contact the Center for Student Information at 516-299-3967. They will resolve this problem for you and notify you shortly when you can reactivate your account.

What is my password? Along with your username, you need a password to gain access to your My LIU account. The password must be at least six characters and include at least one number. It is case sensitive so be aware if you have cap locks set on your keyboard. Often students are not able to log into their accounts because their password was set in all capital letters. Make sure your password is something that you will remember, while providing enough security for your account to prevent unauthorized access. Do not leave your computer or any computer that you may be using on campus while logged into your account. The accounts will time themselves out but you do not want to take any chances with your personal information. When you are done viewing your My LIU information, log off the computer you are working on. We recommend that you change your password often to prevent any unauthorized access. That can be done through your email account.

What if I forget my password? If you forgot your password, bring your valid LIU Post ID card to the Center for Student Information located in Hillwood Commons and they will reset your account for you. Once the password has been reset, you will have to reactivate your my LIU account. Manhattan students should call 516-299-3967.

What if I know my password but I want to change it? If you want to change your password, log into your My LIU Account and select My Email (or Primary Inbox). From your primary inbox select passwords from the menu on the left. Follow the instructions for setting a new password.

Palmer School KIOSK Student Listservs

One of the most useful and valuable tools for you as a Palmer student is our school listserv, KIOSK. We use this email list to post information about classes, including classrooms, texts, and cancellations; to post job notices and internship opportunities; and as a forum for students to discuss professional topics and share useful articles, websites, and other information.

We expect all Palmer students to be subscribed to KIOSK. Subscribing is easy—just go to: https://lists-1.liu.edu/mailman/listinfo/cwp-kiosk

Unsubscribing from the listserv:

The moderator of the listserv is unable to unsubscribe you from the list. In order to unsubscribe from any of the listservs, return to the link which is available on the bottom of any KIOSK message and scroll down to the CWP-KIOSK Subscribers area where you will enter your email address to unsubscribe from the list.
Library Resources

The LIU Post B. Davis Schwartz Library website can be found at:
http://www2.liu.edu/cwis/cwp/library/libhome.htm

Students can access all of the library's online resources with the same
username and password that they use for their MyLIU and email
accounts. Only registered students will have book borrowing
privileges and access to the electronic databases. Below are
instructions on how to check out books whether you are a Post or
Manhattan student.

LIU Post students: To check books out, bring your LIU I.D. card to
the Circulation Desk and complete a Patron Registration Form. Your
LIU I.D. card will serve as your library card.

Manhattan students: Students can request books from LIU Post by
using the Request function in the catalog. Students taking courses at
Palmer Manhattan are given borrowing privileges at the NYU Bobst
Library. Palmer Students also have access to the NYU electronic
databases while inside Bobst, but do not have remote access to NYU
databases. To check out Bobst Library materials you must be given an
NYU borrower’s barcode. Present your LIU ID card at the circulation
desk to request this barcode. To learn more about loan periods, overdue
fines, renewals, holds, returns, etc., please visit the Bobst Student and
Staff Circulation Privileges page at: http://library.nyu.edu/about/
stupols.html

Students will only have borrowing privileges at Bobst Library during
the semesters they are taking Palmer Manhattan classes.

Accessing MyLIU Account and Other
Useful Questions and Answers for
New Students

What is MyLIU?
MyLIU is your window to a variety of information available to you in your
student portal. It includes information about your class schedule, financial
assistance, billing information, personal information and holds of any type.
It also provides access to your email account, Blackboard, self-registration
and online bill payment.

When should I activate MyLIU Account?
You should activate your MyLIU account once you are admitted. Your ad-
missions email will provide details on activating your account.

How do I activate MyLIU account?
Go to https://my.liu.edu/psp/MYPRD/?cmd=login.

What is my user name?
The username, along with your password will enable you to access
information on the student portal.
The format of your username is firstname.lastname.

What is my email address?
Your email address includes your username followed by @my.liu.edu. For
example firstname.lastname@my.liu.edu. The MyLIU email is the official
means of communication between you and the university. We encourage
you to log into and check your MyLIU account daily.

MyLIU email and digication e-Portfolio:
The Palmer School will send all digication e-Portfolio correspondence to
your MyLIU email account. This account should be checked daily.