

Simmons GSLIS West
Student Information Packet
Fall 2008

Some useful Web sites

LISSA West	http://my.simmons.edu/elearning
GSLIS West	http://www.simmons.edu/gslis/academics/programs/ms/mtholyoke.shtml
AARC (Academic & Administrative Resource Center)	http://aarc.simmons.edu
eLearning	http://my.simmons.edu/elearning/
Electronic Course Reserve	http://library.simmons.edu/search/r
GSLIS Library: GSLIS West	http://my.simmons.edu/libraries/collections/gslis/gslisatmhc/index.shtml
Five Colleges Libraries Catalog (includes Mt. Holyoke)	http://fcaw.library.umass.edu:8991

Useful email addresses

GSLIS West	gsliswest@simmons.edu
Terry Plum, Director of GSLIS West	terry.plum@simmons.edu
Rayna Bowlby, GSLIS West Recruiting & Admin Coordinator	rayna.bowlby@simmons.edu
Jeremy Smith, GSLIS West Student Assistant	jeremy.smith@simmons.edu
Dixie Blake Foster, GSLIS West Library Assistant	dixie.foster@simmons.edu

Administration and Office

The GSLIS West Office is located on the first floor (one floor up from the ground floor) of 19 College Street (Building 19) in the Village Commons, directly underneath the Tower Theaters.

Directions to the office can be found at: <http://www.simmons.edu/gslis/visit/campus/mountholyoke.shtml>

Terry Plum, Director, can be contacted by telephone: 413.533.2400; fax: 413.533.4334; or email: gsliswest@simmons.edu or terry.plum@simmons.edu.

His office hours for the Fall 2008 semester are:

Friday: 10:30 – noon; 2:30 – 4:00 pm. **Saturday:** 1:00 – 4:00 pm

The office has a meeting space that doubles as an informal classroom, a computer lab with eleven public access computers and a quiet study space, wireless access, a printer/photocopier and a lounge space open to all members of the GSLIS West community.

Access to the office is available 24/7, by combination lock. To obtain the code to the lock, contact Terry Plum, Rayna Bowlby, or any LISSA officer.

There is a small kitchen, with a microwave, refrigerator, and eating supplies that are available to all students. If you use the kitchen, please clean up any trash.

Note that the office does not have janitorial services, so please clean up as you leave and throw away all rubbish. Use either the small receptacles in the office or the large one *outside* of the office. If there is a large amount of garbage, take it to the the dumpsters in the basement.

Student meetings and workshops are often scheduled in the GSLIS West Office on Saturdays between or after classes.

Advising Day

On **Thursday September 4**, please schedule time to attend the orientation for new students from 9:30 am – 4:00 pm at the Willits-Hallowell Conference Center on the Mount Holyoke Campus. Lunch will be provided. Directions to the Willits-Hallowell Conference Center are found at:

<http://www.mtholyoke.edu/offices/willits/directions.shtml>

Bookstores

The Odyssey Bookstore, located in the Village Commons, carries all GSLIS West textbooks. Odyssey's regular hours are Monday through Friday, 10:00 am to 8:00 pm; Saturday, 10:00 am – 6:00 pm, and Sunday, 12 noon to 5:00 pm. Phone number: 413.534.7307 or 800.540.7307. See:

<http://www.odysseybks.com/>

The Mount Holyoke College Campus Store is in the Blanchard Campus Center. It has a small selection of reference books, school insignia merchandise, supplies, and general merchandise. For hours and more information, see:

<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?storeId=10334&langId=-1&catalogId=10001>

Bulletin Board

LISSA West maintains an online bulletin board for current announcements, postings for jobs, volunteer opportunities, and other items of interest to GSLIS West students. Check access through eLearning (requires login) at: <http://my.simmons.edu/elearning/>.

There is also a bulletin board in the GSLIS West office for print notices.

Calendar (Fall 2008)

Advising Day	09/04/08
Thursday class begins	09/04/08
Saturday classes begin	09/06/08
Spring online registration begins	Mid-November
Thanksgiving holiday	Thursday 11/27/08 - Saturday 11/30/08
Classes end	12/15/08

Class sessions:

Thursdays: 09/04, 09/11, 09/18, 09/25, 10/02, 10/09, 10/16, 10/23, 10/30, 11/06, 11/13, 11/20, 12/04, 12/11

Saturdays: 09/06, 09/13, 09/20, 09/27, 10/04, 10/11, 10/18, 10/25, 11/01, 11/08, 11/15, 11/22, 12/06, 12/13

A detailed class schedule is available on the GSLIS web site at:

http://my.simmons.edu/gslis/courses/schedules/08/mhc_08_fa.shtml

or through AARC (requires login): <http://aarc.simmons.edu>

Communication

The primary means of communication among GSLIS West students and faculty are through the web-based courseware eLearning, listservs, and email. You are responsible for checking both eLearning and your Simmons email account frequently.

Every student enrolled in the GSLIS program is given an email account. Email addresses usually follow the format of `firstname.lastname@simmons.edu`. Login names and passwords are sent to you before classes begin. If you lose your username or password, please contact the Tech Lab at 617.521.2802 or email at `gslislab@simmons.edu`.

All official GSLIS information will be sent out through your Simmons email account. You will be responsible for all information sent out through your account. Please check your Simmons account regularly or forward it to your personal email account

See <http://my.simmons.edu/technology/helpdesk/email/#forward> for directions for forwarding email from the Simmons account to an account that is more convenient.

Administrative announcements and other information about the program are sent out to the gslisatmhc-l email list. All current students and faculty are placed on this list. There is also a LISSA West list, which is for students only. You can subscribe to the list here at: <https://lists.simmons.edu/lists/info/gslisatmhc-l>

Computers in the GSLIS West Office

There are eleven workstations plus wireless access available in the GSLIS West Office. Most of these workstations are iMacs, running both Mac OS X and Vista. These computers are available 24x7. Any software specific to GSLIS West (for example, MS Visio or Acrobat Professional) is installed on these workstations. Printing, photocopying and scanning are free from the office.

Computers in the Mount Holyoke College (MHC) Library

The MHC Library has an Information Commons with over 30 workstations, both PC and Mac, and there are 20 workstations in the Reference Room. These computers have both Internet and library database access. Please use Simmons GSLIS online databases and e-journals through the Simmons proxy server from the Simmons GSLIS Library web page, rather than the MHC databases. The Library also has wireless access for laptops. The Library charges for printing.

Course Selection

The mission of GSLIS West is to provide a selection of the most popular courses offered by GSLIS to support a generalist GSLIS degree; GSLIS West offers roughly 25 - 30 courses per year. GSLIS West supports most of the courses in the Archives Management concentration and most of the courses in the School Library Teacher Program. However, no matter what your program or specialty, it is likely you will need to take courses at GSLIS Boston to complete your degree. GSLIS West does not attempt to offer every course in the GSLIS program.

eLearning

Simmons GSLIS uses eLearning for its web-based courseware, <http://my.simmons.edu/elearning/> (requires login). Its primary uses are information delivery and communication. Check the eLearning site to access the courses in which you have enrolled and the LISSA West site.

ElementK

ElementK is a self-paced, web-based instruction program available to you.

The list of available interactive, self-study courses is available at <http://www.elementk.com> and covers such applications as Excel, Access, DreamWeaver, PowerPoint and other programs. The registration form for ElementK is found at: <http://ptrc.simmons.edu/spt.asp>

Honor Code and Community Code

As a GSLIS West student at Mount Holyoke you are bound by two sets of codes. The Simmons GSLIS Honor Code is described at <http://my.simmons.edu/gslis/resources/student-info/honor-code.shtml>.

The Mount Holyoke community responsibilities and college policies can be found at <http://www.mtholyoke.edu/cic/stulife/handbook/community/> in the MHC Student Handbook.

Identification (ID) Cards

Tuition must be paid in full before a GSLIS West student Mount Holyoke College photo ID card can be issued. The ID card functions as a library card for all students, faculty, and staff. As a new student, you are expected to obtain a photo All-Campus ID card from the Mount Holyoke College Card Services Office on Advising Day or during the first week of classes. A second ID card without a photograph for Simmons GSLIS in Boston will be provided, but anyone taking classes at both campuses should obtain a Simmons College photo ID card at the Boston campus. If you are coming from Boston, you should obtain a GSLIS West student photo ID card in order to use the MHC Library.

The Card Services Office is located in back of the Central Services Building facing Lower Lake and is responsible for managing all functions of the All-Campus ID Card. Photographs for new ID cards or replacements are taken there. Deposits can be made to the debit account affiliated with the card (MHCXPress), questions answered, and problems resolved. Twenty-five dollars is placed on your card by GSLIS at the beginning of the Fall and Spring semesters for snacks or other uses. There is an automated deposit machine for MHCXpress accounts across from the circulation desk in the Library; you can add money to your account at any time using that machine.

Lost or stolen cards should be reported immediately to the Card Services Office during business hours or to the Office of Public Safety when Card Services is closed. The card will be disabled to prevent unauthorized use. A \$15 replacement fee is charged if a new card must be printed. The Card Services Office is open Monday through Friday, 9:00 am to 5:00 pm. Additional information can be obtained via the website, <http://www.mtholyoke.edu/auxservices/card/index.shtml>. Please note that the office is not open on Saturday, so the easiest time to get an ID card is during the Student Advising Day, which is scheduled for September 4, 2008.

Job Notices

The following sites carry job announcements. The LISSA site also lists paraprofessional positions and volunteer opportunities.

LISSA West (requires login)

<http://my.simmons.edu/elearning/>

New England Job Line (maintained by Simmons)

<http://www.simmons.edu/gslis/career/jobline/>

MLA Job Information

<http://www.masslib.org/jobs.htm>

Western Massachusetts Regional Library System

<http://www.wmrls.org/wmrls/job.html>

Library Privileges -- Borrowing

As a student enrolled in the GSLIS West Program, you are entitled to borrowing privileges and other services at both the Simmons College and Mount Holyoke College Libraries. The Simmons College Library also supports GSLIS West Course Reserves and students' Document Delivery/Inter-library Loan needs.

The Simmons College Libraries serve the academic, research, information, study, and some recreational needs of Simmons students, faculty, and staff. Additional information and access to the library catalog can be obtained at the website, <http://my.simmons.edu/library/>. It is wise to check the current hours before traveling to Boston to use the Libraries.

The Mount Holyoke College Libraries are part of the MHC Library, Information, and Technology Services organization (LITS), which supports the varied information and electronic technology needs of students, faculty, and staff. Housed in the Williston-Miles-Smith-Dwight complex, LITS offers a variety of services across the College campus. See <http://www.mtholyoke.edu/lits/> for a fuller description of LITS services. See <http://www.mtholyoke.edu/lits/8132.shtml> for hours.

As a student enrolled in the GSLIS West Program you are not eligible for interlibrary loan library privileges in the Five College System. However, Massachusetts residents are eligible to borrow materials from the libraries of the University of Massachusetts at Amherst.

Library Privileges – Assistance

In addition to the services provided at both the Simmons and Mount Holyoke College Libraries, Dixie Blake Foster, the GSLIS West Library Assistant, holds workshops for GSLIS West students over the course of each semester. Check <http://my.simmons.edu/library/collections/gslis/gslisatmhc/toolkit.shtml> for an updated list.

Library Privileges – Course Reserve Materials

Print course reserve materials are available on shelves in the GSLIS West Office located in the Village Commons. These books must remain in the office; these Course Reserve materials can be utilized on an honor reserve system.

Many reserve materials are made available digitally. These materials will be found through the Simmons College Electronic Course Reserve see: <http://library.simmons.edu/search/r> or through links made available through eLearning (requires login): <http://my.simmons.edu/elearning/>.

Library Privileges -- Document Delivery/Interlibrary Loan

Materials needed beyond the resources available in the Simmons and Mt. Holyoke College Libraries should be requested on interlibrary loan through the GSLIS West Library Assistant at the Simmons GSLIS Library. If you need books, articles, or other publications delivered to you, please contact the GSLIS West Library Assistant, Dixie Blake Foster. Send your email to: dixie.foster@simmons.edu or <http://my.simmons.edu/libraries/collections/gslis/gslisatmhc/index.shtml>.

LISSA

As a student enrolled in GSLIS you are automatically a member of LISSA, the Library and Information Sciences Student Association. LISSA supports the interests and welfare of students in the GSLIS program. It sponsors lectures and social events, provides financial support for students to attend conferences, and otherwise seeks to support students' interests, both academically and socially.

LISSA West meets several times per semester—typically between classes on Saturdays. Lunch is usually provided. Occasionally LISSA events occur after classes on Saturdays. You are encouraged to attend these meetings. In addition, interested students have the opportunity to run for election as a LISSA officer.

LISSA West maintains an eLearning space where you can find updated news and information about the program. The site also includes a directory of students and faculty, a calendar of events, a bulletin board forum, and course syllabi and evaluations. You are strongly encouraged to check the LISSA West eLearning space at least once or twice per week (requires login): <http://my.simmons.edu/elearning/>.

Mount Holyoke College Information

Information about the Mount Holyoke College Campus calendars, offices, activities, governance, and policies is in the *Student Handbook*, found at <http://www.mtholyoke.edu/cic/stulife/handbook/>. Print copies are available in the GSLIS Administrative Offices.

Mount Holyoke College Residential, Sports, and other Campus Life Facilities

GSLIS West students are not eligible to participate in activities or use facilities intended for Mount Holyoke College undergraduates, such as residence halls and dining rooms, health services, student government, mail services, and sports centers.

Parking

On weekends, you can park in Faculty/Staff parking areas on the Mount Holyoke College campus. The map found at <http://www.mtholyoke.edu/cic/map/> identifies the Faculty/Staff parking areas.

The GSLIS West Office is located in the Village Commons. As a student of GSLIS West, you may also park in the Village Commons parking lot free of charge. Overnight parking is not allowed without permission of the Village Commons management. Please park in the second tier of parking places, away from the buildings, so that the retail customers have access to the stores.

Handicapped parking is available behind the Library and next to Shattuck Hall.

Due to limited parking in the urban area around Simmons in Boston, you are encouraged to use alternative transportation when commuting to Simmons. Limited parking is available on nearby streets and private garages.

Safety

Mount Holyoke College's Department of Public Safety, located in the Central Services Complex, has trained operators on duty 24 hours a day, 365 days a year, and may be phoned for help in an emergency at 1-911 (from campus phones) or 413.538.2304 (from non-campus phones). A campus ride service is available when the College is in session, which provides safe transportation to students traveling within the campus, including the Village Commons, during evening hours. To request a ride, dial campus extension x7433.

Student Policies

Should questions about GSLIS West policies arise, please contact Terry Plum, 413.533.2400.

If you need forms or policy statements, see: <http://my.simmons.edu/gslis/resources/forms/>. Examples of forms are "Add/Drop Form," "Incomplete Form," and others. Examples of policies are "Grading System," "Refund Policy," etc. For example, if you want to drop a course, informing the teacher is courteous but does not actually accomplish the drop. You must fill out the form and follow the policy.

Students with Disabilities

Students with disabilities are supported by the Academic Support Center at Simmons College in Boston and by the faculty at GSLIS West, specifically, Todd Herriott, todd.herriott@simmons.edu. Please see: <http://my.simmons.edu/services/disability/index.shtml>. It is the responsibility of students to identify themselves as a person with a disability in need of an accommodation. Your professor will need a directive from Academic Support in order to provide reasonable accommodations.

Weather (Inclement)

For snow or inclement weather closings, GSLIS West first follows the directives of Mount Holyoke College. The emergency number at Mount Holyoke College is 413.538.2330. However, on Saturdays when most of our courses are held, we make an independent decision about closing. For inclement weather announcements for GSLIS West, please call the office at 413.533.2400. Announcements will be

placed on the voice mail greeting. Notification will also be made through email using the gslisatmhc-l list, a listserv to which all GSLIS West faculty members and students are added.

Withdrawal from School or Courses

You may withdraw from a course without academic penalty at any time prior to its last scheduled meeting. If you find it necessary to withdraw or take a leave of absence from GSLIS during the regular academic year or the summer session, you must send written notification indicating the reason for the withdrawal to the Director of Admissions. All add/drops can be made via AARC (<https://aarc.simmons.edu>) through the end date and time listed under "My Registration Priority"; for changes after the posted dates but prior to the second class, contact the Registrar's Office at 617-521-2111. If you have any questions, call the AARC hotline at (617) 521-2102 or e-mail aarcsupport@simmons.edu. Registration is binding, both financially and academically. Financial aid recipients should consult with a Financial Aid Officer at the Main Campus in Boston before withdrawing from a course or courses, or from the program, since dropping or withdrawing from a course may have financial aid implications.

Your Personal Needs -- Food Services

The *Blanchard Café* and the *Uncommon Ground Coffee Bar* are found in the Blanchard Campus Center. *Rao's* has a coffee shop in the MHC Library lobby.

Food service establishments in the Village Commons offer a variety of reasonably priced eat-in/take-out options, including Chinese, Mexican, and American style cuisines, snacks, and full-service menus, as well as the *Tailgate Picnic*, a combined convenience store/delicatessen with tables that offers breakfast, lunch, and light supper fare. *The Thirsty Mind*, located near the Administrative Office is an upscale coffee-house and bookstore serving bagels, muffins, and other snacks.

Other moderately-priced options include *Johnny's Bar and Grill* in the Village Commons, *Masse's Seafood*, Route 33, Chicopee (dinner) and *El Guanaco*, a very affordable Mexican/Salvadorian restaurant located on Route 116 in South Hadley Falls about 7 minutes from campus. Nearby Northampton is also known for its varied, upscale dining.

Your Personal Needs -- Lodging

If you need to stay overnight, here are some suggested hotels and motels. You could also put up a notice onto the LISSA West web site (requires login), <http://my.simmons.edu/elearning/>, to inquire whether a student who lives in the area has extra space.

Holiday Inn Express
Amherst
413.582.0002

Daniel Stebbins House (B&B)
South Hadley
413.533.2149
<http://www.danielstebbinshouse.com/>

Howard Johnson Inn
Hadley
413.586.0114
800.654.2000

Sheraton Monarch Place
Springfield
413.781.1010
800.325.3535

Willits-Hallowell Center
South Hadley
413.538.2217

Best Western
Northampton
413.586.1500

Grandmary's Bed and Breakfast
South Hadley
413.533.7381
<http://grandmarys.com/>

Springfield Marriott
Springfield
413.781.7111
800.228.9290

Country Inn and Suites - Holyoke
Holyoke
413.533.2100

The Willits-Hallowell Center, Grandmary's, and the Daniel Stebbins House are within walking distance of campus, and are recommended. Also, see the list at <http://www.mtholyoke.edu/cic/about/lodging.shtml>.