



The 35th Annual SUNYLA Conference
Stony Brook University
June 4 – 6, 2003

www.sunyla.org

WEDNESDAY JUNE 4, 2003

8:30 AM – 6:00 PM ♦ REGISTRATION

**PRE-CONFERENCE WORKSHOPS
• INDIVIDUAL AFTERNOON SESSIONS •**

1:00 PM – 3:00 PM

A. PDAs in Academic Libraries: We've Got the Whole World in Our Palms

Presenter: Megan Fox (Simmons College)

As more and more of our patrons arrive at the library with their PDAs in hand, it is increasingly important for librarians to understand both the possibilities and the limits of this new technology. We will review exactly what a PDA is, explain differences between the many available devices, define basic PDA terms, such as sync and beam, and look at the most common PDA applications, such as calendars and address books. We'll look at examples of PDA compatible Web content, PDA barcode attachments and inventory management, infrared connectivity systems, and even PDA interfaces for traditional database vendors, such as OVID and Westlaw. Finally, we'll consider the challenges this new technology presents for libraries, and what to look for in the near future.

1:00 PM – 4:00 PM

B. The Ins and Outs of Getting Published: Four Perspectives

Publishing Books in Today's Digital World

Presenter: Martin Dillion (Libraries Unlimited)

The market still supports the publication of traditional print books and is expected to for many years. This talk will focus on the market for books in education, library science and library management. It will describe the book publication process, from the inception of an idea to its delivery as a book, either in electronic or paper form.

Do the Write Thing!

Presenter: Carol Anne Germaine (Albany)

Librarians and library professionals have plenty of expertise to share with colleagues. Why not share this information with a larger audience via publication? This portion of the session relates to organizing these materials and making them available in a publishable format.

What an Editor Wants. What an Editor Gets. What's an Editor To Do?

Presenter: Gregg Sapp (Albany)

The focus of this talk is, first, on how to effectively compose, organize, and present information for professional publication, then, secondarily, on the

methodology of doing research. The dynamic relationship between an editor and a librarian author will also be examined with the importance of their working together to take responsibility for the literature.

Forming an Academic Writing Group for College and University Librarians

Presenter: Cynthia Tysick (Buffalo)

Cynthia will discuss the philosophy and logistics behind a peer-mentoring group formed at the University Libraries in the Fall 2002. In addition, she will discuss the benefits and publishing opportunities reported by the members of the writing group during its first year.

1:00 PM – 4:00 PM

C. Let's surf together!

Presenter: Ellen Maleszewski, Zoha Tamadon (Stony Brook HSC Library)

This hands-on workshop will focus on techniques for finding updated, reliable healthcare and medical information on the Internet. Through the course of this workshop, participants will learn to develop effective search strategies, utilize medical vocabulary, locate and evaluate resources, and manage their citations with EndNote. This workshop will feature practical, experience-based group exercises.

2:00 PM – 5:00 PM

D. Asking the Right Questions: Assessment, Information Literacy and Librarian/Faculty Collaboration

Presenter: Barbara Kobritz (Tompkins Cortland Community College)

Over the last few years there has been a sea change in how we measure the value of programs. We used to think in terms of *inputs* (number of volumes owned, number of staff employed, number of subscriptions maintained, number of questions answered). Today funders - including your public, your administration, SUNY and New York State - want to know what happened as a result of the inputs they have been paying for. What's the *outcome*? For instructional librarians that means demonstrating that learning has taken place. This workshop will explore a model that helps college faculty and librarians work together to measure the impact of information literacy activities within a college degree program. Within the three-hour timeframe you will *write one or more learning objectives based on the ACRL Standards; *match the learning objectives to existing assignments (or create an appropriate assignment); *create a rubric for assessing students' completed assignments; *learn to create a simple report that demonstrates the result of your assessment.

3:00 PM – 6:00 PM ♦ TOURS

- Charles B. Wang Center
- Health Sciences Center Library
- Special Collections, Melville Library
- Staller Center for the Arts

4:15 PM – 6:00 PM ♦ SUNYLA EXECUTIVE BOARD/COUNCIL MEETING

6:00 PM – 9:00 PM ♦ MEMBERSHIP SOCIAL

Come and meet your old friends and make some new ones.

THURSDAY JUNE 5, 2003

7:30 AM – 10:30 AM ♦ REGISTRATION

7:30 AM – 8:45 AM ♦ BREAKFAST WITH VENDORS

9:00 AM – 10:15 AM

WELCOME AND KEYNOTE ADDRESS

“Keeping Current: Working with Constant Change”

Keynote Speaker: Steven M. Cohen, Librarian, Rivkin Radler, LLP

10:15 AM – 10:30 AM ♦ BREAK

CONFERENCE WORKSHOPS

• 90-MINUTE SESSIONS •

10:30 AM – 12:00 NOON

A. Fishing for Things that Work: New Partnerships and New Strategies in Information Literacy Instruction

Presenters: Jeff Liles, Michael Rozalski (Geneseo)

Dr. Jeff Liles, Library Instruction Coordinator, has teamed up with education professor Dr. Michael Rozalski to provide Geneseo's teacher education classes with a workshop entitled, "It's All about Style: Using the APA Style Guide (5th edition) to Avoid Plagiarism." In addition to providing teacher education majors with important research and writing skills, the class meets many of the learning outcomes enumerated in "Standard Five" of the ACRL's Information Literacy Standards for Higher Education. This session will discuss how they came together to create the class, outline the content of the class, demonstrate the hands-on, collaborative teaching methods they use to involve students in the learning process, and show how they use Web-based, word processing, and electronic "Personal Response System" technologies to facilitate learning.

10:30 AM – 12:00 NOON

B. An Introduction to XML and its Use in Libraries

Presenter: Linda Frank (Tompkins Cortland Community College)

XML [Extensible Markup Language] is increasingly used in the creation and exchange of data of all sorts and its importance to libraries is rapidly growing. With the goal of understanding what XML is and what it can do, this workshop will familiarize you with the basic components of XML and with its common applications in libraries today. No previous knowledge of XML or encoding is assumed.

10:30 AM – 12:00 NOON

C. So ... You're Going to Migrate to Aleph?

Presenters: Maureen Zajkowski, Karen Gardner-Athey, Marguerite E. "Maggie" Horn, John Schumacher (OLIS)

Aleph implementations have demonstrated the flexibility of the system while highlighting its steep learning curve. The OLIS staff has been building on the increasing Aleph expertise across SUNY to provide guidance to subsequent groups of libraries involved in the migration. The session highlights topics that will help campuses plan for their implementation:

- Can I do data clean-up on Aleph rather than think about it now?
- Does my library need to hire staff to help with the migration?
- Who gets to go to Aleph training?
- Will SUNY-wide standards impact what I want to do at my library?

12:15 PM – 2:30 PM ♦ LUNCH

SUNYLA Members Meeting

Presentations: Friend of SUNYLA Award

Sylvia Chu Scholarship (New members are encouraged to apply. See the SUNYLA web page at

www.sunyla.org/chu.html)

CONFERENCE WORKSHOPS

• 45-MINUTE SESSIONS •

2:45 PM – 3:30 PM

D. And the Hits Just Keep on Coming -- Building an Electronic Resources Usage Analysis Tool Utilizing EZProxy

Presenter: Karen Coombs (Cortland), Bob Edgecomb (AdvantEdge Computing)

A year ago Tompkins Cortland Community College presented a web analysis system, which they used to count measure usage of electronic resources. Over the course of the last year, Cortland has implemented this system and worked with a consultant to extend it to gather more in depth usage information and added more detailed analysis tools. This session will discuss Cortland's integration of the EZ-Proxy web log data with information from our database of electronic resources. This project has enabled us to analyze usage of electronic resources in many different ways (by subject, vendor, full-text or not, etc.) and provide us with a more detailed picture of how and which resources are being used.

CONFERENCE WORKSHOPS

• 45-MINUTE SESSIONS •

2:45 PM – 3:30 PM

E. Binghamton University Libraries' Web Site Redesign: From Soup to Nuts

Presenters: Bern Mulligan, Kate Bouman, Abigail Bordeaux (Binghamton)

This session will describe the process of our Libraries' web site redesign, including the creation of dynamic subject database and electronic journal pages; the planning and implementation of a web site usability study; and the subsequent redesign of the web site based on the findings of the study and the utility of the new dynamic pages. It will also cover how a process of web site evaluation built around usability testing has been established and how the success of this project hinged on the cooperation between Research Services, Technical Services, and the Systems Office.

2:45 PM – 3:30 PM

F. On Information Literacy: Librarians and Classroom Instructors Collaborate

Presenter: Francine M. Apollo (Cobleskill)

This presentation will describe my experiences on this campus in implementing our approach to imbedding information into classroom instruction and assignments. We are in our fourth academic year of my collaboration with instructors; sometimes we team-teach to an assignment, sometimes we create or revise. I have developed a "Handbook on Information Literacy" for one of our five divisions and am working on other divisions versions.

2:45 PM – 3:30 PM

G. Responding to the New Standards

Presenter: Marilyn Rosenthal (Nassau)

As part of a restructuring of the learning process shifting the focus to learning outcomes and assessment, standards for higher education now emphasize lifelong learning and the ability to think critically as well as the capacity to use information for research, problem solving, and decision-making. Currently, information literacy is being addressed in a multitude of ways: individual sessions, credit-bearing courses, tutorials, and curriculum-based instruction. Nevertheless, how should librarians adapt to the new environment; identify their own preferences while meeting the new established standards; and then transform these visions into operational realities? As a member of the Middle States Commission on Higher Education Advisory Panel on Information Literacy writing a guide to these new standards, the presenter will share her understanding and knowledge of recommended strategies and best practices to accommodate individual needs.

3:30 PM – 3:45 PM ♦ BREAK

3:45 PM – 4:30 PM

H. ALEPH Multi-campus Server Environment within SUNY

Presenters: Carey Hatch, Joseph Thornton (OLIS)

SUNY currently has two servers that support multiple campus installations. Each campus has a separate Aleph environment and multiple campus environments are housed on shared servers. These multi-campus servers are supporting both sites in production and implementation. This creates unique challenges for technical support. (SUNY also has 'stand-alone' servers at the University Centers that are outside the scope of this session.) Come learn how the Aleph shared server environment, while building on the experience of Multilis/LAIP, presents a new model in its configuration and impact on campus support services.

3:45 PM – 4:30 PM

I. Developing Formative Peer Assessment of Instruction in Libraries

Presenter: Susan Kraat (New Paltz)

As SUNY endeavors to create a culture of continuous quality assessment, librarians must begin to assess not only how much students retain from their BI sessions, but how teaching processes can be improved. Honest, collegial peer assessment of library instruction provides both the teaching librarian and the observer with valuable insights into classroom technique, content delivery, and one's use of facilities and technology. In this presentation, we will discuss the importance of ongoing peer review from both an institutional and pedagogical perspective. We will provide an overview of peer observation techniques employed at many colleges and libraries, and we will share our observations and insights into SUNY New Paltz Sojourner Truth Library's recent efforts to build a culture of peer assessment among its teaching librarians.

3:45 PM – 4:30 PM

J. Serial Tsunami: Electronic Resources in Online Catalogs

Presenter: Joseph Petrick (Alfred)

Following the principles of Charles Cutter, many academic libraries are incorporating records for Web-based resources into their online catalogs, including records for journals in aggregator databases. College libraries are, however, not universally following the trend of research libraries to include Web-based resources in their OPACs. A look at the online catalogs of SUNY libraries will show to what extent they are providing catalog access to electronic resources. The use of SFX notwithstanding, there may be good reasons to include or not to include records for electronic resources in OPACs. The reasons for

the inclusion or absence of Web-based resources in online catalogs in college libraries will be examined.

3:45 PM – 4:30 PM

K. Stony Brook: State University of New York

Presenters: Kristen J. Nyitray, Ann M. Becker (Stony Brook)

Kristen J. Nyitray, Faculty Librarian and Head of Stony Brook University's Special Collections Department/University Archives and Ann M. Becker, Ph.D. candidate, Department of History, Stony Brook University, will present their program Stony Brook: State University of New York. They will discuss and present images that illustrate the defining events in the University's history. The lecture will be based on their recently released book of the same title.

4:30 PM – 6:00 PM ♦ RECEPTION WITH VENDORS AND POSTER SESSION PRESENTERS

4:45 PM – 5:45 PM ♦ SPECIAL INTEREST GROUP (SIG) MEETINGS

6:30 PM – 9:30 PM ♦ DINNER AT OLD FIELD CLUB

9:30 PM --- EVENING IN PORT JEFFERSON

Explore on your own the many attractions of the lovely harbor area of downtown Port Jefferson.

FRIDAY JUNE 6, 2003

8:00 AM – 8:45 AM ♦ BREAKFAST

CONFERENCE WORKSHOPS

• 90-MINUTE SESSIONS •

9:00 AM – 10:30 AM

L. Ideas that Make Aleph More Patron-Friendly: Changes Your Library Can Make

Presenters: Dave Ritchie (Cortland), Pat Onsi (SUNY Upstate Med. Univ.), Karen Coombs (Cortland), Andy Perry (Binghamton), Bill Drew (Morrisville)

The objective of this session is to allow migrated, migrating, and future migrating SUNY libraries to identify some "patron-friendly" types of changes (and corresponding levels of commitment) that can be made to Aleph, and then open up a dialog with the audience (questions, follow-ups, sharing, options, explorations, etc.). Topics will include: adding logos and customizing drop-down choices, offering analytics linked to serials records, combining the browse and keyword searches in one drop-down, and patron empowerment features. Presenters will briefly illustrate a few of the important "patron-friendly" changes they've made to their web OPAC (or other module of Aleph), identify the reasons

(benefits), and estimate the expertise, implementation time, and maintenance commitment for each change.

9:00 AM – 10:30 AM

M. Technical Ecstasy: Administering Technology for Improved Information Delivery and Access

Presenters: Andrew White, Joseph Balsamo, Eric Djiva Kamal, Allen Zawada (Stony Brook HSC)

The Stony Brook University HSC Library has developed a complex heterogeneous computing environment that provide the library's patrons – particularly students and faculty of the University's Medical Schools and Hospital – with access to information while allowing the library to gather statistics on the use of electronically-based resources. The Library's infrastructure incorporates centralized computing and client-server architectures with recent thin-client, open-source, and operating system technologies. This presentation will focus on the major components of this infrastructure, how they were built, how they are managed, and the locally-gathered usage statistics such technology designs can generate.

9:00 AM – 10:30 AM

N. Roundtable on the SUNY Information Management General Education Competency

Presenters: Daniel Kinney (Stony Brook), Karen Volkman (Plattsburgh)

The new SUNY system-wide General Education Program lists a strong statement regarding the incorporation of Information Management competency into the curriculum. What can we do as librarians and information specialists to assist our respective campuses in meeting this competency? Please join the Operations Committee of the University Faculty Senate in our roundtable discussion as we work to define and start solving the myriad of issues surrounding the implementation of Information Management.

10:30 AM – 10:45 AM ♦ BREAK

10:30 AM – 11:15 AM ♦ POSTER SESSIONS

CONFERENCE WORKSHOPS

• 45-MINUTE SESSIONS •

11:15 AM – 12:00 NOON

O. Cataloging Faculty Output: A New Role for the Academic Library?

Presenter: Roger D. Gifford (Albany)

What are faculty at this institution publishing? Are there faculty in other departments who are teaching or doing research in my area of interest? How can I find out? Through the Library? What "intellectual output" is unique to our institution? This discussion will concentrate on several ways that faculty "intellectual output" could be identified, verified, and indexed campus-wide and collaboratively using available and minimal campus

resources. The discussion will include why such a "catalog" is needed, and a rationale that could be used by the Library or Learning Resource Center to staff, manage, and coordinate it for the institution.

11:15 AM – 12:00 NOON

P. Curriculum-Based Information Literacy: Implementation and Assessment

Presenter: Marsha Spiegelman (Nassau)

When the Reading Department at Nassau Community College determined that all remedial college reading classes must include a library component, the opportunity for library/classroom collaboration was born. Through shared vision and partnership, a uniform, meaningful information literacy assignment was created. This case study illustrates successful collaboration, infusion of ACRL standards, and strategies for further course-integrated initiatives. Competency-based and attitudinal assessment measures will be presented.

11:15 AM – 12:00 NOON

Q. Smoothing the Waters of Confusion and Distrust with Information Systems

Presenter: Ellen Maleszewski (Stony Brook HSC)

Libraries and computer technology have become intertwined so much that many cannot think of the library without thinking of information systems. Whether your information systems department is external to the library or internal within the library calming the tidal waves of distrust that each group has for one another, can be difficult. Librarians not only need to be up on the "hot topics" of the technological crazes, but need to speak "computer-ease". This session will discuss terminology and strategies that a librarian should know to work with the Information Systems/Technology department. Some examples of previous collaborations that helped "weather storms of frustration" will be demonstrated. Come and learn how to change the existing environment into an "Ocean of Opportunity."

12:00 NOON – 12:15 PM ♦ BREAK

CONFERENCE WORKSHOPS

• 45-MINUTE SESSIONS •

12:15 PM – 1:00 PM

R. Getting Your Stuff Together: Using Active Server Pages to Organize Your Web Content

Presenter: Kevin McCoy (Suffolk)

For the last ten years the SCCC libraries have been slowly migrating from data that was stored on local resources (library servers and CD-ROMs) to sources that were accessed through the Internet. These sources included subscriptions to bibliographic and full text databases; high quality free informational web sites and even the library catalog itself. Librarians found it challenging to provide coherent access to the growing volume of sources that

were becoming available and students found it difficult to find information on the library web site. To alleviate this problem, database driven web pages are being created for the Ammerman campus library web site. URLs are indexed and stored in a Microsoft Access database. Students will access these sources through a searchable web page created using Active Server Page technologies. The result is that the pages are easier to navigate and update.

12:15 PM – 1:00 PM

S. Information Literacy Modular Tutorials through the Blackboard Course Management System (CMS)

Presenter: Carol Franck (Potsdam)

Information literacy ranges from basic skills to conceptually complicated issues. In the one-shot model of library instruction, it is daunting to deliver even a fraction of what librarians think is needed. Requiring students to take a series of modular tutorials through Blackboard prior to the face-to-face session maximizes the effectiveness of the one-shot model. Each tutorial stands alone and covers only one basic skill or concept. These shorter, stand-alone modules provide basic building blocks for any situation and allow class time to be spent on discipline specific situations and more advanced topics. Moreover, because we can track which students have covered which skills, we reduce the repetition to which students are subject when they have library sessions in multiple classes.

12:15 PM – 1:00 PM

T. Lights! Cameras! Libraries! Video-based Outreach, Instruction and Programming for Your Academic Library!

Presenter: Michael E. Morin (University at Buffalo)

The pressure for librarians to provide a widening range of leadership and service has made many librarians feel the need to be everywhere at once, cover all ground and be expert at every task. Only recently has the idea of cloning ourselves seemed anything more than a wild fantasy, but what if we could be in several places at once? Video technology might be the answer. The easy and direct capture and editing of a video clip from a digital camcorder, and an analog VCR tape will be presented along with recommendations of how to incorporate an original and fresh approach to providing on line help and instruction. See and hear how other Web and DVD-based library information desks could supplement your traditional reference services and "clone" some of your staff. So call your agent, bring your head shots and come see how you can put your library's name up in lights!

1:00 PM ♦ FAREWELL AND BOX LUNCH

Program and registration form are also available online at: <http://www.sunyla.org>

◆ POSTER SESSIONS AND PRESENTERS ◆

Creating a Presence: Planning and Implementing a New

Reference Desk

Ellen T. McCabe (Cortland)

Drumming Up Business for Your Business Resources and Services

Carol Anne Germain (Albany)

Making Waves Across the Ocean: Lessons from an African Virtual University Support Project

Musa Abdul Hakim (Buffalo State)

Making Waves of Activity out of Oceans of Resources

Lorraine Melita (Cortland)

Turning the Tide of Plagiarism

Holly Heller-Ross (Plattsburgh)

◆ REGISTRATION FORM ◆
2003 SUNYLA CONFERENCE

CONFERENCE REGISTRATION FEE:

SUNYLA Member - \$100.00

SUNYLA Membership Number _____

(Number can be found in lower right-hand corner of your membership card.)

Non-SUNYLA - \$120.00

Library School Student - \$50.00 \$ _____

WEDNESDAY PRE-CONFERENCE WORKSHOPS:

Sessions - \$10.00 (select one)

1:00 PM – 3:00 PM 1:00 PM – 4:00 PM 1:00 PM – 4:00 PM 2:00 PM – 5:00 PM
A _____ B _____ C _____ D _____ \$ _____

CONFERENCE WORKSHOP SELECTIONS:

Thursday:

10:30 AM – 12:00 NOON 2:45 PM – 3:30 PM 3:45 PM – 4:30 PM
A ___ B ___ C ___ D ___ E ___ F ___ G ___ H ___ I ___ J ___ K ___

Friday:

9:00 AM – 10:30 AM 11:15 AM – 12:00 NOON 12:15 PM – 1:00 PM
L ___ M ___ N ___ O ___ P ___ Q ___ R ___ S ___ T ___

MEALS:

Wednesday Evening Membership Social. No charge, but please check here if you will be attending _____.

Thursday

Buffet Lunch - \$11.00 \$ _____
Buffet Dinner - \$40.00 \$ _____

Friday

Box Lunch \$9.00 Ham ___ Turkey ___ Vegetarian ___ \$ _____

ALL MEALS INCLUDE VEGETARIAN OPTIONS

ENTERTAINMENT:

Wednesday

Tours – 3:00 PM – 6:00 PM
___ Health Sciences Center Library 3:00 PM – 6:00 PM
___ Charles B. Wang Center 3:30 PM – 4:30 PM
___ Special Collections, Melville Library 3:00 PM – 6:00 PM
___ Staller Center for the Arts 4:30 PM – 5:30 PM

SPECIAL ARRANGEMENTS:

If you require a disability-related accommodation, please note.

TOTAL AMOUNT ENCLOSED: \$ _____

PLEASE MAKE CHECKS PAYABLE TO: SUNYLA

Name: _____

Address: _____

Phone: _____ E-mail: _____

◆ **DEADLINE FOR REGISTRATION IS FRIDAY, MAY 9, 2003** ◆

Mail registration and check to:

Colleen Kenefick
Health Sciences Center Library
Stony Brook University – 8034
Stony Brook, NY 11794-8034

QUESTIONS? Please contact:

Jeanne Galbraith, Conference Chair
Colleen Kenefick, Local Arrangements
Susan Werner, Local Arrangements

jeanne.galbraith@stonybrook.edu
colleen.kenefick@stonybrook.edu
susan.werner@stonybrook.edu

(631) 444-6903
(631) 444-3995
(631) 632-7227

◆ SUNYLA 2003 CONFERENCE CAMPUS HOUSING RESERVATION FORM ◆

Please complete to reserve a room in Summer Conference Housing. Reservations with payment must be received by April 17, 2003. Cancellations made after April 25 will result in one night's room cancellation fee. In addition, no shows and early departure without 72 business hours (Monday – Friday) notice also will result in one night's room cancellation fee.

See following description of Summer Conference Housing.

Make check payable to: SUNYLA

Send reservation with payment to:

Colleen Kenefick
Health Sciences Center Library
Stony Brook University – 8034
Stony Brook, NY 11794-8034

Name: _____

Affiliation: _____

Address: _____

Phone: _____ E-mail: _____

Check one:

Male ___ Female ___

Please reserve the following:

___ Single Room @ \$53.50/night
or

___ Double Room @ \$45.50/per person/night

Roommate's Name: _____

Or

Assign Roommate if possible: _____ Please note if no roommate is available, you will be given a single room and charged accordingly.

Date of Arrival: _____ Anticipated Check-In Time: _____

Date of Departure: _____

Number of Nights ___ x \$ ___ /night=\$ ___ Payment enclosed.

Please note: If you have need for any special accommodations, please describe.

SUMMER CONFERENCE HOUSING

Summer Conference Housing, operated by the Division of Campus Residences, is located in Roth Quad. Housing registration takes place in the main office which is in the Hendrix College Building; office hours are 8 a.m. – Midnight.

Check-in: We encourage you to check-in with the Summer Conference Housing office prior to going to the conference registration.

***Guests should enter the campus at the Main Entrance on Nicolls Road. This entrance is identified by a large Stony Brook University sign. Stay in the left lane and follow the signs marked “Summer Conference Housing.”

Check-out: You must check-out by 1 PM. If you need to stay past 1 PM, please notify the staff in the Hendrix College Office 48 hours in advance.

The rooms consist of 2 or 3-bedroom suites (air conditioned); each suite includes a sitting room (3-seat couch, 2-seat couch, 2 end tables and lamp), bedrooms (each containing 2 beds, 2 dressers, 2 desks w/shelves, lamp), and bathroom. Pay phones are located on the first floor of each building. Room phones are for incoming calls and on-campus calling, as well as for credit card or collect calls. Phone numbers for the rooms are (631) 216- and the last four digits that appear on the room telephone. Coin-operated washers and dryers are available in the lower level of each residence hall. Detergent is available in the summer conference office for a nominal fee. All residence halls entrances are locked 24 hours a day.

Room Services:

- Linens provided weekly; beds will be ready upon check-in
- Linens may be exchanged daily by bringing them to the Hendrix College office
- Suite cleaned daily
- Trash emptied once daily
- Pillows provided
- Linens include: sheets, pillowcase, 2 towels, washcloth. Blankets are available upon request. (If you wish to bring your own towels, please bring a color other than white to differentiate your towels from those supplied by the University.)

You will be issued one key for the room and one key card for building access. Both must be turned in at the Hendrix College Office when you check out. You will be charged for any lost keys (\$122/key) or key card (\$10).

Note that Stony Brook University does not carry insurance on the personal property of conference participants. Therefore, please do not bring valuables. In addition, the Division of Campus Residences does not provide a system for safekeeping of participant valuables such as airline tickets and money.

All participants staying in Summer Conference Housing must register their cars at the Hendrix College Office when checking in. The guest pass will allow them to park in designated campus parking lots. Guests may also park in campus garages by paying the daily fee.