FACILITIES

Building Accessibility
All buildings meet minimal standards of accessibility for individuals with physical disabilities. The College has a brochure that provides a map with information on facilities’ accessibility. The maps can be found in the Office of Communications, the Office of Admission and in the Security Office. It can also be found online under “About Le Moyne.”

Noreen Reale Falcone Library
Overview
The Library is located at the southwest corner of the campus. The two-story building, constructed in 1981 and renovated in 2018, also houses the Quantitative Reasoning Center, the Writing Center, and tutoring and advisement services in the Student Success Center, Disability Support Services, and the College Archives. Its librarians provide research support and instructional services one-on-one, in classes, and online.

The library’s home page contains links to research guides for every academic program, over 135 databases providing access to research materials in all disciplines, in print and digital formats.

Hours
When classes are in session, library hours are:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8 a.m. - 2 a.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8 a.m. - 7 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9 a.m. - 7 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>9 a.m. - 2 a.m.</td>
</tr>
</tbody>
</table>

Vacation and holiday hours are announced via (315) 445-4153 and http://resources.library.lemoyne.edu/library/hours.

More information
Additional information about the library can be found at the library web page: www.lemoyne.edu/library.

Wilson Art Gallery
The Wilson Art Gallery is housed on the first floor of the library. Throughout the year, it sponsors exhibitions by local and regional artists. More information can be found at https://resources.library.lemoyne.edu/wilson-gallery. Its hours are the same as the library’s.

Bookstore
Located in the Le Moyne Plaza adjacent to campus, the bookstore is operated by Barnes & Noble College Booksellers and is open year-round. The campus store offers a wide selection of College-imprinted merchandise, school supplies, novelties, personal items, miscellaneous items and books of general interest. The staff will accept orders for any book not in stock.

Textbook purchases are made at the beginning of each semester. Specific rules for all textbook returns are posted at the checkout registers. Used books are bought back every day, with a special buyback at the end of the fall and spring semesters during finals week.

We will accept payment for merchandise in the forms of cash, personal checks with proper ID or any major credit card. Books and merchandise can also be ordered online at www.lemoyne.bncollege.com (http://www.lemoyne.bncollege.com).

W. Carroll Coyne Center for the Performing Arts
The W. Carroll Coyne Center for the Performing Arts is home to the College theatre, music and dance programs as well as the main venue for professional artists performing on campus. The building features a 200-seat flexible performance space with state-of-the-art lighting and sound systems, a studio theatre, music practice rooms, a dance studio, classrooms, production shops and administrative offices.

Information Technology
10 Mitchell Hall, 445-4565
Campus Technology
Le Moyne College provides the College community with a wide variety of computing resources for instruction, research, administrative and other uses related to its academic mission. Campus residence halls provide network connectivity to many computing resources through student-owned computers. Additionally, computing labs—containing Windows and/or Macintosh systems and laser printers—are located throughout the campus for instructional software delivery and academic computing. All locations have high-speed access to the Internet.

Classroom Audio/Visual Services
IT Service Desk, Noreen Reale Falcone Library, 445-4579

The Office of Information Technology provides audio-visual production and technical assistance to faculty, students, staff and administrators in support of the academic mission of the College. Services include audio and video recording, duplication or editing, assistance with presentation design, as well as the set-up and tear-down of audio visual equipment in classrooms and event rooms on campus. The staff also provides instruction on the use of the equipment and will assist in classrooms if requested.

Requests for services and use of audio visual equipment must be made at least seven days in advance. Students who wish to borrow equipment for class or club projects must have the signature of a faculty sponsor, and will be approved at the discretion of Information Technology staff.

All equipment loaned to students must be returned to the security office by midnight of the day borrowed; no equipment is allowed to be stored in dormitory rooms overnight.

Hours of operation are available on the Campus Technology (https://www.lemoyne.edu/Student-Life/Student-Services/Technology) web page.

Cable TV
IT Service Desk, Noreen Reale Falcone Library, 445-4579

Le Moyne College, in partnership with Campus Televideo, provides more than 100 standard and high definition cable TV channels to residence hall rooms and common lounge areas. Among the cable TV lineup are two channels that provide student event information.

Email Accounts
Each student, upon enrolling, is issued an email account with an address in the lemoyne.edu (http://lemoyne.edu) domain. This email account is the official email address to which the College will send email.
communications. This official address will be recorded in the College’s electronic directories and records for that student. Contact the IT Service Desk at 445-4579 with questions regarding your email account.

**Printing Allocation and Excess**

Full time students are allocated the equivalent of 500 printed pages per term (8.5 in. x 11 in. “letter size,” single sided, monochrome). Part time students are allocated the equivalent of 100 monochrome pages per course.

For all monochrome prints in excess of the allocation, a student shall pay $0.05 per letter size print.

For all color prints, a student shall pay $0.15 per letter size print irrespective of allocated monochrome pages.

All charges will be deducted from a student’s unique Dolph-E-Card print account, associated with his/her login id.

**Technology Use Policy**

Students should be aware of the below referenced polices and standards as they apply to their use of technology resources:

- Le Moyne College Acceptable Usage Policy (https://echo.lemoyne.edu/Faculty-Staff-Resources/Campus-Resources/Human-Resources/Policies)

- Le Moyne College assigns computing accounts to all members of the College community for exclusive use by the assignee.

- Users are responsible for protecting the security of their accounts and the information accessible by these accounts and are not permitted to share account information with other parties without exclusive permission of the chief information officer or his/her designee. Those who allow others to use their account, either intentionally or accidentally, are held fully accountable.

- Fraudulent or unauthorized use of College or external computing systems is strictly prohibited.

**Campus Crime Statistics**

Campus crime statistics can be found in the Annual Campus Security and Fire Safety Report. To access crime statistics, as well as a variety of information regarding campus safety, fire safety and crime prevention simply visit www.lemoyne.edu/annualreport.