

SECTION 5:
CONTACTS AND COMMUNICATION

**5.1 NEW YORK CITY SCHOOL LIBRARY SYSTEM
NEW YORK CITY DEPARTMENT OF EDUCATION
OFFICE OF LIBRARY SERVICES STAFF**

52 Chambers Street, Room 213
Main Office Phone (212) 374-0328
Fax (212) 374-5760

Email libraries@schools.nyc.gov

Website <http://schools.nyc.gov/Academics/LibraryServices/default.htm>

Director of Library Services

Barbara Stripling (212) 374-2524 bstripling@schools.nyc.gov

Coordinators

Melissa Jacobs-Israel Coordinator (212) 374-0213
Brooklyn and Staten mjacobs7@schools.nyc.gov
Island

Lynne Kresta Smith Coordinator (212) 374-0379
Queens lsmith9@schools.nyc.gov

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Manhattan and Queens enaylor@schools.nyc.gov

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Support Staff

Barbara Jackson Office Manager (212) 374-0781
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Cheryl Levine Secretary (212) 374-6751
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Mohini Sookdeo Community Assistant (212) 374-4214
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Carmen Turner Secretary (212) 374-6479
cturner2@schools.nyc.gov

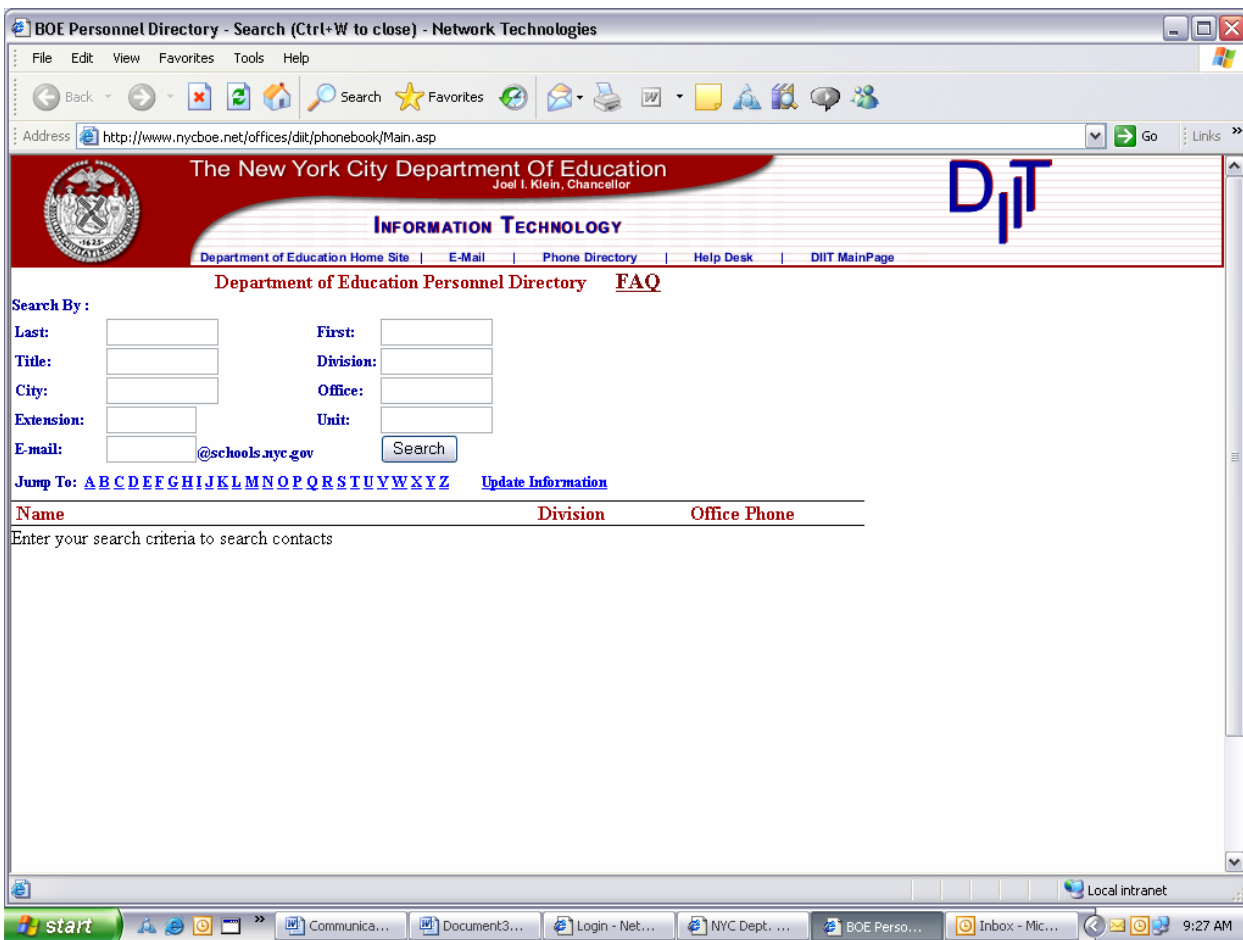
5.2 PERSONNEL

Directory of Library Personnel

Download a current directory of library personnel at
<http://schools.nyc.gov/Academics/LibraryServices/EducatorResources/Networking/default.htm>.

Department of Education Personnel Directory

A searchable directory of DOE Personnel is available at
<http://www.nycboe.net/offices/diit/phonebook/Main.asp>

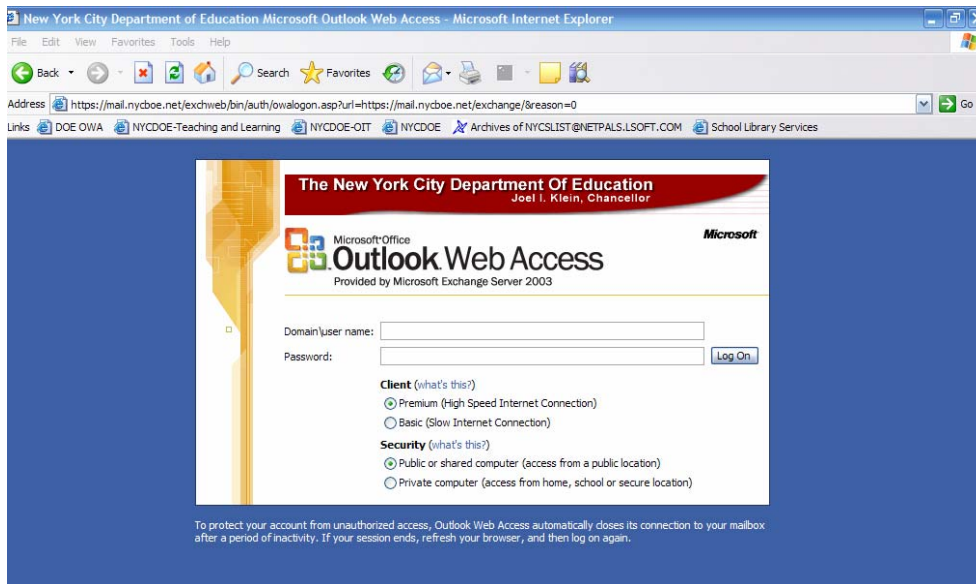


The screenshot shows a web browser window titled "BOE Personnel Directory - Search (Ctrl+W to close) - Network Technologies". The address bar shows the URL <http://www.nycboe.net/offices/diit/phonebook/Main.asp>. The page header features the New York City Department of Education logo and the text "The New York City Department Of Education" with "Joel I. Klein, Chancellor" below it. To the right is the "DIIT" logo. Below the header is a navigation menu with links for "Department of Education Home Site", "E-Mail", "Phone Directory", "Help Desk", and "DIIT MainPage". The main content area is titled "Department of Education Personnel Directory" and "FAQ". It contains a search form with the following fields: "Last:", "First:", "Title:", "Division:", "City:", "Office:", "Extension:", "Unit:", and "E-mail:". The "E-mail:" field has a dropdown menu with "@schools.nyc.gov" selected. A "Search" button is located below the "E-mail:" field. Below the search form is a "Jump To:" menu with a list of letters "A-Z" and a link for "Update Information". Below the menu is a table header with columns "Name", "Division", and "Office Phone". The table body is empty, with the text "Enter your search criteria to search contacts" above it. The browser's taskbar at the bottom shows the Start button and several open applications, including "Communications", "Document3...", "Login - Net...", "NYC Dept...", "BOE Perso...", and "Inbox - Mic...". The system clock shows "9:27 AM".

5.3 DEPARTMENT OF EDUCATION E-MAIL

1. How do I access my DOE email account?

For web access to Microsoft Outlook, visit <https://mail.nycboe.net>.



2. How do I obtain a password to my DOE email account?

Contact the DOE Helpdesk at (718) 935-5100

3. How do I update my password?

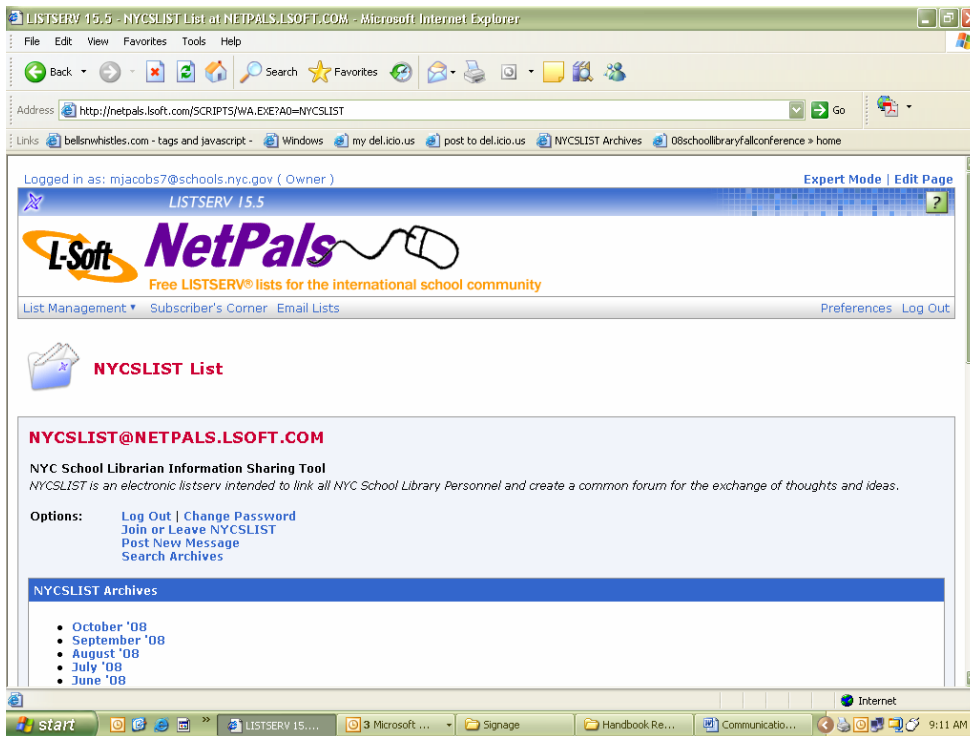
Passwords must be updated every 90 days. Once logged in, click on Options. Scroll down to Password and click on Change Password. The Internet Service Manager window will open. Type in central as your Domain; type in your user name as your Account; type in your Old Password; type in your New Password; confirm your New Password. Click on "OK." If you have difficulty resetting your password, contact the DOE Helpdesk at (718) 935-5100.

A screenshot of the "Internet Service Manager" window for Internet Information Server 6.0. The window title is "IIS - Authentication Manager - Microsoft ...". The main heading is "Internet Service Manager" with the subtitle "for Internet Information Server 6.0". Below the heading are five input fields: "Domain", "Account", "Old password", "New password", and "Confirm new password". At the bottom of the window are three buttons: "OK", "Cancel", and "Reset".

5.4 NEW YORK CITY SCHOOL LIBRARIAN INFORMATION SHARING TOOL (NYCSLIST)

<http://netpals.lsoft.com/archives/nycslist.html>

NYCSLIST is an electronic list intended to link all NYC School Library Personnel and create a common forum for the exchange of thoughts, skills, and ideas. The focus of the list is on issues, concerns, and celebrations of school library media specialists and teachers-assigned library personnel throughout the New York City School Library System.



- ✓ To subscribe to NYCSLIST, register through the webpage at <http://netpals.lsoft.com/archives/nycslist.html>. Enter your name, DOE e-mail address (please do not use a hotmail account...the software is incompatible) and click on submit. You will receive a confirmation in your e-mail account. Click on the link in the e-mail to confirm your registration.
- ✓ Once registered, messages can be posted to the list by sending e-mail to NYCSLIST@NETPALS.LSOFT.COM or by posting a message via the Web page at <http://netpals.lsoft.com/archives/nycslist.html>...just click on **post to list**.
- ✓ To search the archives you must be logged in to NYCSLIST at <http://netpals.lsoft.com/archives/nycslist.html>. To create a password, click on **get password**. Enter the e-mail address you registered for NYCSLIST with and create a password. You will receive a confirmation in your e-mail account. Click on the link in the e-mail to confirm your new password.
- ✓ After you confirm your new password, return to the NYCSLIST Web page at <http://netpals.lsoft.com/archives/nycslist.html> and search the archives. You will be prompted to enter your password and e-mail account.

- ✓ All postings to the list are archived.
 - To search the archives, click on **search the archives** from the NYCSLIST webpage. In order to search, you must first create a password.
 - To search the archives by month, click on the month listed.
 - To search the archives by subject or author, click on **search the archives** and type in a word or name. Boolean searching may be used.

NYCSLIST ETIQUETTE

1) To make the list user-friendly, please post messages using specific topic subject lines and the pertinent school level:

- **E for Elementary**
- **M for Middle School**
- **H for High School**
- **ALL for all school library personnel**

Examples of sample subject lines:

Subject: E: Flexible Schedules

Subject: M: Books for Reluctant Readers

Subject: H: Databases

Subject: ALL: Automation

2) Be careful what you post and remember this is a public list. Essentially, if you do not want 1,200+ librarians and administrators reading it...don't post it! Please be professional on the list. If you would like to discuss private issues or issues of a sensitive manner, request that individuals contact you off the list.

If you have any questions, comments, or concerns, please contact Melissa Jacobs- Israel, Coordinator, NYC School Library System, at mjacobs7@schools.nyc.gov or libraries@schools.nyc.gov.

5.5 NATIONAL ELECTRONIC LIST FOR SCHOOL LIBRARIANS (LM_NET)

LM_NET is a national (even international) electronic list that is invaluable in helping school librarians. It has been compared to a huge faculty room, in which people exchange advice and lessons, support each other through those difficult days and help each other plan. Often schools have only one librarian; therefore, support and advice from fellow professionals is irreplaceable.

Because the membership on the list comes from beyond New York City, librarians can learn “how it is done” from colleagues teaching in many different situations.

To join LM_NET, go to: http://www.eduref.org/lm_net/ .

Even if you do not join the list, you can access the archives from this same URL and take advantage of information that has been posted previously. For advice on how to manage the influx of e-mails, see Alice Yucht’s excellent advice at: <http://www.aliceinfo.org/ysgd-lmnet-how/>.

5.6 SCHOOL LIBRARY PERSONNEL SURVEY

SCHOOL LIBRARY PERSONNEL SURVEY

(PLEASE PRINT OR TYPE)

Librarian: If there is more than one librarian at a school, please make copies and have each librarian complete this portion. Attach all sheets together with the school information before returning to School Library Services.

Name: _____

Title: _____

DOE E-Mail Address: _____@schools.nyc.gov

Home Address (For Summer PD purposes only):

Home Phone #: _____ Alternate E-Mail Address: _____

School Information

Empowerment Zone: _____

Dist./School Number: _____

School Name: _____

School Address: _____

City: _____ State: _____ Zip: _____

Tel.: School: _____ Fax: _____

Library (*direct line*): _____

Check which applies:

- Certified SLMS
- MLS
- Attending Library School

License: _____

Principal:

Principal E-Mail address:

[@schools.nyc.gov](mailto:____@schools.nyc.gov)

School Type (*Please check which applies*):

- Public
- *Multi-School

*Multi-School buildings, please list all the schools you serve:

Dist./School Number: _____ School Name: _____

Dist./School Number: _____ School Name: _____

Dist./School Number: _____ School Name: _____

Dist./School Number: _____ School Name: _____

Dist./School Number: _____ School Name: _____

Dist./School Number: _____ School Name: _____

Program *(Please check which applies):*

- Cluster? # of classes per week ____.
- Partially Flexible? # of classes per week _____.
- Fully Flexible?

Automation system:

Please return updated form to:
NYC School Library System
52 Chambers Street, Room 213
NY, New York 10007
Fax# (212)374-5760
Attention: Barbara A. Jackson

5.8 NEW YORK STATE CONTACTS

New York State Education Department:

<http://www.nysed.gov/>

- The SED Functional Telephone Directory can be found at:
<http://usny.nysed.gov/phone/>
- Contact the Interactive Voice Response Phone Number at (518) 474-3852.
- Write to us at the State Education Department, Education Building, Albany, New York 12234

Public Officials:

New York State

<http://www.ny.gov/>

New York State Agencies

<http://www.nysegov.com/citGuide.cfm?superCat=454&cat=455>

New York State Government Information Locator Services

<http://www.nysl.nysed.gov/ils/>

New York City Government

http://www.nyc.gov/portal/index.jsp?front_door=true