Welcome to Cornell University Library

Cornell University Library

Welcome!

Welcome to Cornell University Library (CUL)! If you don't know already, this is a terrific place to work. The library is truly one of Cornell's most precious assets — its collections, services, and especially the staff are among the very best in the world. Graduating seniors consistently rank the library as the first among 38 administrative services of the university and CUL leads its peers in user satisfaction ratings among research libraries in North America. You can take pride in joining our ranks.

This information has been designed to help acclimate you to the library. You will find information on policies and procedures, services, organizational culture, learning opportunities, and the various means for communicating within the system. Our staff in Library Human Resources is also available to help you gain your sea legs and to provide support throughout your tenure. I wish you a productive and enjoyable career.

Best wishes,

Lyndsi R. Prignon, PHR
Director
Library Human Resources

About Us

About Us provides information about the Library's administration and *organization*. Included are links about our vision and mission, collections, events, partnerships and initiatives, and more.

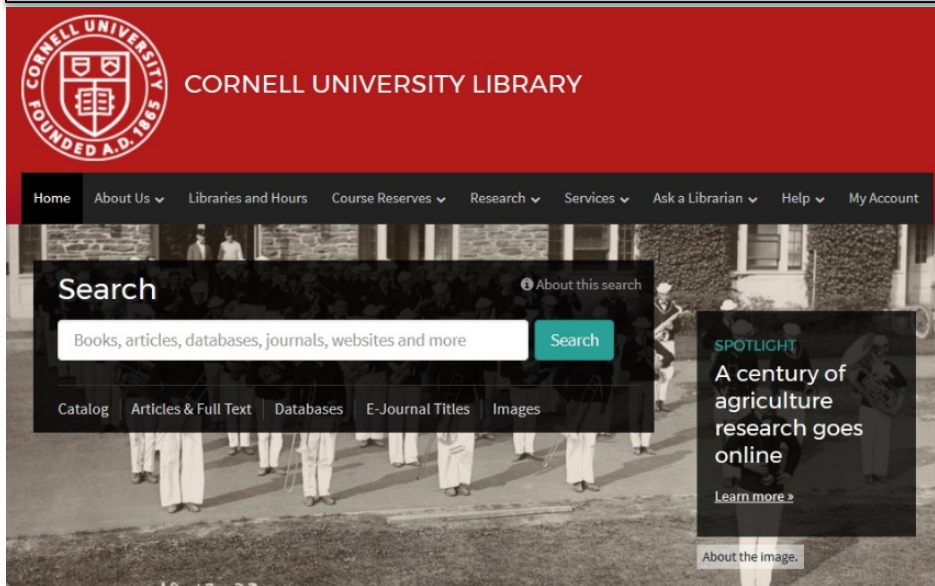Visit the CUL Acronym Dictionary to help orient yourself to CUL-speak!

Cornell University Library

Cornell University Library

We offer outstanding resources and services.

In addition to traditional resources and services, we offer more:

- ❑ Loans for special equipment, including phone chargers, laptops, and umbrellas
- ❑ Streaming audio and video (classical music, including video and live performances
- ❑ Extensive DVD collections
- ❑ mannUfactory makerspace – try virtual reality, crafting, or 3D printing

http://www.library.cornell.edu/

Staff Web

Our *Staff Web site* helps keep employees informed about the topics and priorities of the Library, as well as providing information about committees, newsletters, and annual reports. This site is restricted to active CUL employees.

Libraries & Departments

Links to *Central Departments* provide quick reference to individual libraries, collections, or departments/divisions.

Library Human Resources

The *Library Human Resources* page is a helpful resource for our employees. We provide information about training and professional development, payroll, student employment, recognition, and links to policies and forms that are frequently requested.

https://confluence.cornell.edu/display/libhumres/Home

Employee Recognition

Cornell University Library

We value our employees and have created ways to recognize accomplishments:

Appreciation Portal

Cornell is committed to cultivating a culture of appreciation that celebrates our employees' achievements and contributions throughout the year. The Appreciation Portal is designed to provide managers the ability to recognize a colleague's success or milestone the moment it happens.

The CUL Outstanding Performance Award and the CUL Innovation Award are awarded to selected employees on an annual basis. Calls for nominations typically occur in the spring.

YOU'RE A STAR!

The CUL STAR Award for Library Staff provides an opportunity to recognize your colleague's work and commitment to excellence in the Library. Nomination forms may be requested from Library HR. They are accepted throughout the year.

Other forms of recognition are also encouraged.

https://confluence.cornell.edu/display/libhumres/Employee+Recognition

Whom to Contact in HR…

Cornell University Library

Please feel free to contact anyone in the *Library Human Resources Office* if you have questions or concerns. Although each of us is happy to speak with you, the following list identifies staff based on their areas of primary support:

Lyndsi Prignon, Director, 5-9560

Oversees HR for all of CUL and Cornell Press. Oversight includes diversity and inclusion, employee recognition, employee relations, harassment advisor, leaves, performance dialogues, policy clarification, CUL position justifications, position review and compensation, recruitment and appointments.

Bonnie Bailey, HR Assistant, 5-7021

All academic HR support, including recruitment, reappointment and academic promotion process, academic leaves. Support for all CUL staff with employee recognition, employee relations, exit interviews, performance dialogues, position reviews and reclassifications, and general Workday support.

José Delgado, HR Assistant, 5-5485

Manages student employment and provides HR support all non-academic staff in CUL Administrative Operations, Asia Collections, Assessment and Communications, CU Press, CUL-IT, DSPS, Law, LTS, RMC, and Scholarly Resources. Includes non-academic recruitment, payroll, and Workday time tracking support for these departments, as well as general Workday support.

Denise Smith Colon, HR Assistant, 5-7071

Manages student employment and provides HR support all non-academic staff in Access Services and Reference/RLS (in all libraries), Annex, ILL, OKU Collection Maintenance. Supports CUL learning opportunities/training and employee recognition. Includes non-academic recruitment, payroll, and Workday time tracking support for these departments, as well as general Workday support.

https://confluence.cornell.edu/display/libhumres/Who+We+Are

Diversity & Inclusion

We are committed to fostering a diverse and inclusive environment, where each person feels they belong.
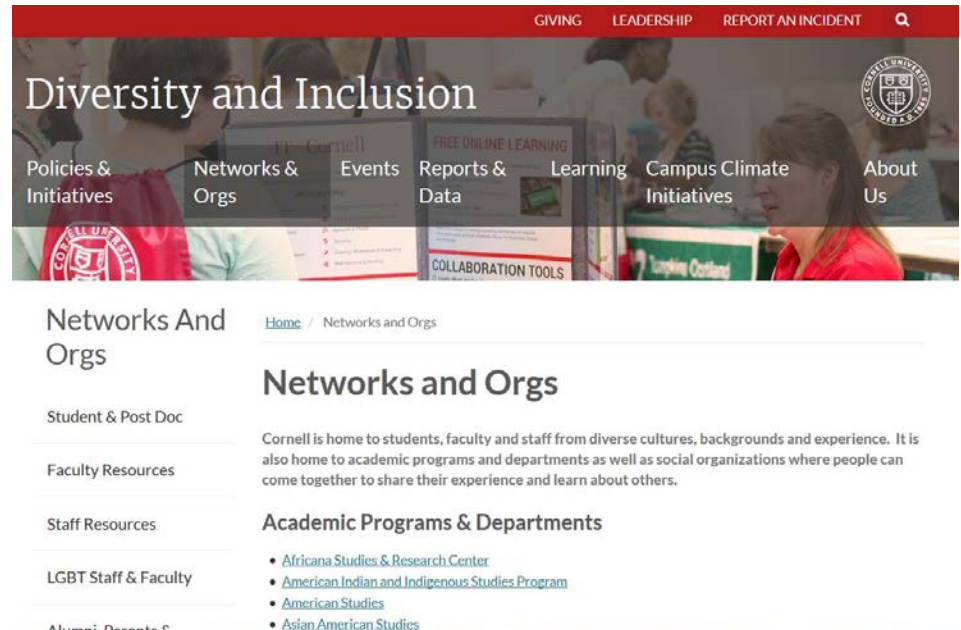
❑ Find a community: https://diversity.cornell.edu/networks -and-orgs
❑ Veterans & military personnel
❑ Restroom/Facilities Use Guidelines Statement
❑ Get help or report an incident: Contact Lyndsi Prignon in Library HR at 607-255-9560 or see http://diversity.cornell.edu/ for other University resources

❑ Notice and respond to someone in distress

https://diversity.cornell.edu/

Building a Culture of Respect

Cornell University Library

As part of its commitment to diversity and inclusion, Cornell makes a concerted effort to ensure that our community can identify potential acts of sexual violence and know who to contact and consult about it. Our aim is to make sure campus remains a safe and respectful academic and workplace environment focused on education. Each member of our community benefits when our classrooms and workplaces are respectful and when the atmosphere is collegial and welcoming.

Federal law requires all faculty and staff to receive information about sexual assault/violence, domestic violence, dating violence (also known as intimate partner violence), and stalking prevention and response. New faculty and staff are required to complete this online program entitled *Respect@Cornell: Addressing Sexual Assault and Sexual Harassment.* This training is assigned to new employees as part of the University Onboarding process.

View
"Building A Culture of Respect"

New York State and New York City require employers to provide annual training to employees on how to address sexual harassment in the workplace. This required on-line training, entitled "*HR 202 - Maintaining a Harassment Free Workplace*" contains important information, including options for support, reporting and resources. The training also provides guidance on when employees must share information about occurrences of sexual harassment affecting members of the Cornell community.

University Onboarding Center

New employees will be prompted to schedule an appointment with the *University Onboarding Center*. This appointment may occur on or before the first day of employment.

Plan to complete necessary paperwork, have your photo ID taken, discuss transportation options, and discuss benefits.

https://hr.cornell.edu/new-hires

[Cornell University Office of Human Resources](#)

Cornell University Library

The *University Office of Human Resources* page is another great resource.

Get information about career development, career opportunities, benefits, policies, wellbeing, and the Cornell culture.

https://hr.cornell.edu/

Facilities and Campus Services

Cornell University Library

Facilities and Campus Services outlines sustainable transportation options for helping you get to work. Choices include purchasing a parking permit, bus services, vanpool, and more.

FACILITIES
AND **CAMPUS SERVICES**

About Us ▾ | Services ▾ | Projects ▾ | Departments ▾ | For Contractors | For FCS Employees

Getting Around the Cornell Campus

Home / Services / Parking and Transportation / Getting Around the Cornell Campus

The campus-to-campus bus service (Ithaca/NYC) is convenient.

https://www.fcs.cornell.edu/

Learning Opportunities

Cornell University Library

The library is committed to fostering an environment which supports growth in both job-related skills training and professional development. Cornell employees have many opportunities to continually develop their careers.

❑ CU-Learn, Cornell's Learning Management System

❑ Career Management Resources - Tools for developing your career

❑ Library employees in a leadership role will receive training to help support them.

❑ Educational Benefits - Employee degree program (EDP), part-time study, tuition aid, tax information, Public Service Loan Forgiveness (PSFL) Program, dependent education

❑ Tuition Aid FAQ

Wellbeing

Life involves more than the time spent at work. Cornell offers many programs to assist our employees in managing both life and work, including:

- Financial resources
- Faculty and Staff Assistance Program
- SHARE Sexual Harassment & Assault Response and Education
- Domestic Violence Resources
- LGBT Resource Center
- Transgender Resources
- Cornell United Religious Work (CURW)

- Care.com Membership
- Emergency CARE Fund
- Navigating health challenges
- Caring for children
- Caring for elders
- Caring for pets

https://hr.cornell.edu/wellbeing-perks

Cornell Wellness Program

The *Cornell University Wellness Program* provides employees and retirees with diverse opportunities that foster joy, balance and well-being.

http://recreation.athletics.cornell.edu/wellness/

Perks & Discounts

In addition to excellent health care, retirement, and education benefits, Cornell employees can take advantage of these conveniences and discounts.

Car Purchases
- Maguire Automotive

Car Rentals
- Avis Car Rental
- Budget Rent A Car
- Enterprise Rent-A-Car
- Hertz Corporation
- National Car Rental

Cellular Phones and Service
- Verizon Wireless
- T-Mobile
- AT&T Mobility

Computers
- Apple Computers
- Dell Computers
- The Computing Center
- The Cornell Store

Computer Software
- Microsoft Office Software
- Antivirus Software

Printing Services
- FedEx Office and Print Services

Retailers
- Agway True Value Ithaca
- Corporate Shopping Company
- Michaels Stores
- Sedgwick Business Interiors
- W.B. Mason

Moving Services
- Moving Services

Travel Discounts
- AAA Corporate Travel
- Club Quarters
- Delta Air Lines Inc
- Hotel Discounts

Cornell Dining

Cornell University Library

Cornell Dining offers a large selection of dining facilities. Cornell MealChoice is designed for faculty and staff and allows you to use your staff ID card as a debit card. There are several dining locations that offer $7.50 All-You-Care-to-Eat lunches.

http://living.sas.cornell.edu/dine/mealplans/mealchoice.cfm

http://living.cornell.edu/dine/

Computing in the Library

CUL Desktop Services provides IT support to the majority of the endowed and statutory library units. Please go to the desktop support page to see the chart for your support group.

About Us

Desktop Services' Help Desk team provides direct IT support to the majority of the Library's endowed and statutory units. If you have any questions or issues, please contact us through the **cul-dshelp-l "at" cornell.edu** mailing list. You can also call us at 607-255-8530.

Peer IT support providers are also welcome to contact Desktop Services via **cul-dshelp-l "at" cornell.edu**.

CUL-Desktop Services Snapshot (click for more details)

Our team consists of the following members:

- Peter Magnus, Desktop Services Manager
- Amy Blumenthal, Staff Services Coordinator
- Andy Goldman
- Laura Heisey
- Joe Richardson
- Sean Taylor
- Tom Dunn

All of us are pleased to be of service to you and your department to address your desktop IT support needs.

Desktop Services can be reached at cul-dshelp-l@cornell.edu or by calling 607-255-8530.

https://confluence.cornell.edu/display/desktop/CUL-IT+Desktop+Services

Electronic Communities

CU-Lib is a non-moderated e-list that is used to facilitate the communication of library-related business information and issues among library staff. Membership is restricted to active benefits-eligible CUL employees and new employees will automatically be subscribed to the list. Any subscribed member may send a message to the list and it will be received by everyone on the list. Examples of items to be sent include meeting announcements, workshop announcements, posting of agendas and minutes, cancellation notifications, and discussion on library-related issues. Best practice guidelines for CU-LIB members is here: https://www.list.cornell.edu/t/123705835/8770702/688003/2001/

CUL-Community-L is an e-list that was created to share announcements and events that are not work related and therefore not appropriate for posting to CU-Lib. Examples of messages that might be posted to this list are homes or apartments for rent, messages of topical nature, or announcements of non-library events or activities that you want to share. This is a list that anyone can subscribe to, but only subscribers may post messages. Membership is voluntary.

CUL-Student-Supervisor-L is an e-list that was created for CUL student supervisors to share information related to student supervision. New student supervisors will automatically be subscribed to the list. Examples of messages that might be posted to this list are questions about procedures for handling different situations or communications related to deadlines or general student employment information. Replies go to the entire list.

Many other special interest CUL lists were created to facilitate communication within specific communities. See: https://cornellprod.sharepoint.com/sites/cul/sw/SitePages/E-Lists%20at%20CUL.aspx .

Instructions for joining, leaving, and managing e-lists are here: https://it.cornell.edu/lyris .

Two-Step Login

Keep your personal information safe by enrolling in Two-Step login.

IT @ Cornell

IT support is also provided by Cornell Information Technologies.

http://www.it.cornell.edu/

Email & Calendar Systems

Cornell University Library

Cornell Library staff currently use Office 365-based email and calendaring.

http://www.it.cornell.edu/services/guides/facstaff_email/

Keep Your Contact Information Current

Cornell University Library

Update your contact information in Workday

❑ Login to Workday at http://workday.cornell.edu/

❑ Select "Personal Information," and "change" to edit your contact information

❑ Select "edit" and make the change(s)

❑ Be sure to submit the change

Update your contact information in the main Cornell Electronic directory

❑ Login to "Who I Am" at www.it.cornell.edu/services/whoiam/

❑ Select "edit information" and make the change(s)

❑ Click "update" at the bottom of the screen when you are done

** It is important to keep information up-to-date in both places.

Some changes may not appear immediately, so check the Cornell on-line directory the next day to verify your updates.

http://workday.cornell.edu/

Recording Time Away from Work

Cornell University Library

Vacation and sick leave begin accruing on the first day of work, but may not be taken before it is accrued. Vacation time may be taken with supervisory approval. The annual reset, for those who have exceeded the maximum accruable amount of vacation, is October 15th each year.

Nonexempt (Hourly) Employees must record their leave time in *Workday*. Time worked should be recorded on a daily basis. Time off requests should be submitted in advance when possible, or as soon as possible after returning to work (in cases such as illness). All time entries will reviewed and approved by the supervisor.

Academic and Exempt Employees must record their leave time in *Workday*. Time off requests should be submitted in advance when possible, or as soon as possible after returning to work (in cases such as illness). All time entries will reviewed and approved by the supervisor. It is important to regularly record time taken throughout the year as well as to monitor balances.

See the staff holidays observed at Cornell.

Direct Deposit

☐ Cornell employees are encouraged to have paychecks automatically deposited into their bank accounts. Direct-deposit has several advantages over paper paychecks:

    ☐ Checks will not be lost in the mail or misplaced

    ☐ Pay will be received on payday, even while on vacation, sick, or out of town

☐ You are responsible for regularly reviewing your paystub to ensure accuracies with earnings, withholdings, etc.

☐ Employees may enroll or make changes to direct deposit in Workday by following these instructions.

☐ **Note:** Due to processing and pre-notification times, it may take up to two pay cycles before funds are direct deposited into your account. During this time employees will continue to have a paycheck mailed to the address on file.

https://www.dfa.cornell.edu/payroll/employees/directdeposit

View Your Paycheck or Tax Documents Online

- As an active university employee, you can view or print your paychecks electronically. Login to Workday and click the "pay" icon. View the selected payslip.

- Active employees can update federal and state withholding allowances in Workday.

** Due to timing, changes may not be reflected on the next paycheck. Please review your paycheck to ensure withholding allowance changes are accurately reflected.

- Active employees may also opt in for an electronic W-2.

https://hr.cornell.edu/workday

University Policies:

Cornell has established policies to connect the university's mission to the everyday actions of its community. These policies clarify the institution's expectations of its individual members, mitigate institutional risk, enhance efficiency, and support the university's compliance with laws and regulations. A few polices are listed here:

- CUL Academic Policies
- CUL Staff Policies
- Disability Accommodation
- Employee Discipline
- Flexibility in the Workplace
- Inclement Weather Procedure
- Prohibited Discrimination, Protected-Status Harassment, Sexual Harassment, and Sexual Assault and Violence
- Religious Accommodation
- Staff Complaint and Grievance
- Standards of Ethical Conduct
- Time Away from Work

https://hr.cornell.edu/hr-policies

Performance Management

Cornell University Library

The *performance management* process provides an opportunity for an ongoing exchange of views between a supervisor and the support staff regarding job results and performance planning. The performance dialogue process is designed to promote communication between supervisors and staff, improve job understanding, promote more effective job performance and on-the-job staff member development, and provide a basis for salary improvement decisions.

The Performance Management Process Model

Planning
Establish unit strategy & goals
Align goals of employee & unit
Determine performance level criteria

Assessment
Annual PD
On-going feedback
Talent Discussion (Criteria)

Recognition
Correlate SIP and performance
Correlate promotions and bonuses
Utilize low-cost, no-cost ideas

Career Development
Create Individual Development Plan (IDP)
Utilize rotations and on-campus and off-campus training
Talent Discussion (Development)

Coaching

Nonexempt employees will receive a 90-day evaluation at the end of their probationary period.

Most academic employees will receive their first evaluation around six months after their hire (see academic procedure #28).

Skills for Individual and Organizational Success

Cornell University Library

Success is neither fleeting nor accidental. Individually, we make a difference; collectively, we change our communities, Cornell and the world. The following skills are deemed essential for individual and organizational success.

Cornell University employees will strive to:

- ❑ Interact with integrity
- ❑ Contribute positively to an inclusive environment
- ❑ Support the organization's shared vision and mission
- ❑ Communicate clearly and consistently
- ❑ Act and take initiative
- ❑ Display sound judgment in problem solving
- ❑ Proactively seek self-development and coaching opportunities

https://hr.cornell.edu/professional-development/performance/skills-success

Leadership Skills for Success

Cornell University Library

In addition, Cornell measures our leadership skills for success as:

- ❑ Interact with integrity
- ❑ Create an open & inclusive environment
- ❑ Inspire and articulate a shared vision and mission
- ❑ Communicate clearly and consistently
- ❑ Empower staff to act and take initiative
- ❑ Display sound judgment in problem solving
- ❑ Be a great coach

https://hr.cornell.edu/professional-development/performance/leadership-skills-success
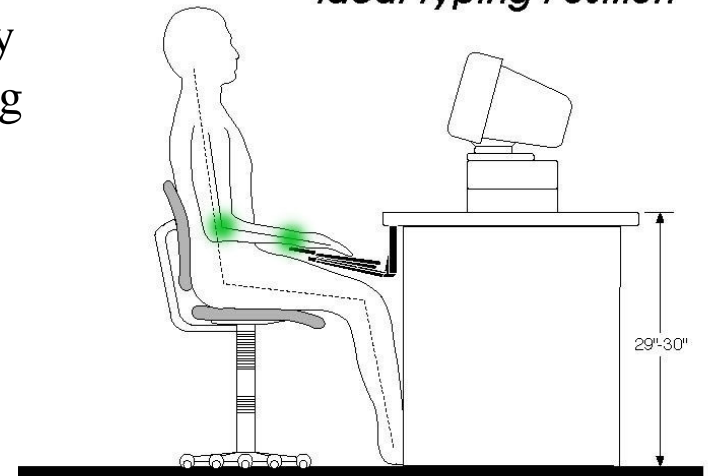
Staying Healthy at Work

Cornell University is dedicated to providing a safe and healthy environment for all Cornell students, faculty, staff, guests, and contractors.

❑ All accidents and injuries, no matter how minor, are required to be reported to university officials through the use of our injury reporting system. Cornell University Accident Report

❑ The supervisor of an injured employee, the department head, or a designated individual within the department, must complete all sections of this form within 24 hours after an injury is first reported.

Ideal Typing Position

29"-30"

https://hr.cornell.edu/benefits-pay/leaves-disability/musculoskeletal-injury-prevention-program-mipp

Working in the Library

We hope you enjoy your work in the Library. If you have any questions or concerns, please let us know.

Library Human Resources

213 Olin Library

Cornell University

Ithaca, NY 14853

607-255-7071