

CORNELL UNIVERSITY

Library

Welcome to
Cornell University
Library





Welcome to Cornell University Library! This is a wonderful 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 finest in the world. Graduating seniors consistently rank the Library as the first among 38 administrative services of the university and we leads our peers in user satisfaction ratings among research libraries in North America. You can take pride in joining our ranks.

This welcome packet has been designed to help acclimate you to the Library as well as the University. 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 (LHR) is also available to help you gain your sea legs and to provide support throughout your tenure. We wish you a productive and enjoyable career.

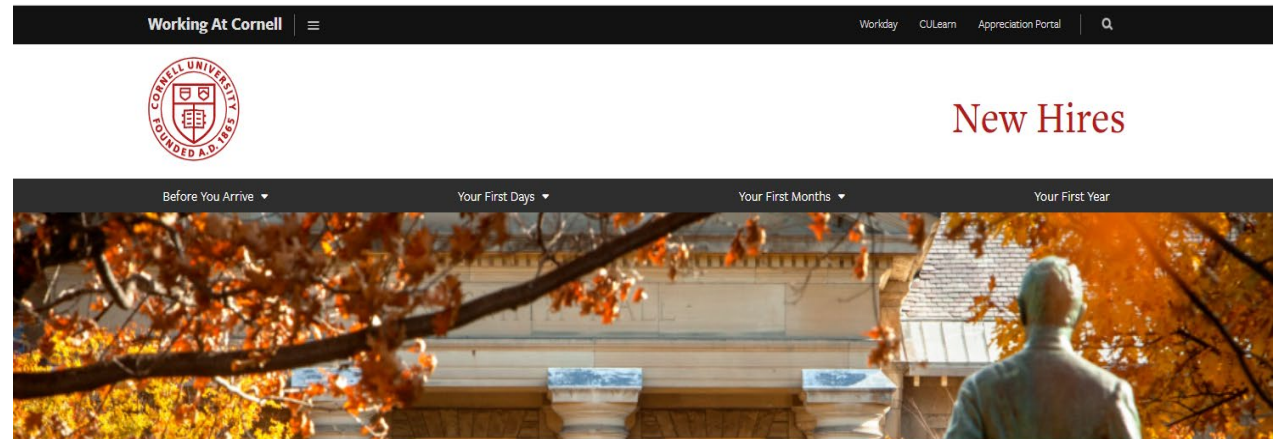
We look forward to having you as a colleague.

Your HR Team – Bonnie Bailey, Stephanie Hyland, Rachel Brill and José Delgado

Onboarding at Cornell

New employees will be prompted to schedule an appointment with the HR Services & Transition Center as part of our employee onboarding process. 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.



WE'RE GLAD YOU'RE HERE

Welcome to Cornell! >

These web pages outline what to expect as you get started, and resources to support you in your new role. Get the information you need when you need it: before you start, during your first days, and as you settle in.

Welcome Message from Christine Lovely, VPCHRO

Big Red Welcome

The Big Red Welcome is designed to help you get off to the best possible start at Cornell.

This is a voluntary program for recent hires to share resources that introduce you to our extraordinary community.

https://cornell.ca1.qualtrics.com/jfe/form/SV_0cGcIr8WxsChAsm



GET OFF TO A GREAT START AT CORNELL

The Big Red Welcome

Sign up to receive newsletters tailored just for new employees, and opportunities to participate in workshops where you'll meet other new Cornellians as well as colleagues from across the university. Benefits-eligible employees with less than two years of service are invited to participate

Review Health Protocols

As a member of the Cornell community, we expect you to take active steps to stay informed as new information and governmental guidance becomes available regarding working during COVID-19.

Visit Cornell's [Covid-19 website](#) for up-to-date information.

The screenshot shows a web browser window displaying the Cornell University COVID-19 Response page. The page has a dark red header with the Cornell University logo on the right and the text "COVID-19 Response" in white. Below the header, there is a search bar and a navigation menu with options for "Students" and "Faculty & Staff". The main content area is titled "Information for Faculty & Staff" and includes an "OVERVIEW" section. The overview text states that employees experiencing symptoms consistent with COVID-19 should stay at home and get tested immediately. It also mentions that symptomatic employees must complete the Daily Check health assessment and notify their immediate supervisor. Below the overview, there is a section titled "COVID-19 Etiquette for Faculty and Staff" which lists instructions for if you are ill and if you test positive. The bottom of the screenshot shows a Windows taskbar with several open browser tabs.

Search this site

COVID-19 Response

INFORMATION FOR
Students | Faculty & Staff

Home

Updates

Information for...
Students
Faculty & Staff

Spring 2023 semester

Testing

Vaccination at Cornell

Health & Safety

HEERF Emergency Funding

Visitors & Events

Travel

Information for Faculty & Staff

OVERVIEW

Employees experiencing [symptoms consistent with COVID-19](#) should stay at home and get tested immediately by taking an antigen test or contacting your primary care physician. You can also find PCR testing facilities in your area by visiting state and local health department websites. If symptomatic, all employees - including faculty, staff and student workers - must complete the [Daily Check](#) health assessment and notify your immediate supervisor if you are ill and need time away from work.

COVID-19 Etiquette for Faculty and Staff

If you are ill:

- Do not attend class, work or other social gatherings.
- If you have symptoms suggestive of COVID-19, seek and perform an antigen test.
- If you are feeling particularly ill, contact your primary care provider.

If you test positive:

- Report your antigen result through the [Daily Check](#), which helps track the prevalence on campus and enables employees to receive appropriate [workplace guidance](#).

Flexible Work Arrangements

Based on business needs and organizational goals, some positions in our organization may allow for [workplace flexibility](#) in one form or another.

If a flexible work agreement can be supported, it must be recorded in Workday. Agreements should not exceed a 12-month period and they are subject to periodic reviews and approvals.



Required Training: HR 300

Cornell is committed to providing and maintaining a safe and inclusive environment for all students, faculty and staff. This commitment is an essential part of creating a successful and equitable living, learning and working environment.

HR 300 is a 45-minute online training program designed to help new Cornell employees better understand two critical University policies – Policy 6.4, “Prohibited Bias, Discrimination, Harassment, and Sexual and Related Misconduct” and Policy 6.3, “Consensual Relationships.” This is a mandated training and new employees have 30 days from their date of hire to complete this course.

- All course assignments will appear on your [“Me” tab in CULearn](#).
- Click the link or copy and paste the URL into your browser:
https://cornell.sabacloud.com/Saba/Web_spf/NA1PRD0089/app/me/plans.

Diversity and Inclusion

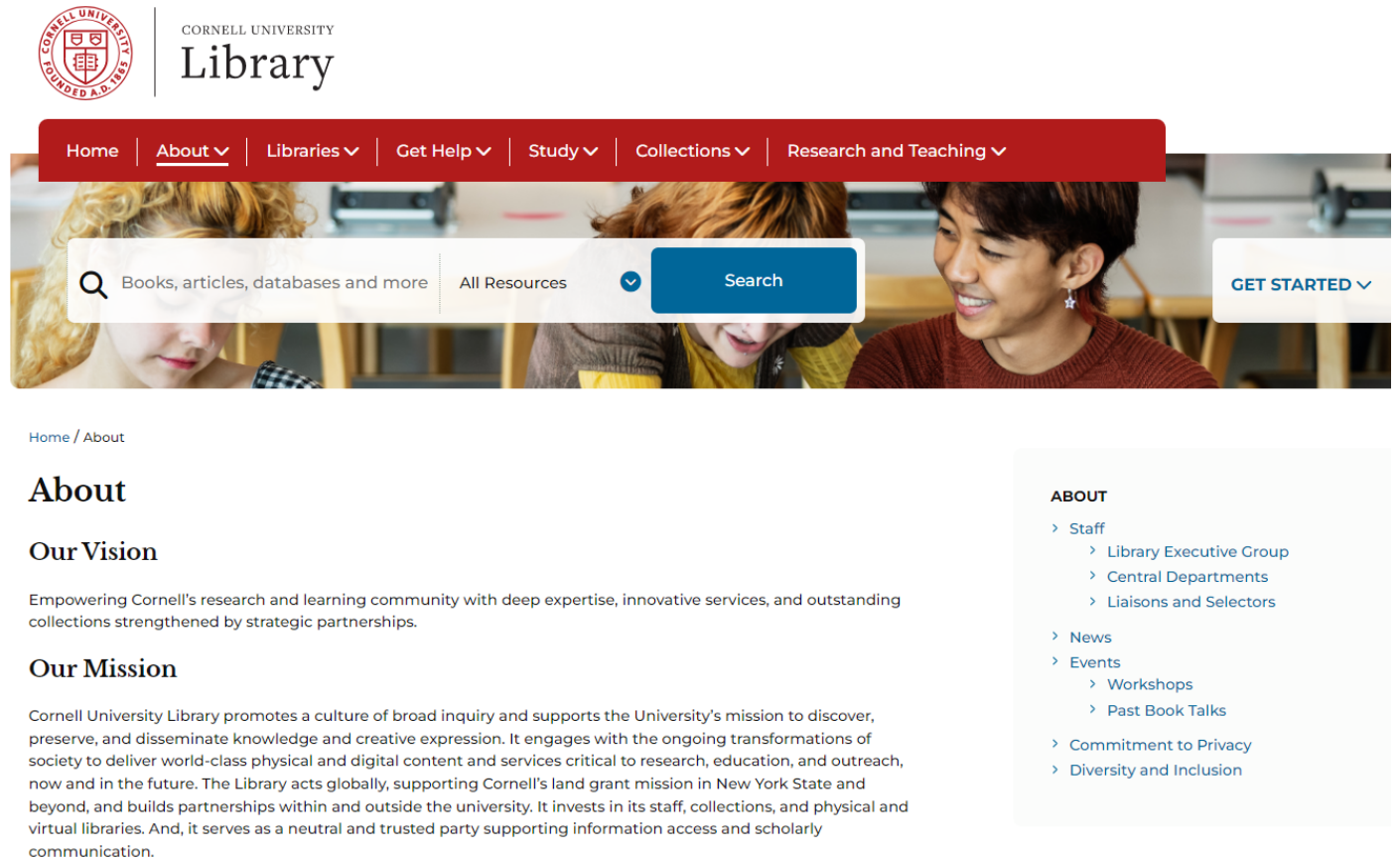
We are committed to fostering a diverse and inclusive environment, where each person feels they belong.

- [Advancing Diversity, Equity & Inclusion at Cornell](#) – CU101 AND CU102 need to be completed within the first year of employment. Employees are encouraged to complete the remaining(4) courses.
- Find a community: <https://diversity.cornell.edu/networks-and-orgs>
- Join a [Colleague Network Group](#)
- [Restroom/Facilities Use Guidelines Statement](#)
- Get help or report a bias incident: Contact Library HR at libhr@cornell.edu OR see <https://cornell.guardianconduct.com/incident-reporting>
- [Library Forum](#): The Library Forum was established to provide our employees with the opportunity to enhance their understanding of the library, weigh in on important issues, and become more engaged in the life of the Library. All library and Press employees are members of the Library Forum.
- [Notice and respond](#) to someone in distress

About Us

[About](#) 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!

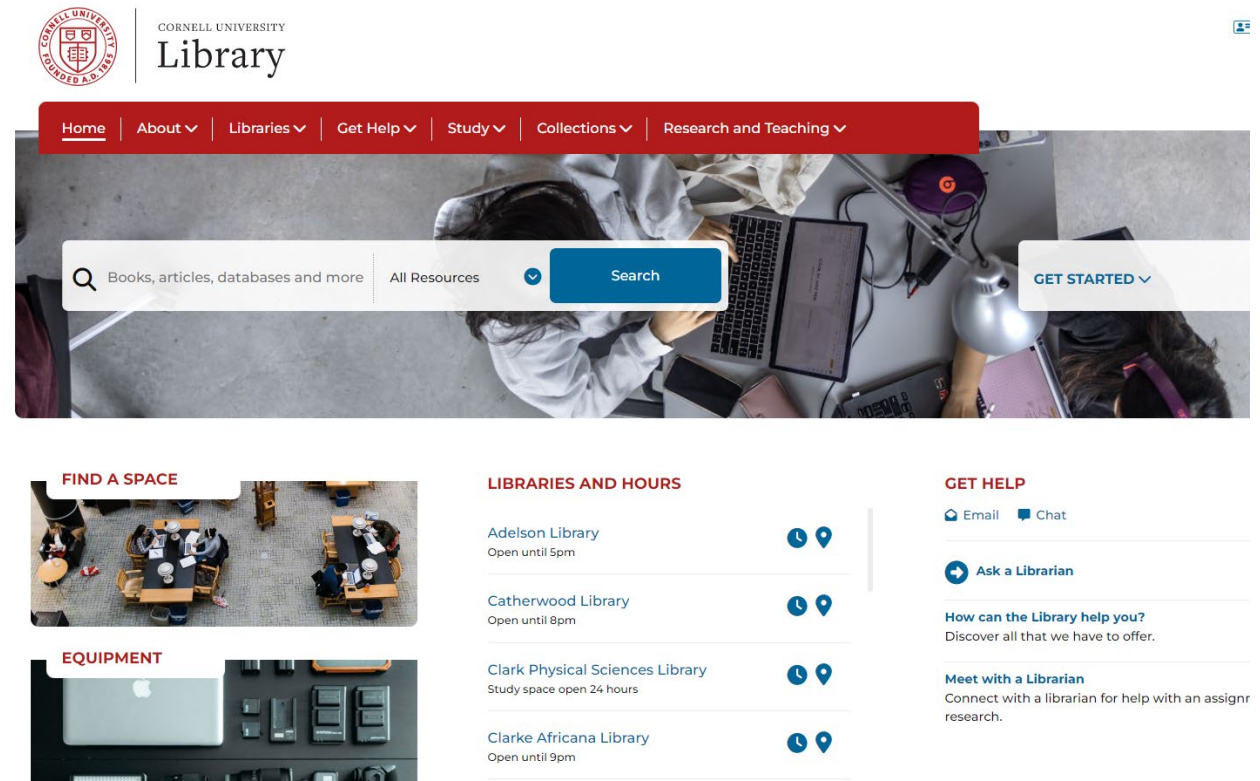


The screenshot shows the Cornell University Library website. At the top left is the Cornell University logo and the text 'CORNELL UNIVERSITY Library'. A red navigation bar contains links for Home, About (selected), Libraries, Get Help, Study, Collections, and Research and Teaching. Below this is a search bar with the text 'Books, articles, databases and more' and 'All Resources', a search button, and a 'GET STARTED' button. The main content area has a breadcrumb 'Home / About' and a heading 'About'. Under 'About' are sections for 'Our Vision' and 'Our Mission'. 'Our Vision' includes the text: 'Empowering Cornell's research and learning community with deep expertise, innovative services, and outstanding collections strengthened by strategic partnerships.' 'Our Mission' includes the text: 'Cornell University Library promotes a culture of broad inquiry and supports the University's mission to discover, preserve, and disseminate knowledge and creative expression. It engages with the ongoing transformations of society to deliver world-class physical and digital content and services critical to research, education, and outreach, now and in the future. The Library acts globally, supporting Cornell's land grant mission in New York State and beyond, and builds partnerships within and outside the university. It invests in its staff, collections, and physical and virtual libraries. And, it serves as a neutral and trusted party supporting information access and scholarly communication.' On the right side, there is a sidebar titled 'ABOUT' with a list of links: Staff, Library Executive Group, Central Departments, Liaisons and Selectors, News, Events, Workshops, Past Book Talks, Commitment to Privacy, and Diversity and Inclusion.

Cornell University Library

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

- Loans for special equipment, including phone chargers, and laptops
- Streaming audio and video (classical music, including video and live performances)
- Cameras



Library 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 library employees.



CORNELL UNIVERSITY
Library



LIBRARY STAFF WEB

[ABOUT US](#) [STAFF BLOG](#) [WORKING AT THE LIBRARY](#) [REPORTS AND DOCUMENTS](#) [HELP](#)

“The reference staff is awesome! I literally couldn’t do my work, as a scholar or a teacher, without their support and assistance.”

—A&S respondent,
2021 Faculty Survey

STAFF BLOG

APPRECIATION

Staff Excellence Awards

© FEBRUARY 10, 2023 ELK5@CORNELLEDU

The 2022 Library Service and Excellence Awards ceremony was held on Tuesday, January 31, in the Willard Straight Memorial Room. Congratulations to all the award nominees and winners!

Outstanding Performance Award

For exceptional job mastery and effort, cooperation, courtesy, enthusiasm and respect

SEARCH

Search ...

MENU

- [About Us](#)
- [Staff Blog](#)
- [Working at the Library](#)
- [Reports and Documents](#)
- [Help and Forms](#)
- [Let's Connect](#)

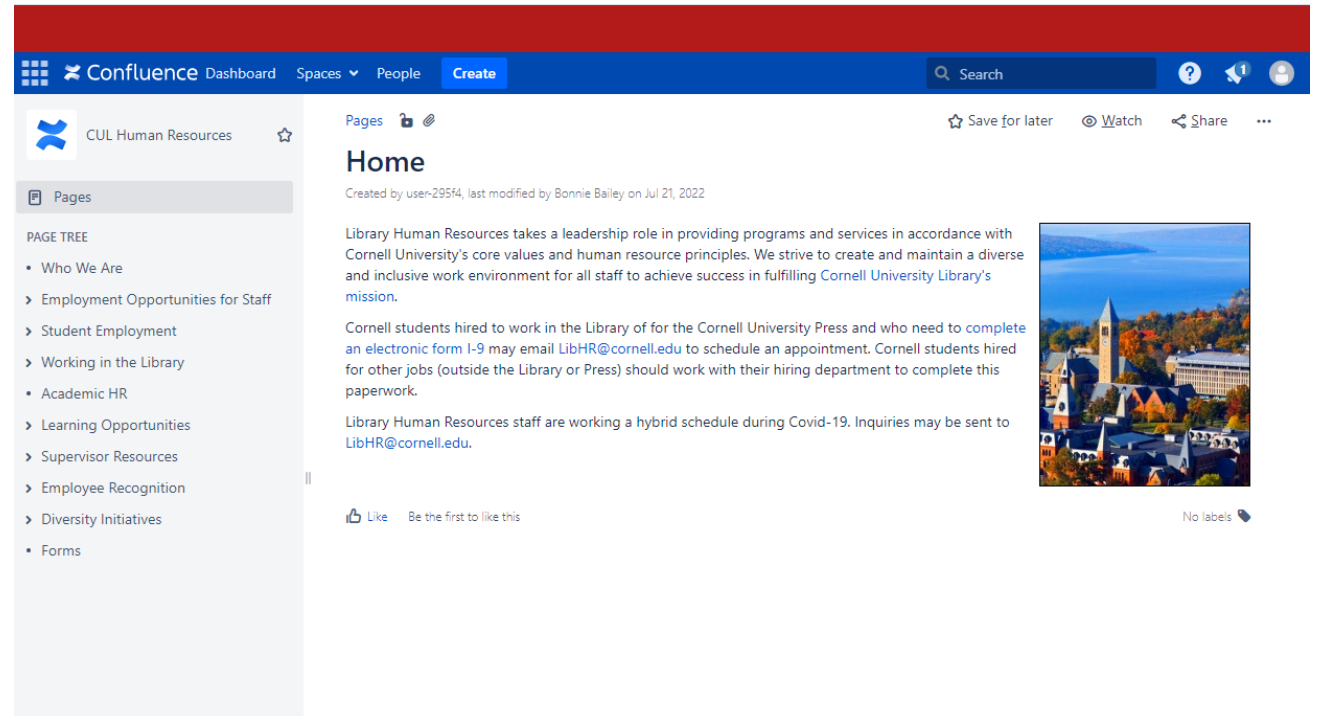
Libraries & Departments

Links to [Libraries](#) provide quick reference to individual libraries, collections, or departments/divisions.

The screenshot shows the Cornell University Library website. At the top left is the Cornell University logo and the text 'CORNELL UNIVERSITY Library'. A navigation bar includes links for Home, About, Libraries, Get Help, Study, Collections, and Research and Teaching. A search bar is prominently displayed with the text 'Books, articles, databases and more' and a 'Search' button. Below the search bar, the page is titled 'Home / Libraries' and 'Libraries'. A grid of six library cards is shown, each with a small image, the library name, a brief description, contact information (reference and circulation numbers), and opening hours. The cards are: Adelson Library (Ornithology), Catherwood Library (Industrial and labor relations), Clark Physical Sciences Library (Study space open 24 hours), Clarke Africana Library (Africana studies), Cornell Tech Library Services (Please email library@tech.cornell.edu), and Cox Library of Music and Dance. On the right side, there is a sidebar titled 'LIBRARIES' with a list of links: Find a Space, Visit, Policies, Gift Policy, Guidelines for Streaming Audiovisual Content, Guidelines for Using Materials from Our Collections, Nondisclosure Clauses, and Public Computing.

Library Human Resources

The [Library Human Resources](#) page provides helpful resources for our employees, including information about training and professional development, payroll, student employment, recognition, and links to policies and forms that are frequently requested.



Whom to Contact ...

Bonnie Bailey, Director

bab3@cornell.edu, 607-255-7021

Strategic HR oversight ▪ Academic HR
Recruitment & Compensation ▪ Exit
Interviews ▪ Harassment Advisor ▪
Performance Management

Stephanie Hyland, HR Assistant

sh2546@cornell.edu, 607-255-9556

Student Employment ▪ Leaves
Administration ▪ Payroll Support ▪
Workday Time-Tracking & General
Workday Support

José Delgado, HR Generalist

jad25@cornell.edu, 607-255-5485

Employee Relations ▪ Staff/Non-Academic
Recruitment & Compensation ▪ Employee
Recognition ▪ General Workday Support

Rachel Brill, Admin Assistant

rlb54@cornell.edu, 607-255-5181

Support for all academic searches &
select non-academic searches ▪ General
Administrative Support

Electronic Communities

LIB-ALLSTAFF-L is a moderated e-list to share announcements that are important to our entire community. Membership is restricted to active benefits-eligible library employees. New employees will be automatically subscribed.

CUL-Community-L was created to share announcements and events that are not work related and therefore not appropriate for posting to LIB-ALLSTAFF-L. Membership is voluntary, but is strongly encouraged as members often share helpful information. Examples may include recommendations about doctors, repairs, housing, or recreation.

CUL-Student-Supervisor-L was created for our student supervisors to share information related to student employment. Library HR will automatically subscribe new student supervisors. 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://blogs.cornell.edu/culstaff/e-lists-at-cul/>.

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

For a more comprehensive information about internal communications in the Library, visit: <https://blogs.cornell.edu/culstaff/cul-communicates/>.

We are using slack (workspace = culib.slack.com)

Computing in the Library

CUL-IT Desktop Services is here to help support the Library and CU Press staff 8am to 5pm Monday through Friday. You can reach them by any of the following methods:

- **Online** - Submit a ticket request via [CUL-IT Desktop Services Portal](#)
- **Email** - Their email address is cul-desktopservices@cornell.edu
- **Call** - The helpdesk number is 607-255-8530
- **Walk-in** - Visit them at 105 Uris Library (**Please note:** The office may be locked, even if they are in the room.)
- **For Audio/Visual Support** - Please use [A/V Support Request Form](#) on our Portal to request event or meeting support

The screenshot shows the CUL-IT Desktop Services Support Portal. At the top, there is a red header with the Cornell University Library logo and a search bar. Below the header is a navigation menu with links for 'About Us', 'Monthly OS and Software Updates', and 'Services'. The main content area features a welcome message and several service tiles: 'Need IT Help?' (submit support request), 'Need Help With an Event or Audio Video Project?' (submit AV support request), 'Request an IT Project' (submit project request), and 'Need FOLIO help?'. A 'View Your Open Tickets' button is also present. A 'Popular Links' section lists 'CUL Staff Web', 'Slack Training for Beginners', 'IT Governance Process', 'CUL Slack', and 'IT@Cornell'. On the right, there are promotional tiles for 'Tips & Tricks' (Ergonomics), 'IT Security', and 'Cornell Phish Bow' (recent phishing).

Employee Recognition

We value our employees and have created ways to recognize accomplishments

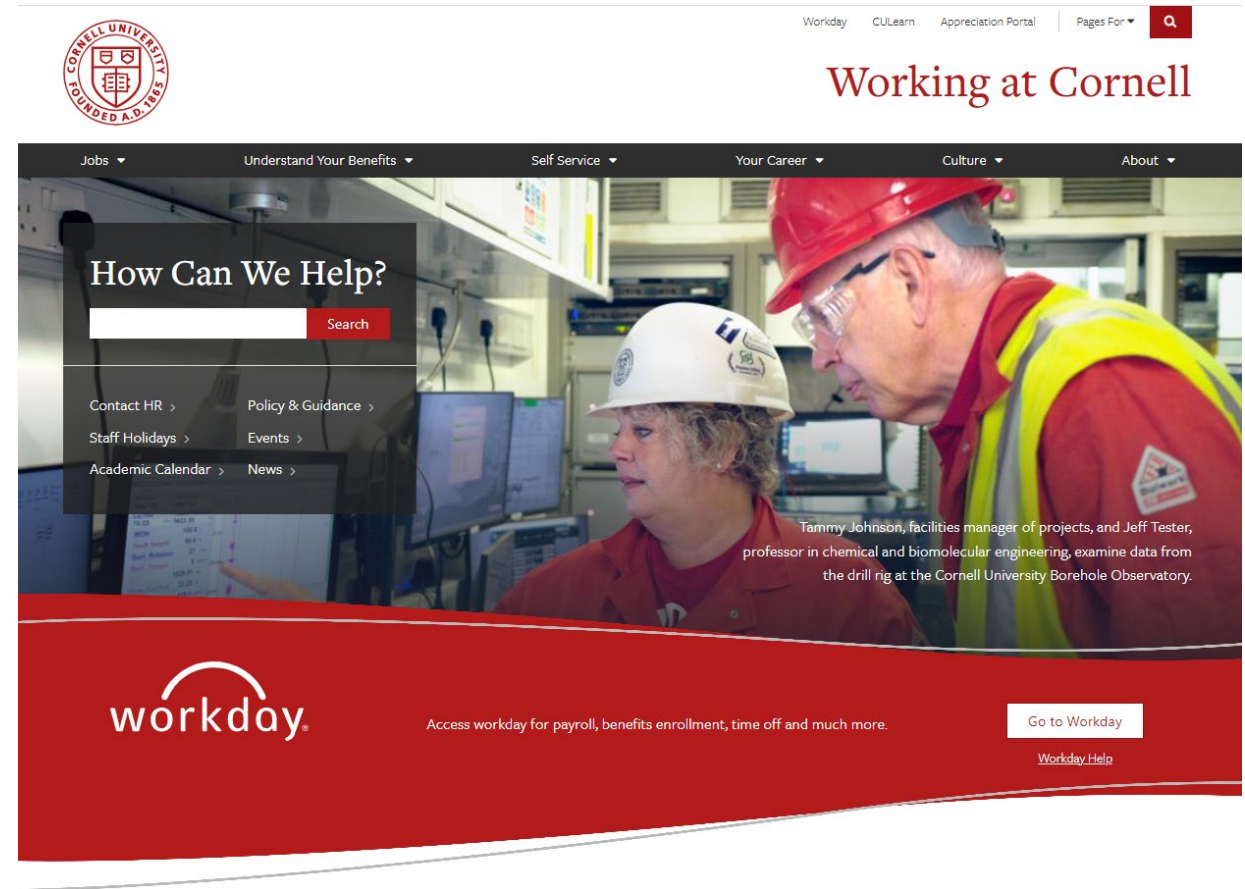
Appreciation Portal

- 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 employees and managers the ability to recognize a colleague's success or milestone the moment it happens.
- [Other forms of recognition](#) are also encouraged.

Cornell University Office of Human Resources

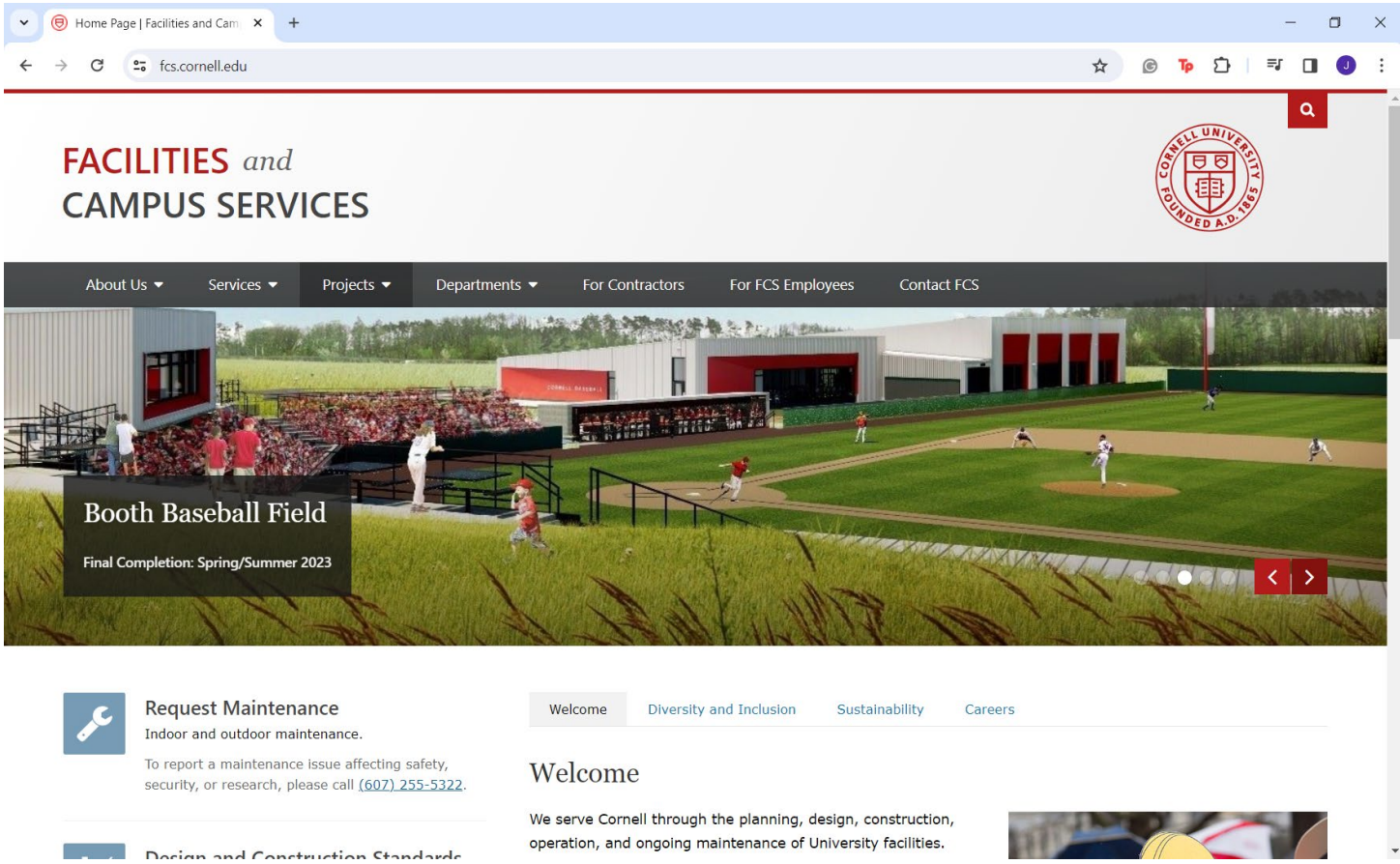
The [University Office of Human Resources](#) page is another great resource.

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



Facilities and Campus Services

[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.



Learning Opportunities

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.

- [CUL Career Development and Mentoring Committee](#)
- [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](#)

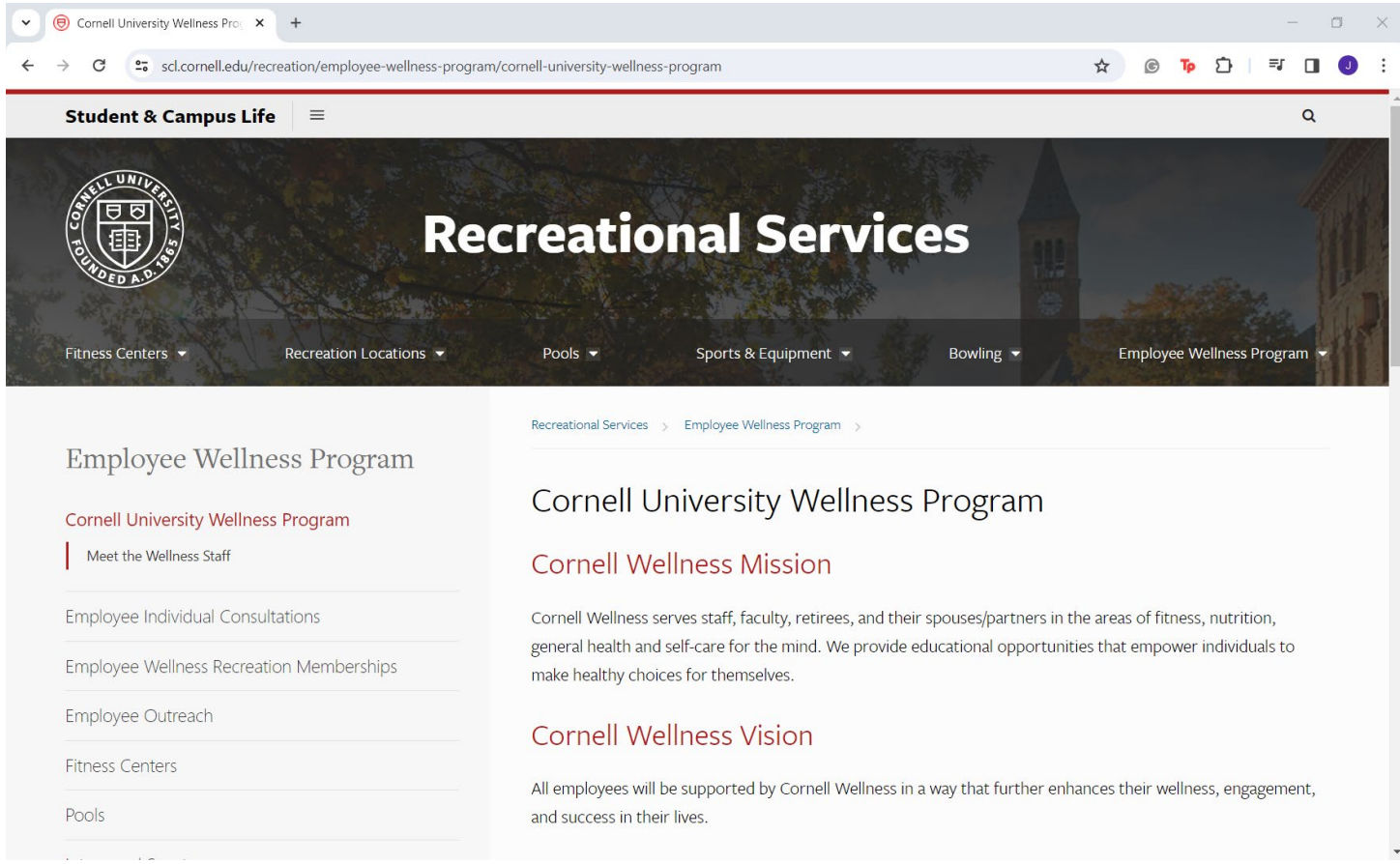
Wellbeing

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](#)
- [Identity Resources](#)
- [Transgender Resources](#)
- [Care.com Membership](#)
- [Parenting](#)
- [Caring for elders](#)
- [Caring for pets](#)
- [Employee Emergency CARE Fund](#)
- [Navigating health challenges](#)

Cornell Wellness Program

The [Cornell University Wellness Program](#) provides employees and retirees with diverse opportunities that foster joy, balance and well-being.



Sustainability at Cornell

Cornell has earned a platinum sustainability rating—the top status—from the Association for the Advancement of Sustainability in Higher Education (AASHE), the international group that tracks environmental stewardship for more than 1,000 college campuses.



Cornell
University

Sustainability



Cornell startup cultivates animal protein from plants

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

Cornell Dining

[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.

Applications & Changing Plans

City Bucks

Deadlines & Terms

Graduate Meal Plans

Manage Your Account

Meal Plan FAQs

Staff & Faculty Meal Plans

Summer Meal Plans

Undergraduate Meal Plans

Contactless payment

Staff & Faculty Meal Plans

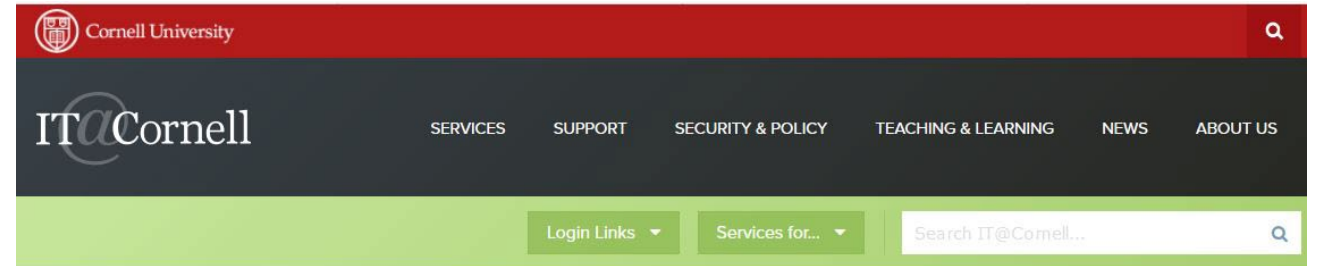
MealChoice is the meal plan designed exclusively for Cornell faculty and staff. Like any debit plan, MealChoice gives you convenient, cash-free access to Cornell Dining [eateries](#), campus [vending machines](#) with card readers, and Ithaca-area restaurants participating in [City Bucks](#). All full-time faculty and staff are automatically enrolled in this program. Simply add money to your account to begin saving!

[Add money or check on the status of your account through our account management system.](#)

Staff and faculty may also add dollars to MealChoice accounts with cash and check at Jansen's Market in Noyes Community Recreation Center: Monday through Friday between 10am and 5pm; Saturday and Sunday between 11am and 5pm; Appel and Robert Purcell Service Centers, and the Dining Contracts Office.

Two-Step Login

Keep your personal information safe by enrolling in [Two-Step login](#).



Two-Step Login



TWO-STEP LOGIN KEEPS YOUR MONEY AND INFORMATION SAFE

Faculty and staff: Your Cornell NetID password unlocks access to your pay, the ability to redirect it, and the information to file tax returns. If you also have access to information about students or other faculty and staff, a stolen NetID password puts them *and* you at risk.

Students: Your Cornell NetID password unlocks access to your grades, course history, transcripts, and other sensitive personal information.

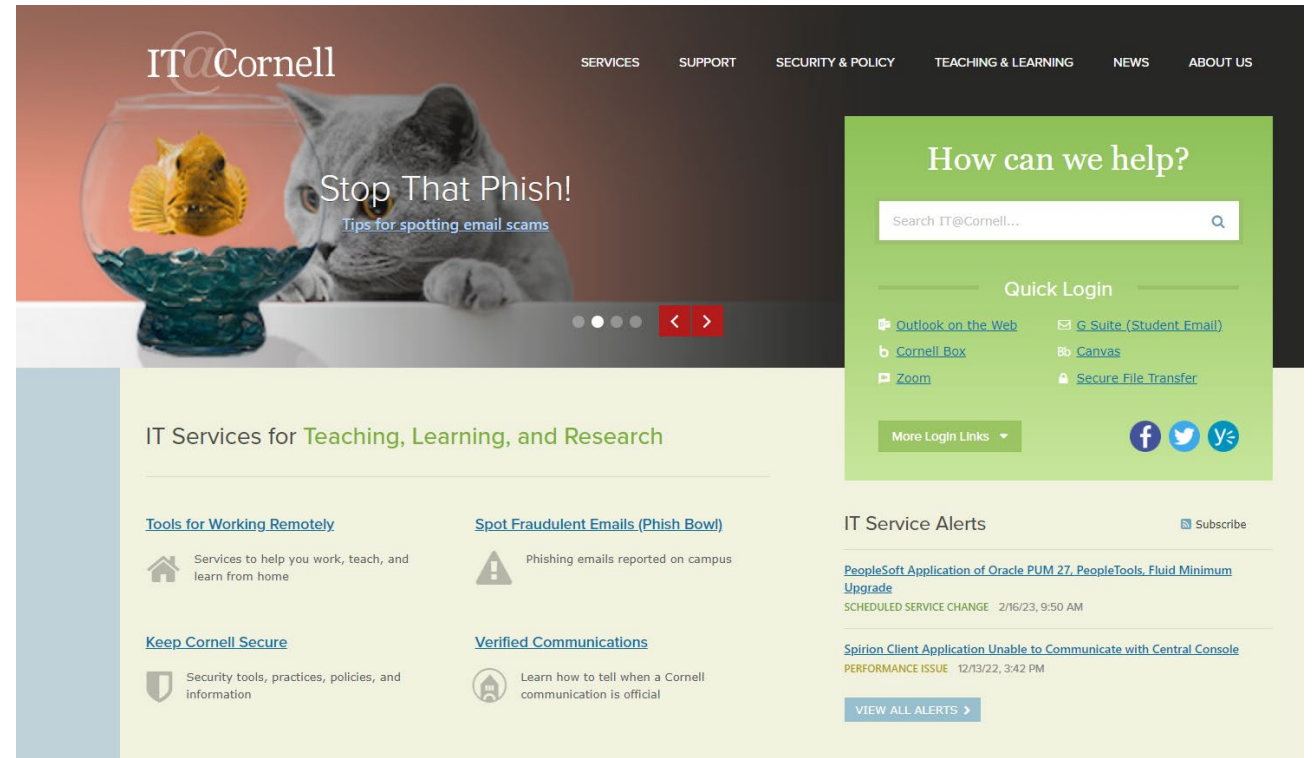
[GET STARTED WITH TWO-STEP LOGIN](#)

IT @ Cornell

Most of our employees will go to our CUL-IT Desktop Services team for support.

However, Cornell also offers broad IT support from its Cornell Information Technologies department.

(IT @ Cornell).



Keep Your Contact Information Current

Update your contact information in Workday

- Login to Workday at <http://workday.cornell.edu/>
- Select "Personal Information," and "change contact information"
- Select "edit" and make the change(s)
- Be sure to submit the change.

Update your contact information in Cornell's main electronic directory

- Provide it to HR so they can update your directory entry

**** It is important to keep your personal and office contact information up-to-date in Workday.**

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

Recording Time Away from Work

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 December 31st each year.

All benefits-eligible staff and RTE Faculty 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 be reviewed and approved by the supervisor.

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: Your change is effective immediately, but due to payroll deadlines, it may take the next pay cycle before funds are direct deposited into your new account.

View Your Paycheck or Tax Documents

- As an active university employee, you may view or print your paychecks electronically. [Login to Workday](#) and click the “pay” icon. View selected payslip(s).
- [Understanding your Cornell paystub](#).
- Active employees may [update federal and state](#) withholding allowances in [Workday](#).
- Active employees may also [opt in](#) for an electronic W-2.

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

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 policies are listed here:

- [Library Academic Policies & Procedures](#)
- [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](#)

Performance Management

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.

- 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](#)).

Cornell Skills for Success

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 with 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

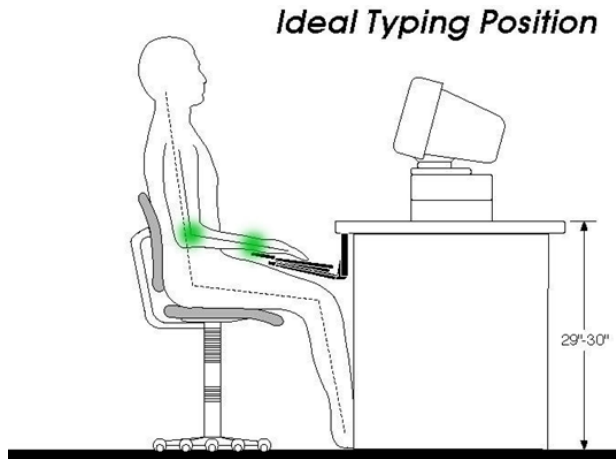
Leadership Skills for Success

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



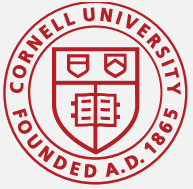
Cornell University is dedicated to providing a safe and healthy environment for all Cornell students, faculty, staff, guests, and contractors.

- Cornell provides an ergonomic assessment to employees. Please consult with your supervisor for more details.

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 Incident 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. Please include [Bonnie Bailey's email](#) in the report.

<https://ehs.cornell.edu/incident-reporting>

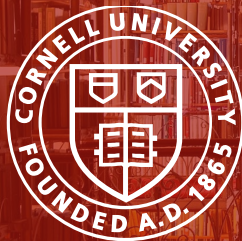


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We hope you enjoy your work in the Library. If you have any questions or concerns, please let us know.

Library Human Resources
213 Olin Library
Cornell University
Ithaca, NY 14853
LibHR@cornell.edu





CORNELL UNIVERSITY

Library

6/25/2024