WELCOME to The City College of New York! The first weeks of graduate school can be bewildering. There are forms to fill out, offices to visit, large buildings with obscure layouts to explore. This handbook is designed to ease the way. Together with our MA web-site (www.ccny.cuny.edu/arthistory), you should be able to find the information you need to get yourself established here. However, if you have any questions, do not hesitate to contact one of the faculty members. The Art Office is in Compton Goethals 109 (campus map at the end of the Handbook), and the staff can tell you when faculty are available. In addition, the handbook and web-site include faculty emails and phone numbers: please let us know if you need our help! The Graduate Art History Club has begun planning a gathering for new students early in the semester. Please come to meet your fellow students and consider joining the Art History Club (for more on GAHC, please see inside). This Handbook is a work in progress and it is designed for you. If you would like to see anything added or changed, please email Prof. Molly Aitken at maitken@ccny.cuny.edu.
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I. The Master’s Program in Art History

The 30-credit CCNY Master’s Program in art history offers an array of courses that complement and draw on New York’s dynamic arts culture. The city’s diverse museums and galleries and its thriving contemporary art scene are featured in many courses and are available for research internships. Internationally recognized faculty mentor students in a variety of areas, and the museum studies track prepares students to work in a variety of art-related professions. Students are also trained to continue for the PhD. Graduate courses meet once a week for three hours.

www.ccny.cuny.edu/arthistory

For the Museum Studies Concentration, go to: http://csauth.ccny.cuny.edu/prospective/humanities/art/museum/index.cfm

DEGREE REQUIREMENTS FOR THE M.A. IN ART HISTORY

A 1000: Research Methods of Art History [if not taken as an undergraduate]: 3 credits

B9000: Master’s Thesis Research: 0 - 3 credits

Graduate courses in Art History: 24-27 credits.

Total Credits for an M.A. in Art History: 30
II. GETTING STARTED AT CCNY

Welcome to the MA in Art History Program at CCNY! Almost everything you need to know about the campus and student life can be found on the CCNY web-site: www.ccny.cuny.edu. In addition, please consult the program web-site at www.cuny.ccny.edu/arthistory. Meanwhile, a few key pieces of information are useful to have at your fingertips right from the start. That is what this handbook hopes to provide.

For starters:


2. ID: You will need an ID, which can be obtained in the NAC building: 1/204. To obtain a CCNY ID, you must show proof of identity such as a passport or a driver’s license. For a full list of acceptable forms of ID, see http://www1.ccny.cuny.edu/current/cwe/ID-Cards.cfm or call the ID office at 212-650-5902 or 5289.

3. Email: You will also need a CCNY email address. It is very important that you use this email for college-related correspondence. Your faculty are expected to use only this email to correspond with you, and the college will only reliably communicate with you at this address. To obtain an email account, go to the Information Technologies and Computer Services Office (otherwise known as the IT office) in the NAC building: NAC 1/205A.

You can arrange to have your CCNY emails forwarded to a personal email address. To do this, 1) log into your CCNY email account; 2) look for the menu item “Options and Styles…” on the top right and click on it; 3) select “forwarding”; 4) put another email address in the field “My Forwarding Address”; 5) click on save.

4. CUNY Portal: You must be able to access CUNY Portal. CUNY Portal will allow you to register online; view your schedule; get your grades and transcript; and get on Blackboard. Many if not most of your professors will use Blackboard, an on-line program that allows them to communicate with their students (by posting announcements, powerpoints of their lectures, readings and other documents). You can create a CUNY Portal Account on-line. Clear informative videos explaining how to create and log-in to your CUNY Portal Account can be found at: http://www1.ccny.cuny.edu/facultystaff/cetl/Creating-A-CUNY-Portal-Account.cfm.

5. Registration: Before you register, please consult an advisor. Professor Senie schedules times during registration period when she is available to advise students
on their course selections. Please email Professor Senie to make an appointment [hfsenie@gmail.com]. Professor Houser is also available to advise Master’s students during registration [chouser@ccny.cuny.edu].

On-line registration: You will be assigned a day and time when you can register for classes on-line. To find out when you can register, go to the CCNY web-site and look for "Registrar" under Quick Links (at the top right of the page). The registrar web-site includes a link to registration schedules. In addition, the Art Department will post hours when faculty are available to meet with students and advise them and/or help with registration questions and problems. Typically, the MA Art History students meet with Professor Senie for advice.

6. **Financial Aid:** The Office of Financial Aid is in the Wille Administration Building Rm. 104. The phone number: 212-650-6656; The email: financialaid@ccny.cuny.edu. Unfortunately, financial aid options for graduate students are limited. The CCNY Financial Aid office can provide in-person information and counseling about seeking grants and loans, but the most comprehensive on-line resource is CUNY’s graduate financial aid web site, http://www.cuny.edu/admissions/financial-aid/grad-students/fa-progs.html

7. **Computers:** You will be at a disadvantage if you do not have your own computer and internet service (running recent versions of Firefox or Internet Explorer). However, there are a couple computer labs on campus, which offer printing services:
   - MAIN NAC Lab (open access student lab) Location: NAC (North Academic Center) Room NA 1/501D (Under 1st Floor Escalator) P | 212-650-6483 (x6483)
   - NAC 6/104 Lab (small open access lab). Location: NAC 6/104. P | 212.650.5727

   For more information on computer services, please see the IT web-site: http://www1.ccny.cuny.edu/facultystaff/it/facilities/index.cfm

8. **The Art History Listserve:** New students are usually put on the listserve automatically, but please check with Professor Harriet Senie [hsenie@ccny.cuny.edu] if you are unsure whether your name is on it.

9. **Using CCNY’s Cohen Library:** Cohen library is on the 2nd floor of NAC. Contact info: (212) 650-7292; www1.ccny.cuny.edu/library. To check out book or to use electronic library services, you will need to log-in. The first time you log-in you will have to enter the barcode on your ID (see ID office above). The barcode will remain your password until you change it. Note: Sometimes bar codes don’t work. If you have problems with your barcode for any reason, please consult a librarian.

   The library website is helpful. It explains how to obtain books from other CCNY libraries (CLICS), and links to electronic databases, such as ArtStor, ArtFullText,
Grover Art Online, Jstor, Oxford Art Online, and ProjectMuse, which will be necessary for your research.

10. **E-permit:** Graduate students are encouraged to take most of their classes at City College. However, if a particular class is necessary and can only be taken elsewhere, the student may request permission to take it from the Director of the graduate program, Prof. Harriet Senie. Of permission is granted, Professor Senie will provide a CCNY course number, which will be necessary for registration. You must also sign in to CUNY Portal (see above) and apply for an epermit. Please be advised that specialized courses can only be taken if the requisite survey has been completed. For example, to take a class on Jackson Pollock, a student would have to have to take the CCNY’s class on Post War Art. In addition, students can take only a restricted number of credits elsewhere, though exceptions can be made.

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You are also advised to contact the orientation office to schedule a general CCNY orientation: cnyorientation@ccny.cuny.edu or 212-650-8913.
III. The Graduate Art History Society (GAHS)

The Graduate Art History Society (GAHS) is a student-run organization dedicated to promoting appreciation of art history at the graduate level. By supporting events, publications, and organizations related to the study of art history within and outside The City College of New York (CCNY), the GAHS encourages a social community for and fosters the intellectual growth of graduate students in the school community. Each year the Society offers a range of events to achieve these goals including but not limited to museum and gallery visits, guest lectures, symposiums, workshops, or publications. You may contact the GAHS at CCNYGAHS@gmail.com or view the GAHS Facebook page at http://www.facebook.com/CCNYGAHS.
IV. IMPORTANT CAMPUS ADDRESSES AND PHONE NUMBERS

CCNY: How to Get There and Away

Subways: the A, C, B, D (stop at 145th St.) and the 1 (stops at 137th St.)

CCNY to 145th Street
A CCNY marked bus stops at Campus Bus stops and 145th Street & St. Nicholas Ave. every 15 minutes.
7:00 a.m. to 9:45 p.m. Monday through Friday / 8:15 a.m. to 4:00 p.m. Saturday

CCNY to 124th Street
A CCNY marked bus stops at Campus Bus stops & runs from 124th St. to The Towers every 20 minutes.
7:15 a.m. to 9:45 p.m. Monday through Friday/8:15 a.m.m to 4:00 p.m. Saturday

Escort Service (212-650-6911)
Transportation by CCNY marked Bus or GEM cars is available when shuttle services do not run: Pickup and drop off is limited to same stops as the bus stops, plus 125th Street & St. Nicholas Ave. We do not pickup or drop off at any other stops than these, so please plan your safe return to campus accordingly.
9:45 p.m. to 7:00 a.m. Monday to Friday
9:45 p.m. Friday until 7:00 a.m. Monday
8:00 p.m. to 7:00 a.m. Intersession
All day on Holidays
For all transportation services riders must display a valid CUNY ID, The Towers ID or visitor's pass.

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Access/Ability Office
Student Disability Services
North Academic Center, Rm.1/218
212-650-5913 TTY\TTD: 212-650-6910
sds@ccny.cuny.edu
http://www1.ccny.cuny.edu/current/student/services/access/index.cfm
This office assists students with disabilities in need of academic and programmatic accommodations as required by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.

Art Dept. Office
109 Compton Goethals Hall
212 650 7420
The Art department office houses faculty mailboxes, and the offices of the Department Chair, and the Department Administrator.

Bookstore
Assigned textbooks for courses are normally available in the CCNY bookstore, and there is also a limited buy-back program for used books at the close of each semester.

Graduate Student Council
Graduate Student Government
North Academic Center, Room 1/113
212-650-5319
gsc@ccny.cuny.edu
http://www1.ccny.cuny.edu/current/student/activities/gradgov/index.cfm
The Graduate Student Council manages student clubs and their funding. The Graduate Art History Society is the active and dynamic association of students in our programs. It sponsors symposia, trips, social activities and other projects.

Gym/Pool
Wingate Fitness Center
Located on the 3rd floor of Wingate Hall, the Wingate Fitness Center served as the varsity gymnasium from the early nineteen-hundreds until the mid-seventies was renovated and reopened in the fall of 1999. The 6,000 square-foot now features nautilus and cardiovascular equipment, Olympic free weights, and an indoor track. The fitness center is open to all members of the City College community.

The CCNY Swimming Pool is located in the Jeremiah H. Mahoney Hall, in the basement level of the Marshak Science Building. The 25 yard long by 14 feet wide pool has six flow through racing lanes. The pool is open to all members of the City College community.

Housing and Residence Life Office (sic!)
Wingate Hall, Room 107
212-650-5370
studenthousing@ccny.cuny.edu
http://www1.ccny.cuny.edu/current/student/services/housing/index.cfm
This office can provide referrals to off-campus housing opportunities, and also assist students interested in on-campus housing at The Towers at CCNY.

Libraries at CCNY (not a comprehensive list):

Architecture Library CCNY
Spitzer School of Architecture Building
Room 101
212-650-8767

Art Visual Resources Library
CCNY
Compton Goethals Hall, Rm. 245 A
212-650-7175

Cohen Library
CCNY
NAC 2nd Floor
(212) 650-7292
www1.ccny.cuny.edu/library

For more see: http://csauth.ccny.cuny.edu/library/index.cfm

Office of Financial Aid
Wille Administration Building Rm. 104
212-650-6656
financialaid@ccny.cuny.edu
Unfortunately, financial aid options for graduate students are limited. The CCNY Financial Aid office can provide in-person information and counseling about seeking grants and loans, but the most comprehensive on-line resource is CUNY's graduate financial aid web site, http://www.cuny.edu/admissions/financial-aid/grad-students/fa-progs.html

Office of International Student and Scholar Services
North Academic Center, Rm. 1/107
212-650-8106
oiscc@ccny.cuny.edu
http://www1.ccny.cuny.edu/current/student/services/international/index.cfm
The Office of International Student & Scholar Services assists students and scholars who are not permanent residents of the U.S. with a variety of academic and counseling support services. It assists overseas citizens who are adapting to life in the U.S. while pursuing their education with items such as obtaining Social Security cards, employment permission, drivers licenses, bank accounts, foreign exchange permits, and military service deferrals. Professional counseling assistance is available for students with immigration concerns, or academic and personal difficulties.

Office of Public Safety
NAC Building, 4/201
212-650-6911
Emergencies: 212-650-7777
publicsafety@ccny.cuny.edu
http://www1.ccny.cuny.edu/current/security/index.cfm
The college’s security office manages all aspects of security on campus, and should be contacted in any emergency. It also manages shuttle bus transportation between campus and nearby subway stations.

Office of the Registrar
The registrar’s office manages the academic calendar, course schedule, transcripts, diplomas, and all aspects of registration. Many online resources are available through its web site.

**Wellness and Counseling Center**  
Marshak Science Building, Rm. J-15  
212-650-8222  
wccenter@ccny.cuny.edu  
http://www1.ccny.cuny.edu/current/student/services/wellness/index.cfm  
The Wellness and Counseling Center provides counseling and psychological services to all registered CCNY students. There is no charge for these services, and sessions are confidential. The WCC provides a variety of services to help students understand their problems and themselves, achieve satisfying relationships, set personal goals, and make effective and satisfying career and life choices. Clinical services provided by a full time Registered Nurse are free and confidential to all currently enrolled CCNY students.

**Writing Center**  
NAC Building, Amsterdam Ave. Plaza  
3rd Floor South  
212 650-8104  
writingcenter@ccny.cuny.edu  
http://www1.ccny.cuny.edu/prospective/humanities/writingcenter/  
Although the CCNY Writing Center is primarily oriented toward the needs of undergraduate students, some grad students have found its services helpful. It offers one-on-one assistance for students working on writing assignments and projects from across the disciplines. You should visit the Writing Center whenever you need someone to listen to your ideas, discuss your topics or assignments, and read your drafts. Writing consultants will work with you on planning, drafting, and revising -- all of the important steps in your writing process. Appointments are usually necessary.

**Visual Resource Library**  
Compton Gothals Hall  
Room 245A  
212 650-7175  
artimage@ccny.cuny.edu  
http://www1.ccny.cuny.edu/library/art_resources/index.cfm  
The Art Visual Resources Library serves the imaging needs of the Art Department. It provides digital images for teaching and studying, projectors for classroom presentation, and equipment for scanning images. In addition, it houses the MA and MFA theses.
V. ART HISTORY FACULTY
Note: Office addresses are subject to change. If necessary, please consult the
Art Dept. staff in CG 109 or at 212-650-7420

Molly Emma Aitken, Asian Art

Phone: 212-650-7413
Email: maitken@ccny.cuny.edu
Office: CG 109B

Susan Elizabeth Gagliardi, African Art

Phone: 212-650-5253
Email: sgagliardi@ccny.cuny.edu
Office: SH 303C

Ellen Handy, History of Photography, Modern Art, Art of the United States

Phone: 212-650-7431
Email: ehandy@ccny.cuny.edu
Office: CG 244

Craig Houser, Modern and Contemporary Art

Phone: 212-650-5963
Email: chouser@ccny.cuny.edu
Office: CG 109A

Anna Indych-López, Art of Mexico and Latin America

Phone: 212-650-5163
Email: aindych@ccny.cuny.edu
Office: CG 251

Lise Kjaer, Modern and Contemporary Art

Phone: 212-650-7429
Email: lkjaer@ccny.cuny.edu
Office: CG 230

Harriet F. Senie, Public Art, Museum Studies

Phone: 212-650-7430
Email: hfsenie@gmail.com
Office: CG 230
VI. MUSEUM STUDIES CONCENTRATION

DESCRIPTION
The museum studies program at City College is a 30 credit program leading to an MA in art history. It offers a flexible curriculum, allowing students to develop their own area of specialization. Although the program has been primarily focused on art museums, issues and practices to other cultural institutions are considered in the required seminars, providing all students with a broader view of the field. In addition to two required seminars and internships described below, students may select from any number of elective courses in art history, history, anthropology, American studies, film, literature, education, or video production. By taking advantage of the cultural institutions of New York City, students have the opportunity to explore any number of career choices.

For more info. see: http://csauth.ccny.cuny.edu/prospective/humanities/art/museum/index.cfm

REQUIRED COURSES
The following graduate seminars are required of all museum studies majors and are open to other qualified graduate students with permission of the instructor.

Museology: An Introduction to Museum History and Issues (offered every fall). This course is designed to introduce students to the field of museum studies. It provides an overview of museum history and contemporary issues. The class meets four times a semester in museums in the metropolitan area where different professionals discuss their projects and what they consider critical issues. The semester ends with a symposium with NYU museum studies students focusing on key topics in the field.

B7400: Exhibition Analysis (offered every spring). In this course students analyze a group of exhibitions currently in the metropolitan area. Occasionally, these are clustered around a theme such as re-evaluating the retrospective or constructing identity through exhibitions. Each student studies one exhibition in depth, presenting a class lecture on the content and ancillary programs one week and leading a walk through the exhibition the next to evaluate the installation.

B7100 and B7200: Museum Internships (form follows on page x) All students in the program are required to do two internships. Typically internships consist of two days a week for fifteen weeks, but hours are worked out on an individual basis with the institution. Internships are available in nearly all museums in the city and other cultural institutions such as the Department of Cultural Affairs, selected galleries, or art magazines.
MUSEUM STUDIES ELECTIVE COURSES

B8001: Museum Education
Taught by a museum educator, this course focuses on developing and evaluating museum education programs in museums. In recent years this course has been taught by Sharon Vatsky at the Guggenheim Museum.

Special Topics (TBA)
THE CITY COLLEGE OF NEW YORK
ART DEPARTMENT
APPLICATION FOR MUSEUM INTERNSHIP
GRADUATE PROGRAM IN MUSEUM STUDIES

Definition: Three (3) credit hours of fieldwork in a museum whose mission corresponds to the curriculum of the Museum Studies program. A typical internship consists of two full days a week for fifteen weeks. Internships are restricted to students who have successfully completed the introductory museology course (B7000) and/or have prior museum experience.

Pre-Registration Requirements: 1. Internship description (see instructions below)
2. Signature of Internship Supervisor
3. Approval of Faculty Mentor
4. Approval of Program Director

Registration is only possible after completion and approval of this application

Other Requirements:
5. a three to five page report summarizing and evaluating your internship experience
6. a one page letter from your internship supervisor evaluating your performance

PLEASE PRINT OR TYPE:
Name___________________________________ Student ID#____________________________
Phone #____________________ E-mail________________________________

I plan to enroll in the FA___ SP___ SU___ semester of 20____ in the following course:
Check one of the following:
_____ B7100 Museum Studies Internship
_____ B7200 Museum Studies Internship

Place of Internship: _____________________________________________________________
Address:______________________________________________________________________
Internship Supervisor:___________________________________________________________
Supervisor’s Email:________________________________________ Supervisor’s Tel:______________
Number of hours per week: ____ Number of weeks: ____ Faculty Mentor:__________________

Description: Attach a 100-200 word typed proposal that describes your internship and how it relates to your program of study. This proposal statement must be approved by both your Faculty Mentor and the Program Director.

Internship Supervisor’s Signature__________________________ Date__________________
Faculty Mentor’s Approval ___________________________ Date__________________
Program Director’s Approval _____________________________ Date__________________

* Original application for student * One copy for instructor * One copy for Museum Studies Program Office
VIII. M.A. THESIS GUIDELINES

1. CHOICE OF SUBJECT

An M.A. thesis must be an original contribution to an existing body of knowledge, in this case art history and/or museum studies. The topic may emerge from work previously done in a class or work begun during an internship in a cultural institution. Typically an ability to read pertinent literature in the original language(s) is required. For example, if your topic involves French painting, you must be able to read French. In every case, wherever possible, primary sources must be consulted.

The subject should be one that can be treated extensively in 50-60 pages of text, exclusive of footnotes or endnotes, bibliography, appendices, and illustrations. Illustrations are essential.

All subjects must be discussed initially with the full time professor whose area of expertise is most pertinent to the subject AND the M.A. advisor. Occasionally, a thesis may take an alternative form, such as the development of an exhibition or an extensive museum education program. Once a topic has been approved verbally, a written proposal must be submitted to your first and second readers and the director of the program.

2. THE M.A. PROPOSAL

You will not be able to register for Thesis Research (B9000) until your M.A. proposal has been approved and you present a copy signed by your advisor, second reader and the director of the program.

The M.A. proposal should not exceed six pages and must consist of the following:
- a brief narrative of the intended subject
- a general review of the existing literature
- a statement of your contribution
- a brief chapter outline in narrative form
- a preliminary working bibliography, annotated wherever possible

If you change your topic or amend it substantially you must submit a new proposal.

3. READERS

The M.A. thesis requires at least two readers. The first reader must be a full time member of the art department faculty, the professor whose expertise is closest to the topic of your thesis. If there is no full time person with the requisite expertise,
the second reader may fulfill that function and may be an adjunct at CCNY or someone from another institution. Whenever possible, the second reader should hold a terminal degree.

The second reader should also be familiar with the topic but may be someone with a more general knowledge of it. Usually, the thesis is approved by the first reader before the second reader gets it. However, if both parties agree, they may read it simultaneously. This may save time in the end. Both readers as well as the director of the M.A. program (who may also be a reader) must approve the thesis.

4. DEVELOPMENT OF THE THESIS

Working with your first reader, establish a methodology that works for you. Arrange periodic meetings to review your progress, at least once a month. Some students find it useful to set up study groups to help keep them on schedule and to share ideas.

It is customary to require several drafts before the thesis is approved. All your drafts must be proofread and edited and in proper footnote order. **Thesis advisors do not serve as editors. Your advisor will not read any drafts that do not comply with these requirements.** If you have questions about your topic--structure, thesis, etc. - you should discuss them with your advisor before submitting drafts. Be sure to consult copies of existing theses available in the library for both form and content.

**You must allow sufficient time for your first and second readers to approve your thesis, as well as the MA advisor if he/she is not one of the readers.** Keep all readers apprised of your progress and when they may expect to receive material from you. Be sure to allow at least 2-3 weeks for each to read your work and allow time for revisions. Keep in mind that there are times, particularly around the ends of semesters, when your readers will require more time. Make sure you know the date the completed thesis with the signed cover sheet is due in the dean of humanities’ office and work back from that, allowing for holidays, etc.

You MUST be registered the semester you graduate and you MUST file an `intend to graduate’ form at the start of that semester.

5. GRADUATION

Although Art B9000 is the designated thesis research course, many students require additional time. **You must be registered the semester you intend to graduate.** If you have taken all your requirements including B9000, you may register to maintain matriculation any time during the semester. Instruction on thesis binding and the
thesis cover sheets are available in the dean's office. The `intend to graduate' form is available online.
MA Thesis Proposal Approval Form

Title of Thesis:

Name of Student:
Student id:
Student e-mail:

First Reader / date:

Second Reader / date

MA Program Director / date
X. LANGUAGE EXAMS

Students must prove competence in a language other than English to attain the MA in Art History. There are two ways to do this: either you pass the language exam or you receive a minimum of B in a CUNY intensive noncredit language course.

Each semester City College offers exams in Spanish, French, German, Italian, Classical Greek, Japanese, and Latin. This examination tests your ability to translate a short document from your chosen language into English. You are permitted to bring a dictionary to the exam if you wish. You must register in advance for the exam. Each semester we will post the deadline for registration. You can register for this exam in the MPIR office during office hours. You may prepare for this exam in any way you choose (for example, taking a class). If you are multilingual, you will not need any special preparation. Courses offered at CCNY can be found in the course bulletin, which is posted on-line (www.ccny.cuny.edu).

If you wish to be examined in a language other than those listed above, you must complete Form 213 and submit it to the MPIR office. This form is available from the office assistant. You must then seek out a professional who is appropriately skilled and willing to grade your examination. This professional must contact both the M.A. program and the Foreign Language Department to make the necessary arrangements.

Both City College and the CUNY Graduate Center offer intensive noncredit courses in a variety of modern and ancient languages specifically designed to assist graduate students in meeting the language requirements for their degrees. These courses, which are offered in the summer as well as during the academic year, develop or increase the student’s reading knowledge of a particular language. At the end of the course, the instructor gives all students a written exam. You must achieve a minimum of a B on this exam to get language credit for our program.

NOTE: The Art Department tries to keep its art history graduate students informed of the dates for the language exams through the Listserv. However, dates are also posted at:

http://www1.ccny.cuny.edu/prospective/socialsci/intrelations/current_language.cfm

For more info., please go to the website listed above or call:

Foreign Language Reading Program for Grad Students (212-650-6605)
XI. A SELECTION OF NYC LIBRARIES

* Architecture Library
CCNY
Spitzer School of Architecture Building
Room 101
212-650-8767

* Art Visual Resources Library
CCNY
Compton Goethals Hall, Rm. 245 A
212-650-7175

Avery Library (Columbia University’s Art History Library)
300 Avery
Columbia University
1172 Amsterdam Ave.
New York, NY 10027
212-854-3501
(Columbia University is located off the W. 116th St. stop on the # 1 subway line).

To access Columbia University’s libraries, you must request a METRO card from Cohen library. This card will be granted only if CCNY’s libraries do not have the book you seek. The METRO card does not confer borrowing privileges, and it cannot be used during CU’s final exam period.

Columbia University’s Butler Library may also be helpful. For other Columbia University libraries, see www.columbia.edu. (Columbia University’s on-line catalogue, called CLIO and available on the CU website, can be very helpful for research).

* Cohen Library
CCNY
NAC 2nd Floor
(212) 650-7292
www1.ccny.cuny.edu/library

CUNY Libraries: CCNY students may consult and even check out books at most libraries in the CUNY system. There are some exceptions, such as the Graduate Center library. For details and other library locations: see http://www.cuny.edu/libraries.html.

New York Public Library Main Branch (i.e. the Stephen A. Schwarzman Building, i.e. the famous building with the two stone lions)
Fifth Avenue at 42nd Street
New York, NY 10018
Their extensive collections have almost any book you need. The art room, off the main reading room, is a beautiful, quiet place to work. They bring your books right to your seat. (Only first give yourself time to get an ACESSS card from the main desk in the reading room). The books at the main branch mostly do not circulate. However, with proof of residency in New York State, you can also get a library card that will make it possible to check out books from the NYPL’s many other locations. (For locations around the city, check the website).

**Watson Library** (at the Metropolitan Museum of Art, 1st floor)
1000 Fifth Avenue  
New York, NY 10028  
Reference desk: 212-650-2225; circulation desk: 212-650-2175  
[http://libmma.org/portal/](http://libmma.org/portal/)  
Watson is a non-circulating library, but it is open to visiting researchers. You must register there with a photo ID.

* On the CCNY campus
12. CAMPUS MAP

Art History Department
(Compton Goethals: CG 109)

Nearest subways: A, C, D, B at 145th St. and 1 at 137th St.