Course Resources for Students at Bard

This document is a collection of book/course-related materials available for students to reduce the price of taking courses at Bard. See each section for information on how to access course materials depending on the program or division.

Table of Contents:

Each section is linked, or you can scroll through the document to see more details about each available fund.

Languages and Literature (L&L):

Literature Program Book Fund:
Who can use this resource?
All and any students enrolled in a L&L division class, specifically for the purchase of literary texts (novels, poems, short stories, etc.). The *Literature Program Book Fund* has been endowed by the generous support of an anonymous donor. This fund will provide physical copies of assigned books to any student in financial need, enrolled in a *literature class* taught in English or in a foreign language.
How can it be accessed?
Email Rachel Price in the Office of the Dean of the College, **doc@bard.edu** with the subject line: "Literature Program Book Fund" and state the course you are enrolled in and that you would like the Literature Fund to provide you with the necessary materials. Students will need to get the books at the Bard Bookstore in order to process the purchase through the DoC. The fund covers literature books for our classes in any language. It does not cover textbooks.

Literature Lending Library
Who can use this resource?
Any student enrolled in a literature course may borrow course books from the Literature Lending library (LL) for a semester, free of charge. The LL library will allow students to write in these books (within reason) before returning them at the end of the semester.
How can it be accessed?
The catalog is available at bit.ly/bardlit. Email **litlendinglib@bard.edu** for further information.

Science, Mathematics and Computing:

Who can use this resource?

Any student enrolled in a class in the Science, Mathematics, and Computing or a department OR a SCI class who needs financial support for class materials can request assistance for obtaining course materials. These courses can be in Biology, Chemistry, Computer Science, Math, Physics, and Psychology, as well as SCI courses. Funds are limited so we ask that students who can access materials through their own means do not make requests through this mechanism.

How can it be accessed?

Fill out this form before **March 1, 2023** and Megan Karcher will work to get you the materials needed.

The Arts:

Fund for Visual Learning (INTRO GRANTS):

Who can use this resource?

This resource provides students with supply kits for introductory level studio art classes. Intro Supply Grants are awarded to all students on financial aid who request them. Prior to the semester, your professor will reach out to you with info on supply kit grants.

How can it be accessed?

The professor of your course should send an email with a Google Form to request the intro supply kit, but if you haven't heard from them, please contact them and request this form.

Fund for Visual Learning (SENIOR GRANTS):

Who can use this resource?

You will be notified in the Senior Seminar of deadlines for grant applications. Senior grant applications are due at the end of Fall semester of your senior year.

How can it be accessed?

Your professor should send an email, but if you haven't heard from them, please contact them.

The Art History & Visual Culture Activities Fund:

Who can use this resource?

This resource offers need-based stipends to students to support local travel to regional collections, archives, libraries, and museums, entrance fees, and research costs related to scanning, copying, and rights or reproduction costs involved with publications, etc. This fund is reserved for Art History and Visual Culture majors.

How can it be accessed?

The AHVC Dept. is currently working on designing an application form within their website. For the time being, email **kboivin@bard.edu** about this fund. A committee consisting of the AHVC program chair and two other faculty members will oversee the granting of stipends on a rolling basis.

Additional Resources:

The Scale Project, Bookstore Rental Program:

Who can use this resource?

Anyone can use this resource, but The Scale Project asks that you do not use the rental program if purchasing course materials is not a financial burden for you.

How can it be accessed?

Check @thescaleproject on Instagram and/or check your email a few weeks before the semester begins. Most of our resources can be found in our **Linktree**, which is also in the link in our Instagram bio.

FYSEM Fund:

Who can use this resource?

Anyone who is experiencing difficulty affording some/all of the required material for FYSEM.

How can it be accessed?

Contact **doc@bard.edu** with subject line 'FYSEM Book Fund' and you will be assisted in getting the books you need.

Student Support Relief Fund (SSRF):

Who can use this resource?

The fund aims to support students who are experiencing unexpected financial difficulties, but is available to any student. The SSRF can cover some/all expenses related to:

1. Food
3. Clothing
4. Personal Medical Needs (i.e prescriptions)
5. Emergency Related Travel

How can it be accessed?

1. Fill out this form.
a. The committee meets weekly, so expect a response after a week-2 weeks.
2. For more information see the Student Support and Relief Fund Website.

Getting Microsoft Office For Free!

Who can use this resource?

Any student at Bard!

How can it be accessed?

There are 2 steps:

1. Students who would like access should register for a Microsoft account with their Bard email address here: **https://www.microsoft.com/en-us/education/products/office**.
2. After signing up for that account they need to send an email to helpdesk@bard.edu and request a license for the desktop apps. They will apply a license to the account and students will then be able to download the installers directly from Microsoft's website.

Using the Library

Books for classes, even textbooks, are often available at the library. We encourage faculty to place required and supplemental reading on Reserves for students to help alleviate the cost of purchasing textbooks and course materials for students.

● Search the library's catalog by choosing Course Reserves or Course Reserves Prof from the drop-down menu next to the search box

● Book reserves are held at the Reserves Desk on the third floor of the library and can be checked out for 3 hours at a time, for use in-building only.

Other materials may be available by searching the library's collection on the library's website.

Materials not available through the library may be borrowed through interlibrary loan.

There are two options for borrowing from other libraries: ConnectNY and ILLiad.

● ConnectNY is a consortium of academic libraries in New York State who share a catalog and a dedicated delivery system that ensures rapid delivery of books.

● Books borrowed through ConnectNY may be kept for 12 weeks.

Books not available through ConnectNY may be ordered through ILLiad, a national network of lending libraries.

● To order books through ILLiad, create an account.

● Login to ILLiad, choose the type of material you need, key or import the information

and click on the Submit button.

● ILLiad books are usually lent for a shorter period of time, but -- staying within the limits of copyright law -- students can always copy or scan the relevant sections for their own personal, educational use.

- **Never, ever pay for an article!** If the library doesn't own or have access to the issue of a journal that contains the article you need, order it through ILLiad's Article Request. Most article requests are fulfilled in 24 to 48 hours, often less -- and it's free.

● Every printer in the library is also a copier/scanner (scanning takes .5 cents/page off your printing allowance) and we have a new KIC scanner on the first floor. <u>Scanning on the KIC </u>scanner is free, and text scanned is automatically OCRed, making it possible to use text-to-speech software (the company that makes KIC has a good text-to-speech phone app called MyDocs). Please see a librarian to learn to use this scanner.

   ● If you run out of printing money, students can ask a librarian to print what they need for them!

Other Sources

The Open Education Network's **Open Textbook Library** is a digital library of peer-reviewed, free, open-access textbooks, created as a direct response to escalating textbook costs in higher education and their negative impact on students' academic success. These textbooks are fully adaptable by faculty and students to meet the needs of classes.

Other library systems may have materials that will be relevant to your work. **The New York Public Library** serves anyone who lives, works or goes to school in New York State. A library card may be obtained through their website. This card enables users to access e-books, audiobooks and research databases.

Another source for materials is the public library system. The **Mid-Hudson Library System catalog** is a great source for books, audiobooks and ebooks. Library cards are available from **Red Hook** and **Tivoli** public libraries with your Bard ID and another form of photo identification.

If you cannot find the materials you need for your courses or your research, please <u>speak/email/meet with/call a librarian.</u> We're always happy to help.

This document has been created and updated by The SCALE Project. If you have any questions or would like us to add a resource, please reach out (scaleprojectbard@gmail.com or instagram.com/thescaleproject).