

# Seniors

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Special services for Bard seniors are outlined below. We also offer one-on-one individualized research help for seniors writing their projects.

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## Senior Carrels

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Senior Carrels are assigned by a lottery held every year in the beginning of the Fall semester. Seniors receive e-mails with the details in August, and information is posted on the library's website. To participate in the lottery, a senior should be working on a text-based, research project, and his/her library record should have no outstanding overdue or missing books or fines. Contact **Betsy Cawley** with questions.

During the lottery, interested seniors will be directed to a website where they will fill out a simple form. These will be submitted to a random drawing. Those seniors whose names have been chosen will be notified by e-mail and they will be given certain times during which they may pick out a carrel.

Policies:

- Library books on your carrel must be properly checked out. Make sure the correct "Date Due" is stamped in each book. As always, the date on your **library account** is the official date by which you need to return that book.
- Books kept at your carrel should be left sensitized. If you want to take them out of the library, the Circulation Desk can desensitize them when you leave and re-sensitize them when you return the books to your carrel.
- Non-circulating materials may not be kept at your carrel. These include periodicals, reference books, Reserves books and photography books.
- The carrel is not yours exclusively. Others may sit there when it is not in use.
- If you share your carrel with another student, make sure to notify librarian Betsy Cawley at **cawley@bard.edu**.
- We do not recommend keeping personal copies of books at your carrel because we have no way to protect them from being stolen.
- The senior loan period for borrowing books is one academic year (two semesters). **Please note that ConnectNY books always have a loan period of 42 days with one renewal.** If you still need ConnectNY books when the due date is up, please return them and reorder. Books from our Browsing Collections have a 28 day borrowing period with one renewal.
- Overdue ConnectNY or ILLiad books may be removed from your carrel without notice.
- Please return books from your carrels at the end of the Spring semester. Books left on carrels past the due date at the end of the Spring semester will accrue fines until library staff have a chance to clear the carrels.
- No heating or cooking appliances may be kept in the library. There is no smoking anywhere in the library.
- Please help us maintain the library by treating your carrel space with respect. Do not leave food or drinks at your carrel, and take care that your belongings stay on the carrel (not the windowsills or floor), so they do not become a hindrance to the cleaning staff.

## Extended Loan Periods

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The senior loan period for borrowing books is two semesters. Books borrowed from the circulating stacks (not the Browsing Collections) of our library will be checked out to seniors for the entire academic year. **Please note** that ConnectNY books always have a loan period of 42 days with one renewal. If you still need ConnectNY books when the due date is up, please return them and reorder. Books from our Browsing Collections have a 28 day borrowing period, with one renewal.

## Senior Project Format

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Please feel free to contact a librarian for help with your senior project research. We would be happy to set up an appointment for a reference session. You can also look in our library's own **Senior Project Collection** for further examples and reference.

**The Dean of Student Affairs Office** (<http://www.bard.edu/dosa/>) can provide you with all the information you need for formatting your Senior Project.

The Form of the Senior Project

**Contents:**

- Title page
- Dedication/Acknowledgements
- (Preface, if included)
- Table of contents (list of chapters with their page numbers)
- Introduction

- Body of text
- Footnotes (if these do not appear elsewhere)
- Bibliography

**Format:**

- Use uniform size paper, 8.5 x 11 inches.
- Leave a margin of approximately 1 inch on the left and 1 inch on the right, top, and bottom of the page.
- Double space the body of the text. Ask your adviser whether you should follow the MLA, APA, or CMS recommendations for your citations and bibliography.
- Illustrative material such as graphs, maps, and photographs can be integrated into the text or placed in appendices at the end.
- Number pages consecutively, with Arabic numerals; the first numbered page should be the first page of the text proper. The title page, dedication, and table of contents should not be numbered. (These preliminary pages or any others may be designated with roman numerals if desired.)
- Numbers should appear in the upper right hand corner of the pages, or in the middle of the top margin, without periods or hyphens.

The final version of your senior project should be carefully proofread for typographical errors, correct grammar, and proper citation. Rely on Merriam-Webster's Collegiate Dictionary and The MLA Handbook or The Chicago Manual of Style, 14th ed. for all editorial questions.

**Sample Title Page:**

Indonesian Vernacular Architecture:  
Of Home, the Body, and the Universe

Senior Project submitted to  
The Division of Social Studies  
of Bard College  
by  
Miya Buxton

Annandale-on-Hudson, New York  
May 2011

## Digital Commons Senior Project Submissions

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1. You should submit your completed senior project or artist's statement (Arts Division majors) on the date that your senior project is due.
2. It can be submitted in WORD or PDF format. Other file types should be submitted as additional or supplemental files.
3. *You can register early and submit information about your senior project ahead of time.* Choose one of the following links and click **Submit Research** on the lower right hand side of the page. Set up your user account and enter information about your project and click submit.

Spring 2016: [http://digitalcommons.bard.edu/senproj\\_s2016/](http://digitalcommons.bard.edu/senproj_s2016/) ([http://digitalcommons.bard.edu/senproj\\_s2016/](http://digitalcommons.bard.edu/senproj_s2016/))

## SENIOR PROJECTS

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Authors

### AUTHOR CORNER

Author FAQ

Submit Research

Instructions for **Submitting your Project Online** (<http://libguides.bard.edu/seniorprojectguidelines>)

4. For your digital submission please note the following...

The **Abstract/Artist's Statement** is the place to put a project abstract or artist's statement IF your program requires one.

The **Distribution Option** indicates how accessible you'd like your digital senior project to be to the public. *Please note Bard's policy: online access to most projects will be on-campus only. Some projects, after consultation with project advisors, will be proposed for wider accessibility.*

The **Creative Commons Licensing** is where you indicate your preference regarding the protection of your intellectual property. Choose among the listed options. To learn more about **CC licensing** (<http://creativecommons.org/licenses/>) . **You set and retain rights to your project.**

There are no set file size limits, **but text based PDFs should be less than 3mb to make download easier.**

If you have a question about **attaching media files** associated with your project, we're happy to help - email: [jhall@bard.edu](mailto:jhall@bard.edu) or [digitalcommons@bard.edu](mailto:digitalcommons@bard.edu).