Chicago Stylesheet

- Alfred C. O’Connell Library -

This handout covers Chicago 17th ed. style basics, formatting, and many examples for sources noted throughout your paper and in the Bibliography list at the end of your paper.

Always consult your professor to learn their requirements for citation and formatting.

Chicago Style 101

1. Cover page? Yes!
2. Margins = 1 inch
3. Spacing = Double

Citing sources:

- Bibliography (list of all sources used in your paper)
  &
- Footnotes (most common)
  or
- Endnotes (less common)

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Bibliography & Footnote examples

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Books

1. One Author
2. Two or Three Authors
3. Four or More Authors
4. Author or Editor Unknown
5. Sacred Books
6. Edited or Translated Book
7. Encyclopedias & Dictionaries
8. Chapter or Part of a Book (includes Dust Jacket)
9. Multivolume Books
10. eBooks (Countrywatch, SUNY Press, EBSCOHost, Google Books, Kindle, etc.)
1. One Author

BIBLIOGRAPHY:

The basic format for a book **Bibliography** entry is:

Author Last Name, Author First Name. *Title of Book*. Place of Publication: Name of Publisher, Year of Publication.

**Note**: Arrange multiple bibliography entries from the same author in alphabetical order by book/article title.


FOOTNOTE/ENDNOTE (FULL VERSION):

The basic format for a book **Full footnote/endnote** entry is:

1. Author Name, *Title of Book* (Place of Publication: Name of Publisher, Year of Publication), specific page number being cited.

**Note**: Include city and state of publisher unless the state is part of the publisher's name, or it is a well-known location.


FOOTNOTE/ENDNOTE (SHORT VERSION):

The basic format for a book **Short footnote/endnote** entry is:

4. Author Last Name, *Shortened Book Title*, page number.

Short notes are used for multiple citations from the same source. **After a source has been fully cited the first time**, a short note should be used for each future citation from that source.


**Note**: Titles of four words or fewer are not shortened. Do **not** include initial articles – *The Old Man and the Sea*, would become *Old Man*.


**Note**: #6 is also from the Bragdon book. Because you are following a Bragdon footnote with another Bragdon footnote from the same book, you may leave out the shortened title, but you must include the page number, even if it’s the same page number as the previous note.

2. Two or Three Authors

BIBLIOGRAPHY:
In a bibliography entry, only the first author's name is reversed.


FOOTNOTE/ENDNOTE (FULL VERSION):


FOOTNOTE/ENDNOTE (SHORT VERSION):


Note: Jr. appears after William D. Phillips in the full note (#2), but is dropped in the short note (#3).


3. Four or More Authors

BIBLIOGRAPHY:
For works with four to ten authors or editors, list all names in the bibliography entry. For works with more than ten authors or editors, list only the first seven names in the bibliography entry followed by et al.


Note: In a Bibliography entry, only the first author's name is reversed. Do not include state of publisher if it is a part of the publisher's name.

FOOTNOTE/ENDNOTE (FULL VERSION):

Use only the name of the first author or editor in the note, followed by "et al." with no comma placed between the author or editor's name and "et al."


FOOTNOTE/ENDNOTE (SHORT VERSION):

4. Author or Editor Unknown

BIBLIOGRAPHY:
Use the title or a descriptive phrase in place of an author or editor’s name if there is no name available. Do not use articles (a, an, the) when alphabetizing these entries in the bibliography.

A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which it Hath Received, and Means by Which it Hath Been Advanced. London, 1610.

Note: For books published before 1900 it is acceptable to only list the Place, Date of Publication.

FOOTNOTE/ENDNOTE (FULL VERSION):
Use the title or a descriptive phrase in place of an author or editor’s name if there is no name available.

1. A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which it Hath Received, and Means by Which it Hath Been Advanced (London, 1610), 17.

FOOTNOTE/ENDNOTE (SHORT VERSION):

2. True and Sincere, 12.

5. Sacred Books
Religious works such as the Bible and the Qur’an are not included in the Bibliography, and they are cited by book, chapter, and verse, or in an equivalent manner.

FOOTNOTE/ENDNOTE (FULL VERSION):


6. Edited or Translated Book

BIBLIOGRAPHY:
Editor is abbreviated ed. (or eds. for more than one), and translator is abbreviated trans., and they are preceded by a comma when there is no author. The author’s name comes before the translator’s name, when you have one. When edited by/translated by comes after the title, it is spelled out fully.


FOOTNOTE/ENDNOTE (FULL VERSION):
Editor is abbreviated ed. (or eds. for more than one) and is preceded by a comma. The author’s name comes before the translator’s name (when you have one), and the word “translator” is abbreviated. When editors are listed after the title they are abbreviated as ed. (no “s”) (see footnote #2 on p.7).


FOOTNOTE/ENDNOTE (SHORT VERSION):
In short notes the abbreviations are not included.


7. Encyclopedias & Dictionaries
Encyclopedias and dictionaries are generally cited in notes but not in the bibliography. Make sure that your instructor allows you to cite from this kind of source before including it in your paper. Include “s.v.” which stands for *sub verbo* (Latin for “under the word”), this lets the reader know what entry you used. Use this format for shorter entries (such as definitions) from well-known reference books.

FOOTNOTE/ENDNOTE (FULL VERSION):


Note: #2 and #3 are from online sources.

8. Chapter or Part of a Book
*A chapter or part may be an essay, short story, poem, article or other item that appears within a book that has an editor. When using a multivolume work, list the volume number before the page number or numbers (for example, volume two, pages 33 through 55 would appear as 2:33-55).

For unusual parts of a book (preface, introduction, dust jacket, afterword, postface, etc.), follow these examples:

BIBLIOGRAPHY:

Notes: The editor information is not abbreviated in the bibliography entry. The word “In” must appear in the citation in front of the work that the part came from. Include full page range for the section from which you are citing.


Note: Include full page range for the section from which you are citing.

Footnote/endnote (full version):


Footnote/endnote (short version):
4. Backflap to Passion.

5. Rounding, foreword, xv.


9. Multivolume Books

Bibliography:


Footnote/endnote (full version):

Footnote/endnote (short version):
When using a multivolume work, list the volume number before the page number(s).

2. Bernal, Black Athena, 3:401-402.
10. eBooks
Use this format for GCC library encyclopedia/reference book articles from databases such as CountryWatch, Literature Resource Center, Gale eBooks, EBSCOhost eBook Collection, and others, as well as from SUNY Press EBook Collection, Google Books, and books from eReader devices – Kindle, nook, iPad/Pod, etc.

Use the shortest possible URL/web address, or, if the link will run a line or more, substitute either a link to the main page of the website, or else simply list the name of the database.

BIBLIOGRAPHY:


FOOTNOTE/ENDNOTE (FULL VERSION):


   Note: Only the single version of ed. is used, even if there are multiple editors, when the editors are not listed first.


5. Frederick Douglass, *Narrative of the Life of Frederick Douglass* (Lexington, KY: SoHo Books, 2010), part III, Kindle.

   Note: Indicate which specific chapter or section and which format/device you used if no page number is available.
FOOTNOTE/ENDNOTE (SHORT VERSION):


7. “Nell Irvin Painter.”

8. Douglass, *Narrative*, part IV.

Newspaper, Magazine, and Journal Articles

**Note:** See previous section for how to cite from online books.

1. Newspaper
2. Magazine
3. Journal

**1. Newspaper Article**

**BIBLIOGRAPHY:**

The basic format for a newspaper article **Bibliography** entry is:

Author Last Name, Author First Name. “Title of Article.” *Title of Source*, Month Day, Year of Publication, edition/section. DOI OR stable web address/URL OR Name of Database (Document or Accession Number/ID).

Newspaper articles are not usually included in a bibliography. However, some instructors require them. **Always** follow the directions given by your instructor.

**Notes:** Do not include “The” as part of newspaper titles. Also, break long links after punctuation symbols.


FOOTNOTE/ENDNOTE (FULL VERSION):

The basic format for a newspaper article **Full Footnote/endnote** entry is:

1. Author Name, “Title of Article,” *Title of Source*, Month Day, Year of Publication, edition/section, DOI OR stable web address/URL OR Name of Database (Document or Accession Number/ID).

**Notes:** Do not include page numbers for newspaper articles. Include newspaper edition, if available.


FOOTNOTE/ENDNOTE (SHORT VERSION):
The basic format for a newspaper article Short endnote/footnote entry is:

5. Author Last Name, “Shortened Article Title.”

Titles shorter than four words are not shortened. Do not include initial articles – The Old Man and the Sea, would become Old Man.


7. Chazan, “Rapid German Expansion.”


2. Magazine Article

BIBLIOGRAPHY:
The basic format for a magazine article Bibliography entry is:

Author Last Name, Author First Name. “Title of Article.” Title of Source, Month Day, Year of Publication. DOI OR stable web address/URL OR Name of Database (Document or Accession Number/ID).


Notes: Do not include “The” as part of magazine title, break long links after punctuation symbols, and do not include page numbers in Magazine Bibliography entries.

FOOTNOTE/ENDNOTE (FULL VERSION):
The basic format for a magazine article Full Footnote/endnote entry is:

1. Author Name, “Title of Article,” Title of Source, Month Day, Year of Publication, specific page number being cited (if available), DOI OR stable web address/URL OR Name of Database (Document or Accession Number/ID).


   Notes: Use et al. after first author for articles with 4 or more authors. Include page numbers in Magazine footnotes when available.

FOOTNOTE/ENDNOTE (SHORT VERSION):
The basic format for a magazine article Short footnote/endnote entry is:

5. Author Last Name, “Shortened Article Title,” page number.


   Notes: Titles shorter than four words are not shortened, but initial articles (A, An, The) are still omitted.

3. Journal Article

BIBLIOGRAPHY:
The basic format for a journal article Bibliography entry is:

   Author Last Name, Author First Name. “Title of Article.” Title of Source Volume number, no. issue number (Year of Publication): First page number-Last page number. DOI OR stable web address/URL OR Name of Database (Document or Accession Number/ID).


**Notes:** For publication date, only the year is required for journal articles. Do not include “The” as part of journal titles. Be sure to format DOIs as you see here. Bibliography examples are in proper alphabetical order.

### FOOTNOTE/ENDNOTE (FULL VERSION):

<table>
<thead>
<tr>
<th>Note</th>
<th>Author, Title, Journal, Volume, Issue (Year), Pages, DOI or URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Author Name, &quot;Title of Article,&quot; Title of Source Volume number, no. issue number (Year of Publication): specific page number being cited, DOI OR stable web address/URL OR Name of Database (Document or Accession Number/ID).</td>
</tr>
</tbody>
</table>

**Notes:** Do not include “The” as part of journal titles. Use a stable web address or permalink.


### FOOTNOTE/ENDNOTE (SHORT VERSION):


**Notes:** Jr. appears after Cohn in the full note (#2), but is dropped in the short note (#7). Short note #6 did not go with the first words of the title, but instead chose the last two words. This is perfectly acceptable. You may not mix up the order of the words, but may choose any couple of words from the title for your shorter version.
Websites and Multimedia

Citations for websites are usually dealt with as notes and not as entries in the bibliography; however, your instructor may require you to list websites in your bibliography. Personal communications and legal works are NOT included in the bibliography. Always check with your instructor and follow their assignment guidelines carefully.

See Books section 10. eBooks (pp. 7 – 8) for how to cite from online books from places such as Google Books, CountryWatch, etc.

1. Basic Websites & Blogs
2. Video & Film Recordings
3. Photographs

1. Basic Websites & Blogs

BIBLIOGRAPHY:

The basic format for a website/blog Bibliography entry is:

Author Last Name, Author First Name. "Title of Article or Page within a Website." Sponsor/Owner of Website. Publication Date/Date of Last Revision/Modification OR an Access Date, optional timestamp info if useful. Web address/URL.

Websites are not usually included in a bibliography. Always follow the directions given by your instructor and include websites in your bibliography if required to do so. Titles of blogs should be italicized, titles of web pages should not. Insert the words "last updated," "last revised," or "accessed," as necessary.


FOOTNOTE/ENDNOTE (FULL VERSION):

The basic format for a website Full Footnote/endnote entry is:

1. Author Name, "Title of Article or Page within a Website," Sponsor/Owner of Website or Database, Publication Date/Date of Last Revision/Modification OR an Access Date, optional timestamp info if useful, web address/URL.


FOOTNOTE/ENDNOTE (SHORT VERSION):
The basic format for a website Short endnote/footnote entry is:

5. Author Last Name, “Shortened Website Title.”


7. Livius, “Neanderthals.”

2. Video & Film Recordings
Includes such items as MP3s, MPEGs, streaming services (Netflix, Amazon, Hulu) etc. Include the type of media (if appropriate), the access date (if required) and the web address/URL (if applicable).

BIBLIOGRAPHY:
Designations such as dir. (director) or prod. (producer) are abbreviated.


FOOTNOTE/ENDNOTE (FULL VERSION):
Include designations that are pertinent to your item, such as directed by, produced by, posted by, featuring, etc.


2. Vikings, season 1, episode 1, “Rites of Passage,” directed by Johan Renck, written by Michael Hirst, featuring Travis Fimmel, Katheryn Winnick, and Clive Standen, aired March 3, 2013, on History Channel, https://www.amazon.com/dp/B00BOL22GY.


3. Photographs
Use this format for photos you have personally taken.

BIBLIOGRAPHY:


FOOTNOTE/ENDNOTE (FULL VERSION):

Other Sources

1. National Archives - Civil War Service Records
2. Interviews - Published
3. Interviews - Unpublished
4. Lectures/Course Materials
5. Personal Communications
6. Legal Citation - Laws and Statutes
7. Legal Citation - United States Supreme Court Decisions
8. Primary Sources
9. Secondary Sources

1. National Archives - Civil War Service Records

BIBLIOGRAPHY:


FOOTNOTE/ENDNOTE (FULL VERSION):


2. Interviews - Published

Interviews must include the name of the person who was interviewed, name of the interviewer, brief identifying information and place, and/or date of the interview.

BIBLIOGRAPHY:


FOOTNOTE/ENDNOTE (FULL VERSION):


3. Interviews - Unpublished

Unpublished interviews are generally included in Footnotes, but not in Bibliographies.

FOOTNOTE/ENDNOTE (FULL VERSION):


4. Lectures/Course Materials
The speaker/author, title, material type, location, and date of the speech/material should all be provided.

BIBLIOGRAPHY:

Swanson, Garth. “Rosie the Riveter: Women in the Workforce, WWII and Beyond.” Power Point presentation for HIS 102 online, Genesee Community College, Summer 2019.


FOOTNOTE/ENDNOTE (FULL VERSION):


2. Garth Swanson, “Rosie the Riveter: Women in the Workforce, WWII and Beyond” (Power Point presentation for HIS 102 online, Genesee Community College, Summer 2019).

5. Personal Communications
Personal communications are generally included in Footnotes, but not in Bibliographies.

FOOTNOTE/ENDNOTE (FULL VERSION):

1. Howard Zinn, email message to author, June 1, 2019.

6. Legal Citation - Laws and Statutes
Legal citations are generally included in Footnotes, but not in Bibliographies.

FOOTNOTE/ENDNOTE (FULL VERSION):


2. N.Y. Const. art. XI, § 2.

Note: Article and amendment numbers use Roman numerals (I, II, III) and section and clause numbers use Arabic numerals (1, 2, 3).

7. Legal Citation - United States Supreme Court Decisions
Do not use versus or vs. for U.S. Supreme Court citations; only v. is acceptable.

BIBLIOGRAPHY/ FOOTNOTE/ENDNOTE (FULL VERSION):


Note: 5 U.S. 137 = Volume, Name of Book Series Page number.

8. Primary Sources
For unusual primary sources (old family photos, cemetery tombstones, people, landmarks, etc.), follow this guideline – if you could go see or talk to the item, cite the item; if the item no longer exists, or is dead, cite a photo/transcript/webpage of the item. Be as descriptive as possible.
BIBLIOGRAPHY:


**Note:** N.d. stands for no date, and the ca. (circa) means “about this date.” You may use one or the other, or both as needed. Putting a date in brackets with a question mark, means you think you know, but aren’t 100% sure.

*Tombstone of Daniel Phillips: Died July 18, 1838: Age 81 Years: War of 1776.* Henrietta, NY: Tinker Cemetery, [1838?].


**Note:** Include website information for primary sources found online.

FOOTNOTE/ENDNOTE (FULL VERSION):


**Note:** Provide book, chapter, and/or section information if you have it.


9. Secondary Sources

Citations from secondary sources (“quoted in…”) are discouraged; authors are expected to review each item cited. If the original source is not available, both the original and secondary sources must be listed in the Footnote/Endnote.

BIBLIOGRAPHY:


FOOTNOTE/ENDNOTE (FULL VERSION):


**Note:** In this case, 116 is the page number from the original source and 9 is the page number from the book you used.
General Rules

Authors
Always include full names whenever you can. See basic format boxes for formatting guidelines.

Bibliography
**One to ten** authors/editors are all listed.

Only the **first author’s name is reversed**, commas follow the names of **all** authors, and the word “and” **always** precedes the last author (Smith, John, Jane Doe, and John Q. Public.)

For **more than ten** authors, list only the **first seven** authors followed by “et al.”

Footnotes/Endnotes
For an item with **four or more** authors or editors only the name of the first author/editor is included followed by the words “et al.” with no comma between them (see Dick et al. book on p. 3 and Chevedden et al. magazine article on p. 9).

Titles
Capitalize all important words – first word of the title, first word of the subtitle (right after the colon) and all other major words. Do **not** capitalize words such as: a, an, the, against, between, in, of, to, and, but, for, and so, unless they are the first word of the title or the subtitle.

Leave out initial articles from titles of periodicals (newspapers, magazines, and journals) (**Lancet, not The Lancet; New York Times, not The New York Times**).

Put the following titles in **italics** – books, **periodicals, plays, movies, TV & radio programs, operas, album titles, paintings, statues, and cartoons**.

Put the following titles in “**quotation marks**” – “periodical articles,” “book chapters,” “short stories,” “poems,” “specific songs,” and “photographs.”

Titles of books are taken from the title page (first printed page of the book) and not from the cover. If the title on the title page starts with any of the initial articles “A,” “An,” or “The” include it in your citation, but be sure to alphabetize by the second word.

When titles or subtitles end with question marks or exclamation points they are **not** followed by a colon or period (Hadingham magazine bibliography example on p. 9 and Sweeney journal bibliography example on p. 10). However, if a comma should come next, be sure to include it (Hadingham magazine full note example on p. 9).

Page numbers

Newspapers
**Bibliography & Footnotes/Endnotes**: Do not include page numbers, instead end with edition (late edition) or section number/name. (sec. 1/sec. A/Sports section).

Magazines
**Bibliography**: Do not include page numbers.

**Footnotes/Endnotes**: Include specific page number(s). For items without page numbers you may include either a paragraph number (para.) or a section heading (sec.) to indicate the specific section, but this is **not** required.

Journals
**Bibliography**: Include page range (250 – 265).

**Footnotes/Endnotes**: Include specific page number(s). For items without page numbers you may include either a paragraph number (para.) or a section heading (sec.) to indicate the specific section, but this is **not** required.
Dates
Do not put magazine and newspaper article dates in parentheses. For newspaper and magazines articles use Month Day, Year format - February 16, 2018.

For books and journal articles just use the year.

Publishers
Shorten publishers' names by removing such words as The, Inc., Co., & Co., and Publishing Co.

Do not include state of publisher if it is a part of the publisher's name.

Include states only for lesser known cities, but always include D.C. for Washington, D.C.

Abbreviations

Bibliography
Editor is abbreviated ed. (or eds. for more than one), and translator is abbreviated trans., and they are preceded by a comma when there is no author. The author's name comes before the translator’s name, when you have one. When edited by/translated by comes after the title, it is spelled out fully.

Footnotes/Endnotes
“Edited by” and “Translated by” are abbreviated as (ed.) and (trans.).

Formatting in the Body of the Paper

There are two notation styles in Chicago: footnotes and endnotes. Pick ONE style and use it throughout the entire paper.

Footnotes are more common at the college and are generally accepted by all instructors using Chicago style, but be sure to find out what format your professor requires.

Note numbers in text are formatted as superscript, which is half a space above the line. To get a superscript number in Microsoft Word 2016 or 2010, place your cursor where you want to insert a note, click on the References tab and then click on either Insert Footnote or Insert Endnote. Neither version of Word will create Notes/Bibliography entries in the current version of Chicago (17th ed.). If you use this feature, double check against this stylesheet.

Footnotes/Endnotes
Endnotes appear on a separate page (or pages) at the end of the body of the paper but before the bibliography. The heading for the endnotes page(s) should consist only of the word Notes. Footnotes appear at the bottom of each page.

The first line of the note must be indented half an inch. Only the first line should be indented, not the entire note. Single-space each note and double-space between notes, unless your instructor has given you other directions. Microsoft Word does not do either of these things automatically when creating notes.

The font size of notes should be 2 sizes smaller than the font size used in the main body of the paper. A paper with a text font size of 12 point should have notes with a font size of 10 point. In order for notes to be readable, do not make the font size smaller than 9 point.

Bibliography
The entries in a Bibliography are listed alphabetically by authors’ last names (or by title when no author is given).
Long Quotations

If a quotation continues for 100 or more words, it should be set as a block quotation. Block quotations should begin with a lowercase letter unless there is no material that precedes it. End the last sentence of the block quotation with a period followed by your footnote or endnote number.

For example:

Levy informs us that

tattooing has been practiced since before recorded history. In fact, it may have been one of the earliest art forms. No one knows for sure how or when tattooing was invented. Victoria Lautman suggests in *The New Tattoo* that it may have been discovered by accident, as often happened in human history. Perhaps some prehistoric person got ashes pressed into his or her skin when falling near a fire, liked the way it looked, and tried to reproduce it. Regardless of how humans discovered tattooing, we know they did discover it, perhaps in different ways and at different times in different places. Evidence tells us that tattooing had a long history in Europe, Japan, Egypt, Polynesia, Russia, Greece, Rome, and the Americas. The oldest evidence for tattooing comes from prehistoric Europe.¹
Sample Paper Pages

The first line of the note must be indented half an inch. Only the first line should be indented, not the entire note. Single-space each note with double-spacing between notes, unless your instructor has given you other directions. Microsoft Word does not do either of these things automatically when creating notes.

Your professor may prefer specific variations to the way your foot/endnotes and bibliography citations look, which may differ from the way they are presented in this guide.

Always consult your professor to learn if they have any special requirements for citations.

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The History of the Tattoo

Tattoos had been around for a very long time before Captain Cook gave them their name. The first documented tattoo is credited with belonging to Otzi the Iceman from around 3300 BC.1 Otzi’s tattoos were possibly therapeutic in nature owing to their design and location, but tattoos have been used a variety of ways since then. They have been used to mark criminals and military deserters, denote group status for tribal groups as well as for modern-day gangs, “to mark life-changing events such as coming of age,”2 and finally as a means of self-expression.

Believe it or not, tattooing was once fashionable among the upper crust of society, due to the rarity of tattoos, the cost, and the amount of pain and time the process took, though they tended to get only small tattoos in discreet locations. With the invention of the first electric tattooing machine by Samuel O’Reilly in 1891, “tattoos could now be more cheaply spread to the masses and their appeal to the upper classes soon died out”3 and in fact tattoos began to be associated with lower-class elements as the “tattooed lady” of circus fame was born.4

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2 Dinter, World of Tattoo, 49.
4 Krcmarik, “History of Tattooing”

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Dinter was my 1st footnote, since my 2nd note is also from him, it’s a short note. The 3rd citation is the first from Krcmarik so it’s full, but the next citation from her is short.
Sample Bibliography

The Bibliography list includes all the sources used in the research and writing of your paper and it should be on a separate page at the end of the paper, single-spaced with double-spacing between entries, and in alphabetical order by the authors’ last names (or by title when no author is given, ignoring “A,” “An,” and “The”).

Your professor may prefer specific variations to the way your foot/endnotes and bibliography citations look, which may differ from the way they are presented in this guide.

Always consult your professor to learn if they have any special requirements for citations.

For More Information


For help in deciding the difference between responsible writing and plagiarism, see the following websites: Google: avoiding plagiarism site:purdue.edu or Google: plagiarism site:indiana.edu.

Questions? Contact a Librarian:

In Person: Library Information Desk
Phone: 585-343-0055 Ext. 6419
Email: Click on Email from the library’s web page
Chat: Click on Chat online from the library’s web page