Using the Library
By Stephanie S. Marshall

When I got my first library card from the New York Public Library, I remember how responsible I felt as I began to explore a fascination with books that preceded my passion for writing. The library is an essential tool for learning. Being familiar with how the library functions will help you become a more productive student. Before you use the library you should do the following:

- Create a plan
- Ask questions
- Take your time
- Listen and Learn

You should create a plan outlining what you want to accomplish. You gain confidence when you are prepared. Be ready to ask questions. There will be someone available to assist you. Take your time and search for the information. Be ready to listen, learn and take notes.

When you begin college, take a tour of the campus library to familiarize yourself with the various service areas. BCC’s library is available to students, faculty and staff. Its service areas include Access Services, Archives and Special Collections, Content Services, Learning Services and Technology Services. Access Services is where you can borrow materials through circulation, reserves and interlibrary loans that allow you take out books from other CUNY colleges. Archives and Special Collections provide access to materials that document the history of the College. Content Services consists of books, periodicals, digital resources and media resources available 24/7. Learning Services provides information sharing through literacy instruction sessions, research consultations, events and workshops. Technology Services provides laptop computers, iPads, Kindle Fires and graphic calculators in addition to technical support.

The BCC Library offers a quiet and comfortable place to study, do homework or research, and includes private group study rooms and access to printers and copy machines. All services are available with a valid BCC ID card that can be obtained at the Campus Service Center. The Library offers information from a vast index that includes access to the CUNY Library Catalog, The Wall Street Journal and The New York Times. The following resources can be accessed electronically through Quick Search on the BCC Library website (http://www.bcc.cuny.edu/library/):

- OneSearch. Look for books, articles, DVDS and CDs through a one stop search.
- EReserves. View selected textbook chapters requested by your professor.
- Articles and Databases. Search on-line database for journal, magazine and newspaper articles.
- Journals. Search for specific journals.
- Subject Guides. Find databases, ebooks and other on-line resources for any particular subject.
- Books and Media. Search for books, ebooks, DVDs. Search across CUNY campuses using the library’s on-line catalog.
- My Library Account. View items that are checked out, status of loan requests, due dates and fines owed.
- Ask a Librarian. Speak with a librarian available 24/7.

The BCC Library is open every day, including evening and weekend hours during the fall and spring semesters. The library is an excellent source for information. Knowing how to use the library will help you succeed in college. Be sure to check it out!

“If there’s a book that you want to read, but it hasn’t been written yet, then you must write it.”

- Toni Morrison, novelist and teacher (1931-2019)