

## BRONX COMMUNITY COLLEGE LIBRARY COVID-19 CONTINUITY PLAN

BCC Library along with all the libraries of CUNY continue to offer digital services and an abundance of 24/7 resources. Please check this document for updates on the latest adjustments to our services.

### ACCESS / ACCOUNTS

#### *Open Hours -*

The Library building is currently closed until further notice.

#### *Virtual Service Hours -*

Monday & Thursday 9-7, Tuesday, Wednesday & Friday 9-5, Saturday 8-5  
Library faculty and staff will be monitoring reference, media, and circulation e-mail accounts to answer your questions. (See those various services described below.)

#### *Library Facility issues -*

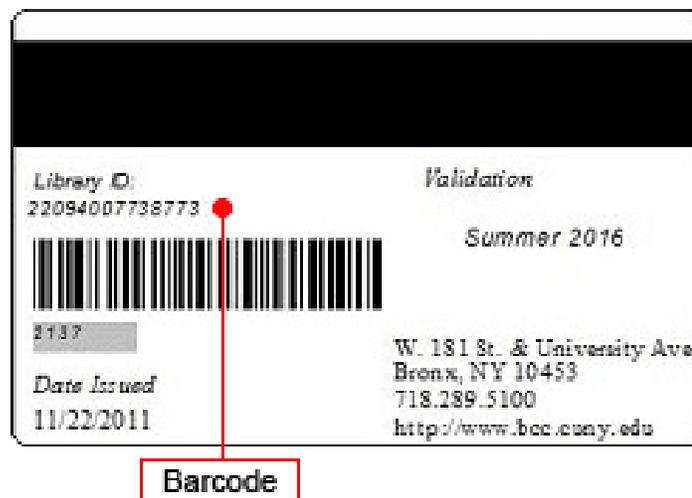
The Library building is currently closed until further notice.

#### *ID Activation -*

The Library, with the help of BCC IT, has activated all currently active BCC IDs/library barcodes. All users should now be able to access BCC library resources such as e-reserves and the article databases.

#### *Your "OneSearch" BCC Library account -*

Go to the BCC Library website and choose the "OneSearch" tab, then click on the grey "Search" button. Inside OneSearch, click on the "Sign in" link. Get into your account by using your Library ID barcode number from the back of your BCC ID. Unless you previously changed it, your password is also your Library ID barcode number.



### CIRCULATION / BORROWING / E-CONTENT

#### *Circulating items & Renewals -*

Books and items that you have already will renew automatically. All materials can be returned to the library once we re-open.

### *Fines -*

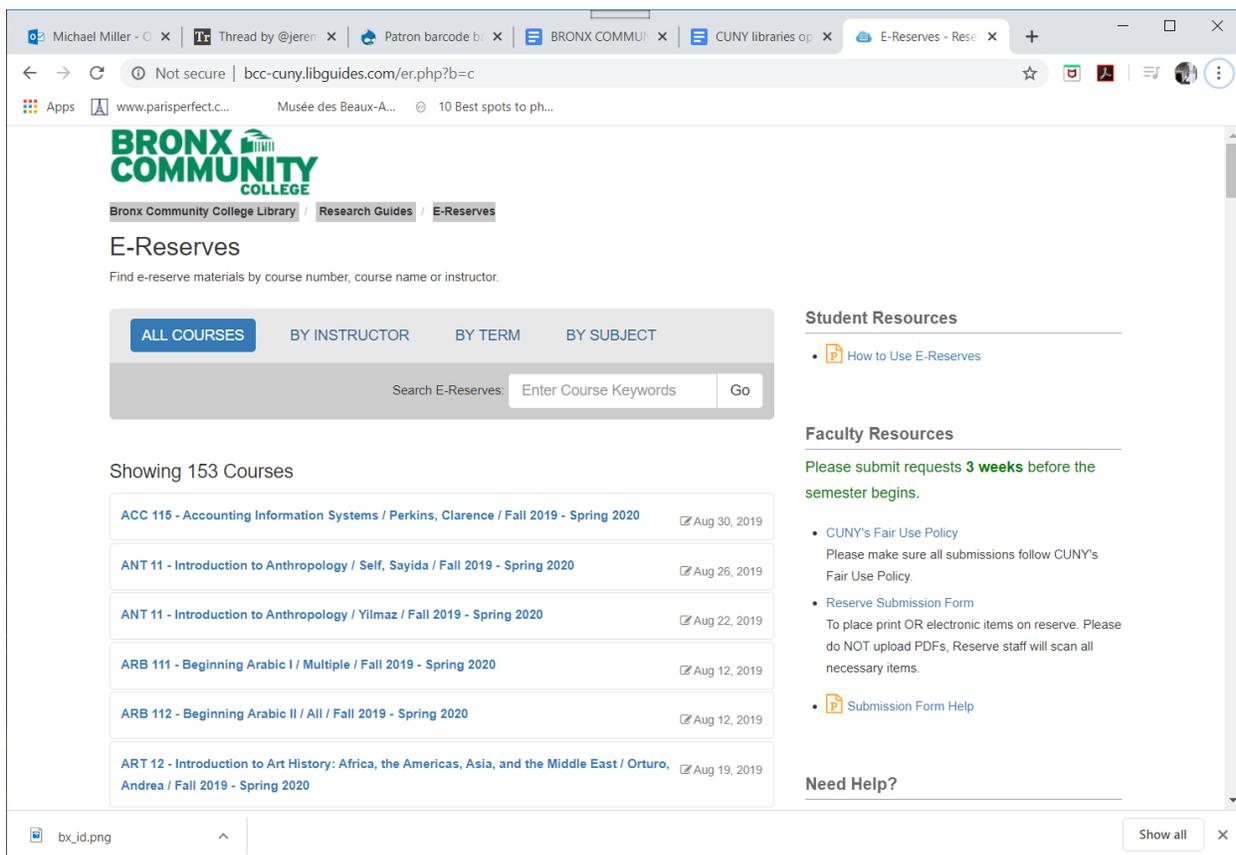
All books and items taken out or that are due during this COVID-19 time period (March 11th forward) will not accumulate fines.

All fines levied from before the COVID-19 time period (March 10th and before) will stand.

### *E-reserves -*

Textbook chapters previously requested for upload are still available.

Go to the BCC\_Library website and choose the “EReserves” tab, then click on the grey “Search” button for access by course number or instructor.



The screenshot displays the BCC Library E-Reserves interface. At the top, the Bronx Community College logo is visible. Below it, navigation tabs include 'Bronx Community College Library', 'Research Guides', and 'E-Reserves'. The main heading is 'E-Reserves' with a subtext: 'Find e-reserve materials by course number, course name or instructor.' A search bar is present with a dropdown menu set to 'ALL COURSES' and other options 'BY INSTRUCTOR', 'BY TERM', and 'BY SUBJECT'. The search input field contains the placeholder text 'Enter Course Keywords' and a 'Go' button. Below the search bar, it indicates 'Showing 153 Courses' and lists several course entries with their respective dates. On the right side, there are sections for 'Student Resources' (including 'How to Use E-Reserves'), 'Faculty Resources' (including 'CUNY's Fair Use Policy' and 'Reserve Submission Form'), and 'Need Help?'.

### *Inter-Library Loan & CLICS (Other CUNY) -*

Requests made to get materials from other CUNY libraries and Inter-Library Loan requests via ILLiad can only be processed when the Library is open and staffed. Submit requests [here](#). We will only process requests for digital files at this time.

### *BlackBoard uploads/linking -*

Professors: Scanned book chapters and article .pdfs can be uploaded to course BlackBoard sites. (Remember copyright: Put up one at a time; take the older one down before uploading the newest file.)

Professors: Article permalinks can be added to course syllabi. Go to the BCC\_Library website and choose the “Articles/Databases” tab, then click on the grey “Search” button to see all databases. Search in a database to find articles. In the search results, click on an article title to display the “Permalink” option for the article. Copy and paste that Permalink URL into your syllabus.

The screenshot shows a web browser window with multiple tabs. The active tab is 'Cross-Discipli...'. The address bar shows the URL: [web.a.ebscohost.com/bcc.ezproxy.cuny.edu/ehost/detail/detail?vid=11&sid=9d9a7c0c-50eb-4a0c-bb4b-4750175a5e...](http://web.a.ebscohost.com/bcc.ezproxy.cuny.edu/ehost/detail/detail?vid=11&sid=9d9a7c0c-50eb-4a0c-bb4b-4750175a5e...). The page header includes 'New Search', 'Subjects', 'Publications', 'Images', 'More', 'Sign In', 'Folder', 'Preferences', 'Languages', and 'Help'. The search bar contains the query 'AU miller AND TI technology AND TI gold'. The search results show a 'Detailed Record' for the article 'Cross-Disciplinary Prospecting: Educational Technology Offers Up Gold for Library and Information Science Curricula [computer file]' by Michael J. Miller. The record includes the following information:

- Authors:** Miller, Michael J.
- Source:** Electronic Journal of Academic & Special Librarianship, Summer2005, Vol. 6 Issue 1/2, p1-1, 1p
- Physical Description:** Bibliography
- Document Type:** Article
- Subjects:** Library education, Library science, Vocational guidance, Library automation

On the right side, there are 'Tools' such as Google Drive, Add to folder, Print, E-mail, Save, Cite, Export, Create Note, and Permalink. At the bottom right, a red arrow points to a 'Show all' button.

### *Open Educational content -*

Explore, find, and adopt Open Educational Resources (OER) via the [OER LibGuide](#).

### *BCC Library Archives collections -*

Explore our digital collection and view our online exhibits and educational resources by visiting our CUNY Commons site at <https://bccarchives.commons.gc.cuny.edu/> as well as our Libguide at <http://bcc-cuny.libguides.com/archives>.

### *Circulation E-mail account -*

For any problems with user accounts contact [Circulation@bcc.cuny.edu](mailto:Circulation@bcc.cuny.edu)

## REFERENCE / CONSULTATIONS

### *24/7 Chat Reference Service -*

Go to the BCC\_Library website and choose the “Ask-A-Librarian” tab, then click on the blue “Live Chat” button.

### *Consultations -*

For in-depth research assistance, fill out this [research appointment request form](#) or email your [subject librarian liaison](#).

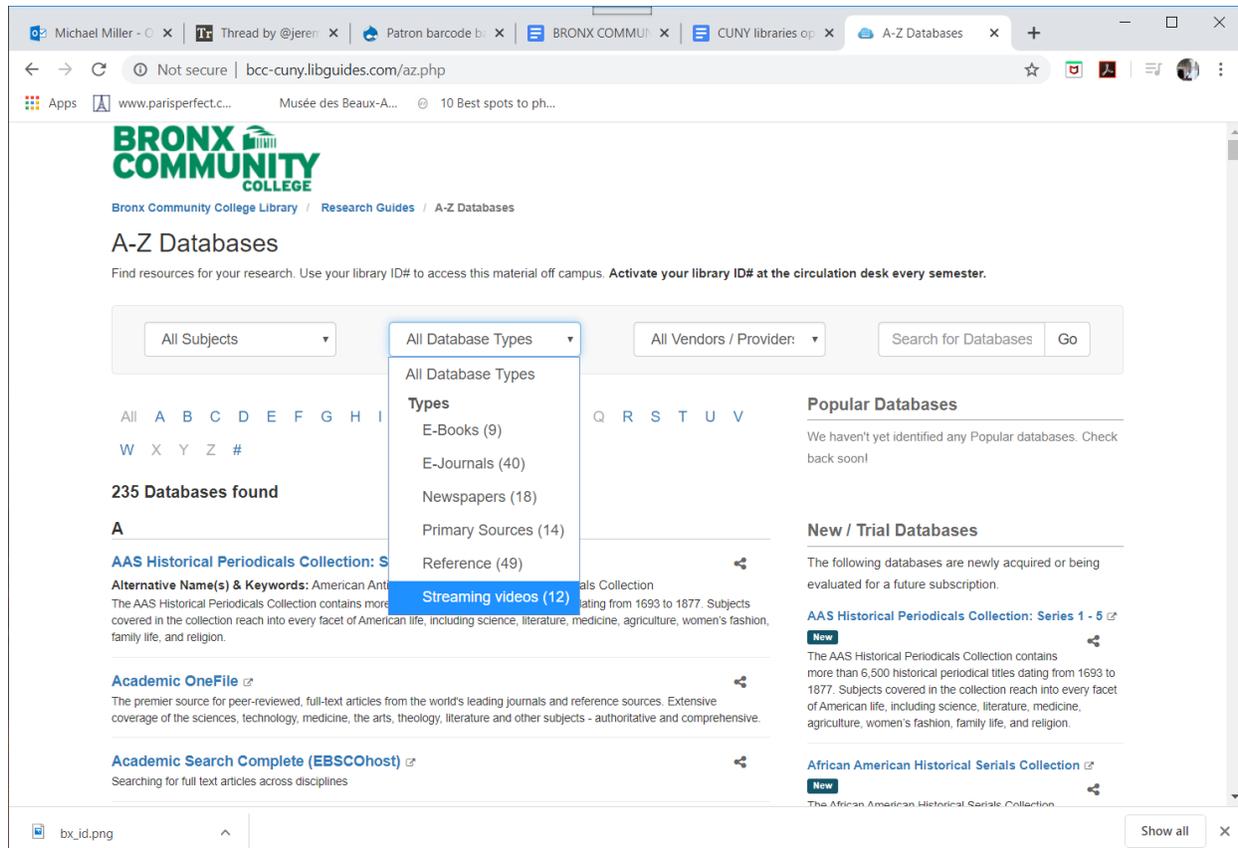
### *Library Instruction -*

For previously scheduled/confirmed Library Instruction sessions, librarians and class instructors can coordinate. Instructors wishing a new research assignment sheet for students, coordinate with the Library Liaison for your dept. The list of liaisons is [here](#).

### *Databases/Streaming Video -*

Go to the BCC\_Library website and choose the “Articles/Databases” tab, then click on the grey “Search” button. Click on any database name and then enter your Library barcode when prompted to search for articles.

In the “A-Z Databases” page, in the “database types” drop-down, select “Streaming Videos” to see a short list of streaming video databases.



### *Research Guides (LibGuides) -*

For accessing the pre-curated research subject guides, go to the BCC\_Library website and choose the “Subject guides” tab, then click on the grey “Search” button. Professors can point at these from syllabi and BlackBoard course sites. Please pay special attention to the [COVID-19 LibGuide](#).

### *Reference Form & E-mail Address -*

Submit your question using [this form](#), and don't forget to include a valid email address. You can also write [reference@bcc.cuny.edu](mailto:reference@bcc.cuny.edu)

## **TECHNOLOGY**

### *Loaner Equipment -*

The Library loaner equipment is now all loaned out. The equipment should not be returned until the Library re-opens. We will post here when the Library re-opens.

### *Library Technology questions -*

If you have a question related to Library information technologies, submit your question to this e-mail address [LibMedia@bcc.cuny.edu](mailto:LibMedia@bcc.cuny.edu) .