BRONX COMMUNITY COLLEGE LIBRARY COVID-19 CONTINUITY PLAN

<u>BCC Library</u> 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 -

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.

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 CUNY Login credentials. [e.g. firstname.lastname##@login.cuny.edu]

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 -

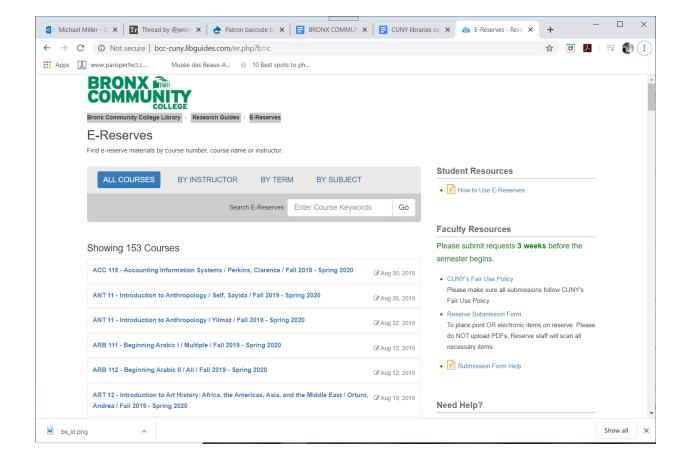
All books and items taken out or that are due during this COVID-19 time period (March 11th forward) will not accumulate fines.

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.



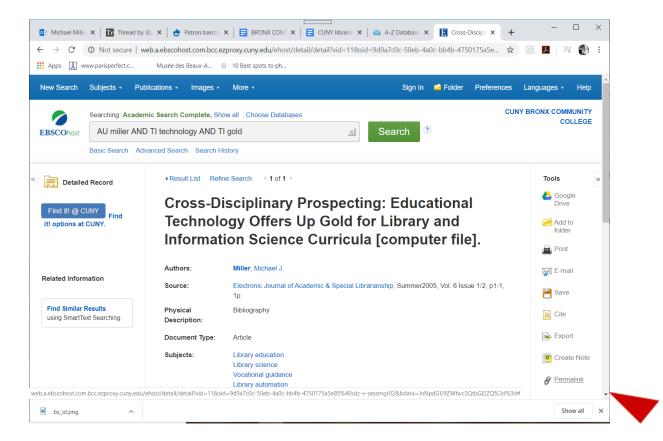
Inter-Library Loan & CLICS (Other CUNY) -

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.



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

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 <u>research appointment request form</u> or email your subject librarian liaison.

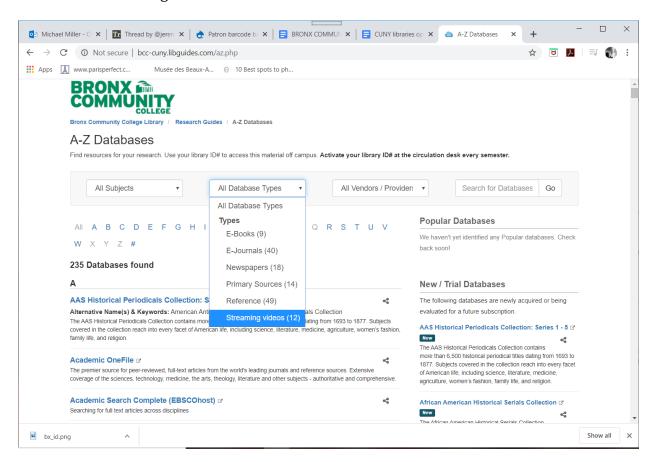
Library Instruction -

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 CUNY login credentials 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.

** **STUDENTS** - The Library's Learning Services Team is providing a new Research Resources Guide. Please pay special attention to the COVID-19 LibGuide.

Professors can point at these from syllabi and BlackBoard course sites.

Reference Form & E-mail Address -

Submit your reference questions using <u>this form</u>, and don't forget to include a valid BCC email address. You can also write to us at <u>reference@bcc.cuny.edu</u>

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. If you still need a laptop, fill out the <u>CUNY Technology Needs Form</u> to see what is available.

Library Technology questions -

If you have a question related to Library information technologies, submit your question to this email address LibMedia@bcc.cuny.edu.

MJM - 08-25-2020