BCC LIBRARY COVID-19 CONTINUITY PLAN
SUMMER 2022 - EVERYTHING YOU NEED TO KNOW!

BCC Library along with all the libraries of CUNY continue to offer both on-site and an abundance of 24/7 digital resources. Please check this document for updates on the latest restorations and additions to our services. [Look to the SECTION HEADERS in crimson below to quickly find updated content.] All CUNY users may access the BCC campus and library with a currently valid CUNY I.D. and the approved Cleared4 access pass.

Welcome to the BCC Library, your hub of Discovery, Learning and Creativity at BCC!!!

Since the CORONAVIRUS-19 pandemic began, the Bronx Community College Library continues to support the educational mission of Bronx Community College and the mission of the CUNY Office of Library Services. Working collaboratively with faculty, students, and the college community, the Library Department continues to assist our learners to consider their role as consumers, producers, and creators of information. Learners will be empowered to effectively identify, find, evaluate, create, and ethically use information in their academic pursuits, in their future careers, and as life-long learners in an information-rich society.

ACCESS / ACCOUNTS
LIBRARY OPEN SEATING w/Study Rooms by Reservation –

The on-site services include distanced seating for quiet study and quiet computing (i.e., no teleconferencing and no online course participation please), curbside pick-up of circulating materials (Click here https://bcc-cuny.libcal.com/ for scheduling a book pick-up), reference and research consultations, and limited printing, scanning, copy services.

The main floor of the BCC Library, (the “Commons”) and most of the study rooms will be available. We encourage socially distanced seating.

Reservations for study rooms will be available to only BCC students, faculty, and staff. Use this form: https://bcc-cuny.libcal.com/

- Study Room seating (2-Hour blocks) will be via reservation only.
- There will be single seating sessions available with a 24-hour advance reservation.
- Cancellations will be automatic after a 15-minute grace period.
- No same-day reservations/no re-entries for the study rooms will be allowed in order to fairly balance access/use.

ID Activation –

The Library IDs are all automatically activated without having to visit in-person. If you have difficulty using your CUNY login credentials to access databases or other library services, please contact tsc@bcc.cuny.edu for assistance with your account.
• Your “OneSearch” BCC Library account - Go to the BCC Library website and choose the “My Library Account” tab, then click on the grey “Search” button.
• Sign in using your CUNYFirst credentials.
• Get into your account by using your CUNY login credentials [e. g. first.last##@login.cuny.edu & CUNY password].

CIRCULATION / BORROWING / E-CONTENT

Circulating Items & Renewals –
You must now renew books and other items that you have checked out already. Books can be returned to the Book Drop which is just to left of (upon entering) the main (center) quad entrance of North Hall. (Do not put items in the trash compactors! Those are out on the sidewalk away from the “front porch.”)

Fines –
All books and items taken out or that are due during this COVID-19 period (March 11th, 2020 forward) will not accumulate fines. All lost item fees levied from before the COVID-19 period (March 10, 2020) and going forward 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.

Paging Books, Inter-Library Loan & CLICS (Other CUNY) –
Requests should be made to get materials from the BCC circulating stacks collection, other CUNY libraries, and Inter-Library Loan. We are continuing a “curb-side pick-up” procedure so that you have access to all materials that you request and that have arrived for you.

Use OneSearch® for BCC and other CUNY titles to be transferred to BCC for “Curbside Pickup.”

Use ILLiad® to gain access to materials not owned by CUNY.
Submit ILLiad inter-library loan requests here.

Watch for e-mail and other notifications generated by library staff and LibCal® which should be used to arrange for pick-up and service appointments.

Circulation E-mail account – Circulation@bcc.cuny.edu

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

Professors: Article peralinks 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 and Zero Textbook Cost Resources (OER/ZTC) via the OER LibGuide.

BCC Library Archives Collections –
During the Summer 2022 semester, the Archives will be offering remote reference and research assistance during normal operating service hours.

Please send all e-mail requests for records and research inquiries and appointments to Head of Archives, Prof. Cynthia Tobar at Cynthia.Tobar@bcc.cuny.edu.

We invite the public to explore our digital and oral history collections, online exhibits and educational resources by visiting our site, https://bccarchives.commons.gc.cuny.edu/ as well as our LibGuide, http://bcc-cuny.libguides.com/archives.

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. The BCC Library uses LibChat®, our online chat reference tool, part of a 24/7 chat reference service.

In-person Reference Help and Scheduled Consultations –
With the Library now re-opened, seek research assistance at the reference desk during normal business hours. For in-depth research assistance, fill out this research appointment request form or email your subject librarian liaison.

Learning Services –
For a general introduction to the BCC Library Learning Services team visit https://bcc-cuny.libguides.com/bcclearningservices.

Library Instruction –
We are ready to assist with Information Literacy instruction. Our Librarians will work with teaching faculty, instructors, and graduate teaching assistants. If you have an interest in library instruction, send us an email at: libraryinstruction@bcc.cuny.edu. We can teach either onsite in the classroom, online, or via one-on-one consultations in-person or using video conferencing or live chat.

You can also look at our Library Research Guides located at: https://bcc-cuny.libguides.com/ for more information related to using our Library.

Instructors wishing a new research assignment sheet for their students, can coordinate with the Library Liaison for their department. The list of liaisons is here.
Databases / Streaming Video –
When off-campus, 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 CUNYFirst 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. Professors can point at these from syllabi and BlackBoard course sites.

Reference Form & E-mail Address –
Submit your question using this form, and do not forget to include a valid BCC email address. You can also write reference@bcc.cuny.edu

TECHNOLOGY

Loaner Equipment –
The Library’s loaner equipment is available, (laptops and calculators). BCC students and faculty should visit the Library Technology Services desk for borrowing these short-term loaners.

Technology Questions –
If you have a question related to Library technologies, contact the Library Technology Services desk directly while on site or via the LibMedia@bcc.cuny.edu e-mail.