BCC LIBRARY COVID-19 CONTINUITY PLAN – FALL 2021
EVERYTHING YOU NEED TO KNOW!

> *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 restorations and additions to our services. [Look to the **SECTION HEADERS** in **crimson** below to quickly find updated content.]*

Welcome to the Indispensable Hub of Discovery, Learning and Creativity at BCC – The BCC Library

Since the CORONAVIRUS-19 pandemic began, the Bronx Community College Library Access Services, Archives, Content Services, Learning/Instruction Services, and Technology Services have continued to support the educational mission of Bronx Community College and the mission(s) of the CUNY Office of Library Services for discovery, critical thinking, and learning through instructional initiatives that develop skills for information discovery, scholarship, and academic excellence. Working collaboratively with faculty, students, and the college community, the Library Department will continue to challenge 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

Seating by Reservation - Hours –

The onsite <u>SERVICE</u> offerings include single seating for **quiet study and quiet computing** (*i.e., no teleconferencing and no online course participation*) and limited printing, scanning, copy services.

Reservations will be available <u>only to BCC students, faculty, and staff</u>. Only the main floor of the BCC Library, (the "Commons") and eight of the study rooms will be available. Seating will be limited to about 50% capacity for social distancing allowance and effective facility management.

- **All seating 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/re-entries will be allowed in order to fairly balance access/use.

    Monday | 10 a.m. – 12 p.m. & 2 p.m. - 4 p.m. (Area sanitized, 12:30 - 1:30 p.m.)
    Tuesday | 10 a.m. – 12 p.m. & 2 p.m. - 4 p.m.   "   "
    Weds. | 12 p.m. – 2 p.m. & 4 p.m. - 6 p.m. (Area sanitized, 2:30 - 3:30 p.m.)
    Thursday | 12 p.m. – 2 p.m. & 4 p.m. - 6 p.m.   "   "
    Friday | **Library building closed** – *Use our virtual services*
    Saturday/Sunday – TBD for Nov./Dec. – dependent on additional staffing

PPS will also need to sanitize a second time (either mornings or evenings), beyond the mid-day schedule detailed above, to prepare the spaces fully for safe occupancy.

Library Facility appointments/reservations -

Access to the Library proper is allowed for:
a.) seating reservation,
b.) materials curbside pick-up, or
c.) customer/research consultation services by appointment.
*Click here https://bcc-cuny.libcal.com/ for scheduling access **24 hours in advance.***

Virtual Service Hours –

The overall VIRTUAL SERVICES pattern will blend synchronous and a-synchronous with a distanced service mode. It is informed by the current reduced staffing reality and the teleworking options made available across CUNY. It responds to the course scheduling patterns offered by the college. *Synchronous and asynchronous reference and instructional services will all be done in a distanced digital mode across these hours:

Monday | 9 a.m. – 5 p.m.
Tuesday | 9 a.m. – 5 p.m.
Wednesday | 11 a.m. – 7 p.m.
Thursday | 11 a.m. – 7 p.m.
Friday | 9 a.m. – 5 p.m. (VIRTUAL SERVICES ONLY)
(Saturday and Sunday hours will be added in Nov. and Dec. if adjunct library faculty and staff can be hired as needed.)

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 "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. first.last##@login.cuny.edu & CUNY password].
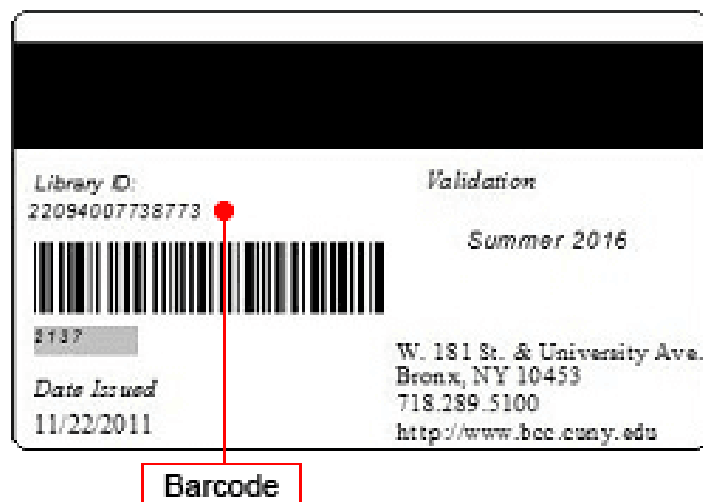
CIRCULATION / BORROWING / E-CONTENT

Circulating items & Renewals -

Books and items that you have already will renew automatically.
Books can be returned to the Book Drop which is just to right 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.")
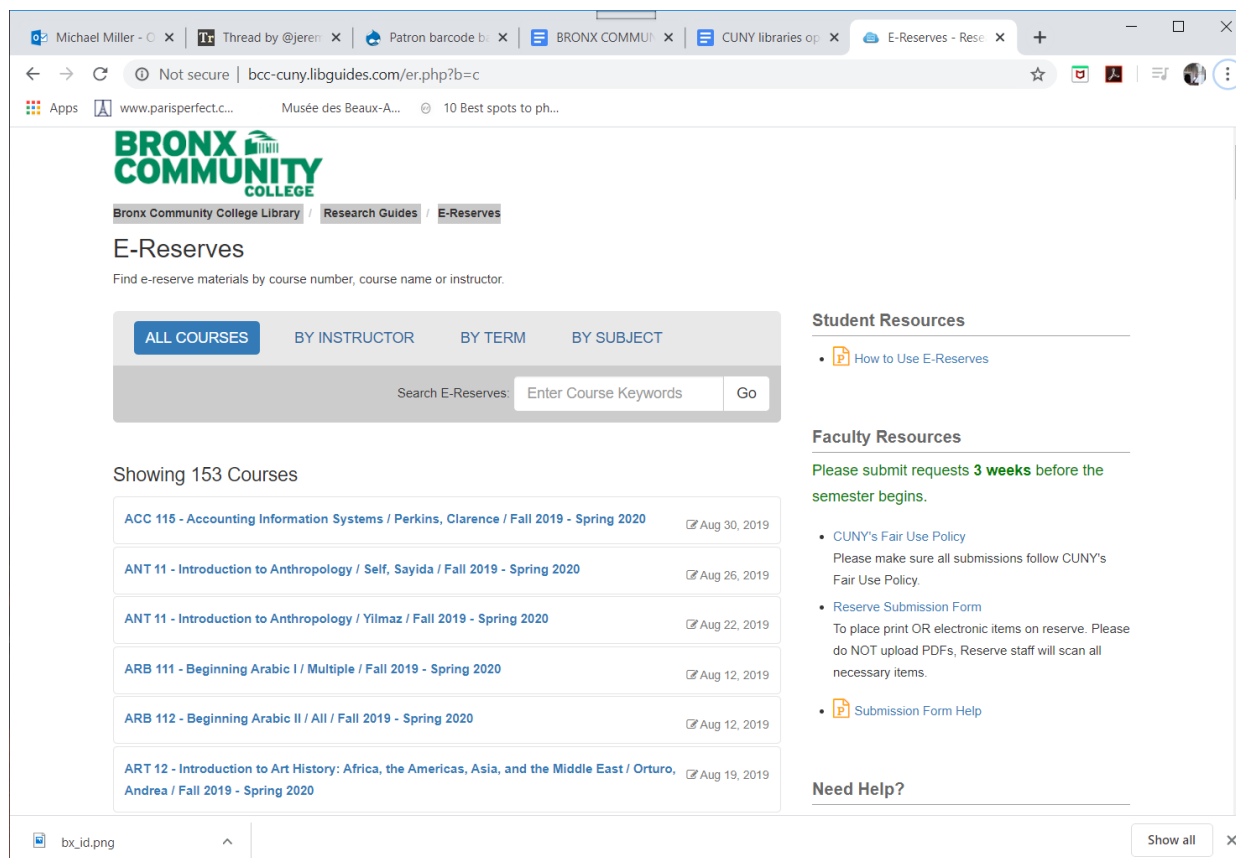
Fines -

All books and items taken out or that are due during this COVID-19 period (March 11th, 2020 forward) will not accumulate fines. All fines levied from before the COVID-19 period (March 10, 2020 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 can now be made to get materials from the BCC collection, other CUNY libraries, and Inter-Library Loan. We are instituting a "curb-side pick-up" procedure so that you have access to all materials that arrive for you.

Use OneSearch® for BCC and other CUNY titles to be transferred to BCC for "Curbside Pick-up"

Use ILLiad® to gain access to materials not owned by CUNY. Submit ILLiad requests here.

E-mail and other notifications generated by LibCal® should be used to arrange for pick-up and service appointments.

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 –

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

Consultations –

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

Library 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 would love to hear from you. 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.

There will be no on-site Library Instruction classes for the Fall 2021 semester due to the pandemic. We can teach online or via one-on-one consultations using video conferencing or live chat. We can meet with you and your students in your regularly scheduled online classroom as well.

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.
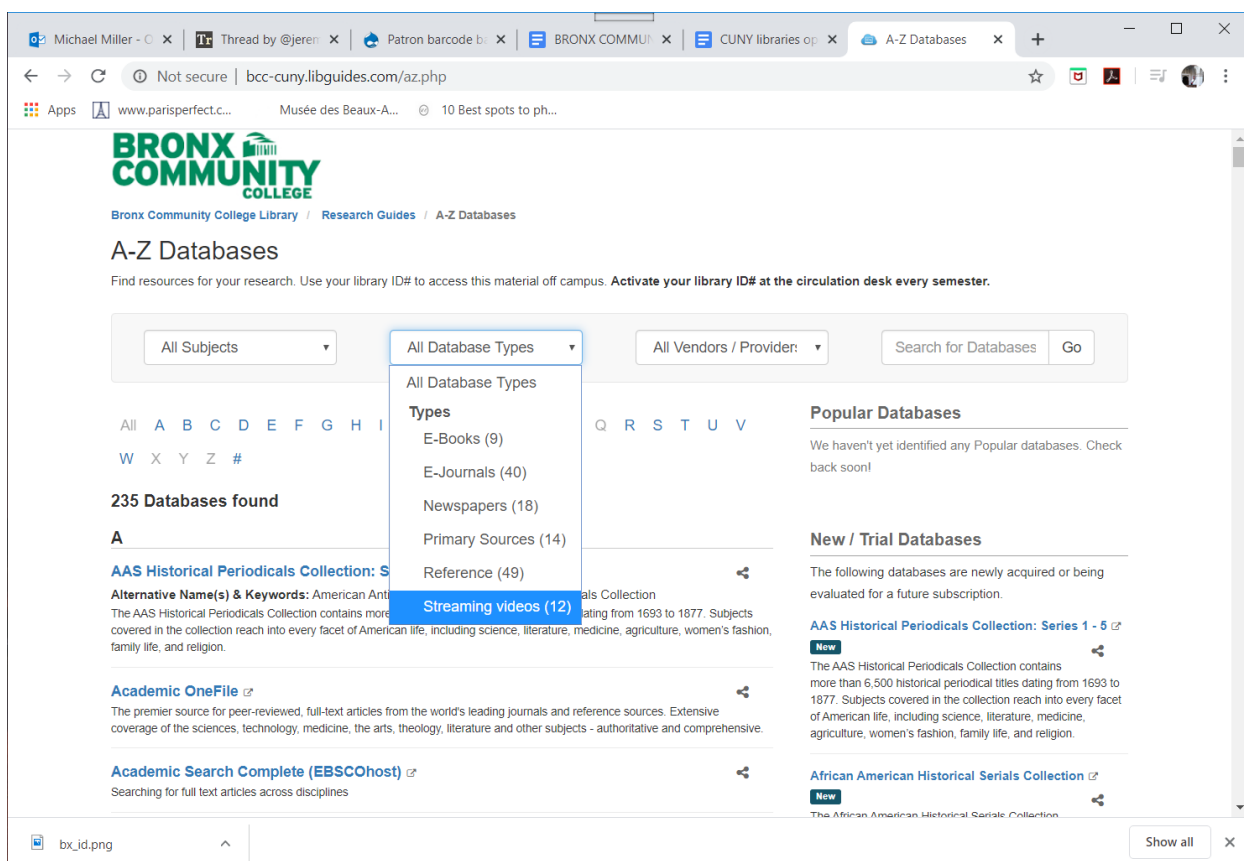
Research Guides (LibGuides) –

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 do not forget to include a valid email address. You can also write reference@bcc.cuny.edu

TECHNOLOGY

Loaner Equipment –

The Library loaner equipment is not currently available. Watch this space for updates.

Library Technology questions –

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