

## FACULTY FAQs

### How can I access library databases off-campus?

To access the library databases off campus, beginning at the library homepage,

1. Click on *Research*
2. Select *Articles* (select *A-Z Databases*)
3. Select the database you want to use, log in using your library ID# on the back of your BCC ID card

***\*Please note*** if the BCC Library site is down, you may be able to access select databases from the CUNY homepage, <http://www2.cuny.edu/>

1. On the *LIBRARIES* tab, select *E-Resources*
2. Select a database
3. Enter your library ID barcode/number, on the back of your BCC ID card

### How do I request a library instruction session for my class?

To request a library instruction class, contact Ms. Ronise Springer, ext. 5433. Please be sure to have at least two dates in mind. For additional information, see our [Learning Services](#) page.

### How can I get assistance from a librarian with creating an assignment?

We will be glad to assist you with creating an assignment. Please feel free to make an appointment with your [Subject Liaison Librarian](#) or call the Reference Desk, ext. 5974.

### How can I obtain a book or article not available at the library?

Books and articles not available at BCC or any of the other CUNY colleges can be requested through the ILLiad interlibrary loan service.

### How do I put materials on reserve?

Complete the [Reserve Material Submission](#) form and bring it to the Circulation Desk along with the item you wish to place on reserve.

### How can I find out if the library subscribes to a specific periodical?

Use Quick Search on the library website and select either *OneSearch* or *Journals*