Brooklyn College Library
Start of the Semester Checklist

Use this list to make the most of the resources available to you!

Get in the LOOP! The LOOP is an online orientation to all that the Brooklyn College Library offers. Available 24 hours a day at http://dewer.brooklyn.cuny.edu/library/help/loop

Activate your Library Card! Visit the Circulation Desk (1st Floor) with your BC ID card, at the start of each semester (or when you get a replacement ID Card), in order to borrow books and to request books from other CUNY schools.

Print and Scan for Free! Students automatically get a large number of free printouts per semester. Ask at a service desk for more details on how to print or where to find a scanner.

Start Photocopying! In order to make copies in the library, you need to activate and add money to a copy account.

Create an Interlibrary Loan Account! If CUNY doesn’t have a book or an article that you need, you can request it through Interlibrary Loan.

Learn how to use RefWorks! RefWorks is a tool that helps you create and format bibliographies. Visit the Reference Desk (1st Floor) for a schedule of upcoming workshops.

Take a Workshop! The Library Café offers a yearlong program of free computer workshops. Visit a service desk for more information and each semester’s schedule of offerings.

Go Wireless! Visit the West End Building computer lab with your wireless device to get access to the campus wireless network.

http://library.brooklyn.cuny.edu
Faculty librarians are available to answer questions and help with research at the Reference Desk, located on the first floor of the library (it’s the round desk pictured here).

The Reference Desk is a great place to talk with a librarian, and learn more about:

- Doing research of all kinds. Want to find a few case studies? Looking for literary criticism? Wondering how to find statistics and information about your neighborhood? Whatever your interest, you can visit the desk for suggestions and assistance!
- Finding articles—beyond Google!
- Locating books and other materials in the library, and navigating those mysterious call numbers...
- Electronic books: the library has many ebooks subscriptions!
- Library services and resources—whether laptop loans, our film collection, or using our scanners—we’re here to help!

Library faculty want to help you become critical thinkers and savvy searchers! Feel free to ask us about research techniques, strategies, and information in all its forms.

Each department has a librarian who is dedicated to your field. Get to know your librarian! The list of specialists is available at: http://dewey.brooklyn.cuny.edu/resources/?view=specialists

Too busy to make it to the library? Librarians are available 24/7 through our online chat service.

Visit the library’s website for more information: http://library.brooklyn.cuny.edu
PRINT & COPY ACCOUNTS

Currently enrolled BC undergraduate and graduate students already have a Print/Copy Account with a pre-funded (free) balance for printouts. Use the same account for copies, but you will have to add funds (COPYING CAN NOT BE PAID FOR WITH YOUR FREE STUDENT PRINTING BALANCE). Faculty, staff and non-affiliates must first create their own accounts and add money to use the printing/copy system.

BROOKLYN COLLEGE STUDENT PRINT & COPY ACCOUNTS

(NEW for Fall 2013) Currently enrolled BC undergrad or grad student Account Number and PIN:
- Account Number: Same as your CUNYFirst EmpID, which you will find in your BCWebCentral account.
- PIN: 6-digit month, date, and year of your birthday (MMDDYY).

NOTE: If you have an account with rollover funds, your account number and PIN will be updated over the summer. Try the old format (Social Security + 6-digit date of birth MMDDYY) if the new one doesn’t work.

PRINTING & COPYING COSTS

B&W printing and copying costs 10¢/page, 15¢/duplex (double-sided) page. Color printing and color copying cost 50¢/page. If you use all the funds in your account, you can add more at the Patron Kiosk.

All currently registered BC students receive funds for free black & white PRINTING: Full-time undergraduate students receive $15 worth, and graduate students receive $10 worth per class (up to $30). These free balances are for PRINTING only.

ADD MONEY TO YOUR ACCOUNT

- Cash: Add cash at a Patron Kiosk located near the Service Desk on each floor. Use your Account Number and PIN to log in. The machine accepts only bills ($1, $5, $10, and $20).
- Via PayPal: Add money to your account by logging in with your account credentials at the secure print management website https://docsweb.brooklyn.cuny.edu/. You can use a debit or credit card.

NOTE: Pre-funded balances for students expire each semester. Unused paid balances DO roll over from semester to semester, but cannot be refunded.

CREATE AN ACCOUNT

Faculty, staff and non-affiliates can create print/copy accounts at a Patron Kiosk as follows:
1. Press Create Account and Fill in the requested fields.
2. Your Account Number must be 4-10 digits (numbers) and should be a number that can be easily remembered (such as your phone number).
3. The PIN you create must be 4-6 digits (numbers).
4. Entering an Email Address is not required but is highly recommended for account retrieval.
5. You can then add money to your account. The machine accepts only bills ($1, $5, $10, and $20).
6. Press Done. You have created an account! When you run out of funds, you can go to the nearest Patron Kiosk, sign in, and add more money. You can also add funds via Paypal, as described above.

FORGOTTEN CREDENTIALS

If you’ve forgotten your Account Number and/or PIN, please speak to a Manager at the New Media Center on the 2nd floor of the Library.
PRINTING OPTIONS

When you print in the Library, you must pick one of two printing options. The two options are:

- **Charge to Account and Send to Service Desk Printer**
  Choosing this option will automatically deduct the price of this print job from your account and send the job to the Service Desk on the same floor as your computer.

- **Send to Self-Service Pickup Station**
  Choosing this option will send your print job to the self-service printer from which you must manually release your job, using your account info. *Your account will not be charged for the cost of your job until you have released it. Print jobs are held in the system for 24 hours and then automatically deleted.*

NOTE: The printer defaults to double-sided printing: “2-sided-BW-Circ on OCS-1st”. If you want to make single-sided prints, choose “1-sided-BW-Circ on OCS-1st” in the drop-down box instead.

PRINTER LOCATIONS

The Service Desk Printers, Print Release / Self Service Pickup Stations, and Patron Kiosks are located near the designated Service Desk on every floor of the Library, as well as in the Café.

- **Please note:** The First Floor Service Desk for printouts is the Circulation Desk.
- **Please note:** There is only Self Service Printing in the Library Café after 11:45 p.m.

PRINTING FROM YOUR LAPTOP

Once your laptop has been configured you may print to self-service printers in the library wirelessly using this URL: https://webprint.brooklyn.cuny.edu/. You can get your laptop configured for wireless at the WEB Lab.

COLOR PRINTING

There are color printers on the Lower Level and 2nd floor of the Library and in the Library Café (but not on the First Floor in the Library). Color printouts cost 50¢ per page, and you must add enough money to your account to cover the cost. Then, select the color printer in the drop-down list of printers from the Print menu.

PAYING FOR COPIES THROUGH YOUR PRINT/COPY ACCOUNT

STUDENTS PLEASE NOTE: Pre-funded (free) balances in student accounts DO NOT work on the copy machines—you must ADD MONEY TO YOUR ACCOUNT at a Patron Kiosk to make copies.

- To make copies enter your account information on the account authentication touch screen at the right rear side of the copier (ignore the copier touch screen in the front for now).
- **NOTE:** The account authentication touch screen defaults to an alphabetical keyboard -- press the numbers/symbols key on lower left hand corner of screen to switch to a number keypad in order to input a numerical account ID.
- Enter your account ID. Press OK.
- Enter your account password (again, if you need the number keypad, press the number/symbol key on the lower left hand corner of the touch screen). Press OK.
- Once your account has been validated, the account authentication touch screen will display your account balance. If you don’t want to make copies, you can press restart. To make copies, touch the “Make a copy” button on the account terminal screen.
- Now the copier touch screen at the front of the machine will light up and become functional. You can go ahead and make copies, using the copier touch screen to direct the machine operations.
- The account authentication touch screen will continue to show the paid balance in your account. As you make copies, your account balance will change, showing your available funds.

WHEN YOU ARE DONE MAKING COPIES, PRESS EXIT on the account authentication touch screen to log out of your account.
The WebCentral Portal allows you to register for classes, manage your degree requirements, find campus announcements and academic deadlines, access e-services, update your personal information, and more.

To visit the WebCentral Portal:
- Go to https://portal.brooklyn.edu
- Click on Login Now and enter your account information. Don’t remember your info? Click on Forgot your password or Forgot your Central ID.
- If you don’t have a WebCentral account yet, click the New Users link to create your account.
- You can also reach WebCentral from a link on the Brooklyn College home page or the library home page.

Need help with a technical problem in WebCentral Portal? Call 718-951-5383

Brooklyn College E-mail

Every student is assigned an e-mail account and password by the College. Note that College announcements, and Blackboard and Library notices are sent to your BC e-mail address.
- Your BC e-mail address can be found on the My Info tab in your WebCentral account.
- Your BC e-mail password is your two-digit birth month, two-digit birth date, and the last five digits of your social security number = MMDDSSSSS. Example: if you were born on May 1 and your SS# is 123-45-6789, then your password would be 050156789.
- Log-in from your Brooklyn College WebCentral account or visit https://studmail.brooklyn.cuny.edu to access your BC e-mail.

Note: You can also set up an email client on your home computer or on most mobile devices to retrieve mail from your BC account. You need to know that BC email uses an Exchange server and the server address is studmail.brooklyn.cuny.edu

Need help with a technical problem in BC E-mail? Call 718-677-6180

Brooklyn College WiFi & Access to Library Resources from Off-Campus

The username and password from your BC e-mail are also the log-in credentials for the BC WiFi network and for remote access to library subscription resources.

Need help with a technical problem with Wi-Fi? Call 718-951-4188 or 4501

Need help with remote access to library databases? Call 718-951-5628 or chat via Ask-a-Librarian

http://library.brooklyn.cuny.edu
CUNY Portal

The CUNY Portal provides access to the CUNY.edu website which includes: CUNY-wide resources and information, your Blackboard account (see info below), CUNY alerts and the CUNY eMall, for discounts on software and other goods.

To access the CUNY Portal
- Go to http://www.cuny.edu then click Portal Log-in.
- Login with your account information (don’t remember your info? Click on Account and Password Reset).
- If you don’t have a CUNY Portal account yet, click the Register for a New Account link.

Need help with a technical problem in the CUNY Portal? Call 718-677-6180

Sign up for CUNY Alerts to receive text or voice alerts of emergencies or weather related closings on your campus at https://www.cuny.edu/news/alert.html

Blackboard

Blackboard is Brooklyn College’s on-line course management system, giving you access to class documents, assignments and readings, and professor and student contact information.

To visit your Blackboard course sites
- On the internet, visit http://portal.cuny.edu
- Login with your account information (don’t remember your info? Click on Account and Password Reset).
- From the Citizen CUNY section, click on the Blackboard link
- Blackboard is also available through https://bbhosted.cuny.edu.

Need help with a technical problem in Blackboard? Call 718-677-6180

CUNYfirst

CUNYfirst is the CUNY-wide system that allows you to manage your CUNY academic, financial and personal information, all in one place.
- First claim your CUNYfirst account at http://home.cunyfirst.cuny.edu
- Follow the instructions for first-time users.
- CUNYfirst will assign you an ID, but you will be able to create your own password.
- You can find additional information on CUNYfirst by clicking the “CUNYfirst” tab in your BC WebCentral Portal account.

Need help with a technical problem in CUNYfirst? Call 718-951-4200

NEED HELP? Not sure who to call? Ask a Librarian!
In person at the Reference Desk, by phone at 718-951-5628 or chat online via Ask a Librarian.
Starting Your Research

This guide outlines some of the major online resources available to you at the Brooklyn College Library. If you want additional help, be sure to ask a Reference Librarian in person at the library’s Reference Desk (1st floor), via telephone at (718) 951-5628, or online (from the Library’s homepage, click Ask a Librarian).

The main page of the Library’s website (http://library.brooklyn.cuny.edu/) is a good place to start your research. See below for selected useful links.

Because most of our resources are subscription-based (i.e. cost money), access to them is restricted to the Brooklyn College community. You can access all resources from home/off campus in two ways. On the Library’s homepage is a red padlock on the bottom of the left-hand column. Click on the padlock to log in using your BC email ID and password (MMDDSSSSSS).

You can also log in to CUNY-wide resources with your activated Library barcode (on the back of your BC ID card). You’ll see an orange CUNY square next to these resources.

The Library Catalog In the center of the Library’s website is a series of tabs. The first tab, Research, is, by default, selected for you. The first option within the Research tab is Search CUNY Libraries Catalog. You can search the holdings at Brooklyn College, any other CUNY library, or all other CUNY libraries. If you see we have a book in our stacks, you can check it out. If you see another CUNY library has a book you need, you can visit in person, or request the book to be delivered here to Brooklyn College (or any other CUNY school). You can also search the catalog to see if we have print and electronic subscriptions to journals, and you can search for music, movies, juvenile books, government documents, and items in our special collections.

Databases Next to the Catalog tab on the Library’s homepage is a tab for Articles & Databases. Use databases to search for articles, book reviews, reports, and more! There are many ways to access databases from this tab. You can begin your search in the first search box, Academic Search Complete. This is a good database to begin with, as it searches many topics broadly.

You can also select the subject or discipline you’re studying, and see a list of databases best suited for that subject (English, Biology, etc.). Finally, you can access the databases alphabetically, which can be a timesaver if you already know the name of a database.

Resources by Subject If you want to see the best resources for a subject (not just databases), click on the Subject Guides tab on the homepage. These pages are maintained by our subject specialist librarians, and contain recommendations for appropriate article databases, as well as freely available sites of possible interest. This is a good place to start if you’re not sure which article database will be most useful.

Full Text Journals Online When looking for sources, check to see if the library has an electronic subscription to a particular journal, and to see if we have access to the full text of articles (the complete article). You can use our E-journals finder, located in the Journals tab on the Library’s homepage, to search by journal title. If we have the title, you’ll see a list of databases that provide access, along with date ranges for which we have access. You’ll need your article’s date, and sometimes volume and issue number, to know which database to choose. The date, and volume and issue numbers, are part of the article’s citation.

http://library.brooklyn.cuny.edu
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<tr>
<th>Author</th>
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<tr>
<td>Alvarez, Julia</td>
<td><em>How the Garcia girls lost their accents.</em></td>
<td>New York, Plume, PS3551.L845H66 1992</td>
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<td>Aristophanes</td>
<td><em>Aristophanes' clouds.</em> (Henderson; Focus Information Group)</td>
<td>PA3875.N8 1992</td>
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<td>Coleridge, Samuel Taylor</td>
<td><em>The rime of the ancient mariner and other poems.</em> (Dover thrift ed.)</td>
<td>PR4479.A1 1992a</td>
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<td>Dunkle, Roger</td>
<td><em>The classical origins of western culture.</em> (Brooklyn College Press)</td>
<td>PA3002.25 D86 1966</td>
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<td>Euripides</td>
<td><em>Euripides I.</em> (Lattimore; University of Chicago Press), PA3975.A1 1955 v.1</td>
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<td><em>Euripides V.</em> (Lattimore; University of Chicago Press), PA3975.A2x 1968</td>
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<td>Homer</td>
<td><em>The Iliad of Homer.</em> (paperback ed.; Lattimore; University of Chicago Press), PA4025.A2L35 1961</td>
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<td><em>The Odyssey of Homer.</em> (1st Perennial Classics ed.; Lattimore; Harper), PA4025.A5L38 1991</td>
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<td>Paton, Alan</td>
<td><em>Cry, the beloved country.</em> (1st Scribner Paperback Fiction ed.; 1995, c1948), PS93693.P37C7 1995</td>
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<td>Plato</td>
<td><em>The Republic of Plato.</em> (Cornford; Oxford University Press), JC71.F35 1945</td>
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<td></td>
<td><em>The trial and death of Socrates.</em> (3rd ed.; Grube &amp; Cooper; Hackett), B358.J82 2000</td>
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<td>Rice, Anne</td>
<td><em>Interview with the vampire.</em> (New York, Ballantine Books, 1977, c1976), PS3568.I26515x 1977</td>
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<td>Schilss, Lillian</td>
<td><em>Women's diaries of the westward journey.</em> (Expanded ed.), F593.W65 1992</td>
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<td>Shakespeare, William</td>
<td><em>The tragedy of Othello, the Moor of Venice.</em> (McDonald; Pelican Shakespeare), PR2829.A2M44 2001</td>
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<td>Sophocles</td>
<td><em>Sophocles.</em> (2nd ed.; Gréve; University of Chicago Press), PA4414.A1G7 1991 v.1</td>
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<td>Stevenson, Robert Louis</td>
<td><em>Dr. Jekyll and Mr. Hyde.</em> (Bantam Classic), PR5485.A1x 1981</td>
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<td>Stoker, Bram</td>
<td><em>Dracula.</em> (Signet Classic), PR6037.T617D7 1992</td>
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<td>Tan, Amy</td>
<td><em>The Joy Luck Club.</em> (Vintage contemporaries), PS3570.A48J6 1991</td>
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<td>Thoreau, Henry David</td>
<td><em>Civil disobedience, and other essays.</em> (Dover thrift ed.), PS3501.C5 1993</td>
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<td></td>
<td><em>On justice, power, and human nature.</em> (Woodruff; Hackett), DF229.T55W66 1993</td>
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<td>Virgil</td>
<td><em>The Aeneid.</em> (Fitzgerald; Vintage classics ed.), PA6807.A5F53 1990</td>
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<td>Whitman, Walt</td>
<td><em>Selected poems.</em> (Dover thrift ed.), PS3204 1991</td>
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CLICS (CUNY Libraries Inter-Campus Service)
Use CLICS to request books that are unavailable at Brooklyn College but are available at another CUNY library.

How do I use CLICS?
Search the CUNY Libraries Catalog for the book you need. Choose All CUNY Libraries from the Select Library drop-down box.
1. Click on the title of the book you need.
2. Click on the blue “Locations and Call Number” box at the top of the record
3. Confirm that the book is available: make sure at least one item status says “Regular Loan” and not, for example, “Non-Circulating.”
4. Click the “Request a Copy” button.
5. Enter your 14 digit barcode numbers from the back of your valid I.D. Card. Your password is your barcode, unless you have already changed it.
6. On the next screen use the dropdown menu to select the CUNY library where you want to pick up the book.
7. Click on Go.

How do I know when the book has arrived?
You will be notified at your Brooklyn College email when the book is available for pickup at the Brooklyn College Circulation Desk (or the CUNY library of your choice). Books should be available for pickup about a week after your request. If the book is unavailable, you will be notified at your Brooklyn College email.

Why is there a problem with my barcode?
You must have activated your ID library barcode to use CLICS. Stop by the Circulation Desk or call (718) 951-5335 to verify that it has been activated.

More Information
- CLICS is available to Brooklyn College faculty, staff, undergraduate and graduate students. You must have a current Brooklyn College I.D. that has been activated at the Circulation Desk in the library.
- Only circulating (regular loan) books can be requested.
- Overdue fine policies of the lending library apply.
- Renew books online via My Account (as long as the item is not already overdue or there is not another patron who has requested the book).
ILL (Interlibrary Loan)

Use ILLiad to request books that are not available at any CUNY Libraries, and articles that are not available at the Brooklyn College Library.

How do I use ILLiad?

1. Go to http://brooklyn.cuny.illiad.oclc.org/illiad/. Log in, or to create an account click on “First Time Users.”
2. Under “New Request,” click on “Book” or “Article.” Fill in the required information (*) like author, title, etc.
3. Click on “Submit Request.”

How do I know when the book or article has arrived?

You will be notified by email when the book is available for pickup at the Brooklyn College Library Circulation Desk. Most articles arrive electronically and will be delivered to your ILLiad account within a few days. Most books should arrive within a week to ten days.

Can I make an ILL request directly from WorldCat or an online database?

Yes! Please check the online FAQ <http://library.brooklyn.cuny.edu/resources/?service=ill> or speak to a reference librarian for further assistance.

More Information

- ILL is available to Brooklyn College faculty, staff, undergraduate and graduate students. You must have a current Brooklyn College I.D. that has been activated at the Circulation Desk in the library.
- Overdue fine policies of the lending library apply.
- To renew books, contact ILL.

Questions about CLICS?

* In person at the Circulation Desk
* Phone: (718) 951-5335
* Email: CircDesk@brooklyn.cuny.edu.

Questions about doing research?

* In person at the Reference Desk
* Use Ask-A-Librarian chat & email
* Phone: 718-951-5628

Questions about ILL?

* Phone: (718) 951-4414
* Email: ill@brooklyn.cuny.edu