A Walking Tour of the Bankier Library

Let’s take a walk around the ground floor of the Bankier Library. On the right you’ll see the Information Desk. This is where you can check out items, return borrowed items, and check the bulletin board for classes scheduled in the Bankier Library instruction rooms. Library staff are ready to help with directions and other information needs.

Just past the Information Desk, on your right, is the Teaching and Learning Center—the TLC. Students who are taking online courses or courses that use the College’s Course Management System, Angel, will want to check out the TLC website. Just click on the “Online Courses” link from the Brookdale Home page.

Ahead of you and to the left discover what is on display. Often materials related to the display theme do circulate for a few weeks at a time.

Again on your left is the Bankier Library “Securing the Vision” Donor Wall. Many of our library’s friends have donated funds in honor of or in memory of loved ones. The donations help us to continue to reach our vision to be state of the art, sensitive to needs, responsive to demands, and expert in the organization and utilization of learning resources.

As you follow the left-hand wall you will find the elevator. Take this to the lower level to part of the College’s music department and to the LIB classrooms that begin with zero-zero or take the elevator to the 2nd floor of the library. We will explore the 2nd floor a bit later in our tour.

Right next to the elevator is the Ted J. Naranianick Center for World War II Studies and Conflict Resolution Resource Center. For center hours and programs, click on the “World War II Center” link on the Brookdale Home Page.

We are finally ready to enter the main part of the ground floor, our Ernest W. Lass Information Commons, named in memory of a 20th century editor and publisher of the Asbury Park Press. There are a number of pieces that make up the Information Commons. You can see arranged in front of you quite a few bookstacks. This is the Marvin A. Clark Reference Collection. Reference books include encyclopedias, handbooks, atlases and dictionaries. They cover everything from biographical information to literary criticisms, from statistical data to historical surveys.

The books are arranged according to the Library of Congress classification system. This system uses letters and numbers—call numbers—to arrange materials by branches of knowledge, such as history, philosophy, literature, social sciences, and science. There are twenty-one of these branches of knowledge. The arrangement is in alphabetical order from A – Z. Before the A
section is a row of materials about colleges, careers, and jobs. When you are starting to look for a college to transfer to or to explore a career, stop by to visit this area.

Following the Z section of reference materials, you will find a couple of rows of Indexes in print—in books. These are finding tools—they will help you discover where in magazines, newspapers, journals, and books you can find articles and essays on a variety of research topics. They are especially helpful for historical research—for finding resources that have not yet made it to the Internet or to electronic subscription databases. Take some time to explore these terrific resources.

Notice the center desk area? This is the Bankier Library Help Desk. This is where you can stop to ask faculty librarians to help with your research questions. Library Learning Assistants are also available here. They can help you with some techie questions, such as how to get into your BCC email, quick questions about using the Office products suite, how to get started with printing from the computer workstations—and they can get you started in some of our electronic databases to find articles when you are beginning your research assignments.

Let's take a moment to check out the printing stations. These are located right next to the Help Desk. Printing from workstations in the Bankier Library requires that you purchase a print copy card. There is a card purchasing machine right next to each printer. The card costs one dollar. The first time you use the card you will be able to print five black and white copies. Do not discard the print card when there is no money left on it. You can add value to the cards. For each dollar that you add, you will be purchasing ten black and white copies. Color copies can be made for ninety cents each.

By the way, the copy card machine only accepts bills. It is a good idea to just add single dollars to the card—the machine will not give you change for amounts greater than one dollar. If you do have bills in a larger amount, across from the printer stations, on a column, is a bill changing machine. If you put in a denomination above one dollar, single dollar bills will be retrieved. Be sure to count the singles you retrieve. If there is a problem, let someone at the Help Desk know about it.

Where will you copy from? Surrounding the reference book stacks and the Help Desk are worktables with a couple hundred computer stations available. They are mostly PCs, but there are also some MACs available. And one of the PC stations is hooked to a scanner.

Each workstation table has a letter identifying the table. There are special software products for some of the BCC courses on certain of these tables. Ask at the Help Desk if your professor tells you to come to the library to complete an
assignment with special software. We’ll let you know which table has what you need.

Each workstation has its own number. This helps you to identify what job to choose when you have sent something to the printer stations.

Around the perimeter of the Information Commons you will find four instruction rooms. LIB 116, LIB 117, LIB 124, and LIB 125. If your professor has scheduled a research instruction class in the Bankier Library, it will probably be in one of these rooms. Just check at the Information Desk or the Help Desk to confirm where your class will be held. Here—in your course—is where you will discover where to begin when you have a research need for that course; how to develop a successful search strategy; what it takes to evaluate your findings for how useful they will be for your project; how to source what you have found; and how to begin to transform your discoveries into something of your own. Here we, in the library, begin the partnership among you, your professors, your librarians, and your classmates that we hope will deepen throughout your educational journey.

There are just a couple more places to discover on the ground floor. Walk down the hallway with the courtyard windows on your right. (By the way, the outdoor courtyard is a great place to take or make phone calls.)

As you walk toward the wall made of glass blocks, you will find two group study rooms on your left. You’ll also find a photocopy machine in an alcove on your left. This machine accepts cash only—coins or bills. Each copy is ten cents.

Past the photocopier alcove is the Info Café area. Here are some computer workstations, tables for group work, a few comfortable chairs, a few more group study rooms, and some snack and drink machines. If you are snacking, please use the recycling center bins for plastics, trash, and paper. We are working hard to keep up with Brookdale’s Green Initiative.

Walk around to your right. Behind the glass block wall is where you’ll find the Librarians’ offices. Need some special research help? Your professors may direct you to one of the librarians here.

As you continue down this hall, with the courtyard windows on your right, you will find yourself back at the entrance to the library.

Now let’s head upstairs to the 2nd floor. Begin by walking up the central staircase across from the elevator and the Narozanick WWII and Conflict Resolution Center or by taking the elevator to the 2nd floor.

At the top of the stairs, turn left toward the circulation desk. At the circulation desk you may check out and return materials, and you can find out what course
materials professors have placed on reserve for room use or short-term borrowing for your classes.

Before you reach the circulation desk, turn around—face the elevator. Here you’ll discover a wonderful gift to the Bankier Library from Professor Dan Schroll of Graphic Design at Brookdale Community College—his drawing titled “Water Lilies.” Professor Schroll is quoted in the January 2010 issue of the College publication Brookdalian, stating, “I believe that libraries, colleges and universities should exhibit our best in architecture, art, and working environments (full of tradition) much like our government buildings — environments that you want to be in.” (Thank you, Professor Schroll!)

Back to the circulation desk. Notice the machines? These are microfilm viewers and printers. Microfilm is a good way to keep thousands of issues of journals, magazines, and newspapers in a compact space. (Many of our periodicals titles are kept for decades and we would need a few airplane hangars to keep all of the titles and issues in paper.) It does cost ten cents a page to copy the microfilm. By the way, one machine also allows you to email an article copy to yourself.

Move forward past the circulation desk. The periodicals collection will be on your left. “Periodicals” is the term used to designate items that include magazines, newspapers, and journals. The Bankier Library’s physical collection is in print and in microformats. This collection does not circulate but you are more than welcome to use the materials while you are in the library and to make copies of articles to take away.

Continue past the circulation desk. On your right you will find the Dr. Mark Bankier Special Collections Room. Please enter to find the photography collection and the graphic design reserves. You will also find the Martha Thompson Collections. These are our New Jersey and Brookdale Archives Collections. They were named for one of our founding Brookdale Media Specialists. “Media Specialists” were what Brookdale’s founders called librarians. Included in the collections are many historical and local interest titles that are irreplaceable.

Thanks to the generosity of Dr. Mark Bankier and his wife, Rose Bankier, for whom the library is named, this room now houses some of the historical documents from the Holocaust, Genocide and Human Rights Education Center at Brookdale Community College.

You are welcome to spend some time exploring this room. Discover Monmouth County on the framed map from 1860 and an aerial view of the College as it looked decades ago.
Do we have any books or pamphlets about your town? Check our books holdings from the computer workstation in the Special Collections room; try a subject search to find the name of your town; explore the pamphlet files for local and State topics lining the walls of the room.

The materials in the Special Collections room do not circulate, but, if it's absolutely necessary, there is a photocopier in the room that you can use to make copies. Please remember that many of these materials are fragile, archival information, so be careful when you are copying pages.

As you leave the Mark Bankier Special Collections room, you will have the Circulation Desk on your left and the Periodicals Collection a bit to your right. Before you will be the Multimedia Collection: DVDs, videos, audio . . .

To the left of that collection, you will find a display of newly received books that you might want to check out. There is also an array of current magazine and journal issues.

Walk forward along the rows of multimedia and look to your right. Notice the offices on the other side of the multimedia collection? These are the offices of the Monmouth Ocean Small Business Development Center—a good place to begin if you are trying to start your own business.

Continue past the multimedia collection, and, also on your right, you will find the beginning of the circulating books collection. Circulating books are those that may be borrowed by students for four weeks at a time.

Around the perimeter of the second floor are group study rooms. To reserve a room for your group check with the staff at the circulation desk.

As you walk around the library and around campus, you will see signs that you are in a wireless Internet zone. Find a comfortable spot to set yourself up. Wireless devices will find the network automatically and the browser will open to the BlueSocket log-in screen. You will be asked to enter your Brookdale user name and password. More information about setting up your wireless device with BlueSocket is available under the “About the Library” portion of our home page, under the “Information Commons” link to “Using your laptop in the library.”

The Bankier Library offers wireless access to currently enrolled students, faculty, and staff. Community patrons may apply for access; just check out the “About the Library” section of our home page and see the information about borrower’s privileges for guests and visitors. You will be able to access the website from your laptop and other mobile devices. If you have a problem, check with one of our Learning Assistants at the Help Desk to get you connected.
The circulating book collection continues around the building—following the windows overlooking the courtyard. Remember that classification arrangement on the first floor in the Reference Collection? The Library of Congress Classification? You will find the same arrangement on the second floor for books—and for the multimedia collection we passed.

As you leave the first section of circulating books, keep the courtyard windows on your left. In front of the bookstacks in this next area, you will find individual carrels with multimedia viewing machines like DVD and VHS players. You will also find more group study rooms and seating for individuals to study. Each of the carrels is wired so you can plug into the BCC network. As you continue around the windows, you will find the final section of circulating books.

You will also find a couple of computer kiosks where you can look up materials in the online catalog for what we own. This area is also where you will find a generally quiet study area of individual and group tables. (The operating word here is “quiet.”)

After the “Z” section are housed the law reference books for BCC’s Paralegal Studies Program.

The last two rows of books are labeled “Folio.” These books do circulate—they are just too tall to be housed with the others in their LC classification numbers.

We’ve come full circle. To your left are the elevator and the Circulation Desk. Down the hall to your right, you will find a college classroom—LIB 211.

Just head back down the stairs or elevator and with a quick turn you will find yourself back at the library entrance.

It has been a pleasure to take this walk with you. Please share your discoveries with others and remember that this is your library—the Bankier Library at Brookdale Community College.

We hope you will make the Bankier Library a frequent stop when you are at the Lincroft campus. Thanks for stopping by.