

# Academic Services and Support

## Accessibility Resource Center

Guided by the Americans with Disabilities Act (ADA) of 1990 & Section 504 of the Rehabilitation Act of 1973, the Accessibility Resource Center collaborates with the campus community in regard to access and accommodations for students, faculty, staff and guests. ARC promotes an awareness of disability as a facet of diversity with underpinnings of collaborative efforts being rooted in social justice.

For more information about ARC, please see: <https://arc.tcnj.edu/>. Any follow-up inquiries can also be sent to [arc@tcnj.edu](mailto:arc@tcnj.edu).

## Bookstore

Barnes & Noble @ The College of New Jersey Bookstore (609-359-5056), located in Campus Town is a fully functioning Barnes and Noble College bookstore and offers general reading books as well as textbooks, trade books, magazines, supplies, clothing, and a Barnes & Noble Café.

Most college programs require adherence to APA writing styles. This reference book is also available in the bookstore.

You can check store hours and order books online at <https://tcnj.bncollege.com/>.

## Certification Office

Upon recommendation of the respective program chair/coordinator, the TCNJ Certification Office provides and processes application documents for students seeking New Jersey certification in the area of their completed college and state-approved program. Inquiries concerning certification should be directed to the TCNJ Certification Office by e-mail at [certification@tcnj.edu](mailto:certification@tcnj.edu) or by phone at 609.771.2318.

## Computer Labs

Students will find computer facilities abundant and readily accessible, with over 600 computers in more than 30 computer labs located throughout the campus. While the majority of the computer labs are PC workstations, there are also a number with Mac and Linux workstations.

Computer labs are equipped with standard campus software, including MS Office (Word for word processing, Excel for spreadsheets, Access for databases, and PowerPoint for presentations). Each computer has access to the Internet and e-mail capabilities.

A variety of specialized hardware and software exists as well for the departments that use computer labs. While all computer labs have the standard campus software, some have specialized software to accommodate specific departments.

For weekly lab hours and lab locations, visit <https://computerlabs.tcnj.edu/>.

## Instructional Technology Services (ITS) Center

ITS is located on the lower level of the Library in room 4, and provides an open facility in which students and faculty may preview, plan, organize, and produce digital and hard copy forms of presentation materials, such as digital video and large format posters, for classes and out-of-class assignments. For more information, please call 609.771.2114 or visit <https://its.tcnj.edu/>.

## R. Barbara Gitenstein Library

The beautiful TCNJ library opened in Fall 2005 and serves as an intellectual, cultural, and social center for the College. The five-story, 135,000 square-foot facility is situated on the quad just east of Green Hall. In addition to housing traditional library collections and services in an atmosphere that is elegant yet friendly and inviting throughout, the building provides 26 group study rooms, generous amounts of comfortable seating in addition to tables and carrels, and both WiFi and LAN (i.e., wireless and wired) connectivity throughout. One of the group study rooms is reserved for graduate student use. Special design features include a cafe, a late-night/24-hour study area, and a 105-seat multipurpose auditorium.

The expert librarians and staff are dedicated to providing support for the work of the students and faculty of the College. In addition to advanced studies in library and information science, each subject librarian has additional graduate degrees in one of the major academic areas. Students are encouraged to consult them. They can be located through the library reference department or via the directories on the library's website, <https://library.tcnj.edu/>.

The Felix E. Hirsch Reference Collection of over 30,000 volumes provides rich support for undergraduate and graduate study and research. It includes comprehensive bibliographical resources together with a broad collection of encyclopedias, dictionaries, handbooks, and guides in every discipline, as well as many specialized reference works in major languages. The collection is constantly augmented by new acquisitions.

The library subscribes to over 1,400 periodicals. These include scholarly, professional, and general interest journals and newspapers, both American and foreign. Library users also have access to the contents of an additional 45,000 scholarly titles via electronic periodical indexes. The library's website and online catalog provide access to all these resources, as well to the 680,000-volume collection. The library also houses extensive microform collections; publications of the New Jersey state government (the library is a New Jersey depository); various special collections; and a media viewing and listening facility with sound recordings, videos, and interactive computer software. Networked PC workstations are available throughout the building, and laptops may be borrowed at the Access Services Desk.

The library provides interlibrary loan and document delivery services to supplement the collections. Any student or faculty member may request document delivery of periodical articles not

owned by the library; the average delivery time for articles is nine hours. Books not owned by the library may be borrowed through the nationwide interlibrary loan network of academic libraries and research centers; the average delivery time for books is five business days. The library maintains cooperative arrangements with many regional academic libraries, from which students and faculty may borrow materials directly. All floors of the library are easily accessible to users with differing abilities, and an assortment of adaptive technological and additional services are available for patrons with special needs. The library is open to the public 98 hours per week; a reduced schedule applies during vacations. For additional information concerning access to the library and its collections, consult the library's website, <https://library.tcnj.edu/>, also available via the library link on the TCNJ homepage.