ACCESS SERVICES
Circulation Policies

WHO MAY BORROW

• Faculty, Student, Staff
  o A current validated CUNY I.D. card must be presented to borrow library materials from Bronx Community College Library.
    ▪ ID Validation (Processed for Bronx Community College Faculty, Staff, Students)
      • Students: ID validated in library or Colston ID Room
      • Adjunct Faculty: Letter from Human Resources (HR); present to Colston, ID Room Staff
      • Full Time Faculty: Colston, ID Room Staff (name checked against roster of currently employed faculty)
  o Some colleges do not validate identification cards each semester. Check ALEPH to make sure the patron has not expired. If in doubt, call the library in question. See APPENDIX A for CUNY Libraries Circulation telephone numbers. APPENDIX B list colleges that do and do not validate their campus community identification cards each semester.

• Special Programs (Only have privileges at local library – non-matriculated students – not registered in classes)
  o CUNY Start
  o CLIP Program
  o College Discovery Program, etc.
  o Local Alumni
  o Retired Faculty and Staff
    ▪ NOTE: These programs DO NOT have the following privileges:
      • Off-campus access to databases
      • CLICS (place HOLDS)
      • Access to use other CUNY Libraries
• **SUNY's Empire State** – Students enrolled in SUNY’s Empire State College are granted the same borrowing privileges as CUNY students. They are issued a CUNY Open Access card with a generic barcode and an expiration date at the end of the current semester. Cards and barcodes are located at the circulation desk in Circulation Policy Binder.

**WHAT CAN BE BORROWED**

- Circulating books (STACKS)
  - Student (Undergraduates) - 4 Weeks
  - Graduate Students* - 6 Weeks
  - Doctorate Students* - 8 Weeks
  - Local Faculty - 8 Weeks (minimum)
  - CUNY-wide Faculty - 8 Weeks
  - Staff - 4 Weeks
  - Special Program - 4 Weeks
  - Retired Faculty, HEAs, CLTs - 8 Weeks

- Reserve Books - (3 hours)
- Reserve Books - (3 Days)
- Interlibrary Loan – Books borrowed outside of CUNY
- CLICS - Books from other CUNY colleges
- CDs, DVDs, VHSs, Cassette Tapes
  - Faculty - 2 weeks
  - Staff - 2 weeks
  - Students - 3 hours (in house use only)
  - Interlibrary Loan- CUNY Colleges/Universities ONLY (exceptions are made on individual basis)
- Laptops (BCC Students Only) - 7 Days
  - Semester Loan
- Calculators (BCC Students Only) - Semester Loan
- MP3 Players (BCC Students Only) - Semester Loan
- Headphones - 3 hours
HOW MANY BOOKS CAN BE BORROWED

- Faculty, Staff, Students
  - Circulating Books (Stacks and 3 day loans)
    - 10 Books
  - Reserves Books (3 hours – in house use only – Books are returned to Circulation, checked in and placed on shelf). More time with book, must check out a copy.
    - one (1) book at a time

*Not applicable to community colleges.

BORROWING & RENEWING MATERIALS

- Borrow and return regular circulating books to the Circulation Desk or Return Box located in the alcove at the main entrance of the North Hall Building.
- Borrow and return 3-hour reserve books to the CIRCULATING DESK ONLY (no renewals).
- Borrow and return 3-day loan books to the CIRCULATION DESK ONLY (no renewals).

Loan Periods

- Student (Undergraduates) - 4 Weeks
- Graduate Students* - 6 Weeks
- Doctorate Students* - 8 Weeks
- Local Faculty - 8 Weeks (minimum)
- CUNY-wide Faculty - 8 Weeks
- Staff - 4 Weeks
- Special Program - 4 Weeks
- SUNY Empire State - 4 Weeks
- Retired Faculty, HEAs, CLTs - 8 Weeks
Renew Books

- Patrons with a current validated ID may renew items in person at the lending library or electronically through My Account link on the Library Catalog website.
- Items may be renewed twice (2 times). After two renewals, books are returned, checked in and placed in the stacks.
- 3-day loan books, no renewals. Returned, checked in and placed on 3-day loan shelf.
- Reserves (3-hours), no renewals. Returned, checked in and placed on reserve shelf.

Renewing Online

- **Step 1:** Click My Account.
- **Step 2:** Type your ID card barcode number into both the barcode and the password box.
- **Step 3:** Under 'Activities' click 'Loans.'
- **Step 4:** Click the number of the book that you want to renew and click 'Renew.'

Renewals will not be granted if:

- Request is made via telephone (NO TELEPHONE RENEWALS)
- The item is overdue.
- Renewal limit is reached.
- There is a block on your record.
- There is a fine on your record.
- The item has been requested by someone else (item has a hold).

**RECALLS**
(Heavy demand materials - status change to reserve/3-day loan and or urgent patron request)

- No matter your status, everyone is guaranteed 21 days checkout period. Patron is given ten days after the 21st day to return the book before a fine of $1.00 a day, per item incurs on patron’s record.
HOLDS

- Students, faculty, and staff can place holds on items in the Library Catalog by logging into My Account (see instructions below under **CLICS**). If item is available at your home library, you cannot place a hold on the item.
- Patrons may select the pick-up library for the book when placing the hold.
- Holds cannot be placed on Reference, Reserve 3-hours or 3-day loans, DVDs, CDs, VHSs, cassettes or any media equipment (laptops, calculators, MP3 players, etc.).
- Holds are held for 10 days (closed days not counted) from receipt of material.

**Courtesy Holds**

- Placed on 3-day loan books for 24 hours.
- Stacks circulating books for 24 hours.

FINES AND FEES

Faculty, staff, students and other patrons of the library are subject to fines for overdue, damaged, or lost materials.* **Cash Only.**

- **General overdue fine:** $.25 per item per day up to a maximum of $20.00.
- **Reserved items overdue fine:** $0.10 per minute - $6.00 per hour per item.
- **Equipment item overdue fine:** $15.00 per item per hour.
- **Lost or damaged items:** A replacement fee of $85.00 plus a processing fee of $25.00; and any overdue charges.
- **Recall Items:** $1.00 per day per item to a maximum of $50.00 per item
- **Replacement fees/processing fees must be paid at the library owning the material.**
- **3-Day Loan Books** – fines $10.00 per day per item, maximum $200.00.

*Revision of The City University of New York Tuition and Fee Manual RESOLVED, That the Board of Trustees of The City University of New York approved the increase in several miscellaneous fees for any semester or session commencing with the Fall 2013 semester as stated to defray costs associated with these activities.*
And be it further RESOLVED, that the Board of Trustees of The City University of New York approved the University's revised Tuition and Fee Manual and authorize the Chancellery to revise the Manual as may be necessary and appropriate in the future. This Manual will serve as the University's policy statement regarding tuition and fee matters.

**BLOCKS**

One (1) overdue item or a total of $5.00 or more in fines will suspend borrowing privileges university wide. A registration stop (block) is placed on accounts with $10.00 or more in fines. A registration stop (block) on your library account will prevent you from borrowing books, registering, receiving your diploma, and obtaining an official transcript. Fines must be paid in order for stops to be removed.

Registrations stops (blocks) are removed immediately (if possible) or within 24 hours after fines/fees are paid.

Faculty and Staff (CUNYFirst) registration stops cannot be placed on these records if they are not enrolled at a CUNY college. However, faculty and staff owing $10.00 and more in fines and fees, a Global Note is placed in their record stating “all library privileges suspended”.

- Cannot check out books
- Cannot process CLICS
- Cannot process Interlibrary Loan
- Cannot borrow laptops, calculators, etc.
COURTESY DISCHARGE

Books may be returned to any CUNY library unless they are declared lost. Declared lost books, patron must go to the library which owns the book to pay fines and fees. Overdue fines can be paid at any CUNY library. However, in person renewals can only be done at the home library.

LOST/STOLEN ID CARDS

Lost/Stolen CUNY ID cards must be reported to Campus Security and the Library Circulation Desk immediately. (NOTE: Students can purchase a guest card for $1.00 – and add money to the card).

CLICS – Books Borrow From CUNY Libraries

NOTE: If item is available at your home library, you cannot place a hold on the item.

CLICS (CUNY Library Intra-Campus Services), faculty, staff and students can request books through the Library Catalog and have them sent to any campus within 48 hours. CLICS privileges do not apply to:

- Special Programs
- Retired Faculty
- Retired Staff
- Alumni

HOW TO REQUEST BOOKS ONLINE

1. From the item record in the Library Catalog Website, click "Request"
2. Enter your library barcode number and password (your barcode #, if it was not changed).
3. Make sure (in the SELECT PICKUP LIBRARY) Bronx Community College is selected or the library of your choice.
4. The book should be sent to Bronx Community College Library or the library of your choice within 48 hours.
BORROW BOOKS IN PERSON

- Borrow books in person at other CUNY libraries with a validated CUNY ID card (current semester sticker*).
- No more than 10 books at one time; cannot check out multiple copies of the same book. ONE copy per title.
- Metro Card: given to faculty, staff and students to access specialized collection or do specialized/specific research (see Reference Librarian).
- Graduate Center and the CUNY Law School do not participate in the Open Access borrowing program.
- SUNY’s Empire State – students enrolled in SUNY’s Empire State College are granted the same borrowing privileges as CUNY students. They are issued a CUNY Open Access card with a generic barcode and an expiration date at the end of the current semester (see Access Services Circulation Desk).
- Patron retrieve book from stacks; book not in system; process by creating a brief bibliographic record (CATALOG ON THE FLY).
- Book in hand, overrides HOLD request. Patron retrieve book from stacks, bring to circulation desk, book indicate it is on HOLD. Book goes to patron “book in hand”.

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