STUDENT FAQs

What are the library hours?

For the library hours, see our current schedule page.

How do I check out library materials?

Students, faculty and staff can check out circulating materials with a currently validated CUNY ID card.

What is the loan for library materials?

Regular circulating books (STACKS): 4 weeks
Reserve books: 3 hours (in-house use only)
Reserve books: 3 days (Special collection)
CDs, DVDs, VHSs and audiocassettes: 3 hours (in-house use only)
Headphones: 3 hours (in house use only)

- **For BCC Students only**
  - Laptops: 7 days and semester loans available
  - Calculators: semester loan
  - MP3 Players: semester loan

How do you renew a book?

Books can be renewed in person or online. To renew online,

1. Sign into your library account from the library catalog homepage, [https://libsearch.cuny.edu/F](https://libsearch.cuny.edu/F)
2. Enter your library barcode number into both the barcode and password box
3. Under “Activities” click, “LOAN”;
4. Click the line number of the book you want to renew
5. Click “RENEW”.
Can and how can I borrow titles from another CUNY library?

As a current student of BCC, you have access to all CUNY colleges’ libraries. You can visit the colleges yourself (bring your validated BCC ID with you) or you can order the book online while searching catalog, through a system called CLICS. For additional information on this service, click here CLICS.

Does the library offer workshops on how to use the library resources?

Yes, the library offers workshops for improving your research skills throughout the semester, see our workshops and/or calendar of events page for further information.

How do I access library databases off-campus?

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

1. Click on Find Resources
2. Select Subject Guides or Databases A-Z,
3. Select the database you want to use, log in using your library ID number 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, www.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 much does printing/copying cost?

Black and white double-sided $.05 per side
Black and white single-sided $.07 per copy
Color double-sided $.20 per side
Color single-sided $.22 per copy
Each student gets printing funds allocated to their CUNY ID account every semester: Full-time students $35; Part-time students $17.50.
If you do not have a CUNY ID, you can purchase a guest card for $1
Problems with your account should be reported to the RSBC 308 or helpdesk@bcc.cuny.edu

*Scanners are also available in the library. Scanning is free. Scanned material can be saved on a USB (not provided) or sent to your email.

Can students reserve group study rooms?

Group study rooms may be used by BCC students with a validated BCC ID card.
For more detailed information regarding the group study rooms, view our Group Study Room policy.