

TABLE OF CONTENT

ACCESS SERVICES CIRCULATION POLICIES

	Page #
Mission Statement	2
Criteria for Borrowing	2
Who May Borrow?	
Faculty, Staff, Student	3-4
Special Programs (Bronx Community College ONLY) CUNYStart; CLIP; College Discovery, College Now; etc.	
Retired Faculty, Higher Education Officer Series (HEO, HEA, HEa, aHEO)	
College Laboratory Technicians (CLTs)	
Alumni (Home Library Access Only)	
SUNY's Empire State CUNY Open Access Cards and Generic Barcodes	
What Can Be Borrowed?	4-5
Borrow Books in Person	5
How Many Books can Be Borrowed?	6
Borrowing & Renewing Materials	6-7
Browing Materials; Loan Periods; Renew Books; Renewing Online; Renewals WILL NOT be granted if...	
Recalls	8
Holds	8
Fines and Fees	8-9
Blocks	9
Courtesy Discharge	9
Lost/Stolen Identification Cards (ID cards)	10
CLICS (CUNY Library Intra-Campus Services)	10
Requesting Books Online (CLICS)	10

ACCESS SERVICES

Circulation Policies

MISSION STATEMENT

The mission and goal of Access Services is to provide organized quality resources to students, faculty and staff. These resources are distributed through informational channels, circulation services, reserves and interlibrary loans (library network shared resources) to constituents of the college community and The City University of New York institutions.

CRITERIA FOR BORROWING

- **ID Validation** – must have current semester stamp before library validation occurs:
 - Students: ID validation stickers in library or Campus ID Room, Colston Hall or other venue as assigned by Public Safety.
 - Full Time Faculty: Campus ID Room, Colston Hall (name checked against current employment record).
 - Full-time/Part-time Staff: Campus ID Room, Colston Hall (name checked against current employment record).
 - Adjunct Faculty: Campus ID Room, Colston Hall (Letter from Human Resources (HR)).
 - Library validation – Library Circulation Desk – present current validated ID to be added in ALEPH (library integrated library system).

WHO MAY BORROW?

- **Faculty, Staff, Student**
 - A current validated (each semester) CUNY I.D. card must be presented to enter the college and to borrow library materials.

- **Special Programs (non-matriculated students): Privileges at local library ONLY**
 - CUNY Start
 - CLIP Program
 - College Discovery Program, etc.
 - If no longer in program and are matriculated as a Bronx Community College student, student must get a regular student identification card (Campus ID room – Colston Hall).

 - NO CLICS
NO Interlibrary Loans
NO access to databases off campus

- **Retired Faculty, Higher Education Officer Series (HEO, HEA, HEa, aHEO) and College Laboratory Technicians (CLTs)**
 - Upon request, issued new identification card with the appropriate stamp; i.e., RETIRED embossed on card.
 - Letter from Human Resources; take to ID room – issued a new ID card. Bring to library to have patron status changed.

- **Alumni (Home library access ONLY)**
 - Upon request, issued new identification card with the appropriate stamp; i.e., ALUMNI embossed on card.
 - Alumni Office (Philosophy Hall, Room 37); take old ID; receive letter from Alumni Office; Present to ID Room (Colston Hall ID Room). Bring to library to have patron status changed.

 - DO NOT have the following privileges:
 - Off-campus access to databases
 - CLICS (CUNY Library Intra-Campus Services) – cannot place HOLDS

- **SUNY's Empire State**

Students enrolled in SUNY's Empire State College (must show Empire State identification card) are granted the same borrowing privileges as CUNY students. They are issued a CUNY Open Access card (Circulation Desk) with a generic barcode (2 9999.....) and an expiration date at the end of the current semester. Cards and barcodes are located at the circulation desk in Circulation Policy binder.

- **CUNY Open Access Cards and Generic Barcodes**

Open Access Cards (Circulation Desk) with a generic (2 9999.....) barcode are issued to students who do not have a barcode from their home campus on their ID card and want to check out items from Bronx Community College library. The generic barcode should be issued with an expiration date of 10 days to allow patrons to return to their home campus library and be issued a permanent barcode. The generic barcode should never be placed on a regular college ID card.

If the patron's ID card is imprinted with a valid library barcode, staff at any library can enter them into the Aleph patron file. Expiration date must be current.

WHAT CAN BE BORROWED?

- **Circulating books (STACKS)**

- Student (Undergraduates) - 4 Weeks
- Graduate Students - 6 Weeks
- Doctorate Students - 8 Weeks
- Local Faculty - 8 Weeks (minimum)
- Alumni - 4 Weeks
- CUNY-wide Faculty - 8 Weeks
- Staff - 4 Weeks
- Special Program - 4 Weeks
- Retired Faculty, Higher Education Officer Series (HEO, HEA, HEa aHEO) - 8 Weeks

- **Reserve Books - (3 hours)**

- No loans 15 minutes before closing

- **Reserve Books - (3 Days – BCC Students ONLY)**

- **Interlibrary Loan** - Books borrowed outside of CUNY (BCC Faculty, Staff, Students ONLY)
- **CLICS** - Books from other CUNY colleges, except CUNY Law
- **CDs, DVDs, VHSs, Cassette Tapes**
 - Faculty - 3 Hours
 - Staff - 3 Hours
 - Students - 3 hours (in library 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 (in library use only)

*See New Media/Technical Services Policy Statement

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).
- 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).
- Book in hand, overrides HOLD request. Patron retrieve book from stacks, bring to circulation desk, indicates HOLD, book goes to patron who retrieved book off shelf.

HOW MANY BOOKS CAN BE BORROWED?

- Faculty (Current and Retired), Staff, Students
 - Circulating Books - Stacks
 - 10 Books (at one time)
 - 3-Day Loan Books (BCC Students Only)
 - 2 Books (no more than 2 books in record at one time)
 - Reserves Books (3 hours – in house use only) – Books are returned to Circulation within 3 hours. Need more time, if available, book can be checked out again.
 - 1 Book at a time
- Alumni
 - Five (5) books minimum.

BORROWING & RENEWING MATERIALS

Borrowing Materials

- Borrow and return regular circulating books to the Circulation Desk. Returns can also be left in the Library Book Drop located in the alcove at the main entrance of North Hall and Library building. NOTE: Circulating books (4, 6, and 8 week loans) can be returned at any CUNY college library.
- Borrow and return 3-hour/3-day reserve books at CIRCULATION DESK ONLY (no renewals).
 - Do not place 3-day loan books in the Library Book Drop.

Loan Periods

- | | |
|-------------------------------|---------------------|
| ▪ Student (Undergraduates) | - 4 Weeks |
| ▪ Graduate Students | - 6 Weeks |
| ▪ Doctorate Students | - 8 Weeks |
| ▪ Local Faculty | - 8 Weeks (minimum) |
| ▪ Alumni | - 4 Weeks |
| ▪ 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

- NO TELEPHONE RENEWALS
- Patrons with a current validated ID may renew items in person at the lending library (home library) Circulation Desk or electronically through My Account/Renew link on the Library Catalog website.
- Items may be renewed twice (2 times – circulating books - if not requested by another patron). 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. Patron cannot immediately check out the same title; must wait one (1- hour: re-shelving). If book is available, check out can be done. Book not available, request ***COURTESY HOLD on item.***
- Reserves (3-hours), no renewals. Returned, checked in and placed on reserve shelf. If no one is waiting for book, can check out book again.

Renewing Online

- **Step 1:** Click My Account/Renew.
- **Step 2:** Type your ID card barcode number (14-digit number on back of card) into both the barcode and the password box.
- **Step 3:** Under 'Activities' click 'Current Loans.'
- **Step 4:** Click the book number 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 is requested by someone else (item has a hold).
- NO RENEWAL ON RESERVE ITEMS.

RECALLS

(Heavy demand materials - status changed to reserve 3hour/3-day loans and/or urgent patron request).

- No matter your status, everyone is guaranteed their initial checkout period. Patron is given ten days after their initial checkout period to return the book before a fine of \$1.00 a day, per item accrue 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 under CLICS, page 10). 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) or other restricted items decided locally.
- From receipt of materials, holds are held for 10 days (closed days not counted).
- Patron receives email when hold arrives at circulation desk.

Courtesy Holds

- If identification card (id) is not validated with the current semester date, a courtesy hold will not be placed on item.
 - 3-day loan books - hold for 24 hours.
 - Stacks/circulating books - hold for 24 hours.
 - NO COURTESY hold for 3-hour reserve books.

FINES AND FEES

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

- **General overdue fine:** \$.25 per item per day up to a maximum of \$20.00.
- **Reserved items (3-hour loans) overdue fine:** \$0.10 per minute - \$6.00 per hour per item up to a maximum of \$20.00.
- **3-Day Loan Books – fines \$10.00 per day per item, maximum \$200.00.**

- **Lost or damaged items:** A replacement fee of \$85.00 (or another amount that the library deems necessary to replace the book) 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 and processing fees (lost books or damaged books) must be paid at the library owning the items.**
- **Equipment item overdue fine:** \$15.00 per item per hour.
 - **Lost and or damaged equipment, see New Media staff.**

BLOCKS

One (1) overdue item or a total of \$5.00 or more in fines will suspend borrowing privileges CUNY wide. Registration stops (block) is placed on library accounts with \$10.00 or more in fines. A registration stop (block) on your CUNYFirst account (\$10 or more) will prevent you from borrowing books, registering for classes, receiving your diploma, and obtaining an official transcript. Fines must be paid in order for stops to be removed (cash only). However, if there is a block (registration stop) on your account(s), you:

- Cannot check out books.
- Cannot process CLICS.
- Cannot process Interlibrary Loan.
- Cannot borrow laptops, calculators, MP3 players or other restricted items decided locally.

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

COURTESY DISCHARGE

Books may be returned to any CUNY library. If books are lost, patron must go to the library which owns the book to pay fines and fees. Regular overdue fines can be paid at any CUNY library.

LOST/STOLEN ID CARDS

Lost/Stolen CUNY ID cards must be reported to Campus Security (718-289-5390, Loew Hall, 5th floor) and the Library Circulation Desk (718-289-5441) immediately. (NOTE: Library Cards are used for printing. Students can purchase a guest card for \$1.00 – and add money to their card).

CLICS (CUNY Library Intra-Campus Services) – Books Borrowed from other CUNY Libraries.

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

- **CLICS** - Faculty, staff and students can request books through the Library Catalog and have them sent to any campus within CUNY. A minimum of 48 hours for processing. CLICS privileges do not apply to:
 - Special Programs
 - Alumni

REQUESTING BOOKS ONLINE (CLICS)

1. From the item record on 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 (minimum). You are notified by email.

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