

STUDENT FAQs

What are the library hours?

For the library hours, please check the library website,
<http://bcc-libweb.bcc.cuny.edu/>

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 period 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***

Calculators: 1 month or 3 hours

Flip Cameras: 1 month

Kindle: 1 month

Laptops: 1 week or 3 hours in-house

MP3 Players: 1 month

How do you renew a book?

Books can be renewed in person or online. To renew online, "Sign In" to CUNY OneSearch and then click on "My Account" <https://onesearch.cuny.edu>

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 *Research*
2. Select *Articles* (select *A-Z Databases*)
3. Select the database you want to use, log in using your library ID# 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, <http://www2.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?

	<u>PRINTING</u>	<u>COPYING</u>
<i>Single-side BW</i>	.07	.10
<i>Single-side COLOR</i>	.22	.22
<i>Double-sided BW</i>	.05	.07
<i>Double-sided COLOR</i>	.20	.15

Each BCC student is allocated printing funds 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. You must add money to the guest card in order to print.

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 currently validated BCC ID card. For more detailed information regarding the group study rooms, view our [Group Study Room policy](#).