Bronx Community College Library
Access Services Policies

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Visit the Library

Bronx Community College Library is located on the 2nd & 3rd floor of the North Hall & Library building. The library is open to affiliated members of the City University of New York (CUNY), current students, staff, & faculty members.

Directions

Bronx Community College Library
2155 University Avenue
Bronx, NY 10543
718-289-5441
Google Maps

Pedestrian Entrance: 2155 University Avenue, Bronx, New York, NY 10453

Car Entrance: 200 Hall of Fame Terrace, Bronx, NY 10453

Visitor Access to BCC Library

METRO Referrals: The METRO referrals program is an agreement between METRO's member libraries that allow library users from a participating METRO library to visit other libraries within the network for a specific book, item, or to view materials across entire subject areas.

Alumni: BCC Alumni with an active alumni card have access to BCC Library only. Alumni can activate their privileges by contacting the Alumni Relations office. Non-BCC CUNY Alumni have access to their home libraries only.

Retirees: Retirees can obtain a college-retiree identification card at the primary college they retired from.

Special Collections: Visitors needing access to the archives should contact the unit directly to schedule a visit.

SUNY Empire State University: Empire State University students, faculty, and staff can obtain a CUNY Open Access Card from any CUNY library for semester-long access and borrowing privileges at all CUNY Libraries except the CUNY School of Law.

Public Access: Members of the public desiring access to research information should consult with their local public library. Public access to the library is only available through METRO referral. Participating METRO libraries can issue referrals for access as per the terms of the METRO program agreement.

Information on Visitor's Parking privileges can be found [HERE].

Access Privileges

Users visiting the library can look through the library privilege groups to determine services available to them. CUNY Law School does not participate in the Open Access borrowing program and only extends access-only privileges to students and faculty currently enrolled there. View [Access & Borrowing privileges at CUNY] for more information.

BCC Affiliated Users

	BCC Students	BCC Staff	BCC Faculty	BCC College Prep Programs
On-site Access	Yes	Yes	Yes	Yes
Borrowing Privileges	Yes	Yes	Yes	Yes
CLICS (CUNY Books)	Yes	Yes	Yes	No
SUNY Books	Yes	Yes	Yes	No
Loan Period	16 Weeks	16 Weeks	16 Weeks	16 Weeks
Renewals	2	2	2	2
Database Access	Yes	Yes	Yes	On-Site only
Interlibrary Loan	Yes	Yes	Yes	No
Printing	Yes	Yes	Yes	Yes
Special borrowing Privileges (METRO, MaRLI)	Yes	Yes	Yes	No

NOTE: All University affiliated members have access to all CUNY Libraries except the CUNY School of Law

CUNY Affiliated Users

	CUNY Affiliated Users (Student, Staff & Faculty)	SUNY Empire
On-site Access	Yes	Yes
Borrowing Privileges	Yes	Yes
CLICS (CUNY Books)	Yes	Yes
SUNY Books	Yes	Yes
Loan Period	16 Weeks	16 Weeks
Renewals	2	2
Database Access	On-Site only	On-Site only
Interlibrary Loan	No	No
Printing	0.07/page	0.07/page
Special borrowing Privileges (METRO, MaRLI)	No	No

NOTE: All University affiliated members have access to all CUNY Libraries except the CUNY School of Law

Alumni & Retirees

	BCC Alumni	CUNY Alumni	BCC Retirees PSC Only	CUNY Retiree PSC Only
On-site Access	Yes	No	Yes	Yes
Borrowing Privileges	BCC only	No	Yes	Yes
CLICS (CUNY Books)	No	No	Yes	Yes
SUNY Books	No	No	Yes	Yes
Loan Period	16 Weeks	n/a	16 Weeks	16 Weeks
Renewals	2	n/a	2	2
Database Access	On-Site only	n/a	On-Site only	On-Site only
Interlibrary Loan	No	No	Yes	No
Printing	0.07/page	n/a	0.07/page	0.07/page
Special borrowing Privileges (METRO, MaRLI)	No	No	Yes	No

NOTE: Alumni have library services at their home library only and PSC Retirees have access to all CUNY Libraries except CUNY School of Law

External Users including METRO Visitors & Authorized Public Visitors

Visitors who have received prior approval notification from BCC library Administration. This includes but is not limited to visiting scholars, external researchers visiting to access archive collection, and guests of library faculty members who are not visiting through METRO referral.

	METRO	Visitors
On-site Access	With valid ID & METRO referral	With valid ID & Authorization Notice
Borrowing Privileges	No	No
CLICS (CUNY Books)	No	No
SUNY Books	No	No
Loan Period	n/a	n/a
Renewals	n/a	n/a
Database Access	On-Site only	On-Site only
Interlibrary Loan	No	No
Printing	0.07/page	0.07/page
Special borrowing Privileges (METRO, MaRLI)	No	No

NOTE: BCC library adheres to a strict policy of not more than ten (10) books loan at one time; multiple copies of the same book cannot be circulated to the same user – one copy per title.

Borrow and Return Library Materials

Borrowing Library Materials

CUNY affiliated users (current students, staff, & faculty) can use their EMPLID, the unique CUNY identification number assigned through CUNYFIRST, to borrow at any CUNY Libraries. CUNY Libraries have a standardized lending policy for regular loans, circulating books only. BCC users can find their EMPLID within the BCC app "mobile ID" by clicking on the campus logo to display their assigned number. BCC borrowing limits are shown below. For more detailed information, see the "access privileges" table above. Loan period tables vary based on the loan type, user type, and library circulating policy.

Access Privileges Table

Loan Type	Loan Period	Notes
General Collections	16 Weeks	Hold request placement; Users with appropriate loan privileges have 2 renewals
SUNY Books	16 Weeks	Hold request placement Users with appropriate loan privileges have 2 renewals
Recalled Items	No change to due date	Not renewable
Course Reserve*	3 hours or 3 days	Not requestable; Renewable only at staff discretion
Headphones*	3 hours	Not requestable; Renewable only at staff discretion
Interlibrary loan (ILL)	Set by lending library	Items are due back to BCC Library five days before the lending library due date.
DVDs	3 hours	Library staff have the discretion to set loan term to lending library through ILL
Laptops*	3 hours or one month	Not requestable; Renewable only at staff discretion
Calculators*	3 hours or one month	Not requestable; Renewable only at staff discretion
Ipad*	7 days	Not requestable; Renewable only at staff discretion
Special Loans	Set by library staff	Not requestable
Periodicals	Scan requests only.	Not requestable; Cannot be checked out

Items asterisk (*) are loanable to BCC students only

Borrowing from BCC & Consortium Libraries (CUNY Libraries & Participating SUNY Libraries)

Borrowing users with access privileges (current students, staff, and faculty with BCC or CUNY affiliation, and BCC or CUNY PSC retirees) can submit hold requests for specific book title discoverable within the

[library catalog (oneSearch)](#). Users can submit requests to other CUNY Libraries or participating SUNY Libraries. Upon item checkout, users receive a system generated email notification loan receipt detailing item checked out, library due date, and the owning library.

CUNY Libraries through CUNY Libraries Intra-Campus Services (CLICS)

Users with borrowing privileges can request books from their primary library (paging) or other CUNY Libraries through oneSearch. To submit a request, users should

- Perform a search in oneSearch using the BCC + CUNY Libraries search scope.
- Click on the preferred title from the search result to view.
- Within the "how to get it" field, users must sign in to place requests.
- Click on "request a physical copy" to submit automated request to any CUNY Library
- Within the populated request form, the preferred pick-up location is set to user's primary campus. Users can elect to have their CLICS request sent to any CUNY Library.

NOTE: Users can also submit a direct request to any CUNY Library by selecting from the "other CUNY Libraries" with available book title to loan.

Borrowing from SUNY Libraries

CUNY affiliated users with appropriate borrowing privileges can opt-in to have their loan requests filled by participating SUNY Libraries when a copy is not available at any CUNY Library. To submit a request directly to participating SUNY Libraries, users should

- Perform a search in oneSearch using the SUNY Libraries search scope.
- Click on the preferred title from the search result to view.
- Within the "how to get it" field, users must sign in to place requests.
- Click on "request a physical copy" to initiate request.
- Requests filled by SUNY Libraries will be sent to the requesting library. Borrowing users can identify the CUNY requesting library by looking at the college logo displayed on the top-left area of oneSearch.

NOTE: The preferred pick-up location will not be honored for requests filled by SUNY Libraries.

Returning Library Materials

Borrowing users receive system generated email notification of their outstanding loans at the beginning of each month, one week before item due date, and on the item due date (whichever comes first). Users interested in renewing eligible materials (check loan period table) can do so by signing into oneSearch and viewing "my loans" tab. Users can also view outstanding requests, fine & fees, blocks & messages pertaining to library related services. You may not renew loans through oneSearch if:

- A book has been recalled.
- You have outstanding fine of $25.00 or more to the owning library
- The book is more than 8 days overdue
- Book has already been declared "lost"

General collection items (materials loanable for 16 weeks), including SUNY books borrowed through CUNY library, can be returned at any CUNY library campus. All other loan types borrowed at BCC library must be returned directly to the BCC library.

Borrowing users can return items directly to the service desk (books to be returned to circulation desk, and equipment loan return to technology services desk). General collection books can be returned after library hours using the library book drop box in the alcove at the main entrance of North Hall and Library building.

Overdue Items: Notices, Fine, & Replacement Fees

Borrowing users receive overdue notices via email when items are 7 days, 21 days, and 42 days past due. Items are declared "lost" if not returned 60 days after the due date.

Damaged/Lost Books

BCC library charges a standard replacement fee of $85.00. In instances where the item replacement cost to the library will be greater than $85.00, the library reserves the right to shift the cost to the borrowing user. In addition, there is a standard processing fee of $25.00 plus any overdue fines accrued. In lieu of the replacement fee charge, a good condition acceptable copy may be acceptable.

Damaged/Lost Equipment Loan

BCC library charges replacement & processing fees for damaged or lost equipment loan. See fine & fee table: equipment loan below for applicable charges.

Fine & Fee Table: General collection, Reserve, & Special loan

	Overdue Fine Accrual Rate	Maximum Overdue Fine	Replacement Fee	Processing Fee
Reserve (3 hour/3 day)	$0.10/min	$100	Varies	$25
Headphones	$0.10/min	$100	Varies	$25
General collections	n/a	n/a	Varies	$25
Others	Varies	Varies	Varies	$25

Fine & Fee Table: Equipment Loan

Equipment Type	Maximum Overdue Fine	Lost Item Fee	Replacement Fee
Dell Laptop	$200	$720	$25
Ipad	$200	$320	$25
Calculator	$100	$100	$25
Charger Cord	$0	$10	$25
Laptop Adapter	$0	$20	$25
Laptop Bag	$0	$20	$25
IPAD case	$0	$20	$25

Library Fine Payment Options

To pay a library fine/fee, borrowing user should obtain a copy of outstanding balance from the loaning service desk (circulation or technology services desk) to determine how payment will be settled. Overdue fines & fees for damaged/lost items must be paid directly to the owning library. For materials owned by BCC Library, BCC & CUNY affiliated users must pay outstanding library fines & fees in person at the circulation desk or at the college's bursar office located on the main level of Colston (CO) hall.

For fines resulting from a loan of non-BCC materials, the library will assist BCC users obtain a bill invoice of the fines/fees owed along with payment instructions from the lending library. NOTE: Fines/fees paid are non-refundable.

Fine Payment for BCC Owned Items

The library accepts fine payment only through Bronco Card Payment through its dedicated pay station located at the circulation desk. BCC students, staff, and faculty members must have their physical campus ID to pay outstanding balance at the library.

The physical campus ID is a multi-functional card, also known as the Bronco Card that allows users pay for library fees at the circulation desk among other benefits. Users can preload their Bronco Card using either cash or by bank card payment.

Preloading Bronco Card using cash

Preload at any of the eight (8) management stations on campus. There is a designated kiosk station on the main floor of the library, next to the circulation desk. Users are encouraged to only preload their desired amount at the management stations. Stations do not provide change or refunds.

Preloading Bronco Card via e-Account (Bank Card Payment)

Add fund to your Bronco Card electronically by accessing your e-Accounts through the "quicklinks" option from the campus website homepage. Login using your BCC credentials (firstname.lastname@stu.bcc.cuny.edu) and password. BCC users can review their current account balance, refill their BCC buck balance using acceptable bank card.

Bursar Office Fine Payment

BCC users, CUNY affiliated users, and borrowing libraries can pay library related fines owed on BCC materials to the BCC bursar office. All payment should be associated with an itemized bill received from the library. The bursar's office will need the itemized bill to apply payment made to the appropriate accounts. Users will be given a paid receipt that needs to be returned to the library's circulation desk. Presenting the payment slip to library staff will ensure library accounts are properly credited to reflect the amount paid. **NOTE**: Without the paid receipt, library's fine remains on the user account even after payment at the bursar's office.

IMPORTANT: BCC Bursar office accept money order payments for library fines for in-person payments. Certified check or money order must be made to: Bronx Community College, CUNY and memo note should indicate "Library fee". The college's FEIN # is 136017865. Checks & money orders can be sent to:

Bronx Community College Library,
City University of New York
North Hall & Library
2155 University Avenue,
Bronx, NY 10453

Appeal a Fine for BCC Library Materials

Users may appeal a fine online for any item owned at BCC library. Please note, the library cannot guarantee the waiver of any fines.

Borrow from Other Libraries (interlibrary loan)

In addition to borrowing physical materials from CLICS and SUNY partner libraries, BCC users and BCC PSC retirees can request materials that are unavailable through interlibrary loan (ILL). Materials such as articles, book chapters, and books, beyond CUNY and SUNY participating libraries, from outside libraries through ILL. More information on ILL services can be found HERE

NOTE: Requests for physical circulating books available within CUNY and SUNY partner libraries arrive quicker than interlibrary loan. Borrowing users should check the availability of physical items through oneSearch.

Metro Library Referrals

This program allows BCC users access to participating member libraries to use specific unique items. Only librarians can issue referrals. Interested users are encouraged to visit the METRO member directory in consultation with the referring librarian to determine material availability and visitor's requirement for that library. Users should check material availability at CUNY Libraries, SUNY partner libraries, or at public libraries within the area to include New York Public Library, Queens Public Library & Brooklyn Public library.

NOTE: METRO referrals are for use of a specific item found using OCLC worldcat, local library catalog, or library's database links for online resources. Access is limited to the specific item and referrals do not guarantee access to that library all day.

The Manhattan Research Library Initiative (MaLRI)

This program is a joint borrowing partnership between New York Public Library (NYPL), New York University, and Columbia University. A consultation with a NYPL research librarian is required for MaRLI privileges. Visit NYPL guide HERE for more information.

Course Reserves

BCC faculty members or their department designated personnel can request for an item to be placed on reserve collection. The Reserve Submission Form is required for each course reserve request (physical and/or electronic). Course reserve materials can include physical books, selected e-book/book chapters, journal articles, and other online materials. For assistance determining if an item can be placed on course reserve, please email reserves@bcc.cuny.edu. The Submission Form Help provides step-by-step instructions on completing the reserve submission form.

Reserve collections are accessible only to BCC students. BCC Students should contact their instructors for any textbook title not available within the reservation collection. Student reserve submission will be automatically rejected. For more details on course reserves, review the instruction guide HERE

Confidentiality of Borrower Records

BCC library adheres to the university data retention policy and patron privacy framework.   All library records in connection with user borrowing activities and electronic resource access are confidential. Information requests received by the library will be forwarded to the BCC Office of Legal Counsel.