

# Beaufort County Community College Library

## Circulation Policies

### Identification Cards & Library Cards

A library card must be presented each time materials are checked out. Cardholders are responsible for all materials checked out on their cards. Address and phone number changes should be reported to the library. Lost or stolen cards should be reported as soon as possible.

#### **BCCC Students, Faculty & Staff:**

BCCC students, faculty and staff can obtain a library card at the library. Photo ID will be required. Distance learners may request an ID number by phone (252-940-6282) or e-mail.

#### **Community Borrowers:**

Residents of the community who are not currently registered BCCC students may receive a library card at no charge. A North Carolina operator's driver's license or picture ID card must be presented.

### *Interlibrary Loan*

BCCC students, faculty and staff may request books or periodical articles not available in the BCCC library by using the Interlibrary [Loan Request form](#). The initial loan period and any renewal for an Interlibrary Loan item are based on the policies of the library from which the book was borrowed. Periodical articles are supplied as photocopies and do not have to be returned. Interlibrary Loan is normally free to the borrower and library staff will check with the borrower before proceeding with any request for which the lending library would charge the borrower. Interlibrary Loan is available to community patrons. Fees depend upon the lending library.

### *Loan Periods, Limits and Renewals*

Circulating books, and books on tape/CD are checked out for four weeks and may be renewed once unless requested by another borrower. Periodicals, newspapers, and reference materials may not be checked out. Reserved materials may be checked out upon request of instructor.

BCCC students may check out ten items per patron. VHS/DVD's may be checked out for one week. No more than four VHS/DVD(s) may be checked out at one time.

### *Overdue, Lost or Damaged Materials*

Materials are to be returned to the BCCC library on or before the due date. A fine of \$.05 per day per item is charged on all regular overdue library materials with the exception of AV/Video/DVD materials that are fined at \$1.00 per day. Overdue fines can be paid at the BCCC campus library. If library material is lost, the borrower must pay the replacement cost of the item. The replacement charge is refundable if the item is returned and the person has the receipt. If library material is damaged, library staff will evaluate the damage to the book. If the book can be repaired in-house, there will be no

charge to the borrower other than any overdue fine. Student registration, transcripts, and grades may be blocked if a student owes more than \$5.00 and/or has any materials checked out. All restrictions will be lifted after all materials are returned and all fines are paid.

## Reserves

Instructors may place materials on reserve for student use during the term. **A library card is required for reading or photocopying all reserve materials.** Loan period (library use only, overnight, or one week) is determined by the instructor. Faculty are required to complete the Reserve Item form to ensure accurate course information.