



# Bellevue College Library Circulation Guidelines

## Borrowing Materials

Bellevue College employees and students who are currently enrolled in a course offered by BC may use their employee ID or student ID to borrow library materials. A total of 20 items may be checked out at any time.

## Loan Periods

- **Books and periodicals** can be checked out for the entire quarter. Items checked out will be due on the final day of the quarter.
- **DVD/CDs** are available for a short checkout of three days for students, seven days for employees
- **Course Reserve Materials** are subject to the loan periods chosen by an instructor or department. Course reserve materials default to a two-hour loan period, but may also be available for 3-hour, 1-day, 2-day, or 3-day check out periods as indicated by the instructor or department.
- **Thesis and reference materials** are unable to be loaned. These items may only be used in the library.
- **Equipment** includes items such as quarterly checkout calculators, laptops, quarterly hotspots, and other items. These items have varying loan periods.

Please see the [Library Borrowing website](#) for more information.

## Renewing Materials

Library users needing more time with their borrowed library materials can renew them in person, online via [the Library Website](#), or via phone by calling the Circulation Desk at 425-564-2252.

## Placing Holds

Books and periodicals owned by the BC Library materials can be requested online via the [library catalog](#). The requestor will receive an email addressed to their Bellevue College email address when the item(s) are processed and ready for pickup from the Circulation Desk. Access the [My BC Library Account portal](#) to place holds. Reserve items cannot be placed on hold.

## Returning Materials

Library materials can be returned to the Circulation Desk during library open hours, or the book-drop outside of the main library entrance at any time. Faculty and staff may send library materials to Library Circulation, Mailstop D260.

## Overdue Materials

When materials become overdue, the system will automate an overdue notice via email. Please return overdue materials promptly. If a library user has returned library item(s) that are still showing on their record, please call 425-564-2252, visit the Circulation Desk or email [circulation@bellevuecollege.edu](mailto:circulation@bellevuecollege.edu) for assistance.

## Lost Item Guidelines

All library users are responsible for the materials they check out. When items have been overdue for a specified amount of time, the system declares items as lost and assesses a replacement charge to the user account. The library user will receive a notification of Lost Materials by email.

If the Library user is sure that the item was returned, or they have the library materials, please call 425-564-2252, visit the Circulation Desk, or email [circulation@bellevuecollege.edu](mailto:circulation@bellevuecollege.edu) for assistance.

## Loan Periods & Lost Periods

- **Books and periodicals** can be checked out for the entire quarter. All items will be due the last day of the quarter. These items are automatically declared lost after 21 days overdue, after which the full replacement cost is charged.
- **DVD/CDs** are available for a short checkout of three days for students, seven days for employees and will be declared as lost and a replacement fee will be assessed after 21 days overdue.
- **Thesis and reference materials** are unable to be loaned. These items may only be used in the library.
- **Course reserve materials** are subject to loan periods chosen by the instructor or department. Course reserve materials default to a two-hour loan period, but may also be available for 3-hour, 1-day, 2-day, or 3-day check out periods. Course reserve loans are declared as lost after being overdue for more than three days and are assessed a replacement fee.
- **Equipment** includes items such as quarterly checkout calculators, laptops, quarterly hotspots, and other items. These items have varying loan periods. Equipment items more than three days overdue are declared lost and a replacement fee assessed.

For more information on loan and lost periods visit the [Library Borrowing Material page](#) for more information.

## Stolen items or items lost beyond the user's control

Library users whose items were stolen from them, or lost or damaged due to circumstances beyond their control, Circulation please call 425-564-2252, visit the Circulation Desk or email [circulation@bellevuecollege.edu](mailto:circulation@bellevuecollege.edu) for assistance. We know that every person's situation is unique, and we are interested in working with you to find a resolution.

## Lost Item Procedures

Library staff will initiate a search for the lost item immediately and check in the item if found. If library material is lost, library staff will explain the replacement costs and refund policy to the library user, and explain:

- If the library user would like to appeal the staff's decision, they may email [circulation@bellevuecollege.edu](mailto:circulation@bellevuecollege.edu)
- Circulation staff will forward the library user's appeal to the Associate Dean with any relevant information and documentation.
- The Associate Dean will review the appeal and make a final decision within seven days of its receipt. Claims and results are recorded in Alma User Notes to keep track of claims.

## Replacement Guidelines

Lost or Damaged library material replacement costs will be charged as follows:

### **Books, Kits, DVDs**

Replacement costs charged will be the Amazon.com list price + 10%. For rare items or when the price cannot be determined, replacement costs will be determined by the Collection Development Librarian.

### **Zines**

Lost and damaged zines will be assessed with a replacement charge of \$5.00.

### **Course Reserves**

- Due to the time sensitive nature of the Course Reserves collection, overdue fines will be assessed at a rate of \$0.20 per hour for 2-hour and 3-hour reserve loans and \$1.00 per day for 1-day, 2-day and 3-day reserve loans.
- The library considers Course Reserve materials lost after they are overdue for a period of three days.

- Replacement cost of instructor/program-owned materials will be determined by the instructor or program.
- Library-owned Reserve materials will be charged at the same rate as overdue library items not on Reserve.
- Photocopied materials will not be charged replacement cost or fines.

## **Calculators & Hotspots**

Calculators and hotspot loans are a service provided to all enrolled BC students. Calculators and hotspots can be checked out for one quarter on a first come, first served basis. In addition, the library has calculators for three hour loans.

- Three-hour calculator rentals are subject to overdue fees at a rate of \$0.20 per hour.
- Quarterly loaned calculators and hotspots are considered lost after an overdue period of 21 days.
- Three-hour calculator loans are considered lost after a period of three days.

Borrowers are responsible for the following replacement cost for lost and damaged materials:

- Scientific calculators: \$15.00
- Graphing calculators: \$110.00
- Hotspot: \$100.00

Lost items of value equal to or above \$100 will be turned over to the BC Finance Office, who may send unpaid charges to collections. Replacement costs for lost items returned within 12 months of the payment date will be refunded.

## **Payment and Replacement Guidelines**

- Payments in installments may be arranged by circulation staff.
- The BC Library does not accept physical replacements for lost and damaged items.

## Damaged Item Procedures

All library users are responsible for the materials they check out. If materials are damaged beyond repair and are no longer able to circulate (examples of damage include soiled pages or water damage, teeth marks, mold, mildew, missing or torn pages), replacement costs will be charged as for Lost items, above.

Checking out and checking in damaged materials:

- Upon checking out items with circulatable damage, staff and student workers will note existing damage on the due date slip with descriptions of the damage (writing, marking, broken spine, loose pages, etc.), date, and initials. If damage is repairable, a hold will be placed to send item for repair when returned.
- Items slightly damaged but fixable (barcodes torn or cut out, etc.) cannot be checked out until fixed.
- Staff and student workers will carefully examine returned materials before checking in. Borrowers will be contacted for replacement only when it is clear that the item is newly damaged and beyond repair (Unreadable condition; wet, torn, or missing covers/pages, heavy stains, mold, bloodborne pathogens, etc.)
- Student workers will receive training on checking in and checking out damaged items.

## Community Borrower Agreement Guidelines

The Bellevue College Library welcomes alumni and members of the surrounding community in their pursuit of research and knowledge. Community members who are not students or employees at Bellevue College or other Washington Community and Technical Colleges are classified as 'Community Borrowers.' Community borrowers can visit the library free of charge and may attain borrowing privileges for an annual fee of \$10.00.

## Community Borrower Eligibility:

Community Borrowing is reserved for Bellevue College Alumni and King County or Seattle residents aged 16 years and older, who are not students or employees of Bellevue College.

## Community Borrower Card Registration:

- Prospective borrowers must provide proof of residence and photo identification and fill out the Community Borrower Agreement upon registration.
- Prospective borrowers may provide any of the following documents as proof of residence or photo identification:
  - **Photo identification** - acceptable documents include driver's license, Washington ID Card, or passport.
  - **Proof of residence** – acceptable documents include but are not limited to printed checks, utility bill, apartment lease, bank statement or mail addressed to the borrower's residence.
- Community Borrowing Cards are issued for a period of one year from the date of issuance. There will be no borrowing during breaks between quarters when the library is closed.
- Community borrowers are charged an annual fee of \$10.00. This fee is payable to the Bellevue College Library prior to the issuance of the card.
- A written policy agreement will be signed by the card holder at the time of issuance.

## Community Borrowing Cardholder Responsibility:

- Community borrowers will be subject to the same circulation policies for students including loan periods, due dates, renewals, fines, and replacement costs as reflected in the BC Library Borrowing Guidelines.
- Borrowers must present the Community borrowing card and picture ID at each library check out.

- Community borrowers are limited to check out no more than 2 items at a time.
- Course reserve items may only be checked out and used inside the library for a period not exceeding three hours.
- Community borrowers do not have access to BC databases or online collections.
- Equipment and audio-visual materials are not eligible to be checked out.
- Bellevue College Alumni are treated as community borrowers.

## Reciprocal Borrowing

The Washington State Community and Technical Colleges recognize the value of joint collection use of libraries of similar purpose and support reciprocal access to each other's circulating library materials as an alternative to interlibrary loan. Reciprocal borrowing privileges are available to faculty, staff & students enrolled in or employed by participating colleges in the list below.

Bellevue College Library endorses the reciprocal agreement in the interest of meeting students' needs and providing convenient access to information.

- Reciprocal borrowers may check out circulating library materials if they present a valid school ID card from their institution and an additional ID with current address.
- Reciprocal borrowers will have their BC library user accounts created in Alma with their school ID number. The circulation staff may contact the borrower's home institution for verification of enrollment.
- Borrowing privileges of reciprocal borrowers extend to books, periodicals, and CDs/DVDs but do not include course reserves and equipment.
- Borrowing privileges of reciprocal borrowers are subject to Bellevue College Library Circulation Policies including loan periods, renewals, and fines.
- Reciprocal borrowers must return borrowed library materials to Bellevue College Library.
- Reciprocal borrowers are responsible for all materials checked out on their account. At the request of Bellevue College Library, the home



institution may assess fines or replacement charges to a student's account due to unreturned materials or unpaid fines and fees.

## Participating Colleges:

Bates Technical College

Bellevue College

Bellingham Technical College

Big Bend Community College

Centralia Community College

Clark College

Clover Park Technical College

Columbia Basin College

Edmonds Community College

Everett Community College

Grays Harbor College

Green River Community College

Highline College

Lake Washington Institute of  
Technology

Lower Columbia College

Olympic College

Peninsula College

Pierce College

Renton Technical College

Seattle Colleges

Shoreline Community College

Skagit Valley College

South Puget Sound Community  
College

Spokane Falls Community College

Tacoma Community College

Walla Walla Community College

Wenatchee Valley College

Yakima Valley College

## Library Space & Study Room Guidelines

### Zones

The library includes three zones to accommodate diverse needs and learning styles. These include the Collaborative, Quiet, and Silent Zones.

**The Collaborative Zone**, located on the 1st floor of the library, provides space for conversations as well as group and individual work.

**The Quiet Zones**, located on the 1st and 2nd floor, are spaces for individual and group activities. Considerate conversations are allowed in this zone.

**The Silent Zone**, located on the 2nd floor, includes space for silent study. Conversations and other activities that may disrupt others are discouraged.

## **Study Rooms**

The library has a limited number of study rooms. The library is unable to accommodate specialized scheduling (testing, sample interviews, club meetings) due to limited space.

The library has enclosed rooms that students may use. Seven individual study rooms (D125A through I) are located on the 1st floor and seven study rooms (D240A through D, D240N and D240Q) are located on the 2nd floor. The study rooms can be reserved online or in person at the circulation desk. They are available on a first come, first served basis. Even though these spaces are enclosed, they are not soundproof, please be respectful of other library users.

- Users of library study rooms must comply with library safety protocols such as leaving the blinds open, and not exceeding room capacity. All study rooms are limited to four people per room.
- Please observe the library's Leave No Trace Policy. Please keep the study space and study rooms clean and erase whiteboards after use.
- Library users who choose to leave things behind while in the library do so at their own risk. The Bellevue College Library is not responsible for lost or stolen items.
- The large 18-person study room on the east side of the 2nd floor (D240A) can be reserved by faculty for courses and Learning Communities, such as Puente and Umoja or other affinity groups. Schedules are posted outside the room. It is available for study on a first-come, first-served basis when not in use by Learning Communities and programs.

## **Leave No Trace**

- Please aspire to 'leave no trace' to ensure that the library remains a clean and well-maintained environment for other visitors.

- Dry snacks & covered drinks only
- Clean whiteboards after use