

Benedict College
Benjamin F. Payton Learning Resources Center
Circulation Policies

Library Privileges by Type of User

Library User	Material Type	Loan Period	Overdue Fines	Max Items	Renewable
BC Undergraduate Students	General Circulating (Print) Book Collection	21 days	\$0.10 per day	10*	Once
	Special Collection	21 days	\$0.10 per day	10*	Once
	Juvenile Collection	21 days	\$0.10 per day	10*	Once
	Government Documents Collection	Library Use Only	Not Applicable		
	Reserves Books	2 hours; Library Use Only	Not Applicable	3	No
	Reference Collection	Library Use Only	Not Applicable		
	Print Journal Collection	Library Use Only	Not Applicable		
	Electronic Journals	None	Not Applicable		
	Flipster Electronic Magazines	None	Not Applicable		
	BC eBooks Collection:				
ProQuest titles	Downloaded up to 21 days	Not Applicable	No limits		
EBSCO titles	Downloaded up to 21 days	Not Applicable	20		
PASCAL eBook Collections :					
EBSCO subscription titles	Downloaded up to 14 days	Not Applicable	No Limits		
ProQuest subscription titles	Downloaded for 7 days	Not Applicable	No Limits		
Desktop Computers	Library Use Only		Not Applicable	35	

	Media Collection- DVDs CDs	Mobile Multimedia Center Use Only	Not Applicable		
	Archives Collection	Archives Center Use Only	Not applicable		
	PASCAL Delivers Books	21 days	Specified by Other Library Policy	50 Requests	Once
	Interlibrary Loans	Contingent on the Loaning Library	Specified by Other Library Policy	No Limits	
BC Graduate Students	General Circulating Print Book Collections	28 days	\$0.10 per day	15*	Once
	Special Collection	28 days	\$0.10 per day		Once
	Juvenile Collection	28 days	\$0.10 per day		Once
	Government Documents Collection	Library Use Only			
	Reserves Books	2 hours; Library Use Only	Not Applicable	5	No
	Reference Collection	Library Use Only	Not Applicable		
	Print Journal Collection	Library Use Only	Not Applicable		
	Electronic Journals	None			
	Flipster Electronic Magazines	None			
BC eBooks Collection: ProQuest titles	Downloaded up to 21 days	Not Applicable	No Limits		
EBSCO titles	Downloaded up to 21 days	Not Applicable	20		
PASCAL eBook Collections : EBSCO subscription titles	Downloaded up to 14 days	Not Applicable	No Limits		

	ProQuest subscription titles	Downloaded for 7 days	Not Applicable	No Limits	
	Desktop Computers	Library Use Only			
	Media Collection- DVDs CDs	5 days	\$1.00 per day, per item	3	Once
	Archives Collection		Not Applicable		
	PASCAL Delivers Books	Archives Center Use Only			
		21 days	Specified by Other Library Policy	50 Requests	Once
	Interlibrary Loans		Specified by Other Library Policy	No Limits	Once
		Contingent on the Loaning Library			
BC Faculty Staff and Administrators	General Circulating Print Book Collections	30 days	No Fines	20*	Once
	Special Collection	30 days	No Fines		
	Juvenile Collection	30 days	No Fines		
	Government Documents Collection	Library Use Only			
	Reference Collection	Library Use Only	Not Applicable		
	Print Journal Collection	Library Use Only	Not Applicable		
	Electronic Journals	None			
	Flipster Electronic Magazines	None			
	BC eBooks Collection: ProQuest titles	Downloaded up to 21 days	Not Applicable	No Limits	
	EBSCO titles	Downloaded up to 21 days	Not Applicable	20	Once

	PASCAL eBook Collections : EBSCO subscription titles ProQuest subscription titles	Downloaded up to 14 days Downloaded for 7 days	Not Applicable Not Applicable	35	
	Desktop Computers	Library Use Only			
	Media Collection- DVDs CDs	7 days	\$1.00 per day, per item	5	Once
	Archives Collection	Archives Center Use Only	Not Applicable		
	PASCAL Delivers Books	21 days	Specified by Other Library Policy	50 Requests	Once
	Interlibrary Loans	Contingent on the Loaning Library	Specified by Other Library Policy	No Limits	Once
PASCAL Visiting Patrons	BC General Circulating (Print) Book Collections	21 days	Specified by Other Library Policy	3	Once
BC Alumni	BC General Circulating (Print) Book Collections	10 days	\$0.10 per day	5	Once**
BC Board of Trustees	BC General Circulating (Print) Book Collections	10 days	\$0.10 per day	5	Once**
BC Friends of the Library	BC General Circulating (Print) Book Collections	7 days	\$0.10 per day	3	Once**

Note: *the maximum items for all circulating book collections regardless of type of collection. **Renewable if item is not being requested from Benedict College undergraduate students, graduate students, or College personnel.

‘In Library Use Only’ Materials

Certain materials and/or collections are considered non-circulating for various reasons and are restricted to ‘In Library Use Only.’ It may be to preserve the collection such as the Library’s archival materials which may be in a fragile state or collections may be restricted to ensure the availability of primary research materials such as reference works and scholarly journals to all users.

Renewing Library Items

Items may be renewed for an additional loan period if the items are not overdue and if they have not been requested by another library user. Items are renewed in person at the Library’s Information Services Desk or by calling (803) 705-4364 or 705-4793.

Fines

Fines are imposed to ensure that library items are returned promptly and are available for other users. Fines will accrue each day an item is kept overdue, including holidays. As a courtesy, the Library will send overdue notices, but it is the borrower’s responsibility to return library items on or before the due date even if a notice is not received. Borrowers who have accumulated \$5.00 in fines will not be able to check out additional items until all fines are paid.

Lost or Damaged Items

Users are responsible for lost or damaged materials. If an item is lost, the user will be charged the cost of the book plus an \$8 processing fee. If the book is found within 90 days of payment, the item may be returned to the library and a refund will be issued, minus processing fee.