

Circulation Policies for North Shore Community College Libraries

Confidentiality

Library Cards

Library cards are a part of the NSCC ID. IDs are issued to students, faculty and staff of NSCC only. NSCC IDs/Library Cards are issued at the Student Life offices in Danvers (DB132) and Lynn (LW171). Distance Learning students may apply online (link to Library Request Form). Library cards are valid as long as you are enrolled at or employed by NSCC.

PIN numbers are given to NSCC patrons when they activate their ID/Library card. The PIN lets you view your library record from any location, place your own holds and renew items. Please ask a circulation staff member for information and a PIN (link Your Library Pin).

Public patrons and NSCC alumni are welcome to use a Massachusetts public library card.

NSCC library cards and materials issued to those cards are the responsibility of the card owner. Please do not loan your card to others.

Circulation of Materials

Materials are checked out for the following loan periods:

Students and Community Borrowers:

Books – 3 weeks

Magazines – 1 week

Media– 3 days

Vertical File Materials – 1 week

Museum Passes – 3 days no renewals

Reserve Materials – Professor sets loan period on personal or circulating materials.

Reference Materials - in house use only.

NSCC Faculty and Staff:

Books – 6 weeks

Magazines – 1 week

Media – 3 days

Vertical File Materials – 1 week

Museum Passes – 3 days no renewals

Reserve Materials – Professor sets loan period on personal or circulating materials.

Reference Materials - in house use only.

Materials may be renewed one time if no hold has been placed for another patron.

Hold and Interlibrary Loans

NSCC Libraries provide Interlibrary Loan service for all patrons. Requests for materials from other libraries or NSCC materials currently checked out may be placed with a staff member at the circulation desk or online from any computer. A PIN (link to Your Library Pin) is required for online holds. Ask for one at the circulation desk.

Materials received from other libraries are checked out for the owning library's loan period.

Materials borrowed from other locations are the responsibility of the card owner.

OCLC services are provided for students and staff of NSCC only.

Reserves

Materials placed on reserve by faculty are available at the circulation desk. Reserves are for library use only unless the faculty member sets a loan period. Reserves are checked out to a patron's NSCC ID/Library Card for in-house use.

Textbooks

NSCC Libraries do not carry copies of current textbooks unless a faculty member places them on reserve. Reserves are checked out to a patron's NSCC ID/Library Card for in-house use.

Fines and Overdues

Fines are ten cents per day for books and periodicals. Media material (DVDs, videos, etc.) and Museum Pass fines are \$1.00 per day.

A hold will be placed on your college account once materials are 28 days overdue. Outstanding library materials will result in college restrictions, including the inability to register for classes, to graduate, or to obtain transcripts.

Overdue materials on your account may affect your borrowing privileges at NOBLE libraries.

Failure to receive overdue notices does not remove the responsibility for paying associated fines and fees.

Replacement of Materials

The cost of unreturned, lost or damaged materials is the responsibility of the card owner.

Destruction of Library Property

(MGL, Ch. 266, Sec. 100) (<http://www.state.ma.us/legis/laws/mgl/266%2D100.htm>)

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Photocopiers

Photocopiers are available at both libraries. The cost is \$.10 per page.

Computers

The Lynn Campus has a computer lab in LE226. The Danvers Campus Library has its own computer lab (DB241) and there is also a Danvers Campus computer lab in DB201. Both libraries have a computer with a scanner and color printer available. The cost of color printing is \$.25 per page.