

Circulation Policies for North Shore Community College Libraries

Library Cards

IDs are issued to students and employees of NSCC. The library card is a part of the ID. Patrons with out of state residence who do not attend or are not employed by NSCC are not allowed to check out materials.

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 issued to NSCC patrons at the Circulation Desks of the NSCC libraries and can be used to 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

Patrons are allowed to check out six items at one time. This may be a combination of print and non print 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

Corporate Reports – 1 week

Museum Passes – 3 days no renewals

Reserve Items – 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

Corporate Reports – 1 week

Museum Passes – 3 days no renewals

Reserve Items – 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.

Holds and Interlibrary Loans

NSCC Libraries provide Interlibrary Loan service for all NSCC 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) number is required for online holds. Ask for one at the circulation desk).

Public patrons and alumni are asked to use their public library cards for this service and to place their own holds online.

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.

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 library card.

Textbooks

The library does not carry copies of current textbooks unless a faculty member places them on reserve. Reserves are checked out to a patron's library card.

Fines and Overdues

Fines are ten cents 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

Computers with Microsoft Office are available at the Danvers Campus Library computer lab (DM241). The Lynn Campus has a computer lab on the second floor (LE226).