



# Mina Rees Library

library.gc.cuny.edu

## Library Basics

reference desk 212-817-7077    circulation desk 212-817-7083

**Register First:** Bring your Graduate Center photo ID to the first-floor circulation desk and get a library barcode on your ID to borrow books and to register for interlibrary loan. Keep your e-mail address and phone number current in the CUNY+ My Account to receive notices. For off-campus access to electronic resources, use your Graduate Center computer network login username/password.

**CUNY+:** Find books, periodicals, and audiovisual materials in all CUNY libraries. Check out materials with CUNY photo ID with library barcode. Use CUNY+ to renew books, see fines, and request books from other CUNY campuses to be delivered at campus of your choice. Also request books checked out to other borrowers. Coming due and overdue notices are sent via e-mail. To renew books

1. From CUNY+, select *My Account* at top of screen
2. Enter 14-digit library barcode from your CUNY ID
3. Enter barcode as password first time; then create new password
4. Select Loans to view record
5. To renew, click number near item
6. Close browser to protect privacy

**Databases:** Online databases index journal and news articles, books, chapters, and dissertations.

**Find it!** links database citations to full text, when available. Scopus and Web of Science offer comprehensive journal article searching across disciplines. Databases with full-text include Academic Search Premier, Art Full Text, Dissertation Abstracts, Gale Virtual Reference Library, Grove Art, Grove Music, JSTOR, LexisNexis, Literature Resources from Gale, NetLibrary, Oxford Reference Online, Project Muse, PsycArticles, ScienceDirect, SpringerLink, and Wiley InterScience.

**Interlibrary Loan:** Register online for Interlibrary Loan (ILL) with your Graduate Center library barcode. Create your own username/password. Order any book, dissertation, DVD, or CD unavailable through CUNY+; order articles unavailable at the Graduate Center. No limit to number of ILL requests. Use the WorldCat database with **Find it!** to request books for fastest delivery via ILL. Also use Graduate Center databases to request articles using **Find it!** and ILL. Most ILL is free. Keep your e-mail address current with your online ILL account to receive notices.

**Full Text Journals:** Use the Journals tab on the library's Web site to determine if journals are available electronically or in print. Use your Graduate Center computer network username/password to log in from off campus. CUNY+ lists journal titles in print and microform formats and their locations. Make ILL requests for articles not available at the Graduate Center.

**Ask-A-Librarian:** Chat live with a librarian anytime. Also e-mail or call a Graduate Center librarian for an answer when the reference desk is open, 212-817-7077.

**Reserves:** Find course readings online using Graduate Center ERes electronic reserve software. Obtain course passwords from course instructors. Books on course reserve circulate for 2 hours; overnight loan available 2 hours prior to closing with return 1 hour after the library opens.

**Off-Campus Research:** Log in to Graduate Center library databases and full-text books and journals with your Graduate Center computer network username/password.

**Hours:** Mon – Fri 9 – 11; Sat 10 – 8; Sun 12 – 8. Reference, holiday, and intersession hours vary.

**How do I find an article?**

1. From library.gc.cuny, select Databases. Then select a database that fits your subject.
2. Do a keyword search for best results.
3. If no full-text article appears, use **Find it!** for delivery options.
4. Check Journals for availability in another Graduate Center database. If it's not there . . .
5. Check CUNY+ by journal title for Graduate Center print/microform journals. If it's not there . . .
6. Request the article via ILL

**What are the Graduate Center library use policies?**

- CUNY faculty and graduate students may borrow from any CUNY library except the law school.
- CUNY photo IDs are required for all CUNY library access and borrowing.
- Fines, loan periods, renewals, and notices vary among CUNY libraries.
- CUNY-wide fines in excess of \$5 block borrowing and renewal.
- Return any CUNY book to any CUNY library; pay CUNY overdue fines at any CUNY library.
- Return Graduate Center interlibrary loan books to the Graduate Center library circulation desk.
- Photocopies \$.10; copy-card vending machines on first and second floors.
- Graduate Center journals may be borrowed for in-building use with reference librarian's permission.
- Turn cell phones off, and keep noise to a minimum.

User Status	Library access	Grad Center loans/renewals	Grad Center fines: overdue/ lost fee/ reserve/ ILL	GC databases off-campus	Grad Center printing	Grad Center ILL
<b>GC faculty</b>	all CUNY	6 weeks/ 6	\$0 / \$10 / \$1.20 hr / \$.10 day	yes	yes	yes
<b>GC PhD students</b>	all CUNY	3 weeks/ 12	\$.10 day / \$10 / \$1.20 hr / \$.10 day	yes	yes	yes
<b>GC Master students</b>	all CUNY	3 weeks/ 6	\$.10 day / \$10 / \$1.20 hr / \$.10 day	yes	yes	yes
<b>CUNY non-GC faculty</b>	all CUNY	6 weeks/ 6	\$.10 day / \$10 / \$1.20 hr / \$.10 day	no	no	no
<b>CUNY grads, ugrads</b>	all CUNY	3 weeks/ 3	\$.10 day / \$10 / \$1.20 hr / \$.10 day	no	no	no
<b>CUNY GC Alumni</b>	GC only	3 weeks/ 3	\$.10 day / \$10 / \$1.20 hr / \$.10 day	no	no	no

**When are Graduate Center overdue book notices e-mailed?**

3 days prior: reminder to return or renew items coming due

7 days late: 1st notice, fines, CUNY+ renewal and borrowing blocked with \$5 CUNY-wide fines

21 days late: 2nd notice, fines, CUNY+ renewal and borrowing blocked

30 days late: 3<sup>rd</sup> notice, fines

50 days late: final notice, fines + non-refundable \$10 lost fee + \$45 min replace fee; registration and graduation blocked

50+ days late: constitutes theft or loss; leads to administrative review

Notice schedule is accelerated for recall, reserve, and non-book items

**NYPL Research Libraries**

The New York Public Research Libraries ([www.nypl.org](http://www.nypl.org)) offer additional databases, including citation indexes, Eureka/RLIN, and Statistical Universe. NYPL research libraries require on-site use; some databases available off-site.

**Wertheim Study at NYPL Humanities & Social Sciences Library**

Graduate Center Ph.D. students may apply to use the Wertheim Study room where resources may be kept on a shelf for future use. Apply in NYPL's Office of Special Collections, room 316.

**Metro Referral Cards**

Reference librarians may refer you to other libraries in the metropolitan area for items unavailable in CUNY or at NYPL.

**Specialized Reference and Instruction**

Reference librarians will help you find just about anything. Subject specialists ([library.gc.cuny.edu/staff/liaisons.html](http://library.gc.cuny.edu/staff/liaisons.html)) will arrange to meet with you to form research strategies or to introduce resources. Librarians also offer workshops and classroom presentations about library resources and research methods. 212-817-7077.