

Graduate Center Library Crash Course

At a Glance

Library Hours: Mon-Fri 9am-11pm / Sat 10am-8pm / Sun 12pm-8pm
Holiday and intersession hours vary

Library Website: <http://library.gc.cuny.edu/>

Circulation Desk (1st floor): Open whenever the library is open
(212) 817-7083 / circ@gc.cuny.edu

Reference Desk (2nd floor): Mon-Thurs 11am-8pm / Fri 11am-6pm / Sat & Sun closed
(212) 817-7077 / Reference help 24/7 via chat / Appointments also available

Information Technology: For questions about email/network login, printing, software, etc., contact the IT Help Desk at helpdesk@gc.cuny.edu or 212-817-7300.

First, Register: Bring your Graduate Center ID card to the circulation desk to get a library barcode, which allows you to borrow books and register for interlibrary loan.

CUNY Catalog (CUNY+): Find books, periodicals, and audiovisual materials across CUNY libraries.

- Use “My Account” to renew books, see fines, place holds on books already checked out, and request books from other CUNY campuses to be delivered to the GC or another CUNY library of your choice. (See CLICS below.)
- To renew books:
 - Select “My Account” at top of screen in the CUNY Catalog
 - Enter 14-digit library barcode number from your GC or CUNY ID
 - Enter barcode number again as password first time; then create new password if desired
 - Click loans number and then item number
- Coming due and overdue notices are sent via e-mail. Keep your e-mail address current with the circulation desk to receive notices. Notice and penalty schedule are accelerated for recall, reserve, and non-book items.

Reserves:

- **Reserve Books, Etc.:** Books on reserve circulate for two hours. Overnight loans are available two hours before closing, with items due one hour after library reopens.
- **Electronic Reserves:** Many professors make readings electronically available on Blackboard.

Databases: Online databases index journals, books, chapters, dissertations, etc.

- Many databases (e.g., Academic Search Complete, JSTOR) provide full text of scholarly journal articles.
- Some databases (e.g., Web of Science) index journals but do not have full text.
- When you encounter a journal citation with no full text, click the “Find It! @ CUNY” button to see if another database has the article or if it is available in print. If not, “Find It!” directs you to interlibrary loan.
- Digital Dissertations provides full text of recent dissertations from many U.S. universities, including CUNY. Recent GC dissertations are also available in the GC’s Academic Works repository.

Full-Text Journals: Use the “Journal Title Search” tool on the library’s site to determine electronic and print availability of periodicals. If the GC doesn’t have an article in either format, you can request it through interlibrary loan.

Off-Campus Research: Log in to GC databases, journals, and e-books from any computer with your GC network username and password.

Get Materials (for Free!) from Beyond the Graduate Center:

- **CLICS (CUNY Libraries Inter-Campus Services):** Use CLICS to request circulating materials from other CUNY libraries. In the CUNY Catalog, click the “Request” link in a circulating item’s record to have it sent to the GC or the CUNY library of your choice. Periodicals, reference books, books on reserve, audiovisual materials, special collections materials, etc. may not be requested.
- **Interlibrary Loan:** Request any article unavailable through the GC and any book, DVD, or CD unavailable at CUNY. Create your ILL account (using your GC network username and password) once you have a library barcode.

What are the library’s use policies?

- CUNY students and faculty may borrow from any CUNY library except CUNY School of Law Library.
- CUNY photo IDs are required for all CUNY library access and borrowing.
- CUNY-wide library fines over \$5 block borrowing and renewal.
- Return CUNY books to any CUNY library and pay CUNY fines at any CUNY library.
- Return GC interlibrary loans only to the GC circulation desk.
- Photocopies are \$0.15/page. Copy card vending machines are on the 1st and 2nd floors.
- Print journals and reference books may be borrowed briefly with a reference librarian’s permission.
- Turn cell phone ringers off, and keep noise to a minimum.

User status	Library access	Loan length / # of renewals*	Fines	GC databases off-campus	GC printing	GC ILL
GC faculty	all CUNY	8 wks / unlimited*	Overdue: \$0.25/day Lost: \$25 + cost of item Reserves: \$0.10/min Recall: \$1/day ILL: \$0.25/day	yes	yes	yes
GC PhD students	all CUNY	8 wks / unlimited*		yes	yes	yes
GC master’s students	all CUNY	6 wks / unlimited*		yes	yes	yes
Non-GC CUNY faculty	all CUNY	8 wks / unlimited*	Overdue: \$0.25/day Lost: \$25 + cost of item Reserves: \$0.10/min Recall: \$1/day ILL: n/a	no	soon!	no
Non-GC CUNY graduate students	all CUNY	6 wks / unlimited*		no	soon!	no
Non-GC CUNY undergraduates	all CUNY	4 wks / 3x*		no	soon!	no
GC alumni	GC only	3 wks / 3x*		no	soon!	no

* Renewal limits vary among CUNY libraries. Most allow fewer renewals than the GC library does.

Library Privileges Beyond CUNY:

- **New York Public Library (NYPL) Privileges:**
 - GC students and faculty are extended borrowing privileges for books in the NYPL research libraries. To activate these privileges, simply obtain a NYPL library card and go to Library Card Services, Room 315, Stephen A. Schwarzman Building, Fifth Ave. @ 42nd St.
 - NYPL offers additional databases, some available remotely: www.nypl.org
 - GC students and faculty may apply to use the NYPL Wertheim Study room. Apply at NYPL’s Office of Special Collections, Room 316, Stephen A. Schwarzman Building.
- **NYU and Columbia:** Faculty and students may apply online for borrowing privileges at NYU and Columbia via the Manhattan Research Library Initiative (MaRLI, libguides.gc.cuny.edu/MaRLI).
- **METRO Referral Cards:** For one-time use of items unavailable at CUNY or NYPL, see a reference librarian for a referral pass for on-site use at a library in the metropolitan area.