

# Library

The Library supports the teaching and learning activities of Great Bay Community College and provides informational services for New Hampshire residents. A full range of library services are available, including circulation of our print library for browsing and research, remote access to information provided by multiple journal databases and over 250,000 electronic books, instructor reserves, research/reference support, information literacy training, photocopying/scanning/ printing, information via free access to the Internet, and interlibrary loan.

## Hours and Locations

The Library is open Monday through Thursday from 9 am to 5 pm, and from 8 am to 4 pm on Friday. Remote support is available for hours beyond when the Library is physically open. Please contact us for information about how to access any service at [reference@ccsnh.edu](mailto:reference@ccsnh.edu). Hours may change during holidays and summer. Please call the Library at 603-427-7618 for current hours.

## Reference Help

The librarians have professional expertise in helping students find and use information. They are familiar with library assignments handed out in classes and also offers instruction in the print and electronic research process. Librarians can also give citation assistance with MLA, APA, and Chicago style formats. Students can access assistance at the Library circulation desk, by phone, through Navigate or via email. Questions can be e-mailed to [reference@ccsnh.edu](mailto:reference@ccsnh.edu).

## Online Access

Using Library workstations or their own computers, students can access the online catalog, locate full-text periodical articles, search electronic reference sources, access entire e-books, or search the Internet. Begin at the Library home page, [greatbay.edu/library](http://greatbay.edu/library). Only current students can access electronic resources from off campus, using their EZ Login username and password. Call the Library, or email [reference@ccsnh.edu](mailto:reference@ccsnh.edu), for further assistance in remote use.

## Academic Programs Material

Library materials include reference resources, circulating books, electronic books, online full-text databases of periodicals and reference materials, and a wide variety of audiovisual materials. All media materials and the equipment to use them are available for use in the Library. In addition, there is a reserve collection of materials, placed on reserve by instructors for specific classes.

Reserves may be in print or audiovisual format. From Library workstations, students can also access their online course(s), web email, and the Internet. Thousands of periodicals (magazines and journals) and newspapers are available online. Many online databases offer the full text of periodical articles that students may print, download, or send via email. Librarians can show students how to use these resources.

## Material from Other Libraries

Students needing material that is at another Community College System of New Hampshire campus can request that it be sent through interlibrary loan. Students may make a request themselves online through the card catalog or ask a Library staff member to make the request. Great Bay Community College students, under a reciprocal agreement, have access to the resources of the University System libraries. These include the libraries at UNH Manchester and Durham, Keene State, Plymouth State and Granite State College. Students, with a valid picture student ID, may go to these libraries and borrow materials directly at no charge. Please be aware that if materials are not returned to any University System library, students will be responsible for the

full replacement cost of the items plus any applicable fees. This will result in a charge being placed on the student's account at Great Bay Community College and will need to be paid before registering for classes, receiving transcripts or graduating.

### **Fines**

Fines for most items are .25 cents/day per item. A hold will be placed on student records if materials are not returned or fines are not paid. This hold must be cleared before a student can check out more materials, register for classes, graduate, or obtain transcripts.

### **Access, Use, and Check-out Procedures for Library Materials**

Students need a current Great Bay Community College photo ID to check out Library materials. Books are loaned for three weeks. Loan periods for other materials vary and may include room-use only restrictions.