Greenfield Community College, Nahman-Watson Library
Borrowing and Circulation Policy

GCC Library Cards

Any resident of Massachusetts can request a GCC library card by presenting a photo ID at the circulation desk. All students registered for classes are issued an electronic library card automatically. Faculty and staff may request a library card in person.

Finding Books (and other library materials)

Books (both digital and print, as well as DVDs, audio books, and more) are found using the GCC Library Catalog or by browsing the shelves of the library. If a book you want is checked out, you may place a hold on the book and it will be held for you when the item is returned. Need help learning how to search or place a hold in the GCC catalog? Don’t have a computer at home? Get help by visiting or calling the library at 413-775-1831.

Who May Borrow

All currently enrolled students and members of the faculty and staff at GCC may borrow upon presentation of a GCC library card. Former students, alumni, and other citizens of the Commonwealth may borrow by filling out a registration card, producing acceptable identification and obtaining a library card. No material will be loaned without a library card. The library card must be presented when checking out library materials. Library cards are issued for a three year period.

Lending Period

Books in the general collection circulate for the whole semester. Books can be returned on campus, as well as any CWMARS location. DVDs in the general collection circulate for 7 days and have one renewal for all borrowers.

Overdue Material

There are no fines for overdue material, but borrowers must pay replacement value of unreturned or damaged material. One reminder is sent for overdue material before a bill for the replacement cost is rendered. Borrowers may not check out additional materials until overdue items are returned. Students who have not returned library materials that are a month overdue will have their college record flagged and will become subject to disqualification from registration and withholding of grades, transcripts, diplomas, and certificates until their library account has been satisfied.

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Recalling Checked-Out Material

Print material

When print materials are needed by GCC affiliates (students, faculty, or staff), the GCC library will recall items that are checked out to community members without a GCC affiliation. The library will not recall items that are already checked out to, or placed on hold, by another GCC affiliate.

Visual material

Anyone with a CWMARS library card can borrow visual materials (DVDs). When visual materials are needed by GCC faculty for a course, the GCC library will contact the patron who has checked out the material and request that it be returned as soon as possible as a courtesy.

Non-Circulating Materials

The following items are for in-library use and may not be borrowed by library patrons:

- Periodicals, including newspapers
- Reserve materials. Request reserve materials at the circulation desk by course code.
- Reference materials (any book marked “Ref” in the call number, found to the left of the reference desk)
- Rare books (any book marked “Rare” in the call number)
- MacLeish collection. This material is available for serious research by appointment.

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