Borrowing/Circulation Policies

Access
All MCC full and part-time students, faculty and staff have borrowing privileges with a library barcoded Massasoit ID or library card. All Old Colony Library Network patrons have access to the holdings the Library through the library catalog. They may request materials through the network transfer process at their library or they may present their OCLN card to borrow items. Any student who are currently enrolled at any of the Massachusetts public institutions of higher education may borrow from the library by presenting his/her current college ID.

Registration
All MCC students and staff must register for a Massasoit Library barcode to borrow materials. In order to register for a barcode, the patron must supply an updated Massasoit ID or other picture identification. A Massasoit Library barcode will be affixed to the student or staff ID. In lieu of a Massasoit ID, and with picture identification, students or staff may receive a generic library card.

Registration includes reading and initialing a MCC form to indicate acceptance of Massasoit Library’s terms and conditions of loans and internet use. Students will be provided a copy of the Library Internet Use Policy as part of the registration process.

Borrowing Policy
Patrons are required to present a barcoded MCC ID/library card. Materials borrowed from the library become the responsibility of the patron until their return. OCLN member libraries have different loan/fine policies which must be respected by Massasoit borrowers.

Most Massasoit materials are borrowed for 28 days with possible renewals. Renewals are the responsibility of the borrower if items are needed beyond the standard loan period. Renewals can be made online, by phone or in person. Materials borrowed can have various renewal restrictions, based on type of material or lending institution. If materials exceed renewal limits the item must be returned by the last return date indicated.

The MCAT, the Massasoit catalog, indicates the borrowing status and limitations of all materials. Reference materials are only available in the library. Materials on Reserve circulate for two hour periods in the library or overnight as dictated by the faculty, and must go through the standard checkout procedure.

Overdue Materials
Massasoit does not charge fines for overdue books; however, borrowers are billed for books not returned and college privileges (grades, registration, and/or transcripts) may be effected if bills are not paid. Borrowers will be notified when materials are overdue. Borrowing privileges will be blocked from Massasoit and other OCLN libraries until materials are returned or the library is reimbursed.