

# Gutman Library Information and Card Application

Cambridge College students, staff, and faculty have special privileges at Gutman Library of the Harvard Graduate School of Education. It is appropriate for all education and some counseling research and has full ERIC resources. More information is at <http://gseweb.harvard.edu/library/> or (617) 495-3423. For an individual appointment with an education reference librarian for research help, call (617) 495-3421. Be sure to mention that you are from Cambridge College.

Gutman Library is located two blocks from Harvard Square subway station at the corner of Brattle Street and Appian Way, diagonally across from the American Repertory Theater.

You can use Gutman Library during all open hours by showing your Cambridge College ID card. You will not be able to enter Gutman without such identification. You do not need a Gutman "Special Borrower" card to enter Gutman.

**You only need a Gutman "Special Borrower" card if you want to check out books or other materials.** You do not need the Gutman card to enter the library. Registered Cambridge College students and current employees may apply for a Gutman "Special Borrower" card by:

- Fill out the application form below
- Bring or mail it to the Cambridge College Registrar's Office, 1000 Massachusetts Avenue, Cambridge, MA 02138. They will process it. It will take up to one month
- Gutman Library will mail the library card to the address you write on this form
- For questions, call the Circulation Desk at Gutman Library: (617) 495-3423
- To expedite this process, take the form to the Cambridge College Registrar and get it validated, then take it to the Circulation Desk at Gutman

If you already have a Gutman card, you must apply to renew it 11 months after you received it.

- Do not throw the card away, as you will be using the same card
- Fill out the application below, checking "I already have a Gutman card, please reactivate"
- Bring or mail application to the Cambridge College Registrar at 1000 Massachusetts Avenue. It will take up to one month to renew, or to reactivate the card if it has expired
- To expedite this process, take the form to the Cambridge College Registrar and get it validated, then take it to the Circulation Desk at Gutman

## For the Registrar:

Your Last Name \_\_\_\_\_ First Name \_\_\_\_\_ ID # \_\_\_\_\_

### Cambridge College Application for Gutman Library Borrower's Card PLEASE PRINT LEGIBLY

Last name \_\_\_\_\_ First name \_\_\_\_\_ MI \_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Email \_\_\_\_\_

Home phone (\_\_\_\_) \_\_\_\_\_ 9am-5pm Phone (\_\_\_\_) \_\_\_\_\_

Degree program: \_\_\_ BA \_\_\_ ACCESS \_\_\_ M.Ed. \_\_\_ M.M. \_\_\_ Other \_\_\_ Faculty \_\_\_ Staff

Check one:

I already have a Gutman Library card, please reactivate

I do not have a Gutman Library card, please generate a card.

All Cambridge College students must adhere to all rules and regulations governing the use of the library. I agree to adhere to all rules and regulations:

Name \_\_\_\_\_ Date \_\_\_\_\_