

**For Ed.D. Students at Cambridge College:  
Use of Gutman Library at Harvard Graduate School of Education  
Summer, 2006**

**What is Gutman Library?**

Gutman Library of the Harvard Graduate School of Education covers education in the US and other English-speaking countries. Collections include ERIC microfiche and historical textbooks. Primary focuses are educational administration and policy, elementary and secondary education, teachers and teaching, educational innovations, educational psychology, human development, language acquisition, and the history of education. These collections are searchable in the HOLLIS Catalog and supplemented by electronic resources on the [Harvard Libraries](#) Web site. The collection of circulating books and non-circulating periodicals totals approximately 198,000 volumes. Gutman currently subscribes to about 1,300 journals.

**What are the websites of Gutman Library and the Gutman catalog?**

For general information about Gutman Library go to <http://www.gse.harvard.edu/library/>

For info for Cambridge College students using Gutman Library, go to <http://www.gse.harvard.edu/library/services/cambridgecollege/index.html>

The catalog of the Gutman Library for Harvard libraries is called the HOLLIS Catalog at <http://holliscatalog.harvard.edu>

NOTE: The HOLLIS catalog citation must say that the book is in Gutman Library, because Gutman Library cannot provide materials from any other Harvard library or any other library; however it can recall Gutman books checked out to other borrowers.

**What does Gutman Library provide for Cambridge College students?**

- Cambridge College students have access to the complete collections and reference services at Gutman Library, including use of databases in the library.
- With a "Special Borrower" card, Cambridge College students can borrow materials from Gutman Library
- Individual consultations with reference librarians can be arranged by appointment by calling the Reference Librarians at 617-491-3421/3422
- Email reference service at <http://www.gse.harvard.edu/library/services/askform.html>

**What education-related databases does Gutman Library have that are not in Cambridge College Online Library?**

NOTE: you can only use these databases in Gutman Library using Gutman's computers. You cannot access them online.

- Full-text of Digital Dissertations. Cambridge College Online Library provides Digital Dissertations Index only. You can make a PDF file of a full-text dissertation at Gutman Library instead of having to buy it at your own expense
- JSTOR Education
- [Kraus Curriculum Development Library](#)
- [Lexis-Nexis Statistical](#)
- [Current Index to Statistics](#)
- [JSTOR Statistics](#)

**What about the ERIC collection at Gutman?**

ERIC (Education Resource Information Center) is a huge collection of research materials in education. For more information about ERIC and about ERIC in CCOL, please see the handout "Search ERIC for Education and Counseling" at <http://www.cambridgecollege.edu/library/research.cfm>

The advantage of using ERIC at Gutman is that their microfiche collection provides full-text of ERIC documents earlier than 1993 (the CCOL online collection starts at 1993). It also has full-text documents after 1993 which are not online due to copyright issues. The disadvantage of viewing documents on microfiche is that it can be costly to copy pages, so find as much online as you can.

**What Research Guides does Gutman provide:**

- Beginner's Guide to Locating Data is at [http://hcl.harvard.edu/research/guides/locating\\_data/index.html](http://hcl.harvard.edu/research/guides/locating_data/index.html)
- Guide to Locating Statistical Resources and Tutorials

[http://hcl.harvard.edu/research/guides/locating\\_stats/index.html](http://hcl.harvard.edu/research/guides/locating_stats/index.html)

- Getting Started in Math and Statistics Research

[http://hcl.harvard.edu/research/guides/math\\_stats/basics.html](http://hcl.harvard.edu/research/guides/math_stats/basics.html)

There are many others at <http://hcl.harvard.edu/research/guides/>

**Where is Gutman Library?**

Gutman Library is 1.5 miles from Cambridge College's building at 80 Prospect Street, but only a few blocks from the Harvard Square subway station on the Red Line to Alewife. Take the subway to Harvard Square, get off at Church Street exit, go down Church Street, passing the movies, to where it ends at Brattle Street. Turn right and walk a block to the corner of Brattle and Appian Way. The entrance is on Appian Way, around the corner. You can't see it from Brattle Street. It is very difficult to drive or park in Harvard Square. (There isn't much inexpensive food near Gutman, except for right by the subway.)

For other directions and map go to [www.mapquest.com](http://www.mapquest.com) and put in the address 6 Appian Way, Cambridge, Ma 02138.

**When is Gutman Library Open during the NITE program?**

<http://gseweb.harvard.edu/library/hours/hours.html>

	Monday-Thursday	Friday	Saturday	Sunday
<b>Summer Hours</b>	<b>8:30am-9pm</b>	<b>8:30am-5pm</b>	<b>Closed</b>	<b>Closed</b>

**What do Cambridge College Students need to enter Gutman Library?**

You must present your Cambridge College or Cambridge College/NITE ID card.

**What do Cambridge College Students need to borrow books or other materials from Gutman Library?**

You must have a Gutman Library "Special Borrower" card. An application form was included in the EdD acceptance packet. If you did not send it in and have a card sent to your home address before coming to Cambridge, you can get a card most quickly by:

- Use the attached Gutman application form or print it from the Traditional Library Skills section of <http://www.cambridgecollege.edu/library/research.cfm>
- Fill it out and take it to the Registrar's office at 1000 Massachusetts Avenue (possibly this can be done at the Registrar's office at the Curry College site)
- The Registrar needs to sign the form to validate it
- Take the signed form to Bob Rogers or the circulation desk at Gutman Library and a card will be issued that day

**How to you pay for copying at Gutman Library?**

To use the copiers without cash, you must get a Crimson Card, which is a debit card issued by Harvard that the copying machines will recognize. You do not have to be a Harvard student to buy a card.

You must buy an initial \$1 card and then you can add more value to it online. To buy the initial \$1 card, go to the Crimson Cash Office in the Harvard Dining Services building at 65 Winthrop Street in Harvard Square. Their hours are 9-4:30 M-F. One person can buy as many \$1 cards as they wish, so you can save your friends a trip by sending one person to buy them all.

Cards can also be purchased from machines at several sites on the Harvard campus, but some of these machines may be in buildings you cannot enter without Harvard ID. For further information, go to [www.cash.harvard.edu](http://www.cash.harvard.edu)

### **Use of Gutman Library of Harvard Graduate School of Education for Cambridge College Students**

General information about Gutman Library, including the hours, directions, resources, and online catalog is at: <http://gseweb.harvard.edu/library/>

Gutman Library is a special library in education with some related counseling materials. The library focuses on educational administration and policy, elementary and secondary education, teachers and teaching, educational innovations, educational psychology, human development, language acquisition, history of education, and selected subject areas related to education in the US and other English-speaking countries. Collections include ERIC microfiche, historical textbooks, and the Action for Children's Television Collection

Gutman Library is open to all members of the Harvard University Community and to Gutman Special Borrowers, including Cambridge College faculty and students. To access the library, you must show a current Cambridge College/NITE ID card

You cannot take books or other materials out of Gutman Library unless you have applied for and received a Gutman "Special Borrower" card, which can take up to one month to process. For an application, go to <http://www.cambridgecollege.edu/library/upload/GutmanStudentApp05.doc> Applications cannot be done online because they need signatures from you and the Registrar. To expedite your application, get your signed form validated by the Cambridge College Registrar and then take it to the circulation desk at Gutman Library

Gutman Library cannot provide materials from any other Harvard library or any other library; however it can recall Gutman books checked out to other borrowers

The Harvard University Libraries' catalogue (HOLLIS) is freely accessible online from the page <http://holliscatalog.harvard.edu> For help in using HOLLIS follow the link: [About the HOLLIS Catalog](#) on the HOLLIS webpage. Harvard research databases cannot be accessed remotely by outside users but they can be accessed from any computer in Gutman Library

Cambridge College students cannot get wireless access at Gutman; however the library is equipped with ethernet cable outlets accessible to any laptop computer. Please bring a cable

Students or faculty can call Gutman Library Research Services Department at (617) 495-3421/3422 to make an individual research consultation appointment with a librarian to develop a research strategy, identify resources, or work on any research-related question. Those who call first will be scheduled first, until the schedule is filled

In Gutman Library, Cambridge College students will get help in using Harvard University resources only. Gutman staff cannot help with Cambridge College resources such as CCOL, ILPs, IRPS, SIPS, and computer problems. They do not have sample ILPs, IRPs, or SIPS. They do not do writing instruction. All non-Harvard resources questions and/or need for technical/computer/writing assistance should be taken to the appropriate people at Cambridge College

If you have any complaints about Gutman Library, please tell Cambridge College, not Gutman by sending an email to [maida.tilchen@cambridgecollege.edu](mailto:maida.tilchen@cambridgecollege.edu)

Materials compiled by Maida Tilchen © Cambridge College 2006

### 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://www.gse.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 borrower's card to enter Gutman.

**You only need a Gutman borrower's card if you want to check out books or other materials.** You do not need the Gutman borrower's card to enter the library. Registered Cambridge College students and current employees may apply for a Gutman borrower's 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.
- Gutman Library will mail the library card to the address you wrote below.
- For questions, call the Circulation Desk at Gutman Library: (617) 495-3423.

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.

#### For the Registrar:

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

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### Cambridge College Application for Gutman Library Borrower's Card

PLEASE PRINT LEGIBLY

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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 \_\_\_\_\_