

LIBRARY INDUCTION FOR NEW ASNC STUDENTS

A guided tour of the English/ASNC library and if feasible also the University Library for all ASNC freshers is usually held during the first few days of Michaelmas term (exact time arranged at the Departmental Introductory meeting). The English/ASNC library also offers guided tours (see their official guide on their website, <http://www.english.cam.ac.uk/library/index.htm>), and the UL runs a *User education programme*, usually advertised in the front entrance hall.

The ASNC library

The English/ASNC library is in the English Faculty Building, accessed from the ground floor lobby. Bags may not be taken into the library. The ASNC collection is in the book-stacks at the far end of the first floor, clearly distinguished by yellow stack numbers.

- Opening times

Full Term: Monday to Friday: 9.30 am - 7.00 pm (Last admission at 6.40pm)

Saturday: 9.30 am – 5.00 pm (Last admission at 4.40pm)

(First 5 weeks of Easter Term: Monday to Friday 9.30 am - 9.00 pm)

Vacation: Monday to Friday: 9.30 am - 5.00 pm (Last admission at 4.40pm)

Closed Saturday

- The Catalogue

The catalogue can be searched at the computer terminals immediately inside the library. These terminals give access to the University Library online catalogue (Newton), which is used to search for a book in the UL, the ASNC library, or most other departmental or College libraries.

- Searching for a book in the ASNC library

You should have before you a web-page called **University of Cambridge Newton Library Catalogue. Department and Faculty Libraries A-E**, offering **Basic Search** or **Guided Search**.

If you know exactly the author and title of the book you are looking for, you can use **Guided Search**, otherwise **Basic Search** is probably more useful for a general search.

Basic Search

Use this form to search for all books by a given author (type in the author's name – surname, comma, initial – and select **Author** from the menu on the right), or all books with a given word in the title (select **Title** from the menu), or all books on a specified topic (select **Keyword Anywhere**), and so on. The **Quick Limits** menu allows you to put a rough date limit on the search or to specify that you're looking for a journal, and the button **Apply Limits** on the bottom right allows you to put more specific limits on the search, e.g. only books published after 1980.

Guided Search

Use this form when you know the author and/or the title of the book you are looking for.

TIP 1: the computer catalogue is quite pedantic and literal-minded, so that you need to be absolutely certain of typing in the correct name/title you are searching for, or you will be told that no such book exists (for example, note the distinction between *medieval* and *mediaeval*).

TIP 2: The best way to get the hang of this catalogue is to experiment with it a little *before* the time when you are frantic to find a book for a supervision essay.

- Gaining access to the catalogue from elsewhere (e.g. College, your room etc.)

To reach the ASNC catalogue, the simplest route is to use the following web address: <http://newton.lib.cam.ac.uk:7603/>. You can also go via the University Library's home page (www.lib.cam.ac.uk), and select **Library Catalogue** from the list of contents, and then choose from the menu of different catalogues you are then offered.

- Finding the book you want on the shelf

Having successfully initiated a search by either of the methods described above, you will be provided with the **location** of the book you want, as well as information about whether it is already on loan or not. The **location** will take the form E followed by a number beginning with 1, some letters, and sometimes some more numbers. The first set of numbers refers to the broad subject category, i.e. the number range 119-129 = Old English, 130-138 = Old Norse, 180-189 = Insular Latin, and so on, which should guide you to one particular section of the shelving in the ASNC part of the library. All journals are catalogued in broadly alphabetical order under E109.

If you have any difficulty finding what you are looking for, don't hesitate to ask the library staff, who will be very glad to help you.

Some less frequently used books or those in a state of disrepair are kept in the Store. Ask at the Issue Desk if the book you wish to consult is marked in the catalogue as being in the Store.

- Borrowing Books

For this you will need your University Card, which should have been sent to you on arrival in Cambridge. You can borrow up to eight books for up to two weeks. Certain reference books can only be taken out for overnight borrowing, if at all. The English/ASNC library has a self-issue system, operated via the special machine opposite the staff desk. Staff will offer an induction into its operation when you register as a new user.

- Photocopying facilities

There is a self-service photocopier in the room on your right as you enter the library (ground floor). Cards can be purchased from the Issue Desk.

- Computer workstations

There are computers available for use within the library, and these give access to the same range of computing facilities – word-processing packages, WWW, email, and so on – as all the University Computing Service PWF (Public Workstation Facility) terminals do. All new students are given PWF accounts when they join the University and are sent an initial password and introductory booklet (more information about PWFs can be found on the Computing Service webpage (<http://www.cam.ac.uk/CS/>)).

Use of laptop computers in the library

Most of the desks in the English and ASNC library have floor-flaps nearby, covering power-sockets for laptop computers, and ethernet connection sockets.

The University Library

- General points

All students have access to this library on production of their University Card. First- and second-year undergraduates may only consult the books in the UL, and may not borrow. Third years may borrow 5 books for 2 weeks (MPhil and PhD 10 books for 8 weeks).

Although it might seem inconvenient not to be able to borrow books, you may still reserve the books which you are reading anywhere *within* the library (using little reservation slips which you will find on most desks), for up to three days at a time. The UL is an amazing resource, which is likely to contain most things you would ever need to consult during your undergraduate career, and can be invaluable for supplementing the range of books available in the ASNC library or your college library. It can seem intimidating at first, but will definitely repay time spent getting to know your way around, and may even end up seeming like a dear old friend.

Bags may not be taken into the UL (except small handbags and clear library bags, which will be searched on exit); there are lockers (operated by £1 coin, which you get back afterwards) on the left of the main entrance hall.

The UL runs its own User education programme and you can also pick up copies of its *Readers' Handbook* which consists of series of leaflets (displayed in the catalogue room) with detailed help on various aspects of the library. If you are lost or confused don't be afraid to ask for help at any of the central desks (e.g. in the Reading Room); the staff are mostly very helpful and patient if you make clear that you are new to the UL.

- The Catalogue

The catalogue room is on the first floor directly above the main entrance. Here you will find computer terminals (down the centre of the room) by which you can access the Cambridge University Library Online Catalogue (Newton). This is operated exactly as described above in the ASNC library section of this guide, except that you will be using the part of the catalogue called **Cambridge University Library and Dependent Libraries** (<http://ul-newton.lib.cam.ac.uk/>).

The computer catalogue lists all books printed after 1977 and 'all earlier books considered to be of academic importance at the time of acquisition': it should generally be sufficient for your needs. If you want weight-training, older books (pre-1978) can be looked up in what is called the Guardbook Catalogue, that is, the large green volumes lining the walls of the catalogue room. There are further terminals for accessing the catalogue on most floors of North Wing, but a present not on South Wing.

NB Since the University Library Online Catalogue is usually accessible at terminals in College computer rooms, in the ASNC library, and even, in Colleges which provide ethernet points in student rooms, on your own computer, it is often handy to be able to check up on the availability of a book in the UL *before you go there*.

- Finding the book you want

Having successfully navigated the catalogues you should end up with a **location** for the book you wish to consult, in the form of a classmark consisting of some combination of letters and numbers. You need to copy down the number and go to one of the FINDING LISTS (displayed in the catalogue room, in the corridor outside, and on most floors of the open-shelf sections of the library). The FINDING LIST should give some indication of roughly where in the library your

chosen book can be found – on the open shelves (or stacks, as they are called) in North Wing, North Front, South Wing, and South Front, or in one of the special rooms (Reading Room etc.).

Books on open shelves

Most of these will have a classmark of the following format: **542:3.c.95.1**, where

542:3 refers to the subject classification,
c to the size of the book (ranging from **a**, which is large-format, down to **d**),
95 to a rough categorisation publication-date, and
1 to the individual book.

Classmarks with P in front refer to periodicals, e.g. **P474.c.34** is the classmark for the journal *Anglo-Saxon England*. Within subject areas (i.e., for example, on South Wing floor 4, where theology/religion is to be found), the books are arranged on the shelves in size order, that is, all of size **a** comes first. Each shelf should have the number-range it contains clearly marked at both ends, and the sizes **a-d** are colour coded too. Shelves containing periodicals are labelled in red (periodicals are shelved in a separate sequence from ordinary books on each floor).

NB The colon in the shelf-mark should be interpreted as a decimal point, so that **384:13** precedes **384:2** on the shelves.

Books not on open access

You may find that the book you want must be requested in one of several rooms – most likely the **Reading Room**, the **West Room**, or the **Rare Books Room**. This means that the book is not on open access and has to be fetched for you, which can take anywhere between 20 minutes and an hour (depending on how busy the library is).

If you have been using the computer catalogue, you do have the option of asking for the book to be fetched (in the case of the **Reading Room** or the **West Room**) – see below under **Login** on how to do use this facility (**NOTE**: this is one of the reasons why it can often be handy to check up on the availability of a UL book before you actually go there). In the case of other special rooms, or if you have been using the Guardbook Catalogue, you will have to walk to the relevant room and fill in an order-slip to ask for your chosen book to be fetched (you'll need to supply a shelf-mark and details of author/title).

Most books fetched to the **Reading Room** can be borrowed (if you have the right to do so, that is). Books fetched to the **West Room**, **Rare Books Room** etc. cannot be taken outside that room.

Books which should be on open access but are on loan

You may find that the computer catalogue tells you that a book you want is out on loan, or else a trip to the open shelf will have drawn a frustrating blank. If you are prepared to be patient, it is possible to summon the book back from whoever has borrowed it. However, since this process can take up to a fortnight, it is little help if you need to finish your essay by tomorrow. But the Recall system is available if you need it (you don't have to have borrowing rights to use it) – see below under **Login** on how to recall a book. The way recall works is that a letter will automatically go out to the borrower, asking them to bring the book back, and when they do, a letter will be sent to you, advising that the book can be collected at the central desk in the Main Entrance hall.

- Login

On the **Basic / Guided Search** page of the UL Newton computer catalogue, among the buttons along the top of the screen you will find one called **Login**. Using this allows you to do three things: (1) ask for a book to be fetched in the Reading Room or West Room; (2) ask for a book that is out on loan to be recalled; (3) check up on which books you have on loan (which, of course, you can only do in your third year). If you click on **Login** you will be asked to supply the barcode on the top of the back of your University Card, and your surname. Once logged in, you can do these things:

(1) Ask for a book to be fetched. If you've searched for a title, and it comes up as a book that is kept in the Reading or West Room, click on **Requests** (at the top of the screen). If already logged in, it will offer you a pull down menu, from which you should choose **Stack Request**, click OK and then fill in the form on-screen (it should also tell you how long you need to wait before going to collect the book from the appropriate room. If you are not yet logged on, you will first be asked to do so (as above), before you can make your request

(2) Recall a book. Again, if you've searched for a title, and it comes as ON LOAN, click on **Requests**, to ask for it to be recalled from the borrower, and select **Recall** from the pull-down menu (you will have to login first if you haven't already).

(3) To see a list of books you have on loan, click on **Your Account** once logged in.

Reserved books

If a book is not in place on the open shelves, and yet the catalogue describes it as 'not on loan', the book may have been reserved within the library.

- The Reading Room

This room, found beyond the catalogue room, contains many reference books which may only be consulted there, not borrowed or taken elsewhere. You will find, for example, a vast range of dictionaries in every imaginable language, copies of the Bible, various encyclopaedias, the most important series of editions of medieval texts, as well as handy things such as train-, bus- and plane-timetables, telephone directories (not just for Britain and Ireland), and guide books to every country under the sun. You can also bring books from elsewhere in the library to read here (and leave them reserved on the desk to come back to later on), and it is the last room in the library to be shut in the evening (the open shelves shut 15-20 minutes before closing-time). If you first ask permission at the desk in the centre of the Reading Room, you may take Reading Room books through to the self-service photocopiers located at the south end of the **West Room**. Laptops may be used in the Reading Room (but cannot be plugged-in there).

- The West Room

This lies beyond the Reading Room and is one of the rooms where you are obliged to sit and consult books which have been fetched for you. It also contains the most recent unbound volumes of periodicals, in the series of pigeonholes (the catalogue will have told you which one you need; there is also a computer printout list of them on most desks in the West Room). The daily papers (and some weeklies) can usually be found in binders on the end desks. There are self-service photocopiers at the end of the West Room, to which most items (except newspapers) can be taken (you usually need to ask permission first at one of the central desks). At the north end of the West Room there is a desk reserved for users of laptops who need to plug into a power socket.

- Borrowing books

You do not have the right to borrow from the UL until your third year. When you *are* allowed to, borrowing must be done at the main desk in the Entrance Hall. See (3) above under **Login** to find out how to keep tabs on the books you have on loan and when they are due back

- Photocopying facilities

There is a room full of self-service photocopiers located at the end of the North Wing corridor. You can buy a photocopying card in this room, and there are also machines for topping-up existing cards. Payment is currently 7p per A4 sheet. If you have asked for something to be photocopied in one of the restricted-access rooms (e.g. **Rare Books**), these copies have to be paid for and collected in a room at the end of the South Wing Corridor.

- Computing facilities

The UL has a large range of CD-ROM material and other computer databases which can all be accessed via the computer terminals in the UL's new Digital Resources Area (in the South West corner of the first floor), and at further terminals among some of the bookstacks. To use the Digital Resources Area you need to apply for an account and password (application forms can be found at the UL Entrance Hall Circulation, the enquiry desk in the main Reading Room, and in the Digital Resources Area itself). Just a few of the UL's databases are networked so that they can be accessed elsewhere in the University (ASNC library or College computers etc.), but the CD-ROMs can only be consulted in the UL. The computers in the UL can also be used to access the WWW.

Laptop computers

These can be used anywhere in the Library (but mustn't be noisy). Power points in the UL may be used (except in the Reading Room), but the first time you take your computer into the library you have to have it (and its plug) checked by one of the Library's electricians (ask at the desk in the Entrance Hall).

- Tea-room

Open Monday to Friday, 10.00 – 17.00 (hot lunches served from 12.15), Saturday, 10.00 – 13.50, for *top* scones and other such wickednesses. You can also take your own packed lunch in there, and there is a water-fountain and a vending machine for canned drinks accessible at all times, though remember that eating and drinking anywhere else in the library but the tea-room is strictly forbidden (apart from the two outdoor courtyards).

- Opening times

Mondays to Fridays: 9.00 – 19.15 (no admittance after 18.45)
9.00 – 22.00 in Easter Full Term
Saturdays 9.00 – 17.00 (no admittance after 16.45)
Closed Sundays

These times apply to the Reading room and West Room. All other rooms, as well as the open access bookshelves, close at 18.40 on Mondays to Fridays (19.00 in Easter Full Term) and 16.45 on Saturdays.

HAPPY READING!