

### **Christ's College Library**

## Postgraduate User's Guide



## **Welcome to the Library!**

#### What do libraries in Cambridge offer me?

- Millions of books, journals, and other materials, either in print or online
- Safe and comfortable study spaces
- Many libraries have Rare Book and Manuscript collections
  - The online catalogue of library resources <u>iDiscover</u> –allows you to search the holdings of many of the university's libraries simultaneously
- The University Library ("UL") is a legal deposit library for UK publications, which has allowed it to build significant collections of materials over many years. It is a single copy library
- Some libraries (including Christ's College Library) have 24/7 access, and self-issue systems that enable you to borrow materials even when library staff are not present
- Book recommendation services allow you to request items not currently available in Cambridge
- Most libraries have computers and printing/scanning facilities
- Knowledgeable library staff are available to help you
- A free online introductory guide for Masters students is at <a href="https://camguides.lib.cam.ac.uk/">https://camguides.lib.cam.ac.uk/</a> masters.html

### The university's libraries

#### Which libraries do I have access to?

Christ's College students have full access to the College Library, Cambridge University Library and at their subject's faculty or departmental library. However, the College's collection development policy tends to prioritise material that is needed for undergraduate courses.

Materials for postgraduates can mostly be found in Faculty / Departmental Libraries, and in the University Library.

A list of all the Cambridge University libraries, with links to their websites, is available here:

https://www.libraries.cam.ac.uk/libraries-directory/libraries-a-z.

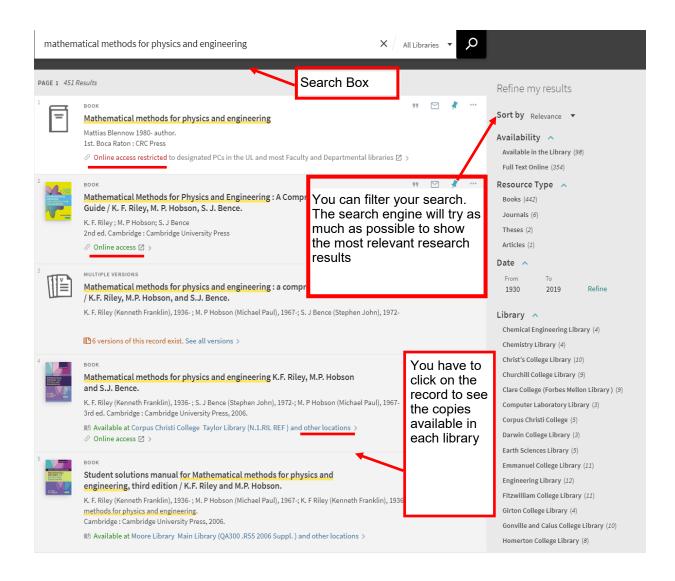


\*\*Please note that College Libraries usually only give borrowing rights to their own students. If you need to consult a book that is only held by another College library, you should first email that library to check whether they will allow you to visit and consult it. You should not expect to be able to borrow the book.\*\*

### **Using iDiscover**

#### How do I find a book?

Use iDiscover (idiscover.lib.cam.ac.uk) to find out which libraries hold the book you are seeking, along with its classmark (call number) and availability. The example below illustrates a search for the book "Mathematical methods for physics and engineering".

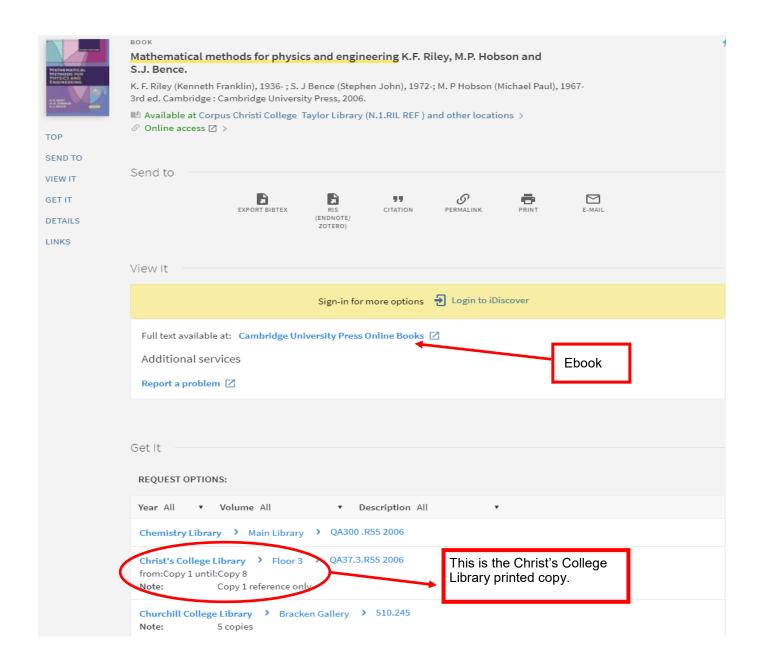


#### Please note!

If you see the message Online access restricted, the item is only accessible online on designated computers in the University Library and affiliated libraries (not at Christ's).

Online access (in green) means that the copy is accessible online from anywhere. You will need to log in using your Raven username and password.

## **Using iDiscover**



In the example above, the book is available at a number of libraries, including Christ's College Library. It is also available online as an ebook, accessible using your Raven login.

For further information or enquiries on online resources please visit : <a href="https://doi.org/10.1001/journal.org/">https://doi.org/10.1001/journal.org/<a> on online resources please visit : <a href="https://doi.org/10.1001/journal.org/">https://doi.org/10.1001/journal.org/<a> on online resources please visit : <a href="https://doi.org/10.1001/journal.org/">https://doi.org/10.1001/journal.org/<a> on online resources please visit : <a href="https://doi.org/">https://doi.org/<a href="https://

### **Further information**

#### **Borrowing rules**

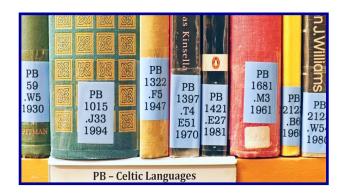
You may find that the different libraries you use will have different borrowing rules. Christ's, for example, lends books for 14 days and allows several renewals after that. Some other libraries operate an "auto-renewal" system, which means that once you have borrowed a book it will be due back only when requested by someone else, or when you complete your course. Christ's College does not charge fines for the late return of items, but some other libraries do. You can renew items through your Library Account, which can be accessed either through iDiscover or – if you're in the library – using our self-issue machines.

Number of items you can borrow	15
Loan period	14 days
Maximum renewal limit	56 days

#### Can I recommend a book for purchase?

Online book recommendation forms can be found on the University Library website

https://www.lib.cam.ac.uk/collections/book-recommend, and on Faculty/ Departmental websites. College libraries do not, in general, buy large numbers of books for postgraduates; but please ask.



#### Interlibrary loans

If there is no copy in Cambridge of the book you need, and no copy available for purchase, Interlibrary loan may be your best option. The Interlibrary loan service is based at the University library. See:

https://www.lib.cam.ac.uk/collections/departments/inter-library-loans

There is a charge for this service, but some Faculties/Departments give their students an Interlibrary loan allowance.

### IT and printing

#### **Library IT Support Office**

During term, IT support is normally available 9.30am-4.30pm Monday-Friday in the Library IT Support Office, located on the Library's Mezzanine Floor. You can also email <a href="mailto:helpdesk@christs.cam.ac.uk">helpdesk@christs.cam.ac.uk</a> to set up a specific appointment.



#### **Printing and Photocopying Charges**

	A4	A3
Black and White:	5p	12p
Colour:	20p	50p

There is 20% discount for double sided printing

#### How do I get a library printing account?

Many libraries and departments in the university, including Christ's College Library, use a printing software system called "ds print" (also known as Papercut) that provides you with printing, scanning and photocopying services. To use the system you will need to set up a credit print account, which you can do through <a href="https://www.ds.cam.ac.uk/mydsprint">www.ds.cam.ac.uk/mydsprint</a> (then follow the prompts). Once you have set up your account it's easy to check your printing balance, your printing credit and print job history. You can also set up ds print to run from your own laptop or tablet. Do also consult your Faculty/ Department regarding printing, as some provide subsidised facilities.

# Stay in Touch!

#### **Christ's College Library**

St Andrew's Street Cambridge CB2 3BU



library@christs.cam.ac.uk

www.christs.cam.ac.uk/library

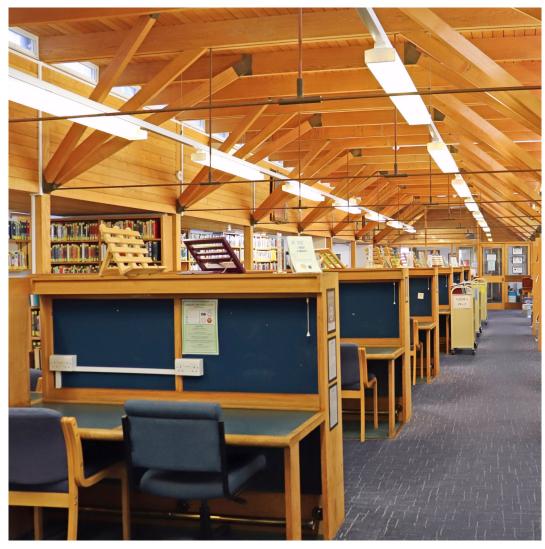


@ChristsLibrary

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### **Library Office Opening Hours**

Monday to Friday, 9am to 5pm



Updated: September 2022