

Christ's College Library

A User's Guide 2020-2021



Welcome to the Library!

The Library is open to all members of Christ's College: students, Fellows, and staff. Our holdings comprise the modern resources of the <u>Working Library</u>, law reports and journals in the <u>Law Library</u>, and historic collections in the <u>Old Library</u>.

The Working Library is open 24/7, accessed using your University Card. Library staff are generally available from 9am to 5pm, Monday to Friday. Students reading law also have 24/7 access to the Law Library using their University Card.

Locations

The Working and Old Libraries are located in Bath Court, which is just off First Court. The Law Library is on K Staircase.

Old Library

The Old Library houses the College's special collections - around 50,000 rare books and manuscripts. Members of College can make an appointment to consult the Old Library collections by visiting the Library Office or emailing library@christs.cam.ac.uk.



Accessibility

The Library aims to be accessible to all its users. If you are having problems accessing library resources, or need other support, please talk to a member of library staff, or email us at library@christs.cam.ac.uk.

The University also has a Disability Resource Centre, which may be able to offer further advice: www.disability.admin.cam.ac.uk.

Our Collections

Books and DVDs

We aim to have all books needed for Part I courses, and as many as possible for Part II. Some material may also be useful for postgraduates. Our General Interest section includes general fiction, health and wellbeing, and careers guides, as well as a sizeable collection of DVDs.

eBooks and e-journals

eBooks, e-journals, and databases across all subjects are accessible through the University of Cambridge Libraries' online catalogue, iDiscover.

Borrowing

Please borrow and return library materials using the self-service terminals located by the Reading Room entrance. After you've returned an item, please place it on one of the 'Returned Books' trolleys next to the terminals.



Loans

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

You can **check your library account** and **renew** your books using iDiscover or the self-service terminals in the library.

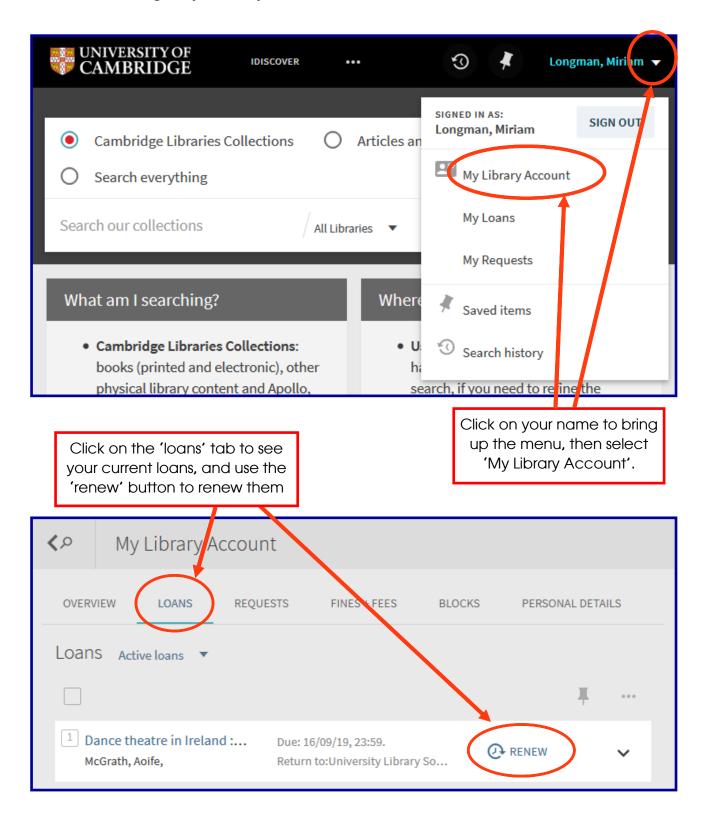
If we don't have the book you need...

... ask! You can recommend books at christs.cam.ac.uk/content/recommend-book, or fill in a paper Book Recommendation form and put it in the red box in the Working Library. Once we receive your request, we can often get the item for you in a few days.



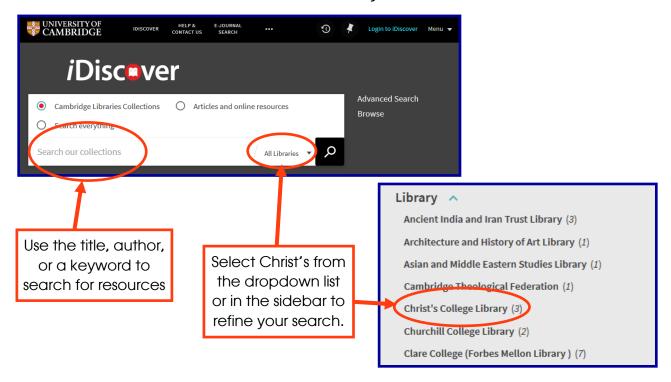
Your Library Account

Can't remember what you've got on loan, or want to renew a book? You can do this by logging into iDiscover (idiscover.lib.cam.ac.uk), then selecting 'My Library Account'.

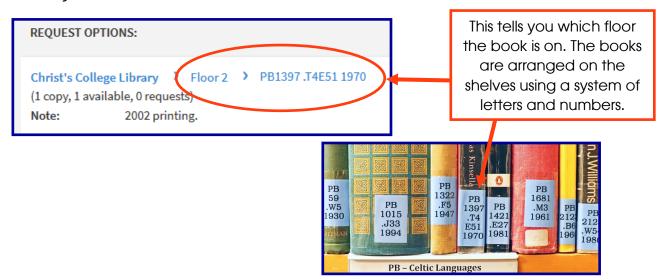


How do I find library materials?

All items in the Working Library are listed in iDiscover, which can also be used to search across the entire University's collections.



iDiscover will tell you the shelfmark of the item you have been seeking, which you can then use to find it:

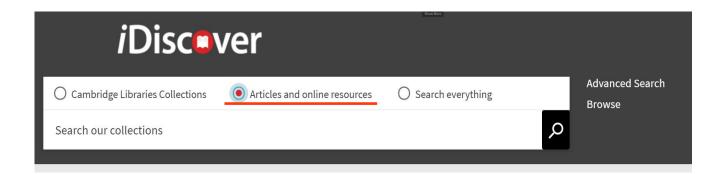


What if someone already has the book I need?

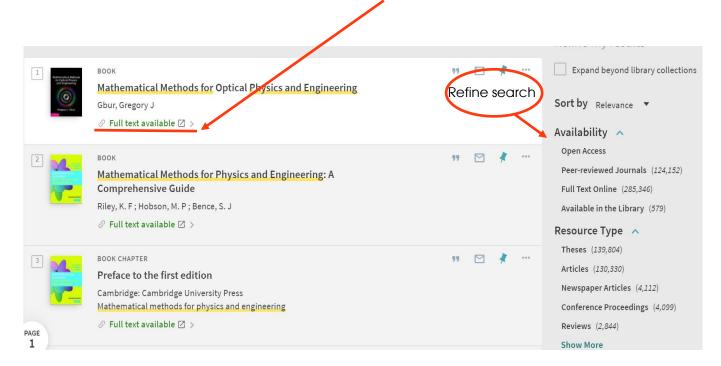
If you want an item that is currently on loan, you can use the 'request' button on iDiscover to request it. You'll be notified by email when the book is returned, and you can pick it up from the 'Recalled Books and Book Requests' shelf by the Reading Room entrance.

Online resources

To find any online resources such as ebook or online articles, simply go to iDiscover and select "Articles and online resources".



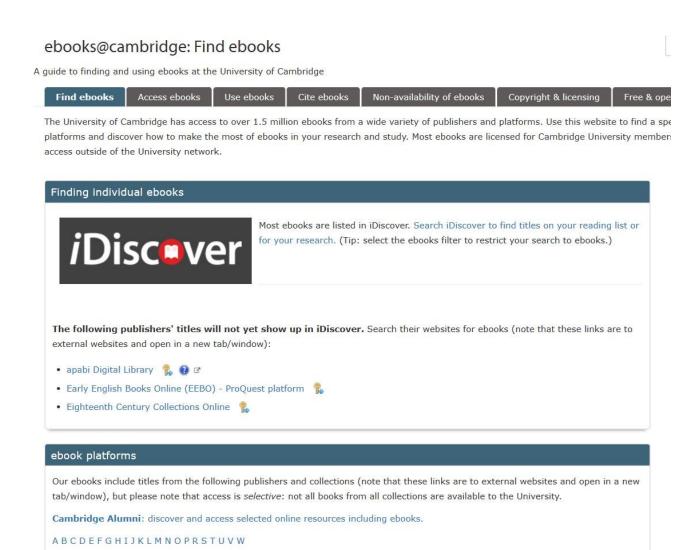
The example below illustrates a search for the book "Mathematical methods ...". This book is available as a full text online by simply clicking on the link which directs you to the host website



Some online resources have restricted or partial access depending on the host websites and copyright.

Online resources

For more information on accessing online resources please visit https://libguides.cam.ac.uk/cambridgeebooks



For enquiries or assistance on online resources you can either email library staff at library@christs.cam.ac.uk or contact the ebooks team at ebooks@lib.cam.ac.uk.

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 Mezzanine. You can also email helpdesk@christs.cam.ac.uk.



Computers

There are computers in the Reading Room and elsewhere in the Library. You will need to log in to use them. Every workspace has sockets available to charge laptops, phones, etc;

We also have MCS (Managed Cluster Service) machines in the Working Library that allow you to access helpful, subject-specific applications and software, as listed here: https://tinyurl.com//mcssoftware

Printing

Printing, scanning, and photocopying facilities are available in the Print Room (located on the Mezzanine).

Add money to your printing balance: www.ds.cam.ac.uk/mydsprint
Guidance on connecting your laptop to the College printers: help.uis.cam.ac.uk/service/printing

Printing and Photocopying Charges

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

Double-sided printing and copying are available. You get a 20% discount per page if you go for double-sided.

Things to Know

Please be considerate of others when using the Library. Leave your area clean and tidy, limit conversations to the Group Study Room or outside the Reading Room, put phones on silent, and please don't highlight or write in library books!

Taking a break?

If you're leaving for less than 90 minutes, you can leave stuff on your desk—just fill out one of the green 'I need a break!' cards with your name and the time you left, and make sure not to forget to come back for it!

You can also leave library books for **up to 3 days**, as long as they're not needed by another student. Please fill in a 'Books in Use' slip, found near the red box on the 1st floor of the Reading Room.

Lost Property

Personal property left in the Library is kept on a shelf above the DVD collection until the end of the day, when it is taken downstairs to the Lost Property locker. Lost property is kept until one week after the end of term or vacation period, and then disposed of.

Food and Drink

All drinks (hot and cold) are allowed in the Library. While we don't allow food in the Reading Room, you may eat in the Library Corridor.



Stay in Touch!

Christ's College Library

St Andrew's Street
Cambridge
CB2 3BU



facebook.com/christslib









Library Office Opening Hours

Monday to Friday, 9am to 5pm



Library Staff

Librarian: John Wagstaff

Assistant Librarian: Amy Bowles

Senior Library Assistant: Vasiliki (Celia) Vartholomeou

Assistant Librarian, Rare Books: Jane Gregory

Library Volunteers: Penny Kendrick and Lesley Read

Cover images clockwise from top left:

Interior of the Working Library; Christ's College teddy in the Law Library; view of the Old Library; journals in the Law Library.