Newnham College Library Guide

2016-2017
Introduction

This guide to Newnham College Library is intended to help you find your way around the library, and to give you some idea of the services we provide.

Newnham College Library is one of the best-stocked college libraries in Cambridge, with a strong collection of some 90,000 volumes, including approximately 6,000 rare books. The collection is kept as relevant, up-to-date and useful as possible by the annual purchase of over 1,000 new titles to support undergraduate study in all subjects. Newnham College Library also offers general and interdisciplinary reading, a good reference collection, a selection of periodicals and newspapers and access to e-resources.

In January 2004, the collection moved into a greatly expanded and developed library, with a new building designed by John Miller + Partners linking the Grade II* listed 1897 library (Architect: Basil Champneys) and the 1982 Katharine Stephen Room (Architects: Van Heyningen & Haward).

In addition to books and study spaces, Newnham College Library has an IT suite, a Group Study Room, scanning, printing, photocopying and binding facilities, wifi throughout and sockets for laptops at most desks.

Access & opening hours

Newnham College Library Company Limited (NCLCL) provides library services to members of Newnham College and to members of the wider academic community. All new library users must arrange with library staff to have an introductory tour and obtain an NCLCL reader’s ticket. Library staff may ask to see your reader’s ticket whenever you are in the library, so please keep it safe.

Resident members of Newnham College

The library is open for resident members of Newnham College at the following times:

- **Full Term & Easter Vacation:** 6.30am to 1.45am daily (including weekends)
- **Christmas & Long Vacations:** 6.30am to 11.45pm daily

The library is completely closed for several days over the Christmas and New Year period. Any changes to normal opening hours are posted at the library entrance as soon as they become known.

Resident members of Newnham College using the library should bring their University cards with them. After your introductory library tour, your University Card will be authorised by library staff to give access through the inner and outer library doors during the opening hours for resident members as listed above. The University card is also used with the self-issue system for borrowing books and for printing and copying. The main entrance door is unlocked between 9am and 5pm Monday to Friday, so that it is always possible to access the library lobby, speak to the library staff, and return library books during staff hours, even if you do not have your University card with you.

The library is staffed 9am - 1pm and 2pm - 5pm Monday to Friday.
Resident members of Newnham College must not admit strangers into the library; and may not bring in guests without the permission of library staff. Personal guests may only be admitted by arrangement with library staff, and during staff hours.

**Non-members of Newnham College**

Non-members of Newnham College may apply to use the library for reference purposes from Monday to Friday between the hours of 9am and 1pm and 2pm and 5pm. Please contact the Librarian, Ms Deborah Hodder, on tel. 01223 335740 or email: librarian@newn.cam.ac.uk for further information and to make appointments.

**Disabled access & special requirements**

The library is accessible for disabled persons (wheelchair access into the building, lift access to the first floor and basement). You may wish to phone ahead if you require assistance. We are always ready to consider ways in which we can best serve any library user who has special requirements. Please do not hesitate to discuss these with the Librarian.

**The Library staff**

- **Librarian**: Ms Deborah Hodder, MA, MA(London), MCLIP
- **Senior Library Assistant**: Ms Eve Lacey, BA
- **Library Graduate Trainee**: Miss Frances Marsh, BA

**Student representatives**

The student representatives on the Newnham College Library Users Committee for 2016–2017 are:

- **JCR**: Fiona Dobson
- **MCR**: Position vacant

**Contacting the Library**

**Postal address**: The Librarian, Newnham College Library Company Limited, Newnham College, Sidgwick Avenue, Cambridge CB3 9DF

**Telephone**: 01223 335740

**E-Mail**: librarian@newn.cam.ac.uk

**Web page**: http://www.library.newn.cam.ac.uk

**Library collections**

**Open shelf collection & recommending new books**

Approximately 60,000 books in all subjects taught in the University of Cambridge are available for consultation on the open shelves. The open shelf collection includes a general reference collection, a Science reference collection, and printed periodicals. Around 1,000 new books in all subjects are added to the collection each year. Library users are encouraged to suggest new books for purchase. This may be done by contacting your Director of Studies or library staff, filling in a recommendation form in the enquiry terminal area or using the online recommendation form on our web page.
Closed stack
Approximately 24,000 books are kept in the closed stack collection. These are less current than the open shelf material, but may usually be borrowed. Requests for closed stack material should be made to the librarian (librarian@newn.cam.ac.uk) or the library office or by filling in a closed stack request slip in the enquiry terminal area.

Rare books collection
Approximately 6,000 books are held in the Newnham College rare book collection. These may not be borrowed. Please contact the Librarian if you wish to consult material from the rare books collection.

Finding print & electronic resources
Three dedicated enquiry terminals are provided on the ground floor. These give access to the University's library search and discovery service, which allows you to search for print and electronic resources available within the University, including the collections of Newnham College Library.

Help is available in the form of printed guides kept by the enquiry terminals; on-line help buttons; training sessions provided by Newnham College Library staff (one-to-one or as a group – just ask!); training sessions provided by the University Library (see training.cam.ac.uk/cul/theme).

Layout
The older part of the library is called the Yates Thompson library, and the new part is the Horner Markwick library. The Yates Thompson library is on two floors, the Horner Markwick library also has a basement. Books have been arranged according to an in-house classification system based on Tripos subjects. Please ask the staff if you would like to know more about the classification system used. To find a book, consult the library search and discovery service – enquiry terminals are straight ahead of you as you come into the library, and maps have been posted on the noticeboard nearby.

Where are my books?
General reference books, dictionaries etc. for all subjects are in the Horner Markwick Ground Floor area, and bound periodicals for all subjects are in the basement.

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**Periodicals**

The library subscribes to a number of printed periodicals and magazines. The latest issues of periodicals are displayed in the Horner Markwick library ground floor browsing area. Back issues are shelved in the basement area.

In addition, many periodicals are available online – for access to these, see the University LibGuide (libguides.cam.ac.uk/eresources).
Newnham College Library
Basement

- Fire alarm call point
- Fire exit

BASEMENT:
Art, Architecture
Film Studies & Music (900s)
Bound periodicals (all subjects)
Law (493-498)
Borrowing

Members of Newnham College in residence are granted the following borrowing rights (others may apply to use the library for reference purposes).

Up to 10 books and bound periodicals may be borrowed from the open shelf or closed stack collections using the self-issue borrowing system. Reference material and current issues of periodicals may not be borrowed. Borrowing rights are granted to current members of Newnham College on condition that they abide by the library rules and borrowing regulations of Newnham College Library and pay any fines incurred.

The self-issue system
To borrow a book, use the self-issue loan terminals in the library lobby. You will need your University card to identify yourself to the system, and should then scan the barcode of each book you wish to borrow. Step-by-step instructions for using the self-issue system have been posted by the loan terminals. If you cannot issue the book to yourself using this system, please use the manual loans register (also in the library lobby) to record your loan. Never take anything out of the library without registering it as a loan. Please do not lend books you have borrowed to anyone else; you are responsible for all books borrowed on your card.

Returning books
Return books by placing them in the book drops in the library lobby area.

Accessing your account and renewing your books
Unless requested by another reader, 28-day loan items (not 3-day loan books) may be renewed up to three times. This can be done at the loan stations by simply repeating the issue procedure above. Or, to save bringing the books back, it can be done online using the ‘My library account’ facility.

‘My library account’ is a way of finding out the items you currently have on loan from Newnham College Library, the recalls you have placed and any outstanding fines that you have on your account, as well as renewing your books. Detailed information on this facility is available in the guides by the enquiry terminals. Please ask library staff or email librarian@newn.cam.ac.uk if you would like help with accessing your account and renewing books.

Please remember that three-day loan books cannot usually be renewed. If you have renewed a book three times already, the online renewal facility will not work, and the book must be brought into the library, seen by library staff and discharged before it can be re-issued to you. Email librarian@newn.cam.ac.uk if this causes problems for you.

Recalls
You can request books which are already on loan to someone else, either by filling in a recall slip (kept in a box by the enquiry terminals) or by using the online request facility. A guide to recalling books online is available by the enquiry terminals. You are
allowed to place up to 3 recalls to request items that are currently on loan. The current user will be asked to return the book early because someone else needs to borrow it. When it is returned to the Library, you will be e-mailed a notice to inform you that the item is available. It will be held in the Library Office for 3 days for you to come and collect it.

Please note that you cannot place recalls on 3-day loan items or on items that have the status ‘Available’ and that the recall facility is suspended in the last 10 days of Full Term, and over each vacation.

**Borrowing during Term and Vacation borrowing**
The borrowing period for most books during Full Term is 28 days. Some in-demand books may be borrowed for 3 days only – these will have a ‘3-day book’ sticker on the spine. Newnham College Library has a fixed return date for all material on the last Wednesday of each Full Term. You are sent a warning e-mail about this a week before the end of Full Term. Books (including 3-day books, but not reference books) can be borrowed for the Vacation, and are due back on the first Wednesday of the following Full Term.

**Fines**
Please use the online ‘My library account’ feature regularly to check on the due dates of your books. You will receive notification by e-mail if a book becomes overdue. If you return or renew the book immediately, you will minimise any fine. Fines are charged to your Newnham College bill at the rate of 20p per item per working day. If a book you have on loan has been requested by another reader, its loan length will be reduced and you will be asked to return it by a set date. Fines will be incurred if you fail to return the book on or before this date. Please respond to overdue notices promptly, or contact library staff if you have any problems in returning the items. Failure to return an item after a number of overdue notices have been received may result in the replacement cost of the item being charged to your College bill.

**IT facilities**
Access to a full range of electronic services is available via 9 PCs in the IT Suite (The Wolfson Room) on the ground floor of the Horner Markwick library. These give access to the University’s Desktop Services for those holding Desktop Services accounts. There is also a smaller IT room (the Media Room) on the ground floor of the Horner Markwick library. This houses a Desktop Services PC and self-service comb binder.

**Desks and workspaces**
Resident members of Newnham College can work at any desk in the library (except our visitors’ reading table near the main staff office, which should be kept free for visitors during staff hours). Please note that the ground floor of the Yates Thompson library has no power sockets suitable for use with laptops. In all other places, you can plug in your laptop. If you lift up the desk flaps, you’ll see how to switch on the task
lights, and plug in your laptop. Please take care not to trap the flex in the lid when you close it (trail the flex through the brushy bit). Wifi is available throughout the Library – you should set up an eduroam account to use this effectively (www.ucl.ac.uk/wireless/eduroam/localusers).

Photocopying, printing, scanning, binding
A multi-function copier/printer/scanner is housed within the library. You need your University Card to operate it. Users are reminded of the restrictions on copying under the Copyright Licence Agreement, details of which are posted in the Print Room. Details of print, scan and copy charges are also posted in the Print Room. There is a self-service comb-binding machine in the Media Room on the ground floor. Please ask library staff if you would like a demonstration of how to use it or if you would like to purchase binding materials from us.

Group Study Room
The Group Study Room has 8 desks with PCs connected to the University’s Desktop Service. A multimedia projector and headphone sets can be made available on request during staff hours, and the room may also be booked for use by a specific group during staff hours.

Please do not make any adjustments to the desks or equipment in this room. In particular, please note that only library staff are allowed to fold away PC screens and keyboards into the desks, as we must ensure that all screens are switched off (using a concealed button) beforehand. Ask staff if you need us to do this for you. Library users are asked to be quiet in all other parts of the library, so if you are working with others and need to talk, please use the Group Study Room. But please remember, it isn’t completely soundproof!

Other services, equipment and general notes

Doors & Fire Exits
There is only one main entrance and exit to the library. All other doors are for emergency use only, and alarmed. They will release automatically in the event of the fire alarm sounding, except for the Yates Thompson library fire exit door, which has a ‘Break glass for key’ container on the wall next to it.

Fire Alarms
If you hear the continuous fire alarm, please leave the library immediately by the nearest exit and make your way to the assembly point. Please familiarise yourself with all fire exits and evacuation procedures.

Lift
If you find that you need to use the lift, press the button marked ‘0’ for Ground Floor, ‘1’ for First Floor, and ‘-1’ for Basement. In the unlikely event of the lift getting stuck, there is an alarm button (the button with a yellow bell on it) which puts you directly through to the Kone lift people who will come and rescue you.
Lavatory
There is a lavatory in the library lobby. Users after staff hours should remember to take their University cards with them so that they can get back in through the inner lobby door. Disabled lavatories are available nearby in Sidgwick and towards the Buttery.

Rules on food and drink
No food or drink may be taken into the Library, apart from still water if it is in a small, securely-sealed, transparent bottle. As there are electrical sockets within and/or beneath most desks, please take care to keep your water bottle sealed and away from the sockets.

Closing time
Please be aware of the library closing time and be ready to leave if you are in the library around that time.

Using other libraries
All University members may use the University Library as well as their own Faculty and Departmental libraries. For advice on using other Faculty and Departmental and College libraries, ask library staff or contact the library in question direct. Details of opening hours, phone numbers and contact names are to be found in the Libraries Directory. See the University’s Libraries Gateway (www.lib.cam.ac.uk/libraries) for a link to the Libraries Directory and lots of other useful information.

And finally…. 
Newnham College Library is run on a basis of trust and co-operation and we rely on all our readers to comply with the Library Rules which follow. It is particularly important that all loans are registered, so that the collection remains an excellent resource, and so that all books can be easily located. If we don’t have enough copies of the books you need, please tell us!

We are always ready to consider ways in which we can best serve any library user who has special requirements. Please do not hesitate to discuss those requirements with the Librarian (Ms Deborah Hodder; tel. 01223 335739, email librarian@newn.cam.ac.uk).
Library rules and borrowing regulations

Who may use the Library
1. The Library may be used only by those who have the permission of Newnham College Library Company Limited.
2. Authorized users will have their University cards validated for Library use; these cards are not transferable.
3. Library users must use their own University card to gain admission to the Library and, if eligible, to borrow books; library users must not use their card to admit anyone else to the Library.
4. Library users must also carry their NCLCL reader’s ticket at all times when using the library.
5. Library visitors should apply to Newnham College Library staff for permission to enter and/or use the library.

Taking out books
6. Members of Newnham College in residence are allowed to borrow from Newnham College Library. Members of Newnham College who borrow books must not pass them on to non-members of Newnham College. Books borrowed for the vacation may not be taken out of the United Kingdom except with written permission from the College Librarian.
7. Books must not be marked or defaced in any way.
8. Every book taken out of the Library must be correctly recorded on the self-issue loan terminal or in the manual loans register.
9. The following may not be taken out of the Library: books of reference, including Science books from the Special Shelves, unbound periodicals, pamphlets, rare books and books from special collections, and certain books and periodicals marked Not To Be Taken Away.
10. No one may have out more than 10 items at a time. Each volume of a work counts as a separate book.
11. The fine for taking a book out of the Library without registering the loan on the computer or in the manual loans register is £10 a volume.

Returning books
12. Most books are due back 28 days after borrowing, and should be left in the bookdrops unless renewed for a further period. Some books in demand may be borrowed for 3 days only, and may not be renewed. There will be a fixed due date for the return of books at the end of each term and vacation.
13. If a book is overdue, there will be a fine of 20p per volume per day. Fines will be added to Newnham College bills at the end of each term.
14. All books must be returned to the Library at such times as the Librarian calls them in.

Lost cards
15. Lost cards should be reported to Library staff.

Reading in the Library
16. A library user has a right to a place only while actually working in the Library; on leaving, Library users must either return Library books to their right places or leave no more than six in a neat pile, with a reservation slip clearly visible. Library users must also remove all private property.
17. No food or drink may be brought into the Library. The Librarian may impose a fine of £5 if you do so. Still water may be brought into the Library if it is in a small, securely-sealed, transparent bottle.
18. Because of the risk of spillage, bottles of ink are not allowed in the Library.
19. No candles or other naked lights may be used in the Library, and no smoking is permitted in the Library.
20. Books belonging to other libraries should be returned where they belong (and not left in Newnham College Library).