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 100,000 volumes, including approximately 6,000 rare books. Newnham College Library also offers general and interdisciplinary reading, a good reference collection, a selection of periodicals and newspapers and access to e-resources.

The library is housed within three interlinked buildings – the beautiful 1897 Grade 2* listed Yates Thompson Library (Architect: Basil Champneys), the light, airy and modern Horner Markwick Library, opened in 2004 (Architects: John Miller + Partners), and the 1982 Katharine Stephen Room, recently listed as an important example of postmodern architecture (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 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 before card access to the library is activated. For current members of Newnham College, this will give you access to the Library 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 (including weekends)

The library is completely closed for several days over the Christmas & New Year period. 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 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.**

Personal guests and visitors who are not members of Newnham College may only be admitted by arrangement with library staff, and during staff hours.

Disabled access & special requirements

The College works closely with the University’s Disability Resources Centre to ensure that students have what they need to take full advantage of their time at University, so it is important that you liaise with them, and us if appropriate, to make sure that any special requirements can be met.

If you have mobility concerns, please get in touch with the Librarian (librarian@newn.cam.ac.uk) in advance of your first visit so that we can arrange assistance with access and book fetching as required. We are always ready to consider
Finding print & electronic resources

Two dedicated enquiry terminals are provided on the ground floor. These give access to the University’s library search and discovery service, iDiscover, which allows you to search for print and electronic resources across the University, including items in Newnham College Library. You can limit your search to items held at Newnham by selecting Newnham College in the library location drop-down menu. Please be aware that the enquiry terminals are public terminals, which can only be used for quick iDiscover searches. To access ‘My Library Account’ on iDiscover or to look at online journal articles and ebooks, go to iDiscover on your own device (idiscover.lib.cam.ac.uk), or use one of the PCs in the IT suite or Media Room.

For guidance on using iDiscover, go to libguides.cam.ac.uk/idiscover (or click ‘Help & Contact us’ from the iDiscover search page). There are links on our webpage – www.newn.cam.ac.uk/about/library – to other helpful guides and training sessions under ‘Finding Resources for Study’, and to help you find out more about e-resources, libraries, and study spaces across the University under ‘Libraries Across Cambridge’. Camguides.lib.cam.ac.uk is a great starting set of resources for undergraduate and Master’s students at Cambridge. Newnham College Library staff are always ready to help you with your library queries – just ask at the enquiry desk or email librarian@newn.cam.ac.uk.

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 staff if you would like to know more about the classification system used. To find a book, search for it on iDiscover and consult the maps on the noticeboard by the enquiry terminals to find its location.

Where are my books?

General reference books and dictionaries for all subjects are in the Horner Markwick Ground Floor area, along with a Modern Fiction and Poetry section and a ‘shelf help’ section (070s) which has books on study skills and wellbeing. 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).
Borrowing

The borrowing period for undergraduates is 7 days and for postgraduates and staff 28 days. If nobody else has requested the book you have borrowed, the loan will keep renewing automatically for as long as you need it. However, if the book has been requested (sometimes referred to as a recall) for use by another reader, you will be sent an email advising you to return the book within three days. There is a fine of £1 per overdue request per working day, and your account may be temporarily blocked if you have multiple overdue requests. Please email librarian@newn.cam.ac.uk if you are unable to return a requested book to us within three days, and we will try to help resolve the situation. Books (but not reference books) can be borrowed for the vacation and requests are suspended in the College Library over vacation periods.

Some books from the 'shelf help' (070s) section do not need to be recorded as loans. These books offer guidance on health and wellbeing, and will have a sticker on the cover indicating that you do not need to charge the book to your account. If you prefer, you can just borrow these books without recording the loan, returning them through the anonymous book drops when you have finished.

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. There are step-by-step instructions next to the loan terminals. If you cannot issue the book to yourself using this system, please use a manual loans slip to record your loan(s) and post the slip in the manual loans box (also in the Library lobby). 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

Check your account regularly using the 'My library account' facility on iDiscover. This will list books you have on loan from Newnham and other libraries in the University. Do return your Newnham Library books to us as soon as you have finished with them so they become available for others to find and read. If you see a book listed on your account which you think you have already returned to us, please let us know. 'My library account' is also a way of finding out about requests you have placed and any outstanding fines you may have on your account. Please ask library staff or email librarian@newn.cam.ac.uk if you would like help with accessing your account or have any questions about the information you see there.

Requests (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 iDiscover request facility. A guide to requesting books online is available at: libguides.cam.ac.uk/idiscover. You are allowed to place a number of recalls to request items that are currently on loan. The current user will be asked to return the book within 3 days 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 a couple of days for you to come and collect it.

Please note that you cannot place requests on items that have the status 'Available' and that the request facility for College Library books is suspended over each Vacation. If you have any problems or queries about the request service, particularly over the Vacation, please email librarian@newn.cam.ac.uk.

Fines

Please use the iDiscover 'My library account' feature regularly to check the due dates of your books. You will receive notification by e-mail if a book is requested and becomes overdue. Fines for overdue requests are charged to your Newnham College bill at the rate of £1.00 per item per working day. 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 Managed Cluster Desktop Service. There is also a smaller IT room (the Media Room) on the ground floor of the Horner Markwick library. This houses a Managed Cluster Desktop Service PC and self-service comb binder.

Desks and workspaces

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. WiFi is available throughout the Library – you should set up an eduroam account to use this effectively (http://help UIS.cam.ac.uk).

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 copyright restrictions on copying, details of which are posted in the Print Room. Further instructions and
details of print, scan and copy charges are available in the Print Room, but do ask Library staff if you need help. 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.

Group Study Room
The Group Study Room has 8 desks, 4 of which have PCs connected to the University’s Desktop service. A multimedia projector 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. If you are working with others and need to talk, use the Group Study Room, but please remember that 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 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. Please don’t bring food into the Library. We allow drinks in securely-sealed, leak-proof, spill-proof containers. We don’t allow open mugs or cans or disposable cups with flimsy lids. If you accidentally spill a drink, please tell library staff (or Porters) and clean it up immediately, putting notices to warn others if necessary. As there are electrical sockets within and/or beneath most desks, please take care to keep your drink sealed and away from the sockets.

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 for a link to the Libraries Directory and lots of other useful information – www.libraries.cam.ac.uk.

Helpful websites
Here are our top tips for websites to help find your way around Cambridge libraries.

CamGuides – camguides.lib.cam.ac.uk
A set of resources for students beginning undergraduate or taught Master’s degrees at the University of Cambridge.

iDiscover – idiscover.lib.cam.ac.uk
Search Cambridge libraries’ print and online collections all in one place. Log in to manage your loans, requests, fines and saved search results.

iDiscover LibGuide – libguides.cam.ac.uk/idiscover
A basic guide to using iDiscover.

Ebooks LibGuide – libguides.cam.ac.uk/ebooks
A guide to finding and using ebooks.

E-resources LibGuide – libguides.cam.ac.uk/eresources
Find e-journals and browse e-resources with guidance on accessing and using them.

Referencing LibGuide – libguides.cam.ac.uk/referencemanagement
Advice on referencing in all subject areas with tips and tools you can use.

Newnham College Library – www.newn.cam.ac.uk/about/library
The College Library’s website with information about facilities, opening hours and borrowing. There are links to search the collection, and make book recommendations.

Cambridge Libraries Gateway – www.libraries.cam.ac.uk
A gateway to help you make the most of library resources across the University.

Spacefinder – spacefinder.lib.cam.ac.uk
Find a space to work that suits your study preferences.

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 your loans are registered, so that the collection remains an excellent resource, and so that all books can be easily located.

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 your 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 staff.
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 visitors should apply to Newnham College Library staff for permission to enter and/or use the library.

Taking out books
5. Current members of Newnham College are allowed to borrow up to 10 books from Newnham College Library. Members of Newnham College who borrow books must not pass them on to non-members of Newnham College.
6. Books must not be marked or defaced in any way.
7. Books taken out of the Library must be correctly recorded on the self-issue loan terminal or using a manual loans slip. Please ask Library staff if you need help with this.
8. 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.
9. 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
10. The borrowing period for undergraduates is 7 days and for postgraduates and staff 28 days. If nobody else has requested the book you have borrowed, the loan will keep renewing automatically for as long as you need it.
11. If a book has been requested for use by another reader, it must be returned within three days. If it is not returned within the three-day time period, there will be a fine of £1 per overdue request per working day. Fines will be added to Newnham College bills at the end of each Term.
12. All books must be returned to the Library at such times as the Librarian calls them in.

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

Reading in the Library
14. 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.
15. No food should be brought into the Library. Drinks may be brought into the Library if they are in securely-sealed, leak-proof, spill-proof containers. Please take care not to bring in anything, which, if spilt, might damage library books, equipment, carpets or furnishings.
16. No candles or other naked lights may be used in the Library, and no smoking or vaping is permitted in the Library.
17. Books belonging to other libraries should be returned where they belong (and not left in Newnham College Library).