



St John's College
University of Cambridge

St John's College Library 2017-2018




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<http://www.joh.cam.ac.uk/library>

 /stjohnslibcam

 @StJohns_Library

Access

The Library consists of the Working Library and the Old Library. The Working Library is situated in Chapel Court, facing the Chapel. Access to the Library is from Chapel Court. Access to the Rare Books Reading Room and Old Library is through the Working Library.

Opening Hours

The Working Library is open to all members of the College. Non-members of the College wishing to consult collections in the Working Library should apply to the Librarian in advance.

The Library is open twenty-four hours a day, seven days a week. Outside staffed hours, you will need your University card to gain access to and leave the Library.

Staffed hours

9am – 5pm Monday to Friday

Collections

The Working Library mainly stocks books required for undergraduate courses. It also stocks journals, Ordnance Survey maps, examination papers, and a skeleton and skulls (for medical students). There is a large collection of CDs and DVDs.

Recommendations

Books are purchased after recommendation by Directors of Studies, other Fellows and students. Recommendation slips are available at the Issue Desk. Alternatively you can fill in the online recommendation form on the Library web page <http://www.joh.cam.ac.uk/item-recommendations> or send an email to library@joh.cam.ac.uk

Searching for Items

You can use *iDiscover* (click on Library Catalogue on St John's Library's webpage) to search for items held in the Library. Printed guidelines on how to use the Library catalogue are available at the Issue Desk or can be found on the Library webpage. Subject guides are also available at the Issue Desk.

A Library plan of all six floors is available on the Ground Floor just inside the main entrance. In addition, each floor has its own library plan.

Borrowing

Your University card is your library card. Items can be borrowed by using the self-check machine; please follow the instructions displayed on the screen. Alternatively, you may bring items to the Issue Desk. You may borrow according to these rules (please note that new borrowing rules will apply in January 2018):

Loan allowances

Undergraduates, Postgraduates, Research Associates and Post-Doctoral Researchers can borrow up to eight items at a time. Other college members should enquire as to their borrowing rights at the Issue Desk.

Loan period

Undergraduates: one week; Postgraduates, Research Associates and Post-Doctoral Researchers: four weeks except AV items and maps (see below).

Audio-Visual items are issued for one week.

Maps are issued for two weeks.

Renewals

Undergraduates may renew up to three times except in the cases of AV items and maps, which can be renewed once. Postgraduates, Research Associates and Post-Doctoral Researchers may renew once. Items may be renewed online, using the self-check machine or at the Issue Desk, if no other reader has recalled the items.

Recall an item

If you want to borrow an item which is already out on loan you may recall it either online or at the Issue Desk; you will be notified by email when it is available for collection.

If a book you have borrowed has been recalled, you will receive an email notifying you of the new return date.

Returns

Use the self-check machine to return items, then place the items in the drop boxes situated nearby. Alternatively, bring the items to the Issue Desk during staffed hours.

Out of full term

Undergraduates, Postgraduates, Research Associates and Post-Doctoral Researchers can borrow up to eight items which must be returned by the first Friday of the following Full Term.

Fines

Fines are 30p per day per item. Fines on recalled items which are returned late are charged at £1 per day. Fines can be paid in cash or added to your College bill. Please check your email for overdue notices.

Please note

Items issued on your card remain your responsibility. Do not hand library books on to friends.

If you lose an item belonging to the Library, please let us know as soon as possible. You will be expected to pay for the replacement cost and the administration charge.

Facilities

IT Helpdesk

This is situated on the Ground Floor of the Library.

Computers

There is a Computer Room on the Third Floor, and workstations on each floor. A computer room is available in the Fisher Building. The computers are connected to the University PWF network, which provides access to the Internet and email, networked file storage space and a range of software. You need an ID and password to log on, both of which are issued by the College IT department.

Laptops

A wireless network is available throughout the Library. Laptops may be connected to the internet via points at most desks. All laptops must be registered for use in the College with the IT Department.

Multi-functional devices (printing, photocopying, scanning)

There is a multi-functional device on the Ground Floor and another on the Third Floor. Both devices provide colour and black-and-white copying, printing and scanning. You will need your University card to log on to both devices. Use of all these devices requires you to buy print credit online. Please observe the copyright guidelines displayed near the devices when you are copying Library materials.

Lockers

There are 88 lockers in the Library Basement for use by junior members. You can check out a locker key as one of your eight borrowed items for a term. Fines for overdue locker keys are 30p per day. Replacement for lost keys is £5. Please ask at the Issue Desk for keys.

Coffee machine

A coffee machine is located in the alcove on the Ground Floor.

Lift

The lift is primarily for use by Library staff. However, if you have difficulty managing the stairs, please ask for a lift key at the Issue Desk.

Audio-Visual Room

The Audio-Visual Room houses a collection of CDs and DVDs. A hi-fi system, TV/video unit, DVD player and widescreen television are available. Headphones are available for borrowing from the Issue Desk.

Seminar Room

The facilities in the Seminar Room include a data projector, sound system, overhead projector, smart board and white board. A laptop for use with the projector may be borrowed. The Seminar Room can be booked online at <http://www.joh.cam.ac.uk/rbookings/> (a Raven password is required).

Silent Study Room

This space is reserved for those who intend to work in an environment with no noise.

'Book in use' slips

A maximum of five books can be held inside the Library for up to 24 hours. Please sign and date the 'book in use' slips available on each floor of the Library. Books without 'book in use' slips will be re-shelved by Library staff.

'Desk in use' slips

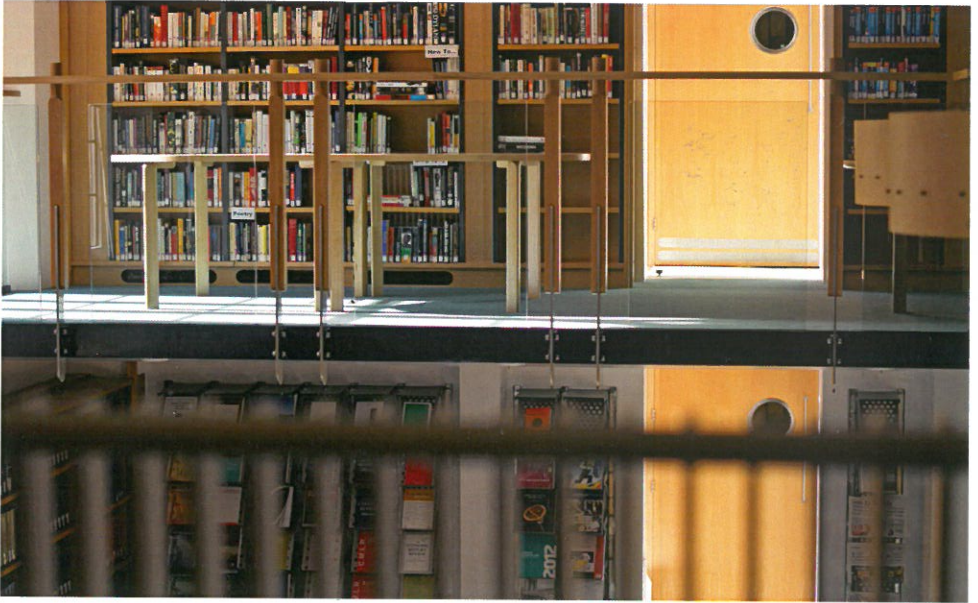
Desk space can be reserved for up to two hours. Please sign and date the 'desk in use' slips when vacating your desk space. Vacated desks will be cleared by Library staff after two hours.

Shelving trolleys

Unissued books should be put on one of the designated trolleys for Library staff to reshelve.

First aid

The Library staff includes trained first aiders; to avail yourself of first aid please ask at the Issue Desk. Outside staffed hours, please contact the Forecourt Porters' Lodge (ext. 38671).



The Working Library Mezzanine.
Photo taken by Paul Everest.

Look After Your Library

- Food and alcohol must not be brought into the Library. Non-alcoholic drinks are permitted, but containers should be disposed of carefully out of consideration for other readers and the cleaning staff.
- Smoking is not permitted inside the Library or under the covered entrance area.
- Switch your mobile phones to silent mode, and do not make or receive calls inside the Library.
- Switch off the lights if you are the last person to leave an area of the Library.
- Do not mark, underline or write in any book or journal, or in any way deface or damage Library property.
- Do not leave personal property in the Library. Unattended/abandoned items may be removed by staff and disposed of.

Fire Escape Routes

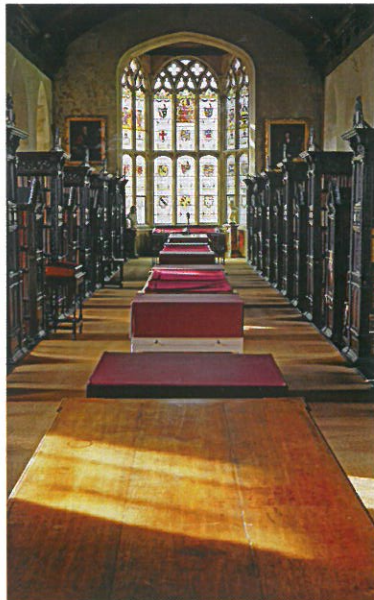
- The main door and both the main and turret stairs can be used as fire escape routes.
- When using the main stairs, your usual exit will be blocked by the fire shutter. Continue three metres to your left and leave via the fire escape door.
- Once outside assemble in the Chapel cloisters (opposite the Library entrance).
- The fire alarm system will be tested every Monday afternoon.

Alternative fire escape routes on Third Floor:

- If the main staircase is blocked and you are in either wing, use the escape route out onto the roof, through the Computer Room and down the turret stairs.

The Old Library

The Old Library consists of an Upper and a Lower Library. The Library houses the College's rare books and manuscripts. It contains all books dating from before 1800, and other special collections. Any member of the College and any visitor can consult our special collections in the Rare Books Reading Room during staffed hours, 9am-1pm and 2pm-5pm, Monday to Friday. More information on the Old Library can be found at <http://www.joh.cam.ac.uk/old-library>



The Upper Old Library.
Photo taken by Paul Everest.

Exhibition Area

The Exhibition Area is open to everyone Monday to Friday, 9am-5pm. Details of forthcoming exhibitions are available on the Library web page: <http://www.joh.cam.ac.uk/exhibitions>

Biographical Office

The Library's biographical staff assemble and publish information on the lives and careers of members of the College across five centuries. The collection is a rich source of material for genealogists and biographers, and is used to answer a wide variety of enquiries. Further information can be found at <http://www.joh.cam.ac.uk/biographical-records>

College Archives

The College Archives record the growth and administration of St John's, in its varied spheres of activity, since its foundation in 1511. These resources are available for use by members of the College, the wider academic community and any member of the public who has an interest in our holdings. Further information can be found at <http://www.joh.cam.ac.uk/archives>

Other Libraries

Details of opening times and services of the Faculty and Departmental Libraries can be found in the Cambridge Libraries Directory:

http://www.lib.cam.ac.uk/libraries_directory/libraries_directory_n.cgi

You can access other library catalogues and many online resources through Cambridge University Library's website: <http://www.lib.cam.ac.uk>

Library Staff

Librarian

Sub-Librarian and Special Collections Librarian

Academic Services Librarian

Biographical Librarian

Archivist

Librarian's Secretary

Special Collections Assistant

Library Assistant

Biographical Assistant

Library Projects Assistant

Graduate Trainee 2017-18

Cleaner

Mark Nicholls

Kathryn McKee

Janet Chow

Fiona Colbert

Tracy Deakin

Angela McKenzie

Adam Crothers

Catherine Ascough

Paul Everest

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Alice Read

Sandra Aleksiejute

Contact Us

Library General Enquiries:

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Special Collections:

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km10007@cam.ac.uk

Biographical Office:

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Academic Services:

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College Archives:

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Cover illustration:

The Working Library, Third Floor.

Background illustration:

Library and Master's Garden panorama.

Photos taken by Paul Everest.