



## Changes to the Library in Michaelmas Term 2020

The Library is once again open to all members of St John's. As the space and procedures look a little different from usual, please take a moment to familiarize yourself with the following information. Further updates will appear at <https://www.joh.cam.ac.uk/library-faqs>.

### Opening times and access

- 24-hour access is currently suspended and staffed hours have been extended.
- To study in the library you will need to **pre-book a slot** online via Moodle (<https://www.vle.cam.ac.uk/course/view.php?id=198081>).
- **Morning** (9.30-12.30), **afternoon** (1.30-5.00) and **evening** (6.30-9.30) slots are available seven days per week during Full Term.
- On arrival, **sign in** at the issue desk to receive your desk number, and use only the desk assigned to you. Desks will be cleaned between each study slot.
- Those without a pre-booked slot may enter the Library during staffed hours to access the Ground Floor **printers and self-issue machine** only – not to browse.

### Facilities

- Specific **toilets and handwashing stations** are designated for use by readers.
- **Sanitizer** and wipes are provided in communal areas and next to shared equipment.
- The coffee machine is not in use, but you may still bring your own **drinks** with you.
- The **self-issue machine, printers**, and some **computers** are available to use.
- **Shelving trolleys** should be used for any items you have touched, so that they can be quarantined. Please do not put items back on the shelves.

### Borrowing, returning and 'click & collect'

- During pre-booked study slots you may browse the shelves and use the self-issue machine to **borrow and return** items.
- Returned items must be placed on the trolley, where they will be quarantined.
- Those without a pre-booked slot may only **return** books during staffed hours, using the self-issue machine on the Ground Floor.
- To **borrow** without booking a study slot you can use our '**click & collect**' service. First search iDiscover to check the items you want are available, then email the titles and classmarks of the items to [library@joh.cam.ac.uk](mailto:library@joh.cam.ac.uk). Items will be fetched and left on a table on the Ground Floor for you to collect during staffed hours. You will be notified by email when the items are ready for collection.