



ST JOHN'S COLLEGE  
UNIVERSITY OF CAMBRIDGE

# St John's College Library Guide to Services



[www.joh.cam.ac.uk/library](http://www.joh.cam.ac.uk/library)

## At a glance

### Working Library

- 24/7 access for College members
- 120,000 books, journals, maps and AV items on open access
- 150 reader spaces
- Computing, printing, scanning and Wi-Fi facilities
- Staffed Mon-Fri, 9am-5pm



### Biographical Office

- Information on the lives of Johnians across five centuries
- Extensive source material for biographers and genealogists
- Located in the Working Library (Mezzanine Floor)
- Staffed Mon-Fri, 9am-5pm



### Old Library

- 17th-century Upper Library, Lower Library and Rare Books Reading Room
- 40,000+ rare books, manuscripts and other special collections
- Open to College members and external researchers preferably by appointment
- Exhibition Area open to the public Mon-Fri, 9am-5pm
- Accessed via the Working Library (Ground Floor)
- Staffed Mon-Fri, 9am-1pm and 2pm-5pm



### Archive Centre

- Records of the growth and administration of St John's from 1511 to the present
- Wealth of material relating to medieval Cambridge
- Housed in the 12th-century School of Pythagoras (Merton Court)
- Open to College members, external researchers and the public by appointment



## Searching and borrowing

iDiscover ([iDiscover.lib.cam.ac.uk](http://iDiscover.lib.cam.ac.uk)) is the online catalogue for resources in St John's Library and other libraries across Cambridge. Here you can:

- Search for printed and electronic resources (books, ebooks, journals, maps and AV items).
- Log in to your account to view your loans, request and renew items, and pay fines.

Printed guides to using iDiscover are available at the Issue Desk and online.

### How do I find an item in the Library?

Use iDiscover to search for items in the Library as well as ebooks and online journals. Make a note of the shelfmark of the item and use the plan on the Ground Floor to match the shelfmark to the shelf location.

### An item is listed as 'Item in place' on iDiscover but it is not on the shelf. What should I do?

- Carefully check the catalogue shelfmark and location code. Oversized items (OS) and journals are shelved separately from the main collections, and some items are shelved in the Basement.
- Check the shelving trolleys on each floor.
- Ask a member of staff at the Issue Desk.

Remember that items may be being used within the Library without having been checked out.

### How do I borrow and return items?

Your University Card is your library card. Items can be borrowed and returned at the Issue Desk during staffed hours or by using the self-issue machine and book drop box on the Ground Floor. Unissued books should be placed on one of the designated shelving trolleys on each floor for library staff to reshelve.

### How many items can I borrow?

Up-to-date information on borrowing allowances and loan periods for undergraduates, postgraduates and other library users can be found online at [www.joh.cam.ac.uk/borrowing](http://www.joh.cam.ac.uk/borrowing).

### How do I recall an item?

Items checked out by other users can be recalled online when you are logged in to iDiscover. When a reader returns the item you have recalled, you will be notified by email. The item will then be held at the Issue Desk for two days and can be collected during staffed hours.

### Can I borrow items during the vacation?

All readers with borrowing privileges may borrow up to their quota during the Christmas, Easter and Long Vacations. Vacation borrowing starts on the last Wednesday of Full Term. Items borrowed over vacations are to be returned by the first Wednesday of the following Full Term.



### How do I pay a fine?

Fines can be paid in cash at the Issue Desk or online via iDiscover, or can be added to your College bill.



### Can I recommend items for the Library to purchase?

If resources permit, books and other items are purchased after recommendation by Directors of Studies, other Fellows and students. Recommendations can be made via an online form at [www.joh.cam.ac.uk/item-recommendations](http://www.joh.cam.ac.uk/item-recommendations) or by completing a recommendation slip at the Issue Desk.

### How do I access the College's Special Collections?

- **Rare books** are fully searchable on **iDiscover** and **Library Hub Discover**. Contact the Special Collections Librarian to arrange an appointment to view these items in the Rare Books Reading Room.
- **Personal papers** are searchable online at [www.sjcarchives.org.uk/personal/](http://www.sjcarchives.org.uk/personal/). Contact the Special Collections Librarian to arrange an appointment to view these items in the Rare Books Reading Room.
- **Archival material** is searchable online at [www.sjcarchives.org.uk/institutional/](http://www.sjcarchives.org.uk/institutional/). Contact the Archivist to arrange an appointment to view these items in the College Archive Centre.
- **Biographical material** is not currently searchable online. Contact the Biographical Librarian, who will be happy to help with your enquiry.

### Can I bring food and drink into the Library?

Food and alcoholic drinks are not allowed anywhere in the Library. Non-alcoholic drinks are allowed. Hot drinks can be purchased from the coffee machine located in the alcove on the Ground Floor.

### Can I bring friends from other colleges into the Library?

The facilities and resources in the Working Library are exclusively for the use of members of St John's College; non-members are not permitted to study or use the resources here.

Johnians may, however, bring visitors to view the Old Library during staffed hours. The Library Exhibition Area is also open to the public during staffed hours.

### Can I leave items on a desk when I leave the Library?

To ensure fair access to desk space, any desk left unoccupied is liable to be cleared. If you leave your desk to take a break, please make use of:

- **'Desk in use' slips:** A desk space can be reserved for up to two hours. Please sign and date the yellow 'Desk in use' slip when temporarily vacating your desk.
- **'Book in use' slips:** Sign and date a 'Book in use' slip to reserve a maximum of five books within the library for up to 24 hours. Any books without completed slips will be reshelved.
- **Lockers:** Lockers are available in the Basement for use by junior members. Keys are borrowable from the Issue Desk.

### How do I access Wi-Fi?

Access to Wi-Fi in the Library is through Eduroam. Laptops must be registered for use with the College IT department.

### How do I print/scan/photocopy?

There are two multi-functional devices on the Ground Floor and another on the Third Floor. You need your University Card to log on to both devices. Print credit can be purchased online at [www.ds.cam.ac.uk/mydsprint](http://www.ds.cam.ac.uk/mydsprint). You can set up your own devices to send print jobs directly to the Library printers; see the 'Printing Guide' (available from the Issue Desk and online) for details.

### I have an IT issue – who can help me?

The IT Helpdesk is situated on the Ground Floor of the Library and is staffed Monday to Friday, 11.30am-3.30pm during term time. Library staff at the Issue Desk can help with minor IT issues.

### Where can I work?

- **Quiet study:** Desk space is available on all upper floors for quiet study.
- **Silent study:** The Silent Study Room on the Mezzanine Floor is reserved for those who intend to work in an environment with no noise.
- **Group study:** The Seminar Room on the Mezzanine Floor can be used for group study sessions and is bookable online at <https://www.joh.cam.ac.uk/rbookings>. A smart board, whiteboard and sound system are available; a laptop for use with the smart board can be requested at the time of booking.
- **Computer room:** A computer room can be found on the Third Floor. Additional computers are provided on each floor.

- **Informal study:** The AV Room on the First Floor offers informal seating and beanbags, as well as a space to listen to CDs (music and language material) and view DVDs. Headphones and a portable CD/DVD drive can be borrowed from the Issue Desk.

Phone calls (including Skype) are not permitted anywhere in the Library. Please switch your phone to silent mode before entering the building. Library users are expected to show consideration for other readers at all times.

### What disability support is available in the Library?

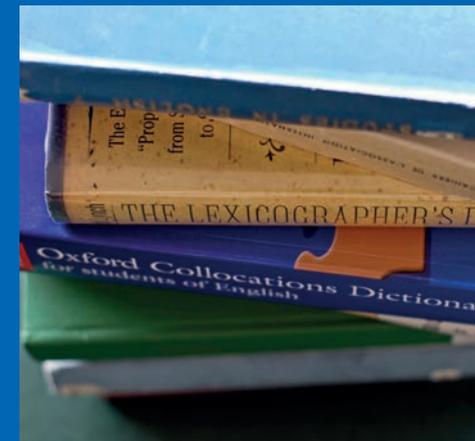
The Library offers a range of support for disabled students, including:

- Assistive software on computers.
- Lift access to all levels – a lift key can be obtained from the Issue Desk.
- Step-free access throughout the Working Library.
- Accessible toilet on the Ground Floor.
- Adjustable-height desks.
- Book rests – available to borrow from the Issue Desk.
- Hand magnifiers.
- Headphones.

### Can I get help with study skills?

Your Tutor and DoS will advise on a wide range of study skills issues. Library staff can help with queries on topics such as referencing, copyright, plagiarism, ebooks, using other libraries, and more. To book a free training session, ask at the Issue Desk or email the Library.

Other libraries in Cambridge also offer subject-specific and research skills training throughout the year. Find out more at [www.libraries.cam.ac.uk/training](http://www.libraries.cam.ac.uk/training).



## Contact us

The Library, St John's College,  
Cambridge, CB2 1TP

### Working Library

01223 338669  
[library@joh.cam.ac.uk](mailto:library@joh.cam.ac.uk)

### Special Collections and Old Library

01223 339393  
[km10007@cam.ac.uk](mailto:km10007@cam.ac.uk)

### Biographical Office

01223 338772  
[f.colbert@joh.cam.ac.uk](mailto:f.colbert@joh.cam.ac.uk)

### Archive Centre

01223 338631  
[archivist@joh.cam.ac.uk](mailto:archivist@joh.cam.ac.uk)

## Connect with us

[www.joh.cam.ac.uk/library](http://www.joh.cam.ac.uk/library)

 [/stjohnslibcam](https://twitter.com/stjohnslibcam)

 [@StJohns\\_Library](https://www.facebook.com/StJohns_Library)

## Opening times

### Working Library

24/7 for College members (access using  
University Card)  
Staffed Mon-Fri, 9am-5pm

### Old Library

Mon-Fri, 9am-1pm and 2pm-5pm

### Biographical Office

Mon-Fri, 9am-5pm

### Archive Centre

Weds and Thurs by appointment

## Further support

The following guides are available from the Issue Desk and online:

- Printing guide
- Subject guides
- iDiscover guide
- Library map

Photos: Paul Everest