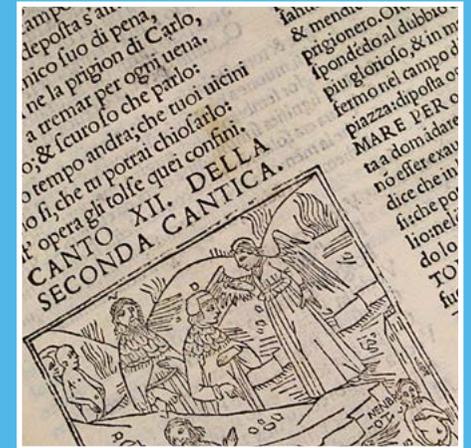
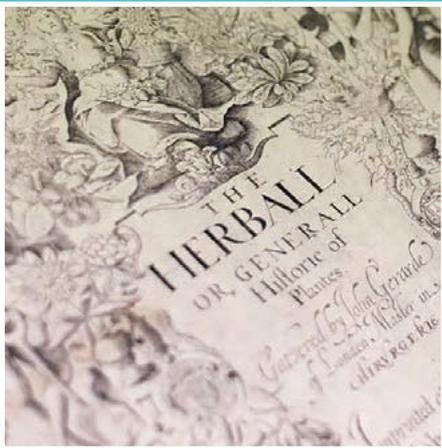
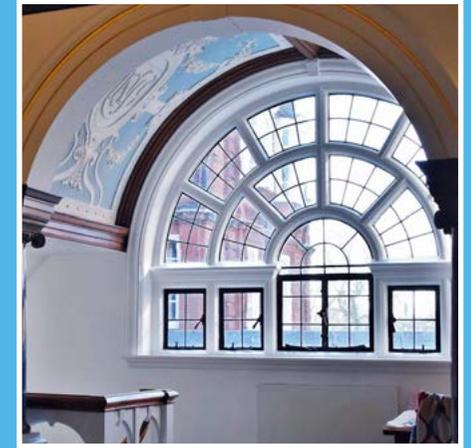
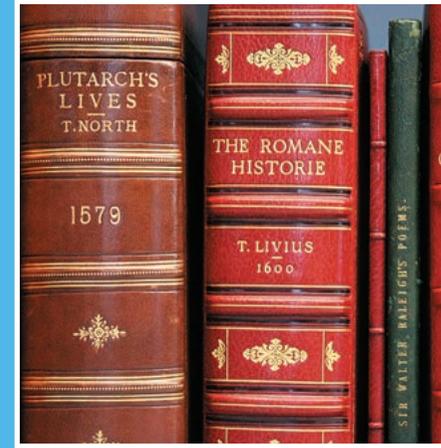
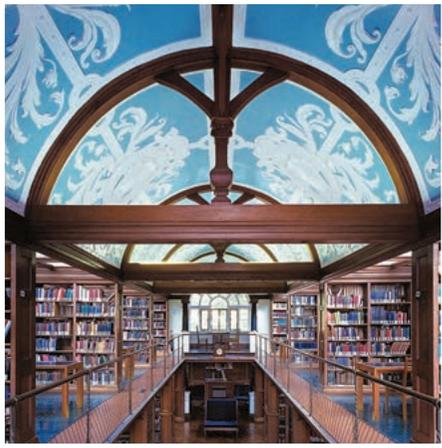


Newnham College Library

# Newnham College Library Guide

2021-2022



## 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, 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, 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. All new library users must arrange with library staff to have an online induction and 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:

6.30am to 1.45am daily (including weekends)

The library may need to close earlier (11.45pm) in the Christmas & Long Vacations. Any changes to closing times will be advised as soon as they become known. The library is completely closed for several days over the Christmas & New Year period.

**The library is staffed 9am - 1pm and 2pm - 5pm Monday to Friday.**

### 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 Library staff ([library@newn.cam.ac.uk](mailto:library@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 ways in which we can best serve any library user who has special requirements. Please let us know how we might help.

### Non-members of Newnham College

Readers are reminded not to admit non-members of Newnham to the Library. Members of the wider academic community wishing to consult materials held in the Library must apply for a reader's appointment by contacting Library staff in advance. Please be aware that space is limited and Library staff may be unable to grant access in every case.

## The Library staff

<b>Librarian</b>	<i>Deborah Hodder, MA, MA, MCLIP</i>
<b>Assistant Librarian</b>	<i>Eve Lacey, MA, MA, MCLIP</i>
<b>Library Graduate Trainee 2021-2022</b>	<i>Katherine Knight, BA</i>

## Contacting the Library

### Postal address:

The Librarian, Newnham College Library,  
Newnham College, Sidgwick Avenue, Cambridge, CB3 9DF

### Telephone:

01223 335740 (for general Newnham College Library enquiries)  
01223 335739 (for College Librarian)

### Email:

library@newn.cam.ac.uk (for general Newnham College Library enquiries)  
librarian@newn.cam.ac.uk (for College Librarian)

### Web page:

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

## Library collections

### New 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 study in all subjects, especially at undergraduate level.

Library users are encouraged to suggest new books for purchase. This may be done by contacting your Director of Studies or library staff, or using the online recommendation form on our web page (under 'Finding Resources For Study').

Sometimes, it is necessary to buy more than one copy of a book to meet demand, so if we don't have enough copies of the books you need, please tell us.

### Closed stack

Approximately 25,000 books are kept in the closed stack collection. These display on iDiscover with the location 'Newnham College Library Closed Stack: Ask Staff'. They are less current than the open shelf material, but may usually be borrowed. Requests for closed stack material should be made by email to [library@newn.cam.ac.uk](mailto:library@newn.cam.ac.uk).

### Rare books collection

Approximately 6,000 books are held in the Newnham College rare books collection. These may not be borrowed. Please contact the Librarian if you wish to consult material from the rare books collection or would like to find out more.

## 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](http://idiscover.lib.cam.ac.uk)), or use one of the PCs in the IT suite.

For guidance on using iDiscover, go to [libguides.cam.ac.uk/idiscover](http://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](http://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](http://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 [library@newn.cam.ac.uk](mailto:library@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.

Anglo-Saxon, Norse & Celtic	
Anglo-Saxon History	Yates Thompson library first floor (450s)
Anglo-Saxon, Celtic Lit.	Yates Thompson library ground floor (600)
Norse	Horner Markwick library ground floor (700)
Anglo-Saxon Archaeology	Horner Markwick library first floor (890s)
Archaeology & Anthropology	Horner Markwick library first floor (890s)
Architecture	Horner Markwick library basement (950s)

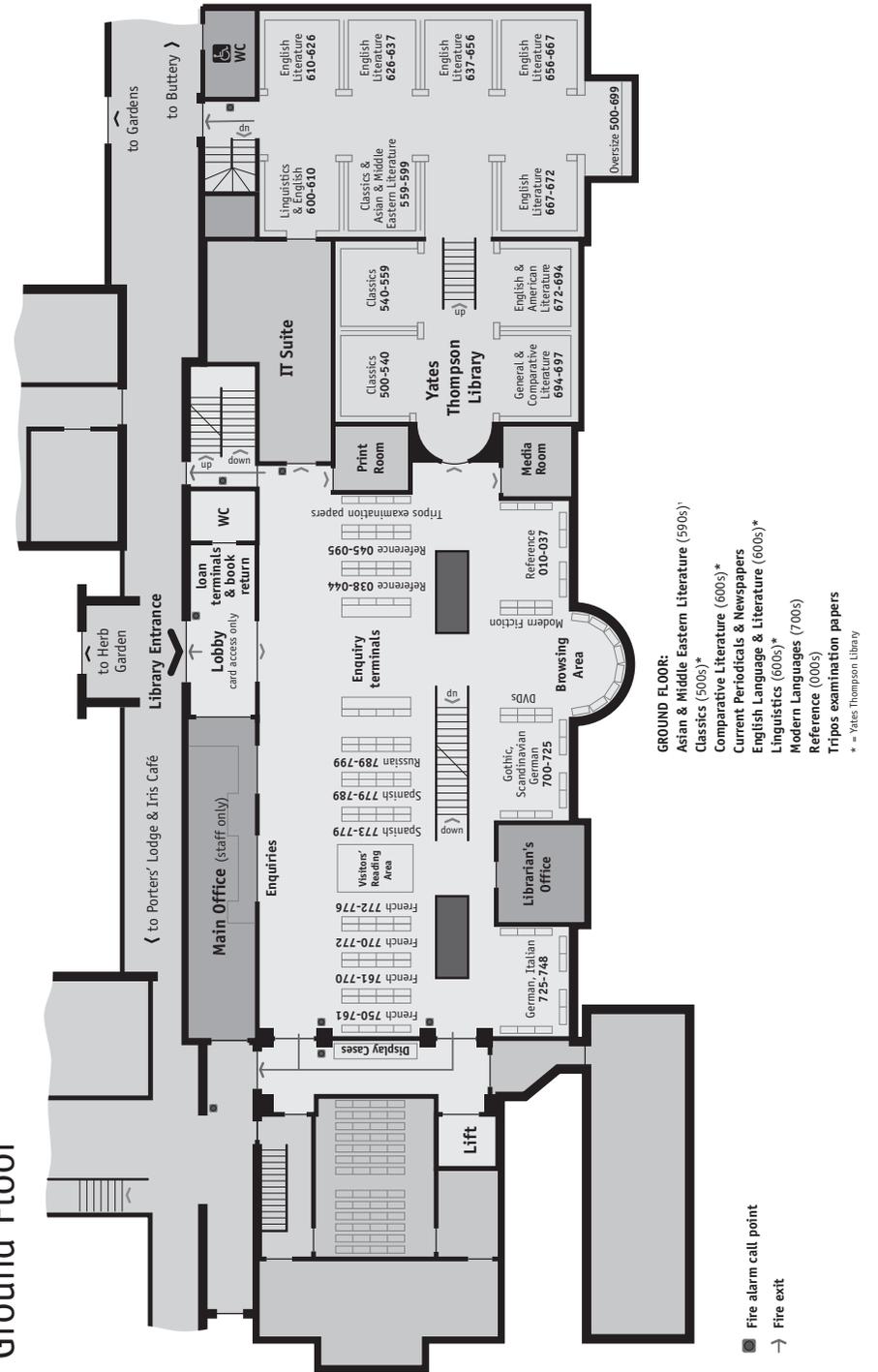
<b>Asian &amp; Middle Eastern Literature</b>	Yates Thompson library ground floor (590s)
<b>Chemical Engineering</b>	Horner Markwick library first floor (819s)
<b>Classics</b>	Yates Thompson library ground floor (500s)
<b>Computer Science</b>	Horner Markwick library first floor (802s)
<b>Economics</b>	Yates Thompson library first floor (300s)
<b>Education</b>	Yates Thompson library first floor (370s)
<b>Engineering</b>	Horner Markwick library first floor (819s)
<b>English</b>	Yates Thompson library ground floor (600s)
<b>Geography</b>	Horner Markwick library first floor (850s); Yates Thompson library first floor (300s)
<b>History</b>	Yates Thompson library first floor (400s)
<b>History &amp; Philosophy of Science</b>	Horner Markwick library first floor (821-823)
<b>History of Art</b>	Horner Markwick library basement (900s)
<b>Law</b>	Horner Markwick library basement (490s)
<b>Land Economy</b>	
Economics	Yates Thompson library first floor (300s)
Geography	Horner Markwick library first floor (850s)
Land law	Horner Markwick library basement (497.3)
<b>Linguistics</b>	Yates Thompson library ground floor (600)
<b>Mathematics</b>	Horner Markwick library first floor (800-808)
<b>Medicine &amp; Veterinary Medicine</b>	Horner Markwick library first floor (880s)
<b>Modern Languages</b>	Horner Markwick library ground floor (700s)
<b>Music</b>	Horner Markwick library basement (980s)
<b>Natural Sciences</b>	
Biological	Horner Markwick library first floor (860s-880s)
Physical	Horner Markwick library first floor (810s-840s)
<b>Philosophy</b>	Yates Thompson library first floor (100s)
<b>Politics</b>	Yates Thompson library first floor (480s)
<b>Psychology</b>	Yates Thompson library first floor (130s)
<b>Sociology</b>	Yates Thompson library first floor (300s)
<b>Theology &amp; Religion</b>	Yates Thompson library first floor (200s)

### Periodicals (also called Journals)

The library subscribes to a number of printed periodicals and magazines. Back issues are shelved in the basement area, and Library staff can help you access current issues on request.

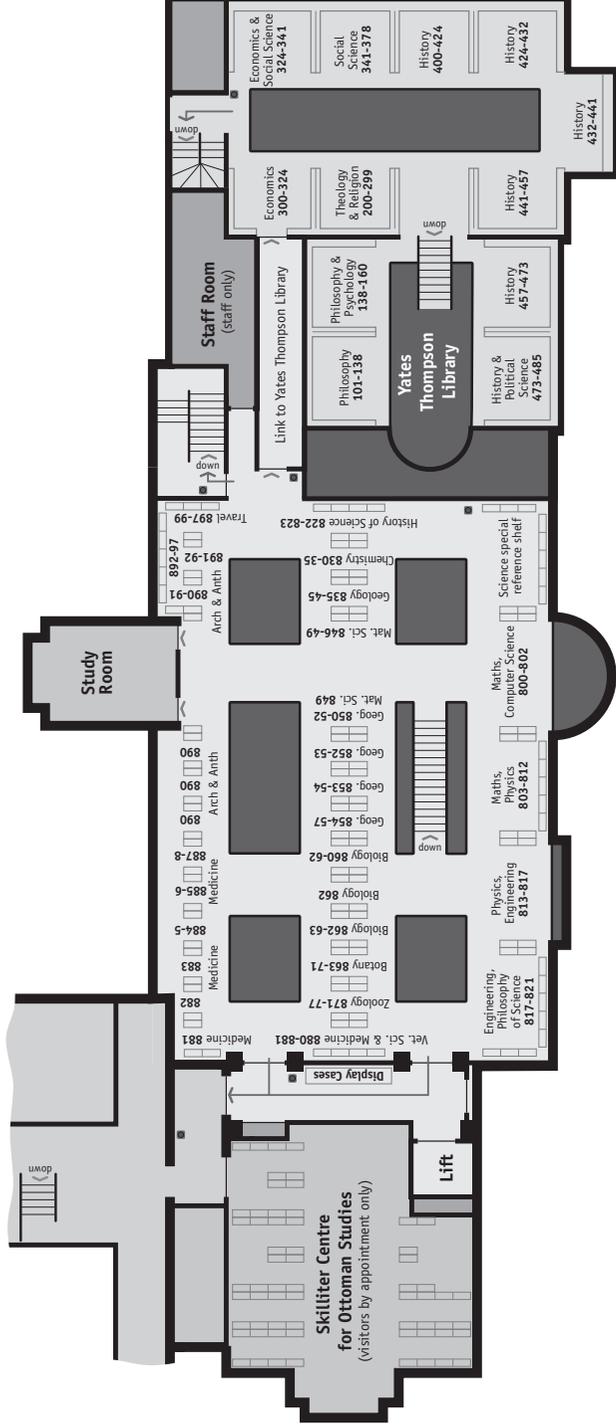
In addition, many periodicals are available online as eJournals – for access to these, see the University LibGuide ([www.libraries.cam.ac.uk/eresources](http://www.libraries.cam.ac.uk/eresources)).

## Newnham College Library Ground Floor



# Newnham College Library

## First Floor



**FIRST FLOOR:**

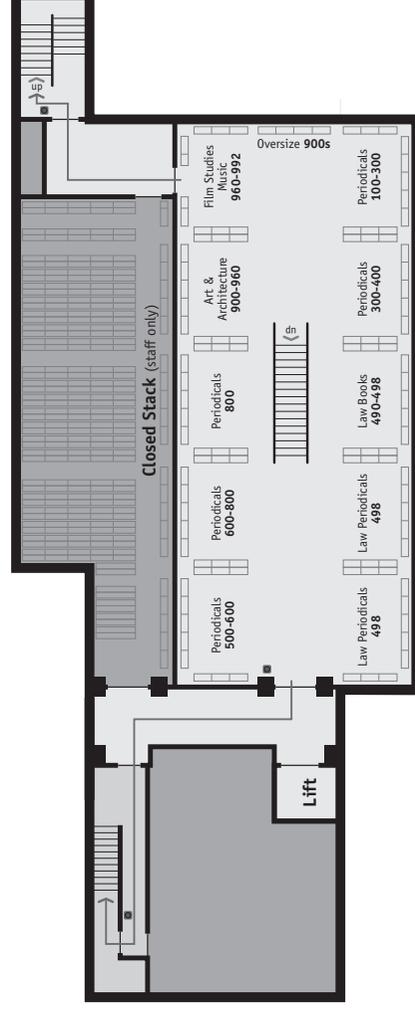
- Archaeology & Anthropology (890s)
- Economics & Social Science (300s)\*
- Geography (850s)
- History (400s)\*
- Philosophy & Psychology (100s)\*
- Political Science (480s)\*
- Science (800s)
- Science special reference shelf
- Theology & Religion (200s)\*

\* = Yates Thompson Library

- Fire alarm call point
- Fire exit

# Newnham College Library

## Basement



- Fire alarm call point
- Fire exit

- BASEMENT:**
- Art, Architecture,
  - Film Studies & Music (900s)
  - Bound periodicals (all subjects)
  - Law (490s)

## Borrowing

The borrowing period is 7 days for undergraduates and 28 days for postgraduates and staff. 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. Please email [librarian@newn.cam.ac.uk](mailto: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 terminal 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 terminal. 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

The 'My library account' facility on iDiscover will list books you have on loan from Newnham and other libraries in the University. (You will also get an emailed summary of your items on loan at the beginning of every month). 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 [library@newn.cam.ac.uk](mailto:library@newn.cam.ac.uk) if you would like help with accessing your account or have any questions about the information you see there.

### Requests and recommendations

Please email [library@newn.cam.ac.uk](mailto:library@newn.cam.ac.uk) if the book you want is unavailable. Library staff may be able to buy the book if it is not already in stock, buy an additional copy if it is always on loan, or help you access it online or in another library.

### Requests to return books

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 needs to be returned early. Please respond to these notices promptly or contact library staff if you have any problems in returning the items.

## IT facilities

Access to a full range of electronic services is available via 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.

## Desks and workspaces

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 ([help.uis.cam.ac.uk](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 Library. Please ask library staff if you would like to use it, or if you would like to purchase binding materials.

## Other services 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 and go 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 engineers who will come and rescue you.

## Lavatory

There is a lavatory in the library lobby. Users should remember to take their University cards with them so that they can get back in through the inner lobby door. An accessible lavatory is available nearby towards the Buttery.

## Rules on food and drink

Please don't bring any food into the Library, not even chewing gum! Securely-lidded drinks may be brought in (please make sure you keep your drink container sealed when not actually drinking from it).

## 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](http://www.libraries.cam.ac.uk).

## Helpful websites

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

**Library Essentials** – [libguides.cam.ac.uk/libraryessentials](http://libguides.cam.ac.uk/libraryessentials)

**CamGuides** – [camguides.lib.cam.ac.uk](http://camguides.lib.cam.ac.uk)

A set of resources for students beginning undergraduate or taught Master's degrees at the University of Cambridge.

**Cambridge LibGuides** – [libguides.cam.ac.uk](http://libguides.cam.ac.uk)

Lots of useful information and pathways to resources

**iDiscover** – [idiscover.lib.cam.ac.uk](http://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](http://libguides.cam.ac.uk/idiscover)

A basic guide to using iDiscover.

**Ebooks LibGuide** – [libguides.cam.ac.uk/cambridgeebooks](http://libguides.cam.ac.uk/cambridgeebooks)

A guide to finding and using ebooks.

**E-resources LibGuide** – [libguides.cam.ac.uk/eresources](http://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](http://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](http://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](http://www.libraries.cam.ac.uk)

A gateway to help you make the most of library resources across the University.

## 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](mailto:librarian@newn.cam.ac.uk)).

# Library rules and borrowing regulations

## **Additional COVID-safe Library rules may apply for 2021-2022.**

Please email [library@newn.cam.ac.uk](mailto:library@newn.cam.ac.uk) for more details.

### **Who may use the Library**

1. The Library may be used by current members of Newnham College. (Alumnae of the College are asked to contact Library staff in advance to check arrangements for access).
2. Authorised users will have their University cards validated for Library use after completing a library induction; 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. Members of the wider academic community who are not members of the College, and who wish to consult materials held in the Library, must apply for a reader's appointment by contacting Library staff in advance. Space is limited and Library staff may be unable to grant access in every case.

### **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 email Library staff if you are unable to record your loan using either of these methods.
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.

### **Returning books**

9. 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.
10. All books should be returned to the Library at such times as the Librarian calls them in. If a book is lost or not returned after multiple requests, a replacement charge may be applied. Please email [library@newn.cam.ac.uk](mailto:library@newn.cam.ac.uk) as soon as possible if you are unable to find or return a book.
11. All books should be returned to the Library at such times as the Librarian calls them in. Please email [library@newn.cam.ac.uk](mailto:library@newn.cam.ac.uk) if you cannot do this.

### **Lost cards**

12. Lost cards should be reported to Library staff.

### **Reading in the Library**

13. Library users must remove all personal property on leaving the Library.
14. 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.
15. No candles or other naked lights may be used in the Library, and no smoking or vaping is permitted in the Library.
16. Books belonging to other libraries should be returned where they belong (and not left in Newnham College Library).