

Jerwood Library Guide 2019-2020



Jerwood Library
Trinity Hall
Trinity Lane
Cambridge
CB2 1TJ

www.trinhall.cam.ac.uk/about/library

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Welcome

WELCOME TO THE JERWOOD LIBRARY

The Jerwood Library is open to all current students, Fellows, and staff of Trinity Hall, as well as Visiting Fellows and Scholars.

The Library is open 24 hours a day all year and access is controlled by your blue University card.

The Library is usually staffed from 9am-1pm and 2pm-8pm on weekdays, and 2pm-8pm at weekends during term time.

Our main focus is on providing the key texts for the Part I undergraduate courses. However, we also purchase some books for Part II and for graduate taught courses. We are 'customer led' in our provision of books. If you need a book for your course, do let us know!

Our website at: www.trinhall.cam.ac.uk/about/library/jerwood/ and the Library's pages on the College intranet at: <https://intranet.trinhall.cam.ac.uk/information/library/> are full of useful information about the library. You can also find us on Facebook and Twitter with all the latest news.

We are always happy to help. Just ask!

With best wishes from Jenni, Sophie and the Library Staff.



Loans

Registration

All new students are registered to use the Jerwood Library in advance through the University Card Office.

The Library is **ONLY** for the use of students from Trinity Hall. Please do not bring friends from other colleges into the library.

How to borrow

All books and DVDs must be checked out using the self-issue unit (SIU) in the Library's entrance hall.

1. Select borrow and place your blue University Card under the red scan line (barcode facing up).
2. Place the book(s) in the square on the scan bed to register your loan(s). The title of the item and the due date will appear on the screen when the item is successfully borrowed.

If the SIU does not accept your transaction, please *either* contact the Library staff *or* if no member of staff is available please sign out your books using the borrowing forms and

we will add your loans to your account on the next working day.

The Library holdings are protected by a security system. If a book has not been borrowed correctly, the alarm will sound. The alarm can cause disturbance to other students so please make every effort to borrow books correctly.

Borrowing

Undergraduates, current graduate students, Fellows and staff of the College may borrow up to **10 books and 4 DVDs at one time.**

Alumni and members of other colleges are NOT eligible to borrow.



Loan period

Undergraduates have a 7-day loan period and graduates, staff and Fellows have a 28-day loan period.

Managing your loans

Returns

You can use the self-issue unit to return your items immediately. All returned books should be placed in the drop box in the entrance hall. Large books should be placed in the box beneath the self-issue unit to prevent them from getting damaged. You do **not** need to scan your books at the self-issue unit before returning them. All books will be scanned back into the library system by library staff.

Auto renewals

Your loans will be automatically renewed on the library system 3 days before they are due, so you do not need to renew the items yourself. You will receive an email courtesy notice if items cannot be automatically renewed due to a recall request, in which case the books must be returned. The automatic renewal process will continue until you leave the University, at which point, you must return all of your library books.

You will receive a monthly statement showing all of your library loans and overdue items. If you have 2 or more overdue recalled items your card will be blocked from borrowing.

Requesting a book

You can *either* ask the Library staff to request a book for you *or* you can use 'My Library Account' and 'Request' the book on iDiscover. The person who has the book on loan is notified by email of the new return date and has three days' notice before it becomes overdue. The requester is notified by email when the returned book is available.

Vacation periods

During the vacation, items you have on loan should not be able to be requested and will continue to auto renew. Changing from term-time borrowing to vacation and vice versa happens on **Tuesdays** at 9.00 am. The dates for this are as follows:

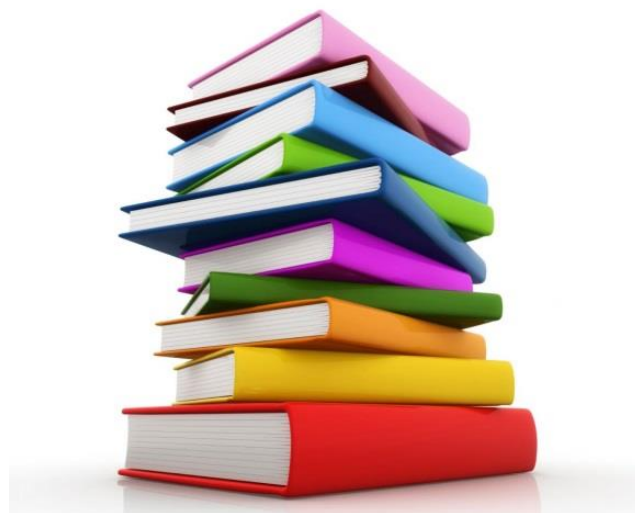
2019-2020

- Michaelmas Term borrowing starts: October 8th 2019
- Christmas Vacation borrowing starts: December 3rd 2019
- Lent Term borrowing starts: January 14th 2020
- Easter Vacation borrowing starts: March 10th 2020
- Easter Term borrowing starts: April 21st 2020
- Summer Vacation borrowing starts: June 9th 2020

Charges

Overdue loans

To make sure that books are returned on time so that other readers have fair access to them, charges are levied on all overdue recalled items.



Overdue charges

The charge for overdue recalled items is £1.00 per item (book or DVD) per day.

Once the charge reaches the level of £5.00, the amount is added to your College bill at the end of term.

Lost items

Borrowers will be charged the full replacement cost of any books or DVDs they have lost.

Recommending a book

To recommend a book you can *either* complete the online book recommendation form at:

<https://inthnet.trinhall.cam.ac.uk/useful-info/library/book-recommendation-form/>

or fill out one of the forms next to the self-issue unit in the Library entrance hall. Once your request has been approved, we will order the book for you. We will notify you by email as soon as the book is available.

Searching the catalogue

Online terminal

There is a computer for searching the online catalogue, iDiscover, in the Library's entrance hall. You can also consult the catalogue from your mobile phone, laptop or computer.

iDiscover



You can find print and electronic resources using Discover. It provides simple searching for reading list items whilst also offering advanced capabilities for researchers.

To just search for books and DVDs in the Jerwood Library, select '**Trinity Hall**' from the drop-down menu of locations to the right of the search box.

To access iDiscover go to: www.idiscover.cam.ac.uk

Help on using iDiscover is available at: <http://libguides.cam.ac.uk/idiscover>

Electronic access



You will need to use your Raven password to consult ebooks and other e-resources. More information can be found at: <http://www.lib.cam.ac.uk/eresources/access.html>

Ebooks



Many of the titles most in demand from undergraduates are now available as ebooks. Ebooks can be accessed via iDiscover or via the ebooks site. For more information about ebooks visit the ebook website:

<http://www.lib.cam.ac.uk/ebooks/>

eresources

You have access to a wide range of articles, books and datasets online. You browse the databases and collections that are available to you: <https://www.libraries.cam.ac.uk/eresources>.

Finding a book

Classmarks

Most of the Jerwood Library's books are classified using the Dewey classification scheme. These numbers are on the spines of the books and tell you where to find them in the library.

The first element is a decimal number, followed by the first three letters of the author or editor's name, for example: 551.457 BIR.

The Law Library is classified using Moys. The Law Library class-marks all begin with K followed by a whole number and the first three letters of the author's name, for example: K500 MAR.

Large volumes are shelved on the Lower Ground Floor and books are classified with the letters LV in brackets at the end of the classmark with a red tag: (LV)

If you have any difficulty finding a book, please ask the Library staff for help.

Locations

Second Floor

Books on law, reference books and DVDs are housed on this floor. You can also find past exam papers, the General Fiction collection and our student Well-being collection.

First Floor

This floor houses books on computer science, economics, philosophy, politics, the social sciences and theology.

Mezzanine

Here you can find books on the natural sciences. Other subjects include engineering, languages and linguistics, management, mathematics, medicine and veterinary medicine.

Lower Ground Floor

This floor has books on fine art, archaeology, architecture, cinema, classics, music, literature, geography and history.

Reading Room

This room houses the reserve stock and special collections.

Locations for finding books

TOP FLOOR	
	Computer Room
SECOND FLOOR	
K – KZ	Law and Criminology
REF	Reference
FIC	General Fiction
M.IV – M.IX	DVD Collection
W	Well-being Collection
	Exam Papers
FIRST FLOOR	
000-006	Computer Science
100-199	Philosophy
150-159	Psychology
200-299	Theology
300-307	Sociology & Anthropology
320-329	Politics
330-339	Economics
370-379	Education & Study Skills
MEZZANINE	
400-499	Language & Linguistics
500-509	General Science
510-519	Mathematics
520-529	Astronomy
530-539	Physics
540-549	Chemistry
550-569	Earth Sciences
570-599	Biological Sciences
610-619	Medicine
620-629	Engineering
650-659	Business Management
660-670	Chemical Engineering
LOWER GROUND FLOOR	
700-750	Architecture & History of Art
780-789	Music
790-799	Performing Arts & Film
800-819	Literature
820-829	English Literature
830-839	German Literature
840-849	French Literature
850-859	Italian Literature
860-868	Spanish Literature
869	Portuguese Literature
870-889	Classics
891.1-5	Asian & Middle Eastern Literature
900-999	History & Geography
READING ROOM	
Reserve	Reserve, Larman, Strangman & Trinity Hall Collections

Help at Hand

Ask a Librarian

Do you need help to find a book, use the online catalogue or find your way in the Jerwood Library? You can always ask one of the Library Staff. We work from 9am-1pm and 2pm-5pm on weekdays and we are very happy to help!



Library Support Staff

We have some great Trinity Hall graduate students who work for the Jerwood in the evenings and at weekends during Full Term. They are here to help you use the library! The Library Support Staff work from 5pm-8pm Mondays to Fridays and from 2pm-8pm on Saturdays and Sundays.

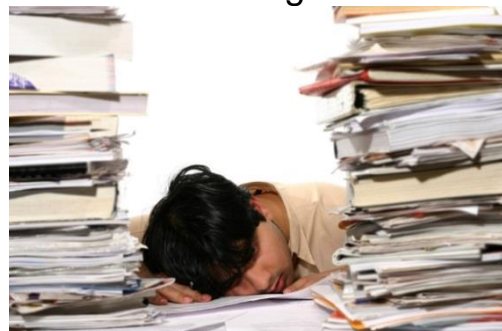


Study Skills

You will find books on Study Skills at classmark 371, located on the First Floor. We have books for both undergraduates and graduates - from how to write essays and academic study for degrees to how to plan a research project and survive your viva. There's something to help everyone!

Well-being Collection

Studying at Cambridge is high-pressure and can be stressful. We have a fantastic Well-being Collection to help you during your time here. All of the books in the Well-being collection can be borrowed anonymously and you can keep the books for as long as you need them. You will find the Well-being collection on the Second Floor – do take a look! We are happy to receive recommendations for new well-being books.



Web Resources

Library Web Pages

The Jerwood Library web pages can be found at: <http://www.trinhall.cam.ac.uk/about/library/jerwood/>. You'll find even more on the Intranet: <https://inthnet.trinhall.cam.ac.uk/> Our Intranet pages have useful links (including a link to the Book Recommendation form), Library policies and some great FAQs to help you make the most of our resources.

Facebook and Twitter



Another great way to get our latest news is to follow us on Facebook or Twitter – or both! These are informal ways of getting in touch with you about new developments. What's more, you can post photos or messages on our Facebook wall to let us know what you think of the Library!



Jerwood News Blog



There's Library news on our blog too, keeping you informed of any changes coming up in the library:

<http://jerwoodlibrarytrinityhall.wordpress.com/>

Cambridge LibGuides

The LibGuides provide information on a vast number of resources listed by subject, including College Libraries! Check out the LibGuides at <http://libguides.cam.ac.uk/> for more.



You can also get help via "Cambridge LibAnswers" from a librarian who will answer your questions on weekdays 9am-5pm!

Facilities & IT

Photocopier/Printer

The photocopier is located in a small room just off the Library's entrance hall. You can also print to the photocopier from your laptop tablet, or computer. The unit works with the University Card and payment is via Common Balance system. Black and white printing costs 5p per sheet of A4 or A3; and colour printing costs 15p per sheet of A4 or A3. Scans are free and can be sent to your email address.

DVDs and CDs

The Library has DVDs on European and world cinema, Shakespeare and English literature, music and opera, and some great entertainment DVDs. They are shelved at class-marks M.IV-M.IX, located on the Second Floor. To borrow a DVD, please bring the case to the Library Staff Office and fill out a copyright form. You can then check out the DVD on the SIU. You may borrow up to 4 DVDs at one time. If you need a DVD drive you may borrow one from the Library Staff Office.

N.B. DVDs/CDs cannot be borrowed when the Library is unstaffed.

Laptops

Laptops may be used throughout the Library, except in the Reading Room, which is designated a laptop-free zone. Tablets and ipads may be used in the Reading Room. There is wireless internet access and there are power points for laptops on all floors.



Computer Room

This room is situated at the top of the Library. If there are any problems with the computers, please contact the IT Department by submitting a TH Service Request:

<http://service.trinhall.cam.ac.uk/>

Trinity Hall IT Support and Information

Our IT Department has lots of quick information and helpful tips on their website:

itsupport.trinhall.cam.ac.uk

Special collections

Larman collection

This is a collection of books on 16th and 17th century British history was donated by Trinity Hall alumnus George Edward Larman in the late 1960s.

Reserve stock

These are books from the general Library stock that are used infrequently and have been taken off the open shelves.

Strangman collection

This eclectic collection was made by an alumnus, Lawrence Strangman.

Trinity Hall collection

This is a collection of books by or about members of Trinity Hall or about the history of the College.

Please ask the Library staff if you wish to consult any books from the Library's special collections. Pre-1900 books are for reference only, but most post-1900 books can be borrowed.

The Old Library

The Old Library is the jewel in the crown of Trinity Hall and one of the hidden gems of Cambridge. Housed in the red brick building opposite the Master's Lodge, it was built in c.1590 and is the oldest library in Cambridge still in its original setting. It houses a collection of manuscripts and rare books, the oldest being a Life of St Martin of Tours created in c.1050.



The Old Library is open for students at General Admission. If you wish to visit at any other time please make an appointment at least two weeks in advance.

Rules

The Jerwood Library is one of the principal public spaces within College and as such each member should use the Library responsibly and honour the needs of others.

The Library is open to students of Trinity Hall **ONLY**.

Please maintain silence in all the rooms of the Library. If you wish to have a conversation, please leave the Library building, so that those who are studying are not disturbed.

Please turn your mobile phone to silent on entering the Library. If you need to make a call please do so outside.

Food is **NOT** allowed in the Library.

Only bottled non-alcoholic drinks with a secure top, hot drinks in covered cups and non-alcoholic drinks in cans are allowed in the Library.

All books borrowed from the Library must be issued via the self-issue unit, or the borrowing forms.

Journals and reference books may not be removed from the Library.

Library books must not be marked with pencil, highlighter or pen.

Please do not 'colonize' study spaces as this deprives other students of access to the Library.

Laptops may be used anywhere in the Jerwood Library except the ground floor Reading Room, which is a laptop-free zone.

The Jerwood Library is a "no smoking" area. Please do not roll cigarettes or smoke cigarettes/e-cigarettes in the Library.

Library Staff and contact details

Fellow Archivist and Librarian

Dr William O'Reilly

wto21@cam.ac.uk

Head of Library Services

Jenni Lecky-Thompson

jel52@trinhall.cam.ac.uk

Deputy Librarian

Sophie Pittock

sc391@trinhall.cam.ac.uk

Library Support Staff

Hours during Full Term:

5pm-8pm Monday-Friday

2pm-8pm Saturday-Sunday

General enquiries

Tel: 01223 (3)32546

library@trinhall.cam.ac.uk

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