WELCOME TO THE JERWOOD LIBRARY

Due to the ongoing pandemic the library will operate slightly differently this year and there are a number of changes to help to keep you safe and prevent the spread of Coronavirus. Please read about the changes to the library on page 4 and 5 of this booklet or access the new LibGuide here: https://libguides.cam.ac.uk/trinityhall/workinginthelib

Although things are slightly different, we have the same beautiful views, resources for your subjects and staff to assist you. We look forward to seeing you in the Jerwood Library soon.

The Jerwood Library will be open during staffed hours, which will be from Monday to Friday 9:30am-4:30pm.

Due to the 2 metre social distancing measures in place, we have limited seating available so access to the library will be controlled and you are required to book a seat online in advance.

Our website at: www.trinhall.cam.ac.uk/about/library/jerwood/ and the Library’s pages on the College intranet at: https://inthnet.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 and library updates.

We are always happy to help, so please just ask or email us at: library@trinhall.cam.ac.uk

With best wishes from Jenni, Sophie and the Library Staff.
Staying safe in the Jerwood Library

There are some new safety measures in place, as well as some changes to our library service that you should know about.

We suggest familiarising yourself with the new measures, but don’t worry – when you arrive at the Jerwood Library there will be plenty of signage and helpful staff on hand to guide you. Together, we can keep the library safe.

A summary of the new rules for using the library, the services that we are offering and the seat booking system can be found on our new LibGuide here:

https://libguides.cam.ac.uk/trinityhall/workinginthebib
To help to keep you safe, we have made some changes to our library service that you should know about.

**Book a seat (including book browsing and borrowing)**

Due to the 2 metre social distancing measures in place, we have limited seating in the library. To manage study space as fairly as possible we have set up a seat booking system. Study space can be booked up to 1 week in advance and 1 hour before the start time. There are slots to book a seat or to use a computer. You should only visit the library if you have a seat booked or to collect a book request. Please note: **There is no drop-in access.**

For more information please see this link: https://jerwoodlibrarytrinityhall.wordpress.com/2020/09/23/booking-a-seat-or-computer-in-the-jerwood/

To make a seat booking, please use the following link: https://calendars.libraries.cam.ac.uk/calendar/trinityhall_study

**New request and collect service**

If you need access to a book in the library we have launched a new request and collect service. To use it simply email us (library@trinhall.cam.ac.uk) to request up to 5 books or DVDs and we will reply to let you know when they will be ready for you to collect. You can then book a collection appointment here: https://calendars.libraries.cam.ac.uk/calendar/trinityhall_collection

Your requests will be waiting on the light blue Collection Point trolley in the entrance hall. If you are unable to visit the library during opening hours, we can make alternative arrangements.

**Items can be collected Monday to Friday from 9:30am to 4pm by booking a collection appointment.**

When collecting items, please wear a face covering at all times and be careful to keep 2 metres away from others.
**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 **15 books and 5 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.
Returns

You can return any Trinity Hall books to the drop box just outside the library. The box will be emptied the following day Monday to Friday by library staff and items removed from your library account. All books will be scanned back into the library system by library staff.

All other library books can be returned to the drop boxes on the Sidgwick site, the Medical Library and the University Library.

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:

2020-2021

- Michaelmas Term borrowing starts: October 6th 2020
- Christmas Vacation borrowing starts: December 1st 2020
- Lent Term borrowing starts: January 19th 2021
- Easter Vacation borrowing starts: March 16th 2021
- Easter Term borrowing starts: April 27th 2021
- Summer Vacation borrowing starts: June 15th 2021
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:


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.
Online catalogue

You can consult the online catalogue called iDiscover from your mobile phone, laptop or computer.

iDiscover

You can find print and electronic resources using iDiscover. 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 here: 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: https://help.uis.cam.ac.uk/service/accounts-passwords/it-staff/raven/raven-use

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: https://libguides.cam.ac.uk/cambridgeebooks

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 letter (A-Z), a whole number and the first three letters of the author’s name, for example:

KA500 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

<table>
<thead>
<tr>
<th>TABLE</th>
<th>Location</th>
<th>Code</th>
<th>Subject</th>
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<tbody>
<tr>
<td>TOP FLOOR</td>
<td>Computer Room</td>
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<tr>
<td>SECOND FLOOR</td>
<td>K – KZ</td>
<td>Law and Criminology</td>
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<td>REF</td>
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<td>FIC</td>
<td>General Fiction</td>
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<td>M.IV – M.IX</td>
<td>DVD Collection</td>
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<td>W</td>
<td>Well-being Collection</td>
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<td>Exam Papers</td>
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<td>FIRST FLOOR</td>
<td>000-006</td>
<td>Computer Science</td>
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<td></td>
<td>100-199</td>
<td>Philosophy</td>
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<td>150-159</td>
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<td>200-299</td>
<td>Theology</td>
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<td></td>
<td>300-307</td>
<td>Sociology &amp; Anthropology</td>
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<td>320-329</td>
<td>Politics</td>
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<td>330-339</td>
<td>Economics</td>
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<td>370-379</td>
<td>Education &amp; Study Skills</td>
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<td>MEZZANINE</td>
<td>400-499</td>
<td>Language &amp; Linguistics</td>
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<td>500-509</td>
<td>General Science</td>
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<td>510-519</td>
<td>Mathematics</td>
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<td>Astronomy</td>
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<td>550-569</td>
<td>Earth Sciences</td>
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<td>570-599</td>
<td>Biological Sciences</td>
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<td>610-619</td>
<td>Medicine</td>
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<td>620-629</td>
<td>Engineering</td>
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<td>650-659</td>
<td>Business Management</td>
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<td>660-670</td>
<td>Chemical Engineering</td>
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<td>LOWER GROUND FLOOR</td>
<td>700-750</td>
<td>Architecture &amp; History of Art</td>
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<td>780-789</td>
<td>Music</td>
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<td>790-799</td>
<td>Performing Arts &amp; Film</td>
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<td>800-819</td>
<td>Literature</td>
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<td>820-829</td>
<td>English Literature</td>
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<td>840-849</td>
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<td>870-889</td>
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<td>Asian &amp; Middle Eastern Literature</td>
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<td>900-999</td>
<td>History &amp; Geography</td>
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<tr>
<td>READING ROOM</td>
<td>Reserve</td>
<td>Reserve, Larman, Strangman &amp; Trinity Hall Collections</td>
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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 are available from 9:30am-12:30pm and 1:30pm-4:30pm on weekdays and we are very happy to help! Come and ask us or send us an email to: library@trinhall.cam.ac.uk

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 support 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.

Library Support Staff

We have some great Trinity Hall graduate students who work for the Jerwood Library during Full Term. They are here to help you use the library!
Library Web Pages

The Jerwood Library web pages can be found at: [http://www.trinhall.cam.ac.uk/about/library/jerwood/](http://www.trinhall.cam.ac.uk/about/library/jerwood/). You’ll find even more on the LibGuide here: [https://libguides.cam.ac.uk/trinityhall/Jerwood](https://libguides.cam.ac.uk/trinityhall/Jerwood)

Our LibGuide pages have useful links (including a link to the Book Recommendation form), and some great information 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/](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/](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.

Charges: A4&A3 B&W = 5p
A4&A3 Colour = 15p

Scans are free and can be sent to your email address.

To add necessary credit go to: https://ecredit.ds.cam.ac.uk/

To upload necessary software to print from your laptop follow this link:
http://www.ucs.cam.ac.uk/desktop-services/ds-print/individual

Laptops

Laptops may be used throughout the Library. 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:
it.support.trinhall.cam.ac.uk

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 5 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.
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.
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 RULES

The Library is a quiet study area. Please take conversations outside.

Please switch mobile phones to silent mode.

Food is NOT allowed in the Library.

All drinks must be in a firmly lidded container.

To borrow books please use the self-issue machine.
Library Staff and contact details

Head of Library Services
Jenni Lecky-Thompson
jel52@trinhall.cam.ac.uk

Deputy Librarian
Sophie Pittock
sc391@trinhall.cam.ac.uk

General enquiries
Tel: 01223 (3)32546
library@trinhall.cam.ac.uk