

St Catharine's College  
Cambridge

# Library Guide

## **Welcome to your College Library**

Your College Library is a place, a collection, and a service. Our job is to get you what you need to read, and provide you with a place to work in peace and comfort. The library is staffed by a team of three dedicated librarians, and we aim to run the best library in Cambridge. Let us know what you need, and we'll try to provide it.

The Shakeshaft Library, in Chapel Court, contains books for most subjects, and is open 24 hours a day, 7 days a week, accessed with your University card. Library & Archive staff are based there, and can be found in the office between 9 and 5, Monday to Friday.

The Sherlock Library, overlooking Main Court, contains our collections for Modern and Medieval Languages and Literature, English, and Art. It is accessed through the Central Spaces, at the top of the Atrium staircase, and is also open 24 hours a day, 7 days a week, using your University card.

We work closely with our academic colleagues on the Fellowship, and with Faculty and Departmental Librarians, to make sure that the books you need are on the shelves and, where possible, also accessible as ebooks. We aim, with a few exceptions, to stock everything on Part 1 reading lists, often in multiple copies for larger subjects. We stock, in a more limited way, books for Parts 2 and 3, and taught MPhils.

The Library is open to everyone in our community – undergraduates, postgraduates, academics, administrative and operational staff. Cambridge is rich in libraries, but we hope you'll think of the College Library as your home Library, and the first place you'll want to go to for your reading and research needs.

Dr Colin Higgins ([librarian@caths.cam.ac.uk](mailto:librarian@caths.cam.ac.uk))

[www.caths.cam.ac.uk/library](http://www.caths.cam.ac.uk/library) | [library@caths.cam.ac.uk](mailto:library@caths.cam.ac.uk)

## Finding what you need

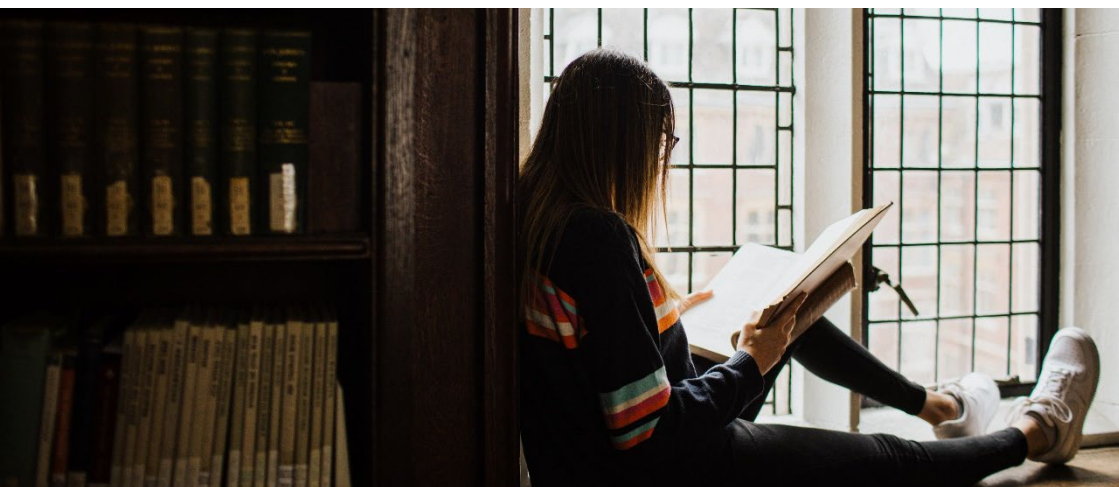
The libraries contains almost forty-five thousand **books**. Nearly everything can be borrowed.

All our books are listed on iDiscover ([idiscover.lib.cam.ac.uk](http://idiscover.lib.cam.ac.uk)), the University's search interface for library resources, which will give you information on the book's location, availability and classmark – a numeric code, telling you exactly where to find the book. iDiscover also lists books in Department and Faculty Libraries, and the University Library. It can be a little confusing, so if you're unsure whether we have something, just ask.

**Ebooks** are also accessed through iDiscover, as are **journal articles**. The Shakeshaft Library has a dedicated catalogue machine, but iDiscover can also be searched through your laptop or phone from any location.

Limitations on space mean that some of our books are in storage. These display the note 'Request from Librarian' in iDiscover. It can take a couple of days to get these, so give us as much notice as you can.

If you need a book, and we don't have it, please speak to us, email us, or fill in our book request form online. It's not always possible, but we aim to get most requests into your hands in 24-48 hours.



## **Borrowing, renewing, and returning**

**You can borrow up to ten books** at a time. They'll **automatically renew** each week, and you'll receive monthly emails to show you what you have on loan. Please don't hold on to books for longer than you need them.

### **To borrow books**

- **In the Shakeshaft Library:** Tap your University card against the icon on the right of the self-service borrowing computer. Place the books you want to borrow within the rectangle on the left
- **In the Sherlock Library:** Place your University card on the self-service borrowing computer, barcode facing up, under the scanner light. Place the books you want to borrow on the black rectangle
- You can issue more than one book at a time
- You can touch the screen to log out, or just wait a short while – the system will do this for you
- If you set off the door alarm, come back and try again

### **To return books**

- Leave them in the returns box in the Shakeshaft Library lobby. We empty this twice a day, Monday to Friday

### **To renew books**

- This happens automatically, but when you're finished with a book, we'd appreciate if you could bring it back straight away, so that other students can borrow it

## Studying in the Library

The libraries are open all day, every day, for quiet study. Cleaning and maintenance takes place between 7 am and 9 am, but you're welcome to use the library at this time. Both libraries are accessed using your University card.

All current undergraduates and postgraduates may work in the libraries, but we kindly ask you not to bring in friends from other Colleges.

If you're working in the library, but need to leave for a supervision, lecture, lunch, etc., you can leave your things on your desk. Please fill in one of the orange 'desk-in-use' slips. If you're going to be away for a longer period of time – more than two hours – please take your things with you.

You can, however, leave books on a desk overnight if you'll be using them the next day. Fill in one of our small 'book-in-use' slips, and tidy the books into a single neat pile on the side of the desk.

Desks are cleared by library staff each morning, but please help us by making this job unnecessary. If you're reading books in the library, and finished with them, please return them to the shelves – in the right place please – or the trolley near to the office.



## Other services

Finding what you need to read can be difficult. If you're struggling with **iDiscover**, let us know how we can help.

If you can't figure out how to access **ebooks, ejournals, databases**, or other **digital sources of information**, we're here to guide you.

In the Shakeshaft Library, you'll find printed **dictionaries** of several major languages in the bay near the library office. This is also where you can find printed copies of the **College magazine**, and our **study skills** collection.

At the back of the Shakeshaft Library, you'll find our **light reading** and **wellbeing** collections. Loans of these books are anonymous. You don't need to scan them— just take what you need for as long as you need it.

The big metal boxes near our display cases are full of classical music **CDs**. We have a printed catalogue of their contents, but let us know if you'd like to browse.

On top of these cabinets, you'll find our binder. We can **soft-bind** your thesis, for free! Speak to a member of staff for more details about this service.

Also on these cabinets, you'll find equipment to help you study. Among the things we offer for use within the library are **book stands, laptop stands, timers, whiteboards**, and **wireless keyboards**.

We have a **printer / copier / scanner**. Tap your University card on the reader to log in. Full instructions on how to use the machine can be found on the nearby noticeboard. You can print directly from your laptop – if you need help setting this up, let us know.

## Other services (continued)

Our collections of **DVDs** and **Blu-ray Discs** are located on the central bookcases in the Sherlock Library. These can be borrowed the same way you borrow books – scan them out using the borrowing machine.

If you haven't got a disc drive, or a stand-alone DVD player, we can lend you one. Speak to us in the library office.

As part of our commitment to accommodate and support neurodivergent students, we have a small number of **smart pens**, available for loan from the library office.

Our **archival**, **manuscript** and **early printed** collections are available for research purposes. We have a dedicated **reading room** to view these materials. Please ask the staff about this service.

We also display these older collections throughout the College, in various exhibition cases. Let us know if you'd like more details about what these cases contain, or would like to collaborate on a display during the year. Our special collections are also available to view in exhibitions throughout the year. Look out for emails from the Library & Archive team.





Librarian: Colin Higgins ([librarian@caths.cam.ac.uk](mailto:librarian@caths.cam.ac.uk))

Deputy Librarian: Sarah Fletcher ([deputy.librarian@caths.cam.ac.uk](mailto:deputy.librarian@caths.cam.ac.uk))

Library Assistant: Heather Lund ([library.assistant@caths.cam.ac.uk](mailto:library.assistant@caths.cam.ac.uk))

For archival enquiries, please email [archivist@caths.cam.ac.uk](mailto:archivist@caths.cam.ac.uk)