

Welcome to Magdalene College Library!

This guide covers the basics of using the College Library. Further information and FAQs are available on the College website.

Library staff are happy to help and available Monday-Friday, 9am-5pm at the staff desk on the ground floor. You can contact them at library@magd.cam.ac.uk and by phone at 01223 332125.

Opening hours and access

The College Library is open 24hrs a day, 7 days a week and is accessed using your University card.

The library is divided over three floors, with automatic doors at the entrance and lift access to all floors.

The social space (with kitchenette), College Archive, and Gallery are on the ground floor. The upper 2 floors house the library's study spaces and most of its print collections.

Library rules

- The library is only open to current Magdalene members. You may not borrow books on behalf of non-members or bring non-members to work in the library. You may bring in your own visitors to see the library during vacation periods only.
- All items must be borrowed before you take them out of the library.
- You are responsible for library items until they are returned. If an item is lost or returned damaged (containing markings, stained etc), you may be charged for a replacement copy.
- The library is primarily for silent study - please be respectful of other people by working quietly and taking phone calls and conversations into the social space or outside of the library.
- Drinks in lidded containers can be brought in, preferably in sealed, reusable cups. Magdalene travel cups and bottles are available to purchase in the library. Open drinks and food should only be eaten and disposed of in the social space.

Searching for and locating items

iDiscover is the website you can use to search the University's e-resources and print collections.

To search for items in this library select '**Magdalene College**' from the drop-down menu on the right of the search bar. From the results, click on the title of the item. Under the '**Get it**' heading, scroll down the list of libraries and click on **Magdalene** again to check the book has the status '**Available**'. The location and classmark are displayed after the library's name. The classmark is the identifier you need to find items on the shelves and is usually printed on the spine.

Books which have a '**Reserve Stock**' or '**Staff Office**' location need to be collected for you by library staff. Some are borrowable and others are reference only, meaning they can only be read inside the library. You can use the **Click and Collect** form to ask for these books.

The library is roughly split into Humanities subjects on the 1st floor and STEM subjects on the 2nd floor. Each subject has a dedicated classification number and section in the library.

Maps of the library layout and the subject locations are on each floor and map leaflets are also available. Please ask staff if you have problems finding anything.

Recommending new items for the library

If the library does not have a copy of an item that you need, you can suggest it for purchase using our form on the library website or by email. There is no limit to how many recommendations you can make, and **we aim to obtain items as quickly as possible**. When it arrives, the item can be reserved, and you will receive an email notifying you that it is available. If a reserved recommended item has not been collected after **7 days**, it will be shelved in the library.

Alongside reading list books and items for your research we also welcome recommendations for our welfare, study skills, and board game collections, as well as books to read for leisure or personal interest.

Borrowing and returning items

You can borrow **20 items** from Magdalene Library and up to **200 items in total** across the University Libraries.

Your loans will continue to automatically renew unless another person places a **Request** on an item on loan to you. Please return items when you are finished with them so that they are available for the next person.

You can borrow items using your University card at the self-service stations. If you have any problems borrowing outside of staff hours, please fill in a **Borrowing Slip** and place this in the return box.

Please return items using the self-service station and put them in the returns box (ground floor) or returns shelf (2nd floor). If any items which you have returned still appear on your library account please contact staff.

Requesting items

If an item you need is currently on loan you can place a **request**. This means it will be returned within 3 days and reserved for you. When logged into iDiscover, a '**Request**' button will appear under the '**Get it**' heading, click this to place a request. You will receive an email when the item is returned, and it will be reserved for you to collect. If the item has not been collected after **3 days**, it will be returned to the shelf.

If an item you have on loan is requested, please return it within **3 days**, or it will be marked as an overdue request. If you have **2 overdue** requested items on your account, you will be blocked from borrowing from all University Libraries until they are returned.

Items cannot be requested during vacation periods.

Click and Collect

Click and Collect is available to all students, enabling you to reserve library items by completing the form on the College website. Staff will collect items twice a day – once in the morning and once in the afternoon, Monday-Friday. You will receive an email when the item is ready to collect. If the item has not been collected after **3 days**, it will be returned to the shelf.

Your Library account

To access your library account in iDiscover, login and select your name in the top right, then click **'My Library Account'**. You can manage your loans and requests across all of your libraries and view any fines or blocks.

A monthly statement of your loans will be emailed to you but please check your account regularly to keep track of your loans and requests. You can also check your account at the self-service stations.

Accessing electronic resources

The University provides access to a wide range of e-books, e-journals and databases. First you will need to login to iDiscover to access e-resources on your own device. These can be browsed by name in iDiscover by selecting the **'E-Journal search'** or **'Databases A-Z'** from the top menu. To search for individual journal articles, select **'Articles and online resources'** above the search bar then search for the title.

In the search bar you can specifically set the filter to 'ebook' and they will display an 'Online access' link to distinguish them from print.

Leaving your belongings in the Library

You are welcome to leave your belongings at your desk throughout the day while you are working in the library.

If you wish to leave books/notes overnight, you should fill out an **'Items in use' slip**. Please take valuable items away with you overnight. Any items without an in-date slip will be removed and returned.

Accessibility and welfare

Help and support are available if you have a disability or accessibility requirements. You can register with the University's Disability Resource Centre and further information about library support including the welfare collection, desk booking, click and collect, and equipment can be found on our website.

Group study room

There is a bookable room on the 1st floor which may be used for group work for 3-6 people. It is not bookable for online meetings, teaching/supervisions or social/club events. Instructions for making a booking are on the website and on the notice outside of the room.

IT equipment

Wi-Fi is available using the Eduroam network.

There are two photocopier/scanner/printers, four College PCs and four docking stations in the library.

Laptop, tablet and phone stands and screen risers are available on the ground floor for use in the library. A portable DVD player and two external disc drives are available to borrow from the library office.



Contact details

Magdalene College Library
Magdalene Street, Cambridge
CB3 0AG

Phone: 01223 332125

Email: library@magd.cam.ac.uk

Find us online

www.magd.cam.ac.uk/college-life/college-library

Instagram: [@magdlibs](https://www.instagram.com/magdlibs)

Blog: <https://magdlibs.com/>

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Student Guide