

Welcome to Magdalene College Library!

This guide covers the basics of using the College Library. Further information is available on the website. Library Staff are happy to help and can be contacted at library@madg.cam.ac.uk, on Twitter (@magdlibs) and by phone (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. Library staff are available 9-5 Monday-Friday at the staff desk on the ground floor.

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

The social space (with kitchenette) and College Archives and Gallery are on the ground floor. The upper 2 floors house the majority of the student collections and study spaces.

Library code of conduct

- The library is for the use of College members only. You may not borrow books on behalf of non-members or bring non-members to work in the library.
- All items should be borrowed before you take them out of the Library.
- You are responsible for library items until they are returned. If a returned item is lost or 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 into the library, but any food should only be eaten in the social space where there are bins available.

Searching for and locating items

iDiscover is the website where you can search the University's e-resources and print collections. There is also a dedicated iDiscover computer on the second floor of the library.

To search for items in this library select '**Magdalene College**' from the drop down menu to 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 '**Item in place**'. The classmark number is displayed after the library's name and is the number you need to find the location of the book on the shelves.

Books which have a '**Reserve Stock**' location need to be fetched for you by Library Staff. Some are borrowable and others reference only. You can use the **click and collect** form to ask for these books to be fetched.

The library is roughly split into humanities subjects (1st floor) and Sciences/Social sciences (2nd floor) and each subject has a dedicated number.

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

Making Book/DVD recommendations

If the Library does not have a copy of an item you are looking for then you are welcome to suggest it for purchase using our quick form on the website, or by emailing library@cai.cam.ac.uk

There is no limit to how many recommendations you may make and **we aim to obtain these as quickly as possible**. When the item arrives you will receive an email notification and it will be reserved for you.

Alongside reading list books we also take recommendations for our welfare and study skills collections. If there is a book you would like to read for pleasure you can recommend it for the general reading collection (sci-fi, fantasy, graphic novels etc.) or modern literature. We also have a growing collection of board games which can be borrowed for 7 days. All of these collections can be found on the ground floor.

Borrowing and returning items

You can borrow **12 items** from Magdalene Library and up to **200 items in total** across the University Libraries.

Your loans will 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 an **Borrowing slip** instead and place this in one of the book return boxes.

Please return items using the self service station and put them in the returns box. If items you have returned still appear on your library account please let us know.

Your Library account

To access your library account in iDiscover select '**Menu**' in the right corner and '**My Library Account**' which will open the Raven login. You can manage your loans and requests across all of the 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.

Requesting items

In term time if an item you need is currently on loan you can place a **request**. This means the item will be returned within 3 days and then reserved for you. First click the '**Login to iDiscover**' text in the top right corner. When logged in under the '**Get it**' heading a '**Request**' button will appear on the item.

You will receive an email when the book is returned and it will be reserved for you to collect. If the item has not been collected after 1 week it will be re-shelved.

If one of your items is requested please return it as soon as possible. If you have **two overdue** requested items on your account then you will **be blocked** from borrowing from all University Libraries until they are returned.

Items cannot be requested during vacation periods.

Accessing electronic resources

The University provides access to a wide range of e-books, e-journals and databases. First you will need to click the 'Login to iDiscover' text in the top right corner 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' but ebooks will also be included in all book searches and 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 can fill out an 'Items in use' slip and place them in the centre of the table or on a nearby shelf top. (Seat/desk spaces cannot be reserved). Please take valuable items away with you overnight. Any items without an in date slip will be removed each morning.

Accessibility and disability

Help and support is 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, bookable desks, click and collect, and equipment can be found on our website.

IT equipment

Wi-fi is available throughout the Library.

There are two photocopier/scanner/printer devices and four College PCs for student use.

There is a borrowable extra monitor, laptop stands, DVD player and scanner pen available from the library office.

If you need help IT staff are available 9-5 weekdays and you can email them at: it@magd.cam.ac.uk

Library Staff

College Fellow Librarian:

Dr Marcus Waithe

Deputy Librarian:

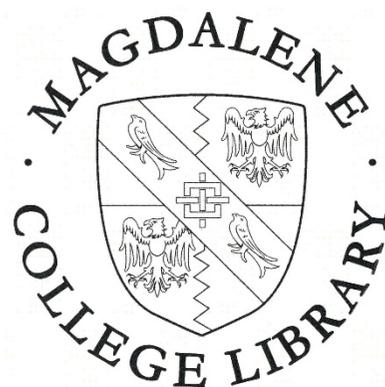
Ms. Lauran Richards

(lr463@cam.ac.uk)

Library Assistant:

Ms. Ellie Capeling

(ec725@cam.ac.uk)



Contact details

Magdalene College Library
Magdalene Street, Cambridge

CB3 0AG

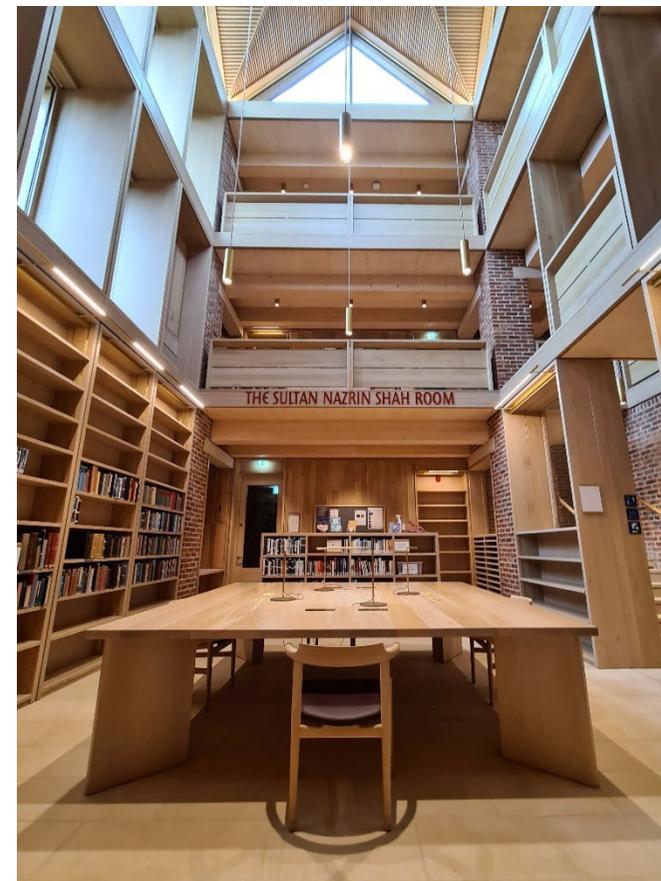
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Student Guide
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