

Welcome to Magdalene College Library!

This guide covers the basics of using the College Library. However, further information and FAQs are available on the website. Library staff are happy to help and can be contacted at library@madg.cam.ac.uk and by phone: 01223 332125.

Opening hours and access:

The College Library is open 24hrs a day, 7 days a week and is accessed (and exited) 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), College Archive, and Gallery are on the ground floor. The upper 2 floors house the library's study spaces and the majority of its collection.

Library code of conduct

- The library is only open to College members. You may not borrow books on behalf of non-members or bring non-members to work in the library although you can bring in visitors to see the library during vacation periods.
- All items must 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 any part of the library, but 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.

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 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 to be made ready for you.

The library is roughly split into Humanities subjects (1st floor) and STEM subjects (2nd floor). Each subject has a dedicated 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 are looking for, you are welcome to suggest it for purchase using our quick form (which is available on the library website) or by emailing us. There is no limit to how many recommendations you may make, and **we aim to obtain these as quickly as possible**. When it arrives, the book will be reserved and you will receive an email.

Alongside reading list books and items for your research we also welcome recommendations for our welfare, study skills, and board game collections on the ground floor. If there is a book you would like to read for pleasure, you can recommend it for the general reading collection.

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 a **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 (ground floor) or returns shelf (2nd floor). If items you have returned still appear on your library account please contact staff.

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 **it** 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. Please take valuable items away with you overnight. Any items without an in-date slip will be removed and returned.

Group study room

There is a bookable room on the 1st floor which is for group work. Please see the website for how to make bookings.

Accessibility and welfare

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, desk booking, 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 in the library.

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

Library Staff

College (Fellow) Librarian:

Dr Marcus Waithe

Student Services Librarian:

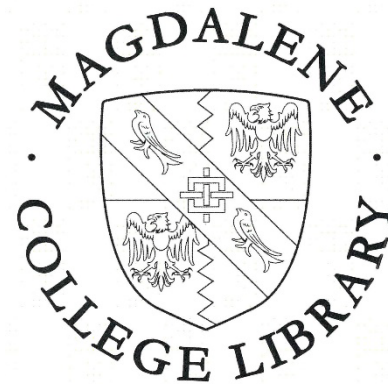
Ms. Lauran Richards - lr463@cam.ac.uk

Assistant Librarian:

Ms. Aishah Olubaji - ao570@cam.ac.uk

Graduate Trainee Librarian:

Mr. Connor Johnston – cckj2@cam.ac.uk



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Student Guide

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