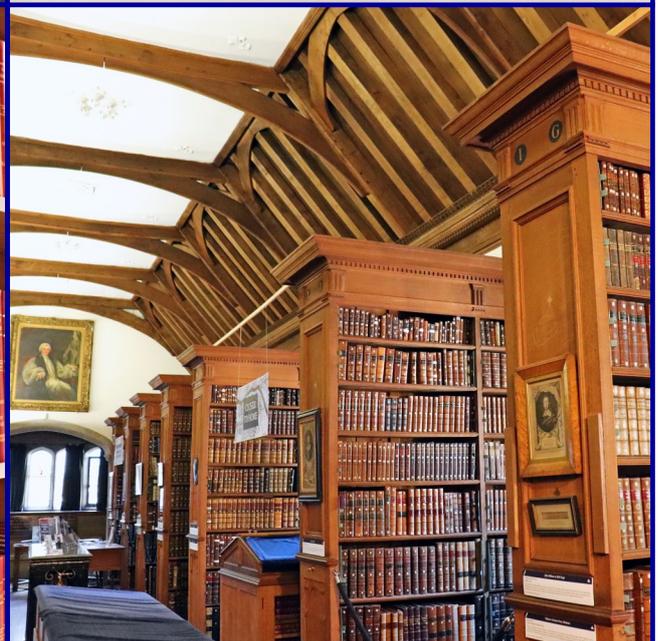




Christ's College Library

Undergraduate User's Guide



Welcome to the Library!

The Library is open to all members of Christ's College: students, Fellows, and staff. Our holdings comprise the modern resources of the [Working Library](#), law reports and journals in the [Law Library](#), and historic collections in the [Old Library](#).

The Working Library is open 24/7, accessed using your University Card. Library staff are generally available from 9am to 5pm, Monday to Friday. Students reading law also have 24/7 access to the Law Library using their University Card.



Locations

The Working and Old Libraries are located in Bath Court, which is just off First Court. The Law Library is on K Staircase.

Old Library

The Old Library houses the College's special collections - around 50,000 rare books and manuscripts. Members of College can make an appointment to consult the Old Library collections by visiting the Library Office or emailing library@christs.cam.ac.uk.

Accessibility

The Library aims to be accessible to all its users. Our [Assistive Resources/Disability](#) will provide you with further information on what may be useful to you in the library, and what we can supply. Alternatively, please talk to a member of library staff, or email us at library@christs.cam.ac.uk.

The University also has a Disability Resource Centre, which may be able to offer further advice: www.disability.admin.cam.ac.uk.

Our Collections

Books and DVDs

We aim to have all books needed for Part I courses, and as many as possible for Part II. Some material may also be useful for postgraduates. Our General Interest section includes general fiction, health and [wellbeing](#), Academic Skills and Careers guides, as well as a sizeable collection of DVDs.

eBooks and e-journals

eBooks, e-journals, and databases across many subjects are accessible through the University of Cambridge Libraries' online catalogue, [iDiscover](#).

Borrowing

Please [borrow and return](#) library materials using the self-service terminals located by the Reading Room entrance. After you've returned an item, please place it on one of the 'Returned Books' trolleys next to the terminals.



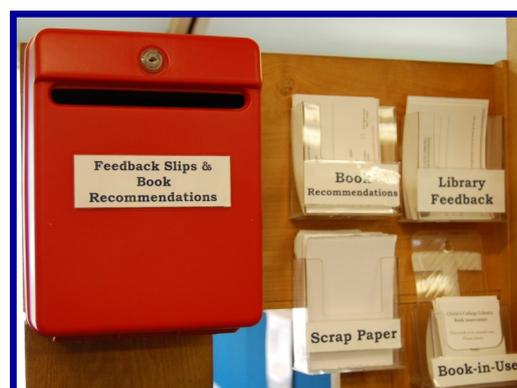
Loans

Number of items you can borrow	15
Loan period	14 days
Maximum renewal limit	56 days

You can [check your library account](#) and [renew](#) your books using iDiscover or the self-issue terminals in the library.

If we don't have the book you need...

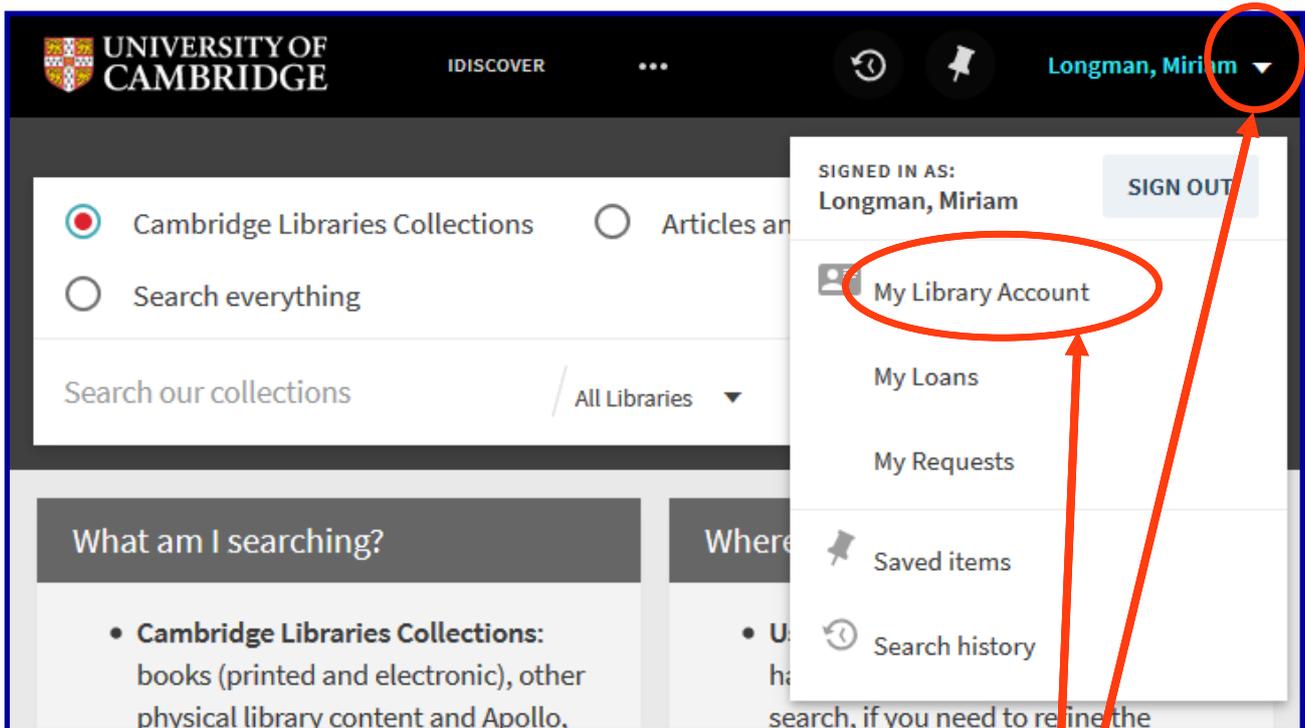
... ask! You can [recommend books](#) at christs.cam.ac.uk/content/recommend-book, or fill in a paper Book Recommendation form and put it in the red box in the Working Library.



Using iDiscover

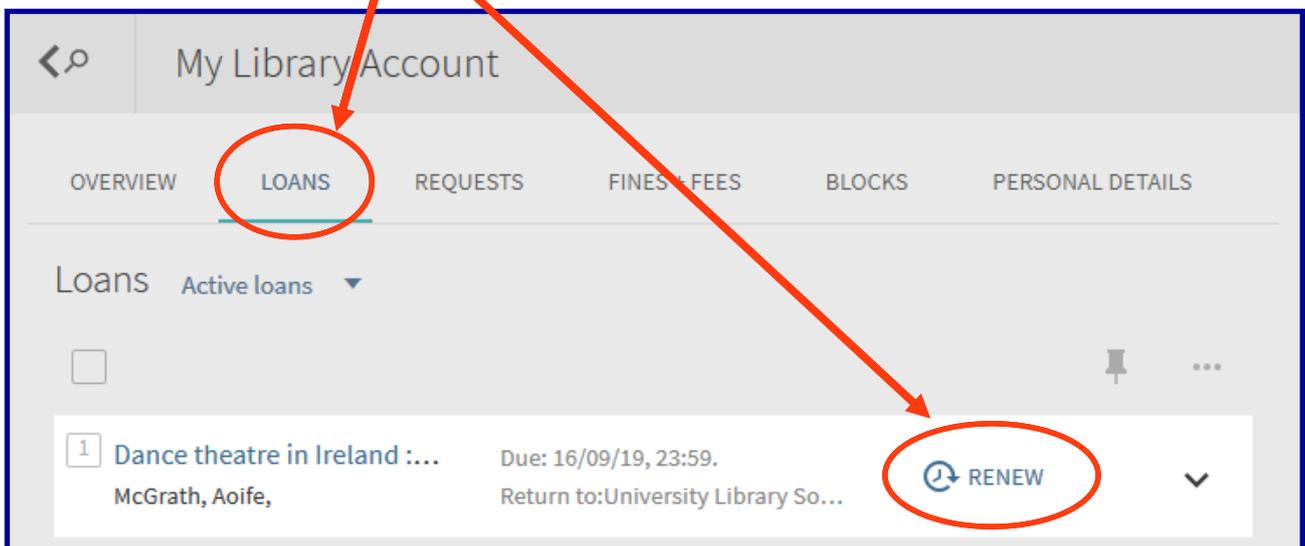
Your Library Account

Can't remember what you've got on loan, or want to renew a book? You can do this by logging into iDiscover (idiscover.lib.cam.ac.uk), then selecting 'My Library Account'.



Click on the 'loans' tab to see your current loans, and use the 'renew' button to renew them

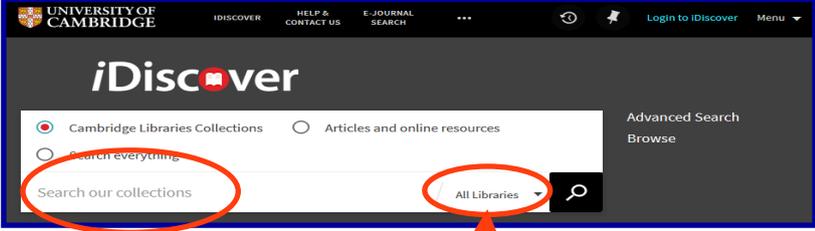
Click on your name to bring up the menu, then select 'My Library Account'.



Using iDiscover

How do I find library materials?

All items in the Working Library are listed in iDiscover, which can also be used to search across the entire University's collections.



The screenshot shows the iDiscover search page. A red circle highlights the search input field with the text "Search our collections". Another red circle highlights the "All Libraries" dropdown menu. A third red circle highlights the "Christ's College Library (3)" option in the dropdown list. A blue box highlights the entire dropdown list.

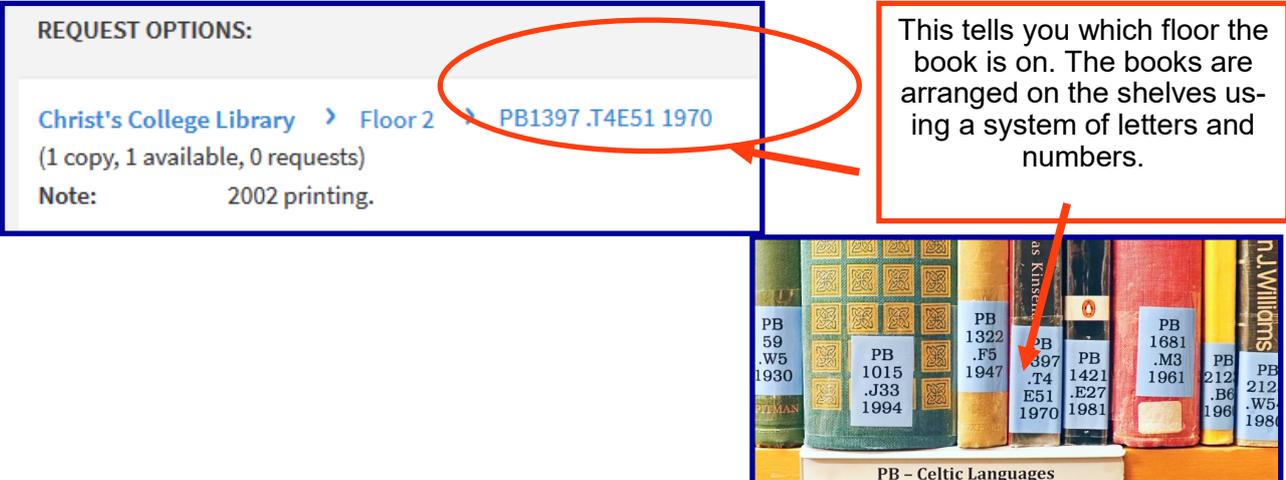
Use the title, author, or a keyword to

Select Christ's from the dropdown list or in the side-

Library

- Ancient India and Iran Trust Library (3)
- Architecture and History of Art Library (1)
- Asian and Middle Eastern Studies Library (1)
- Cambridge Theological Federation (1)
- Christ's College Library (3)
- Churchill College Library (2)
- Clare College (Forbes Mellon Library) (7)

iDiscover will tell you the *shelfmark* of the item you have been seeking, which you can then use to find it. The shelfmark is a combination of letters and numbers that identifies the item by subject:



REQUEST OPTIONS:

Christ's College Library > Floor 2 > PB1397.T4E51 1970
(1 copy, 1 available, 0 requests)
Note: 2002 printing.

This tells you which floor the book is on. The books are arranged on the shelves using a system of letters and numbers.



The photograph shows a row of books on a shelf. A red arrow points from the callout text to a specific book's label. The label reads "PB 1397.T4E51 1970". Other labels visible include "PB 59.W5 1930", "PB 1015.J33 1994", "PB 1322.F5 1947", "PB 1421.E27 1981", "PB 1681.M3 1961", "PB 212.B6 1961", and "PB 212.W5 1981". The shelf is labeled "PB - Celtic Languages".

For information on iDiscover, or on other online resources, please visit our library pages on [iDiscover](#) and [Online Resources](#), which comprise visual guides and further information on how to find the most relevant resources for you.

What if someone already has the book I need?

If you need an item that is currently on loan to someone else, you can use the 'request' button on iDiscover to recall it. You'll be notified by email when the book is returned, and can pick it up from the 'Recalled Books and Book Requests' shelf by the Reading Room entrance.

IT and Printing

Library IT Support Office

During term, IT support is normally available 9.30-4.30 Monday-Friday in the Library IT Support Office, located on the Mezzanine Floor of the library. You can also email helpdesk@christs.cam.ac.uk.



Computers

There are PCs in the Reading Room and elsewhere in the Library. You will need to log in to use them. Every workspace has sockets available to charge laptops, phones, etc.

We also have specific PCs in the Working Library that allow you to access helpful, subject-specific applications and software, as listed here: <https://tinyurl.com/mcssoftware>

Printing

Printing, scanning, and photocopying facilities are available in the Print Room (on the Mezzanine Floor near the IT Support Office).

Add money to your printing balance: www.ds.cam.ac.uk/mydsprint

Guidance on connecting your laptop to the College printers: help.uis.cam.ac.uk/service/printing

Printing and Photocopying Charges

	A4	A3
Black and White:	5p	12p
Colour:	20p	50p

Double-sided printing and copying are available. You get a 20% discount per page if you go for double-sided.

Things to Know

Please be considerate of others when using the Library. Leave your area clean and tidy, limit conversations, put phones on silent, and please don't highlight or write in library books!

Taking a break?

If you're leaving for **less than 90 minutes**, you can leave stuff on your desk—just fill out one of the green 'I need a break!' cards with your name and the time you left, and make sure not to forget to come back for it!

You can also leave library books at a desk for **up to 3 days**, as long as they're not needed by another student. Please fill in a white 'Books in Use' slip, found near the red box in the 1st floor Reading Room.

Lost Property

Personal property left in the Library is kept on a shelf above the DVD collection until the end of the day, when it is taken downstairs to the Lost Property cabinet. Lost property is kept until one week after the end of term or vacation period, and then disposed of.

Accessibility Collection

We have [ergonomic equipment](#) and stationery throughout the Reading Room to help you during your studying.

Food and Drink

All drinks (hot and cold) are allowed in the Library. While we don't allow food in the Reading Room, you may eat in the Library Corridor.



Stay in Touch!

Christ's College Library

St Andrew's Street
Cambridge
CB2 3BU

 01223 334905

 library@christs.cam.ac.uk

 www.christs.cam.ac.uk/library-archives

 facebook.com/christslib

 @ChristsLibrary

 @christslibrary

 [Christ's College Library](https://www.youtube.com/Christ's College Library)

Library Office Opening Hours

Monday to Friday, 9am to 5pm

