



# EXETER COLLEGE OXFORD

## **LIBRARY GUIDE & RULES**

<http://www.exeter.ox.ac.uk/college/library/>

### **Access to the Library**

Access to the Library is only permitted to members of Exeter College. Please remember to keep your University Card with you at all times since you cannot gain access to the Library without it. You may be asked to show your University Card at any time.

Bringing food into the Library and eating, drinking and smoking in the Library is strictly forbidden. Bottled water may be used provided bottles are kept closed when not being used. The use of mobile phones for conversation in the Library is forbidden. All mobile phones must be on silent before entering the Library. Offenders will be fined £5 on each occasion.

Every effort must be made to minimize noise and disturbance in and immediately outside the Library.

### **Computers**

There is WIFI throughout the Library and there are Ethernet points nearby most of the desks. The two computer terminals on the ground floor nearest the door are for use in finding books on SOLO, Search Oxford Libraries Online. Please confine word-processing, email etc to the other computer terminals in the Balsdon Room.

Desk space in the Library is limited. Occupy only one space and leave books and notes neatly stacked when you leave with your name and date of leaving. Any papers left unattended for more than 24 hours will be removed.

Sports equipment and other personal property have no place in the Library and will be removed by staff.

## Security

The security system has been installed to keep unauthorized persons out of the Library. Do not allow people who are not members of College into the Library

**Never leave valuables unattended.**

## Notices

All members of College are responsible for reading notices posted in the Library and on the Library notice board in the Lodge; this is particularly important at the beginning and end of term when books are due back. Notices are also sent out by email.

## Finding a book

Find a book by searching on **SOLO**, (<http://solo.bodleian.ox.ac.uk/>) which will tell you whether the book is held in Exeter College Library and in which of the Faculty libraries or sections of the Bodleian you can find books.

The card catalogue on the left inside the Library is for books in the closed stack, some of which are not yet listed on SOLO.

You can reserve books and make requests when you are logged on to SOLO using your Oxford SSO (Single Sign On)

Members of Exeter College may not use other College libraries.

Books marked **CONFINED** may not be removed from the Library.

## Borrowing and returning books

**The Library has a self issue system located in the first alcove on your left facing down the library. You will need to swipe your university card and the book barcode to borrow a book. Loans are for a term, unless requested by another reader.**

Library loans must be returned to the **BOOK RETURNS** box next to the self issue system, so that staff can clear your loan record. Term time loans are due back on Wednesday of 8<sup>th</sup> week at the latest. Books borrowed for the vacations are due Wednesday of 1<sup>st</sup> week of term.

Please return books that you have used in the Library but not borrowed to the book trolley.

## **Fines**

Books which are overdue incur a fine of £1 per book. Those recalled for other readers and not returned on time incur a fine of £1 per day. Always respond immediately to emails telling you to return your books.

## **To request new books for the Library**

Request forms for buying new books are available via the Library web site. Please have your tutor sign the form and return it to the College Librarian. If it is available locally it can be purchased very quickly.

## **Help**

If you have any difficulty finding the books you need, do not hesitate to ask for assistance.

### **Staff:**

Dr Faramerz Dabhoiwala, Fellow-Librarian

Joanna Bowring, College Librarian

Christine Ellis, Assistant College Librarian