WELCOME TO THE LIBRARY

The Library is an inclusive space where all are welcome. To support good mental health we offer a Be Well Collection of books and encourage your requests for additions to this growing collection. There is a community noticeboard (upper floor) to offer study tips and support.

Please remember to take regular breaks.

Need more help using libraries?
Robinson College webpages
https://www.robinson.cam.ac.uk/college-life/library

Cambridge LibGuides https://libguides.cam.ac.uk/home

Cambridge LibAnswers
https://answers.libraries.cam.ac.uk/

Quick guides to help you start using iDiscover – the catalogue of library resources at Cambridge University
https://libguides.cam.ac.uk/idiscover

Contents:

Welcome to Robinson Library
Using the Library
Finding your way around
Searching for resources
The Law Library
Binding, printing etc.
General Regulations
Contact details
USING THE LIBRARY

Robinson College Library is open 24 hours a day throughout the year. The Library Office is open Monday – Thursday 8:30 - 12:30, 13:00 – 16:30 and Friday 8:30 - 16:00 There will be occasions when these times will vary. Please do ask for any help that you need!

The Library is situated on Front Court and accessed via a door control system which is activated by your University card. We are open to members of Robinson College only. Please email the Librarian to request access for guests. Guests will not normally be admitted during Easter Term.

If the fire alarm sounds evacuate the library as quickly and safely as possible using the nearest fire exit. There are fire exits at both ends of the library on all floors. The main library door will open automatically, assemble in Front Court.

FINDING YOUR WAY AROUND

Top Floor
- Computer Science 003-006
- Sciences and Maths 500-599
- Medicine 610-619
- Engineering 620-629
- Veterinary Medicine 636-
- The Arts excluding Music 700-799
- DVDs 791
- Exam papers 2012-2017

Entrance Floor
- Fiction F
- Short stories FX
- Graphic Novels GX
- Languages and Literature including Anglo-Saxon 800-899
- Bowles Collection
- Diversity Collection
- Study Well
- Be Well

Lower Floor
- Philosophy 100-199
- Theology 200-299
- Social and Political Science, Economics 300-330
- Psychology 400-499
- Music 780-789
- Classical Greek and Latin 870-899
- Geography 900-919
- History 920-998
The University wide resources catalogue is called *iDiscover*. Use it to find print books and to access e-journals and e-books.

**Borrowing and renewing books**
Please use the self-issue terminals to record all loans to your account. Instructions on how to do this are placed next to the two machines. The maximum number of items you can borrow from Robinson Library is 10.

Undergraduates - 7 day loans with auto renewal
Graduates and Staff - 28 day loans with auto renewal
If you need to renew your loans manually log into your iDiscover account (top right of screen) and click my loans/renew.

Auto renewal means that most loans will automatically renew (until the expiry date at the end of your course or the date on your University card). You don't need to do anything but do log into your library account regularly to keep a check on your loans. A monthly statement will be emailed to you on the second day of the month. When another user requests a book that is loaned to you please return the book to the library within 3 days otherwise there is a fine of £1 per book per day. Requested books should be collected within 2 days. There are no recalls during vacations.

**Returning books** Please make sure that any books to be returned are put in the Book Return Box, in front of the main desk as you enter the Library. It is emptied once a day at 08:30.

**THE LAW LIBRARY**

The Law Library is in Teaching Room 3 on the floor above the Main Library. There is 24 hour access via a door control system, activated by your University card. It is only available to those reading Law and Land Economy, others who need to use resources should ask the Librarian.

To borrow books:
- email the barcode number (back cover, bottom right, begins with T or CCL) to library@robinson.cam.ac.uk putting book title as the email subject
- return books to the Book Returns Box in the main library (Entrance floor on the left as you enter)
BINDING, PRINTING AND EQUIPMENT

Binding
There is a self-service binding machine available for use in the Library Office. The price for 2 covers and 1 spine is £1.50

Printing, photocopying and scanning
The photocopier is situated on the Entrance floor, next to the Library desk. You will need credit on your printing account. Further information here

- A4 Black and white 7p per sheet
- A4 Colour 20p per sheet
- A3 Black and white 14p per sheet
- A3 Colour 40p per sheet

The IT Department can help with printing problems, email helpdesk@robinson.cam.ac.uk

Other equipment
Standing desk, book rests, guillotine, hole-punch, scissors, stapler and skeleton all available to use in the Library.

GENERAL REGULATIONS

Smoking is not permitted, and we ask that you consume food outside the Library. Hot and cold drinks are allowed as long as they are in covered containers. Any user found in the library with food or drink other than this exception will be reported to the relevant Tutor and be required to do a period of community service within the library.

There is no rule of silence but readers are asked to avoid any activity likely to disturb others.

Readers must show their University Card if requested to do so.

Readers must leave bags and other containers in a designated area if requested to do so.

On leaving the library, readers may be required to show all their books, personal or otherwise, at the issue desk.

Personal property must be cleared from the library tables before you leave the library, unless you are only taking a short break. Any property left overnight will be moved to the lost property area. Readers are asked to return dictionaries, reference books and any books which are not being borrowed and are not required for further study to the library shelves.

All library books and equipment are college property and should be treated with care. In the case of loss or damage, books are the responsibility of the person who has signed for them. Any person known to have marked a book, even in pencil, will be subject to a fine. Missing books should be reported immediately to library staff, who will help to locate them, but if not found, the cost of replacing lost books will be charged to the borrower.

Readers are requested to switch their mobile phones to silent.
CONTACT DETAILS

Robinson College Library
Cambridge
CB3 9AN

Telephone 01223 339124
Email: library@robinson.cam.ac.uk
Website
Twitter: https://twitter.com/LibraryRobinson

Who we are

Professor P F Kornicki – Fellow Librarian
Ms Judith Brown – College Librarian
Dr Ian Chambers – Library Assistant (part-time)
Ms Jude Brimmer - College Archivist and Records Manager (part-time)
Membership of the Library Committee 2022-2023 displayed on the noticeboard outside the Library.

Feedback about library services can be made via the online form.