

ROBINSON COLLEGE LIBRARY

The Library Guide

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)

<https://www.robinson.cam.ac.uk/college-life/library>

Cambridge [LibGuides](https://libguides.cam.ac.uk/home) <https://libguides.cam.ac.uk/home>

Cambridge [LibAnswers](https://answers.libraries.cam.ac.uk/)

<https://answers.libraries.cam.ac.uk/>

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

<https://libguides.cam.ac.uk/idiscover>

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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

SEARCHING FOR RESOURCES



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](mailto: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](#)

