Welcome to the Library

I would like to extend a warm welcome and provide some insight and information regarding the libraries at Brasenose including where they fit in when it comes to library and information resources in Oxford.

Oxford as a whole offers a vast range of libraries, volumes and electronic resources of one kind or another. However, having no single central University Library, Oxford can come as quite a challenge to those new to the University. The Bodleian libraries group has shared library policies but those in departmental or college libraries will most certainly differ. You may use only the college library of your own college. There are of course many smaller libraries to explore in addition to the main Bodleian libraries to which you have access www.bodleian.ox.ac.uk/libraries/libraries. Furthermore, there are some common features across (nearly) all of the libraries you might wish to use including the following: library card (referred to as Bod or University card); library catalogue (searched via SOLO); access to electronic databases and journals.

The Libraries

The Main Library, History Library, Old Cloisters Reading Room and the Stally constitute the Brasenose College Libraries. They are often referred to collectively as “The Library”.

Main – modern languages, English language and literature, politics, ancient history, classics, economics, management, theology and general reference items such as dictionaries.

History – history and politics (access is via the Main Library)

Old Cloisters – physics, chemistry, maths and computing, engineering, geography, biological sciences (including medicine), music and art.

Stally – law
In addition there are books which are not on open access but are available for loan. They are located in the College stacks or the Reserve collection. (Please ask a member of staff should you require one of these book.)

### Opening Hours

The College libraries are exclusively for the use of college members. The Main Library, History Library and the Stally are open to members 24/7 throughout the year. Old Cloisters is a 24/7 reading room throughout the academic year, including Easter and Christmas vacations. However, during the summer vacation when most students are away it is used for conferences, although books shelved in Old Cloisters can of course still be accessed at certain times.

All libraries are accessed using the fob received on arrival at BNC. Please contact IT with any fob problems.

The library is usually staffed between 9 am and 5pm, Monday to Friday, most weeks of the year and Staff may be found in any one of the following areas: Main library, library office (off the History library), Muniment Room, Old Cloisters.

### Working the library

The library is place for quiet study. It is a convenient, friendly place to work and offers Wi-Fi, Ethernet ports, printing and photocopying facilities. Owing to its popularity as a study area desks may not be reserved. Papers/books may only be left overnight if they are placed in one of the library boxes available for rental at a cost of £3 per term (0th-9th week).

A Study Break Pass system operates at all times; a “pass” must be left on piles of work left unattended (however briefly) during the day with an indication as to how long you will gone/anticipated time of return.

All users must read and observe the [Library Protocol](#).

### Finding a book

The College library contains books in most subject areas. It is generally regarded as an undergraduate library in terms of books available on the open shelves however there are also books suitable for graduate study and some texts have been purchased with graduate studies in mind.

SOLO is the mechanism for searching the Oxford libraries' catalogue [http://solo.bodleian.ox.ac.uk](http://solo.bodleian.ox.ac.uk)

You will need to sign in with your [Oxford Single Sign-on (SSO)](SSO) in order to obtain full search results when using SOLO. The section "My Account" is where you can renew books and manage your University library account. You can limit your search to “Brasenose only” if you so wish but you are probably much more likely to carry out a search across all libraries. Your search results will provide you with a shelfmark; with various different classification and shelfmark systems in use across the many Oxford libraries these can look a little unfamiliar at first.

The shelfmark system at Brasenose College is based on subject areas. The basic format is a letter or letters (corresponding to a subject area) followed by a number. For example, the shelfmark F/MR 12 indicates...
English language and literature (in this case, Shakespeare). The letters and their corresponding subjects are shown below:

**Main Library**

B Modern Languages
E Philosophy
F English Language and Literature
G Ancient History
J Classics
R Economics
S Management
X Theology

Hemi - reference works such as dictionaries

**Old Cloisters**

L Physics & Chemistry
M Mathematics
NX Engineering
O Geography

P Biological Sciences (including medicine and biochemistry)
Q Psychology
Y Music

**History Library**

All of the books held here have a shelfmark beginning with H.

**Stallybrass Library**

Law books have a shelfmark beginning with LR.
Practicalities

Check out – books are checked out/issued using a simple self-issue system.

Returns – books that you wish to return should be placed on the designated shelves in the Main library or in the book deposit box in the Stallybrass library. Do not leave books on the book trolley as they will not be checked in and will remain on your record.

Renewals – books may be renewed online, via email or by re-issuing on the self-issue system.

Number of loans – there is currently no limit on the number of books you may have out on loan at a given time.

Loan periods – most books are issued to students for the term or for a vacation period with the exception of law and chemistry books which are issued for a week at a time during term time, and books in the reserve collection (“res”) which are issued for 4 week periods during term time. Books are issued to academic staff on a long loan basis, unless they are 1 week loans, but should always be returned to the library when no longer in use.

Online resources

The following can be accessed from the library. (Remember to use your SSO (single sign-on) to gain full access.)

SOLO: Search Oxford Libraries Online – library catalogue

Electronic journals via SOLO

OxLIP+ (databases)

All e-resources - general link

Naxos Spoken Word Library

BNC has a subscription to the Naxos Spoken Word Library. Access to this fabulous resource is open to all students and staff for study purposes. The resource contains English and German titles in: literature, classic fiction, plays, poetry, sacred texts, philosophy, great epics, history and language.

http://www.naxosspokeanwordlibrary.com/

To use the service you need to sign up in the library.

IT facilities

The following are available:

- 3 PCs that print to a single printer in the Main library - prints charged to batels
- 2 PCs that print to a single printer in the Stally - prints charged to batels
- 1 PC that prints to a single printer in the Old Cloisters - prints charged to batels
- Giant iBoard Tablet in the Collaborative Study Room for student use (not teaching)
- Scanning to email or desktop
- B&W and colour photocopying (A3 and A4) – free of charge
- Wireless printing from laptops
- Dedicated PC for SOLO searching in the Main library and Old Cloisters – no login required
- Self-issue machine in Main Library and Old Cloisters

**Collaborative Study Room**

This room at the Chapel end of Old Cloisters is a flexible space that contains a giant iBoard Table, white board; foldup tables, and chairs. Configurations may be a desk format or collaboration and general study or cinema layout to view a film or presentation if the screen is in use. The sign-up sheet is outside the room and may be booked on a first come first served basis by students. When not pre-booked the space is available to anybody as regular study space. Please note that this is not a teaching room. Examples of acceptable use are students wishing to work together, the screening films/presentations related to study (groups or individuals), practising presentations.

**Training/user education**

The Bodleian libraries run user education sessions throughout the year aimed at staff and students.

iSKills - weekly sessions [http://libguides.bodleian.ox.ac.uk/workshops](http://libguides.bodleian.ox.ac.uk/workshops). iSkills (formerly WISER) is a programme of classes designed to help you to make effective use of electronic and other library resources in your research and learning.

**Research Skills Toolkit workshops** - free hands-on workshops for researchers. These are an opportunity to learn about a broad range of resources in one time-efficient session. Find the timetable at [http://libguides.bodleian.ox.ac.uk/workshops](http://libguides.bodleian.ox.ac.uk/workshops)

**College library community**

- [Join us on Facebook](http://www.facebook.com)
- [Follow](http://twitter.com) us on Twitter
- Check out our recent purchases via LibraryThing [http://www.librarything.com/catalog/BNCLibrary](http://www.librarything.com/catalog/BNCLibrary)
- Read the Library Bulletins sent out each term
- Suggest books for purchase
- Talk to your student library rep. College library reps attend termly meetings with library staff
**Special collections**

In addition to the working collections held in the four main areas, the College Library has two older collections, namely the pre-1640 collection consisting of approximately 2560 items, and the collection known as the Stamford Collection (owing to its previous location in Stamford House basement) which contains an eclectic range of books mostly dating between 1640 and the late 1700's. [http://www.bnc.ox.ac.uk/current-students/student-services/library/special-collections](http://www.bnc.ox.ac.uk/current-students/student-services/library/special-collections) Books in these collections may be consulted on request.

**Archives**

The College Archivist, Georgina Edwards, shares the Muniment Room office, which is just a few steps away from the library photocopier, with library staff. The Brasenose Archives are the official administrative records of the College and a rich historical resource of College life and its members since foundation in 1509. [https://bnc.ox.ac.uk/about-brasenose/history](https://bnc.ox.ac.uk/about-brasenose/history)

Please note that Georgie is currently on maternity leave. Her role is being covered by Helen Sumping (three days per week).

**Contact details**

<table>
<thead>
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I look forward to meeting you and wish you a happy and rewarding experience at Brasenose.