

Brasenose College Library

Information for Undergraduates



Welcome to the Library

Welcome to Brasenose College Library on behalf of Fellow Librarian Simon Palfrey and myself, College Librarian Liz Kay.

What follows provides some insight and information regarding the libraries at Brasenose including their role within the library and information resources available in Oxford

At Oxford you will find a wide range of libraries, volumes and electronic resources. However, having no single central University Library, Oxford may be 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. With a few exceptions, Nuffield for economists being one, you may use *only* the college library of your own college. There are, of course, are 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 Del Favero Reading Room, History Library, Smith Reading Room and the Stallybrass Library constitute the Brasenose College Libraries. They are often referred to collectively as “The Library”.

Del Favero Reading Room – 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 Del Favero Reading Room)

Smith Reading Room – 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. These are located in the College stacks or the Reserve collection. (Please ask a member of staff should you require one of these books.)

Opening Hours

The College libraries are exclusively for the use of college members. The Del Favero Reading Room, History Library and the Stally are open to members 24/7 throughout the year. The Smith Reading Room 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 the Smith Reading Room can 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: Del Favero Reading Room, library office (off the History library), Muniment Room, Smith Reading Room.

Working the library

The library is a 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. We have 16 lockers available on a one week loan basis for those who wish to leave items in the library.

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 be gone/anticipated time of return.

There are Kindles, a magnifying glass, coloured acetates (to aid reading) and book rests which may be borrowed. We also have a kneeling chair and a tabletop standing desk. Please get in touch if you have any special requests/needs and we will do our best to help you and provide whatever you need.

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 specifically purchased with graduate studies in mind.

SOLO is the mechanism for searching the Oxford libraries' catalogue <http://solo.bodleian.ox.ac.uk>

You will need to sign in with your [Oxford Single Sign-on \(SSO\)](#) 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:

Del Favero Reading Room

B Modern Languages	R Economics
E Philosophy	S Management
F English Language and Literature	X Theology
G Ancient History	Hemi - reference works such as dictionaries
J Classics	

Smith Reading Room

L Physics & Chemistry	P Biological Sciences (inc. medicine & biochem.)
M Mathematics	Q Psychology
NX Engineering	Y Music
O Geography	ART

History Library

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

Stallybrass Library

Law books have a shelfmark beginning with LR.

Remember that we are happy to help so please ask if you are unsure where to find the books you need.

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 Del Favero Reading Room, the librarian's desk in the Smith Reading Room 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

[Online library resources - general link](#)

[E-journals A-Z](#)

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.naxosspokenwordlibrary.com/>

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

IT facilities

The following are available:

- 2 PCs in the Del Favero Reading Room that print to a single printer - prints charged to batels
- 2 PCs in the Stally that print to a single printer - prints charged to batels
- 1 PC in the Smith Reading Room that prints to a single printer - 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 PCs for SOLO searching in the Del Favero and Smith Reading Rooms– no login required
- Self-issue machines in the Stally, Del Favero Reading Room and Smith Reading Room.

Collaborative Study Room

This room at the Chapel end of the Smith Reading Room is a flexible space that contains a giant iBoard Tablet, 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 and you are encouraged to take advantage of these.

iSkills- <http://libguides.bodleian.ox.ac.uk/workshops> a programme of classes designed to help you to make effective use of electronic and other library resources in your research and learning. *If you are new to Oxford you may find that attending one of the short basic courses (“Finding Stuff”) on SOLO saves you a lot of time in the long run.*

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 <https://libguides.bodleian.ox.ac.uk/workshops/skills-toolkit>

College library community

- [Join us on Facebook](#)
- [Follow](#) us on Twitter
- Check out our recent purchases via [LibraryThing](#)
- Read the library and archives [blog](#)
- Suggest books for purchase
- Talk to your student library rep. College library reps attend termly meetings with library staff

Further information

Orientation/inductio

You are obliged to attend the Brasenose library orientation/induction sessions offered. If you are unable to attend or require clarification/assistance at any time please do not hesitate to email or drop in to the library.

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. <https://www.bnc.ox.ac.uk/current-students/student-services/469-the-library?showall=&start=5> Books in these collections may be consulted on request.

N.B. The Stamford Collection is currently offsite and inaccessible while remedial work is carried out in the room where it is usually housed.

Archives

The College Archivist, Georgina Edwards, and Assistant Archivist, Helen Sumping, share with library staff the Muniment Room which is just a few steps away from the library photocopier. 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>

Contact details

College Librarian	Liz Kay	liz.kay@bnc.ox.ac.uk
Antiquarian Cataloguer	Sophie Floate	sophie.floate@bnc.ox.ac.uk
Library		library@bnc.ox.ac.uk

We look forward to meeting you and wish you a happy and rewarding experience at Brasenose.

Please note that in the event of Covid restrictions in College there will be some adjustments to the library service.