

# Brasenose College Library

## Information for Postgraduates



### Welcome to the Library

Fellow Librarian Simon Palfrey, College Librarian Liz Kay and Assistant Librarian Joanna Mills welcome you to the Brasenose Library.

Our delightful library is an integral part of Brasenose; it is the heart of the college. Inside this beautiful, warm, inviting space you can enjoy silent sociability while you study. There is no need to feel daunted by our historic past or any lack of familiarity with old buildings; the relaxed vibe ensures a pleasing, friendly and supportive place in which to think, plan, read and write. Moreover, the library is especially for you as a Brasenose student from the day you start to the day you leave. Of course, with that privilege comes responsibility and we expect you to respect and look after the library and consider other users. While the College library is for BNC members only, [all students can use the Bodleian \(University\) Libraries\\*](#)

The simplest and probably the best way to find information about the library is the Brasenose [LibGuide](#) which is aimed at current students requiring practical information about using the library. It provides helpful information and is a quick, easy to use resource that will be useful point of reference during your time here. Do have a look before you arrive in October.

The prospect of using the Oxford library system may seem a little daunting at first. The richness and diversity of the collections on offer, the many libraries and range of electronic resources is phenomenal however, with no single central University Library, Oxford can be quite a challenge to newcomers. The trick is to embrace what is on offer, enter buildings that might seem imposing on first sight and remember that nobody expects you to know how each library operates or where to find things so please feel relaxed about asking the librarians.

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, many smaller libraries to explore in addition to the main Bodleian libraries to which you have access [www.bodleian.ox.ac.uk/libraries/libraries](http://www.bodleian.ox.ac.uk/libraries/libraries) . Common features across (nearly) all of the libraries you might wish to use while at Oxford include the library card (referred to as Bod or University card), the library catalogue (searched via SOLO) and access to electronic databases and journals.

## The Brasenose 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

There are also books which are not on open access but are available for loan. These are located within 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 (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, Cloisters is used for conferences, although books shelved in the Smith Reading Room can still be accessed at certain times.

You use the fob received on arrival at BNC to access all libraries. Should you have problems with your fob please contact the ITC office.

Library staff are usually around between 8 am and 4pm, Monday to Friday, most weeks of the year and we 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 the popularity of the library it is not possible to reserve desks. We have 16 lockers available on a renewable one-week loan basis for those who wish to leave items in the library.

A Study Break Pass system is in place 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.

We have a magnifying glass, coloured acetates (to aid reading), cushions, back supports and lots of book rests available. There are also two height adjustable desks in Cloisters, kneeling chairs and tabletop standing desks. Please get in touch if you have any special requests/needs and we will do our best to help you and provide whatever you require.

All users must read and observe the [library protocol](#).

## Finding a book

The College library contains books in most subject areas. Generally regarded as an undergraduate library in terms of books available on the open shelves, 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 although you are probably much more likely to carry out a search across all libraries. Your search results will provide you with a shelfmark; with such a wide range of 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** – a simple self-issue system is in place for checking out/issuing books.

**Returns** – books that you wish to return should be deposited 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. Please do not leave books on the book trolley as they will not be checked in and will remain on your library 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 four-week periods during term time. Books are issued to academic staff on a long loan basis, unless they are one-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 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 so please ask a member of library staff for help.

## IT in the library

The following are available:

- 1 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, whiteboard, 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 room may be booked on a first come first served basis by students and there is a sign-up sheet to the left of the entrance to the room. 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. We wholeheartedly encourage you 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.*

### 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 reps. (College library reps attend termly meetings with library staff)

### Further information

#### Orientation/induction

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

## Special collections

In addition to the working collections held in the four main areas, the College Library has two older collections:

- the pre-1640 collection consisting of approximately 2560 items
- 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.

Furthermore, we have a collection of books written and/or edited by Brasenose authors. <https://www.bnc.ox.ac.uk/current-students/student-services/469-the-library?showall=&start=5> Books in these collections may be consulted upon request.

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

## Archives

The College Archivist, Helen Sumping (maternity leave until Feb/March 2023), and Assistant Archivist, Annaliese Griffiss, 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>

## \*A message from the Bodleian Libraries

Libraries will play a big part during your time at Oxford, whether providing access to online articles on your reading list or helping you find that elusive book. The Bodleian Libraries is the library service supporting the University and can help you get the most out of your course. **A short 30-minute webinar has been scheduled into your timetable to introduce you to the Bodleian Libraries and how they can help you. This will take place via Microsoft Teams. There is no need to register; just click the link in your timetable to join. You will get the best experience by joining via the [Teams desktop app](#), but you can join via a browser too (Google Chrome is recommended).** If you have any accessibility requirements you would like to declare, please contact [usered@bodleian.ox.ac.uk](mailto:usered@bodleian.ox.ac.uk).

Additionally, you can attend a tour of your subject library. Details are on our [Getting Started webpage](#) where you can also watch a brief welcome video. For details of the library/libraries for your subject area, and to watch a brief video about the subject library, visit our [Libraries web page](#)."

## Brasenose Library contact details

College Librarian	Liz Kay	<a href="mailto:liz.kay@bnc.ox.ac.uk">liz.kay@bnc.ox.ac.uk</a>
Assistant Librarian	Joanna Mills	<a href="mailto:Joanna.mills@bnc.ox.ac.uk">Joanna.mills@bnc.ox.ac.uk</a>
Rare Books Cataloguer	Sophie Floate	<a href="mailto:sophie.floate@bnc.ox.ac.uk">sophie.floate@bnc.ox.ac.uk</a>
Library		<a href="mailto:library@bnc.ox.ac.uk">library@bnc.ox.ac.uk</a>

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.*

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