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Although the Library's priority is to support the studies of Selwyn undergraduate students, you will find that judicious use of your College borrowing allowance will give you greater scope in your borrowing from your Faculty and the University Library.

Graduate students also appreciate our quiet study spaces, generous opening hours and friendly atmosphere.

Our 5,000 rare books (mostly theology) and items in our special collection of Victorian church and missionary history are all listed on our online catalogue. You are welcome to contact the Library for more information.

The College Archives may be useful for your research. Please contact the Archivist ([archivist@sel.cam.ac.uk](mailto:archivist@sel.cam.ac.uk)).

Please see our website for further information.



Follow us!

## SECURITY AND SAFETY



Don't admit anyone to the Library unless you are certain s/he is a College member. If you are in any doubt contact Library staff or a Porter.

Keep aisles clear of bags, books and clothes.

Use a kickstep, not a chair, to reach books on higher shelves, and use the large stepladder to retrieve books from upper shelves on the Ground Floor

Leave all food and drink outside, other than water in sealable containers.

Make sure you know where the Fire Exits are and what to do in an emergency.

Keep valuables with you. If you are leaving any books and papers behind, make sure they are neatly stacked with a *Books in use* slip on top. Items apparently abandoned will be placed in a Lost Property box and, if left unclaimed, will be disposed of at the end of each term.

Please observe Library regulations and keep within copyright restrictions when photocopying and using electronic resources

## SELWYN COLLEGE LIBRARY



## GUIDE FOR GRADUATE STUDENTS

### Opening hours

Term	7 am - 1.45 am
Vacation	7 am - midnight

This leaflet gives basic information about the College Library. Find out much more on our website or ask a member of staff.

College Librarian : Sarah Stamford

Assistant Librarian : Michael Wilson

Library Assistant : Katie Turner

Email : [lib@sel.cam.ac.uk](mailto:lib@sel.cam.ac.uk)

Web : [www.sel.cam.ac.uk/library](http://www.sel.cam.ac.uk/library)

Tel : (3)35880



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80 study spaces including silent room  
Printing, copying, scanning & computing  
Rare books, Archives & special collection

## Searching the catalogue

Use **Library Search**

<http://search.lib.cam.ac.uk/> or the quicklink  
from our webpage.

Use **LibrarySearch+** for online articles

For **browsing** please check the list on the  
noticeboard by the entrance desk and  
information on the ends of the bookstacks.

## You can borrow up to 12 items:

- **books for 8 weeks**
- **DVDs for 2 weeks**

## How to borrow

Take the books/DVDs to the entrance desk and  
use your University card to log in to the self-issue  
machine. Follow the instructions on screen.

If the security alarm sounds as you exit please  
return to the desk. Note the details in the Incident  
Book, and try reissuing the items. If there is still a  
problem please complete a paper loan slip and leave  
it in the tray. Staff will add the items to your record  
and email confirmation.

## Returning / Renewing

Three days before what you borrowed is due back a  
reminder email will be sent to your @cam address. As  
soon as you get the reminder, please act.

To **return** items, post them carefully into the brown box  
at the foot of the stairs. (Don't put books in there that  
belong to other libraries.) This box is emptied at least  
once each weekday in Term, at which point anything you  
borrowed will be taken off your account.

To **renew items or check your account** use your  
smartphone (see below) or the quick link to your account  
on our webpage.

If you receive a *Not renewed* message onscreen, either an  
item has been reserved by another reader, in which case  
you must return it immediately, or you have reached the  
number of renewals permitted (5 for books, 1 for DVDs) .  
In this case please bring it to the Library Office to have it  
returned and reissued.

## Fines

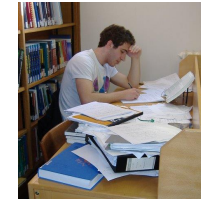
Anything you return or renew after the due date will incur  
a fine. This is charged at 25p per item per day; recalled  
items at 50p per item per day. You will be notified by  
email if you have a fine. You can leave the sum to be  
added to your College bill, or call in at the office to pay it .

If you pass anything borrowed on your account to some-  
one else it is still your responsibility. Your friend can  
switch it to his/her Selwyn account by borrowing it at the  
desk, it needn't be returned to the library first.

## The Library in your pocket :

<http://www.lib.cam.ac.uk/toolbox/camlib.html>

Manage your account, search library collections and  
much more from your smartphone



The Library is for **your** use as a  
member of the College.

Students from other Colleges  
are welcome to consult books  
here, but must ask staff for  
permission first.

## Check our webpages for

- Full details about using the Library
- Recalls and reservations
- Request form to suggest new purchases

## Call in or email the office, especially if you

- Can't find what you want in the Library
- Are looking for journal articles or online  
materials
- Want to know more about other libraries

## And you can ...

- Borrow from our GUS books - novels,  
biographies, cooking, etc. they are in the centre  
aisle downstairs.
- Buy bargain books, only 25p each.
- Admire our giant teaspoon!

## For information about all

**Cambridge University Libraries  
and their resources :**

<http://www.lib.cam.ac.uk/libraries/>