



OXFORD  
UNIVERSITY  
LIBRARY  
SERVICES



# History Faculty Library

## Guide

OLD INDIAN INSTITUTE BUILDING,  
34 BROAD STREET,  
OXFORD OX1 3BD

Telephone : (01865) 277262

December 2007

## Using the History Faculty Library

### Contact:

Old Indian Institute Building, 34 Broad Street, Oxford, OX1 3BD

**Telephone:** (01865) (2)77262  
Library office: (2)77262  
History Librarian: (2)77263  
Deputy Librarian: (2)77264

**Email:** [library.history@ouls.ox.ac.uk](mailto:library.history@ouls.ox.ac.uk)  
History Librarian: [isabel.holowaty@ouls.ox.ac.uk](mailto:isabel.holowaty@ouls.ox.ac.uk)  
Deputy Librarian: [valerie.lawrence@ouls.ox.ac.uk](mailto:valerie.lawrence@ouls.ox.ac.uk)

### Web:

History Faculty Library: <http://www.ouls.ox.ac.uk/history/>  
Wellcome Unit for the History of Medicine Library: <http://www.wuhmo.ox.ac.uk/library/>  
Faculty of History: <http://www.history.ox.ac.uk/>  
Bodleian Library History Collections and Services: <http://www.bodley.ox.ac.uk/dept/readerserv/history/>

### Opening Hours:

<b>Monday to Friday:</b>	<b>Full Term</b>	9.00 a.m. to 7.00 p.m.
	<b>Weeks 0 and 9</b>	9.00 a.m. to 7.00 p.m.
	<b>Vacation</b>	9.00 a.m. to 5.30 p.m.
<b>Saturdays:</b>	<b>Full Term</b>	10.00 a.m. to 1.00 p.m.
	<b>Weeks 0 and 9</b>	10.00 a.m. to 1.00 p.m.

**Closed periods:** Check website for Christmas, Easter and summer closed periods.

## Rules and regulations

Regulations relating to the use of the facilities of the Oxford University Library Services, to which all readers admitted to OULS libraries and facilities are deemed to have subscribed and to which they must adhere, can be viewed at

<http://www.ox.ac.uk/gazette/2005-6/weekly/270706/acts.htm>

Regulations relating to the use of IT facilities can be viewed at

<http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml>

In addition the following local library procedures should be noted:

- No Library equipment may be removed from the building, nor any books, except as provided in the OULS Library Rules. In the event of the security systems being triggered, readers must follow instructions given by staff.
- No responsibility is taken for coats, umbrellas or other property which are brought into the building entirely at the owner's risk.
- There are no parking places for readers' cars or bicycles, and bicycles left outside the building must not obstruct exits or the pavement.
- Prospective readers must complete a registration form on applying to join the Library. The data provided on this will be used for normal library purposes within the University only. It will be held for the duration of their membership and for such time thereafter as may be necessary to secure the return of outstanding books or payment of debts.
- Persons not listed as belonging to the History Faculty may be required to obtain a counter-signature (usually of a senior member) or provide a letter of introduction before their registration is accepted. Persons not employed by the University and no longer studying for Oxford qualifications and officially "In Residence" will not normally be admitted for either reference or lending.
- Readers will be registered for different types of use according to their course and status.
- Materials borrowed must be officially issued by Library staff in accordance with current procedures. They will not be issued to anyone without production of a valid university Card or equivalent.
- Books borrowed must be returned on or before the date to which they are issued, or as requested by a recall notice. Fines will be payable for the late return of books. Readers with overdue books or accumulated fines of £10 and over will not be allowed to borrow further whilst these are outstanding.
- Some materials are provided for use in the Library only. Lending books may also be consulted in the Library. Places are provided for readers in the West Room and Maitland Gallery. Books may be used anywhere in these rooms but after use they should be placed on the trolleys provided.
- Books not on open access will be fetched by staff on request at set times. Reference copies of set texts are kept at the counter and must be signed out from there. These must be returned to the counter before leaving the Library. Certain of the reference books may be borrowed by Senior Members, and research level graduates, for limited periods at the discretion of the History Librarian. Books prescribed for examinations, dictionaries, periodicals and bibliographies may not so be borrowed. Before borrowing any reference books readers must ask permission each occasion.
- Seats may not be reserved, and staff may remove property left on desks if other readers require working space. Some seats are designated as priority seating, and these are for the use of readers consulting reference materials. Other readers occupying these spaces may be asked to move.

## Admissions

The History Faculty Library is primarily a lending library for undergraduates and taught graduates of the History Faculty.

Other people who are currently studying for qualifications of, or employed by, the University, as well as Visiting Fellows of Colleges, may also register as users on proof of identity and status.

During term time the HFL is not usually open to outside students or scholars, except at the discretion of the History Librarian. Further details on admissions procedures may be obtained from the Library staff.

Readers are requested to bring their university or Bodley card with them, as this will be required to register as a reader of the Library.

## Enquiries & Help

Do ask Library staff any questions concerning the use of the Library's facilities, catalogues and electronic resources, etc. ***We are here to help!***

Throughout the year, Library staff offer group **training sessions** in the use of databases and e-journals. If you are interested, ask Library staff for details or see [http://www.ouls.ox.ac.uk/services/information\\_skills](http://www.ouls.ox.ac.uk/services/information_skills).

For **specialist** advice concerning the collections (print & electronic), contact the History Librarian [isabel.holowaty@ouls.ox.ac.uk](mailto:isabel.holowaty@ouls.ox.ac.uk).

## Borrowing

Various borrowing allowances apply to different categories of users. These limits, both of time and number of books allowed, are intended to keep our heavily used book stock circulating as efficiently as possible.

### **Standard Loan (including all undergraduates and Masters' students):**

- In Term: up to 10 books for up to 7 days
- Christmas and Easter Vacation: up to 20 books for the duration
- Long Vacation: up to 30 books for the duration.

### **Research Loan (including confirmed D.Phil. History students):**

- In Term: up to 10 books for up to 28 days (subject to recall after one week if reserved by another reader)
- Christmas and Easter Vacation: up to 20 books for the duration
- Long Vacation: up to 30 books for the duration.

### **Renewal**

Books may normally be renewed either in person or online provided that they have not been reserved by another reader. There is no limit on the number of times a book can be renewed, but once renewed online it must be returned to the Library by the new date, or if still required, renewed in person. Overdue books cannot be renewed online and must be brought in to the Library, and the fines paid in full, before further renewal will be allowed.

### **Overdues**

A courtesy email reminder is sent out on the penultimate day of the loan of a book. Should the book not be returned or renewed by the due date the borrower will receive an email reminder on the first day overdue, followed by printed reminders at the end of the first, second, and third weeks overdue. At that point if a book is still outstanding College authorities will be

notified.

### **Fines**

Fines are charged at the rate of 20 pence per book per day overdue. Readers who have accumulated fines of £10 or over will be unable to continue borrowing until the fine has been paid in full.

### **Mislaid or lost books**

It happens to most people that at some point they are unable to find a book they have borrowed. If this occurs, come and notify us of the problem and we can arrange a grace period while you search for the book. Any fines accruing from the date of notification onwards will be waived.

### **Reservations**

Books on loan to other readers may be reserved online, and email notification of availability will be sent as soon as the book is checked in. Reserved books are held for readers at the library counter for 3 working days from the time of check in. ***Readers are reminded that all holds placed during term and not fulfilled by Friday of week 7 will automatically expire at that point.*** Anyone still wishing to obtain a copy of a particular title will need to replace the hold from Saturday of week 7 onwards.

### **Vacation borrowing**

Vacation borrowing starts on Monday of week 8 each term, with books being issued until the start of the following term. From Thursday of week 8 borrowing limits are raised. Notices about vacation borrowing are posted on the Library's webpage, and displayed in the Library from week 6 of term.

### **IT facilities**

A total of 19 reader workstations are located in the three readings rooms of the HFL Main Library. Power sockets and ethernet connections are available for laptop users on the majority of desks. Before accessing the library network all laptops will need to be scanned. Once scanning has been successfully completed access is given for 7 days. Laptop users moving between libraries will need to scan multiple times.

### **Photocopying and printing**

There are 3 self service photocopiers and 1 networked printer available for the use of readers. All 3 copiers and the printer are located in the Maitland Gallery, on the second floor of the building. They are operated by using the University common photocopy card. Cards can be purchased, or recharged at the library counter on the first floor. Printing can be initiated from any of the 19 reader workstations in the Library (10 on the first floor, and 9 on the second) and then collected from the print release station in the Maitland Gallery).

The current charge for both printing and photocopying is 7 pence a sheet.

## **Collections**

The majority of the books held by the library can be found by searching on OLIS, the computer catalogue <http://www.lib.ox.ac.uk/olis/>. However, some older source material can still only be found by consulting the card catalogue.

### **Scope**

The scope of the collections held by the HFL is from late Roman times up until 1945. It is strong in British history, good in European and American history and has some world history. There are also collections of historiography, history of science, history of art, and palaeography. There are maps on display giving the layout of the Library and the location of different sections. If in difficulty, please do ask for help.

### **Classification**

The classification scheme used by the Library arranges materials by country, period, then topic, with the numbers used for topics being constant whatever place and period they occur in (eg. K 204.6 would be the shelfmark used for the history of women in Britain during the Middle Ages, and MU 316.4 the shelfmark for the history of women in the US during the Civil War). This arrangement which groups related works at the same shelfmark means that they can be readily browsed, either on the shelves of the library or electronically via OLIS.

### **Book fetches**

Due to lack of space not all of the Library's holdings are kept on open shelves. Both reference and some lending stock is now held in closed stacks. Books can be fetched on request at the library desk, and stack runs are done at 9am, 11.15am, 2pm, 4.15pm and 5.30pm.

### **Book recommendations**

An online book recommendation form is available if readers have a title they would like to suggest. The form can be found at [http://www.history.ox.ac.uk/oxonly/lib\\_suggestionform.htm](http://www.history.ox.ac.uk/oxonly/lib_suggestionform.htm).

### **New Books**

Books recently acquired by the Library but not yet available on the shelves can be fast tracked on request. A *New Books Display* for browsing is located by the Circulation Desk and is updated on a regular basis.

### **Set texts**

Reference copies of set texts for the Honour School of Modern History are kept in a counter reserve collection behind the library desk, and are available on request for use in the library. They must be returned to the desk before leaving. Lending copies of set texts can be found on the open shelves as part of the main collection.

### **Document packs**

Document packs containing set texts for various of the Optional, Further and Special Subjects are available for sale to students. Availability and price can be checked via lists displayed around the Library and on the Library's web pages. Bound copies are also available for reference and lending.

### **Multimedia**

The Library holds some collections of non book media including a small but growing number of videos and DVD's which can be found by searching OLIS, and also a teaching collection of wall maps available for loan to senior members. A handlist of map titles is kept at the library counter and can be consulted on request.

## Subject support

For readers studying History, English, Classics, Philosophy or Theology, tailored subject-specific advice is available via the "Book a Subject Librarian" initiative. For details of availability and bookings contact the Main Enquiry Desk, Old Bodleian Library, tel. (01865) 277162 or email Reader Services at [reader.services@bodley.ox.ac.uk](mailto:reader.services@bodley.ox.ac.uk).

### User Education

An increasing number and variety of courses are available to help library users make the most of the wealth of resources, both electronic and print. Details of courses and information about the type of help available can be found on the web at

[http://www.ouls.ox.ac.uk/services/information\\_skills](http://www.ouls.ox.ac.uk/services/information_skills).

It is also possible to arrange a short one to one session with a member of library staff if you feel you would benefit for some extra help with the use of OLIS or any of the online resources.

## Special Needs Readers

### Access

The Library is situated on the first and second floors of the Faculty building. At present, there is no lift in the building, so access for readers with mobility problems can pose some difficulties. Entry to the Library is normally via a spiral staircase (24 narrow steps) at the front of the building. Arrangements can be made for readers who are unable to manage the front stairs to use the staff staircase at the back of the building instead.

### Services

Staff are happy to help by bringing books down to the ground floor for readers who are unable to use the stairs. Also, marked-up copies of reading lists (and your University Card) may be handed in to the Porter who will pass them on to Library staff to fulfill.

Alternatively, contact the Library ([library.history@ouls.ox.ac.uk](mailto:library.history@ouls.ox.ac.uk)), 01865 (2)77262) and ask to have books set aside for later collection by a helper.

Contact the Library ([library.history@ouls.ox.ac.uk](mailto:library.history@ouls.ox.ac.uk)) or 01865 (2)77262) if you need to discuss access to reference materials. In some cases it may be possible to arrange for them to be transferred to a more convenient location.

Tailored one to one user education and induction sessions can be arranged if needed. In the first instance please contact Valerie Lawrence to discuss your requirements [valerie.lawrence@ouls.ox.ac.uk](mailto:valerie.lawrence@ouls.ox.ac.uk) or (01865) 277264.

A small selection of A4 coloured paper is available on request at no extra cost for readers with dyslexia and other special needs. For enquiries concerning supporting equipment and materials, please contact Library staff.