

# Robinson College Library & Archive

## 2023-2024 Guide

### Table of Contents

- Using the Library, inc. fire safety
- Where books are shelved
- iDiscover, borrowing and returning books
- The Law Library
- Printing, scanning and photocopying
- General Regulations PLEASE READ
- The Archive
- The Team

Robinson College Library is an inclusive space where all are welcome. We have a community noticeboard on the upper floor where mutual study support is offered, a Be Well Book Collection, a Seed Library and jigsaws etc. in exam term. Please look after yourself & take regular breaks.

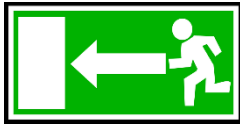
YOUR LIBRARY – LET US KNOW...There is an online form for any feedback that you would like to give, alternately talk to library staff or your Library Committee representative. Membership of the Library Committee is displayed on the noticeboard outside the Library.

### Using the Library

We are situated on Front Court and entry is via a door control system, activated by your University card. If you have any problems with your card go to the Porters Lodge or speak to our IT team. We are open to **Robinson College members only**, 24/7. The Library Office is usually staffed 8:30 until 16:30 Monday to Friday and 8:30 until 16:00 Friday. There will be occasions when these times will vary.

*\*Robinson College library doesn't have everything you will need. You can use the University Library (UL) just across the road and Faculty and Departmental libraries. **You cannot use other college libraries.***

### Action in the event of a fire alarm



If the fire alarm sounds evacuate the library by the nearest fire exit.

There are fire exits at both ends of the library on all floors. Do not collect belongings as this will put you in danger. Assemble in Front

Court. There is a weekly alarm test on Tuesday mornings.

## Where books are shelved

### ENTRANCE FLOOR

- General fiction, Short stories, Graphic novels, Children's/Picture books
- Languages and Literature (including Anglo-Saxon) English, French, German, Italian, Russian,
- Bowles Collection

### LOWER FLOOR

- Philosophy, Theology, Social and Political Science, Economics, Psychology, Music, Classical Greek and Latin, Geography, History

### UPPER FLOOR

- Be Well Collection
- Study Well
- Equality, Diversity and Inclusion – EDI Collection
- Computer Science, Biology, Chemistry, Physics, Maths, Medicine, Veterinary Medicine, Visual Arts, Theatre, Film

## iDiscover

The online catalogue is called iDiscover. It includes print and electronic resources held throughout the University.

So that you can search quickly there are 3 iDiscover terminals in our library.



You will find two on the first desk on the left as you enter the library and another one at the bottom of the stairs on the lower floor.

1. Search for the book you want in iDiscover
2. Note the classmark – the alphanumeric classification given to each book, which is displayed on a label at the bottom of the spine of each book.

3. Look at the pathfinding notices in the library to find where the book is shelved.  
Really easy once you get used to it!

You can find short video guides to iDiscover here <https://libguides.cam.ac.uk/idiscover>

## **Borrowing and returning books**

Please use the self-issue terminals to add all loans to your library account. There are no fines for overdue books apart from when a book request by another user is returned late (after 3 days). You will receive an email if another user requests a book that you have out on loan, you then need to return the book, to the library that you borrowed it from, within **three** days.

The maximum number of items you can borrow from Robinson Library is 10 – but if this is a problem just speak to library staff.

Undergraduate loans are for 7 days but they will auto renew. If for any reason you need to renew manually log into your iDiscover account – top right of iDiscover screen and click my loans, renew. You will get a statement of loans via email each month.

All you need to do to return books is deposit them in the Book Return Box, in front of the Library counter. This is emptied Monday to Friday around 8:30am.

Any queries about loans please email [jab202@robinson.cam.ac.uk](mailto:jab202@robinson.cam.ac.uk)

## **The Law Library, Teaching Room 3 on the floor above the Main Library**

Law and Land Economy students get 24 hour access via the door control system, activated by your University card. Anyone else with a need to use these resources should ask Library staff. Law Library books are borrowed by emailing the bar code (back cover, bottom right, begins with T or CCL to [library@robinson.cam.ac.uk](mailto:library@robinson.cam.ac.uk) using the book title as the subject. Law Library books are returned by depositing into the Book Returns Box in the Main Library.

## **Printing, scanning & photocopying**

The photocopier is situated on the Entrance floor, in a small room positioned between the stairs up and the Library desk. You will need credit on your printing account. You can find further information here <https://www.robinson.cam.ac.uk/college-life/it/printing-faq>

A4 Black and white 7p per sheet, A4 Colour 20p per sheet

A3 Black and white 14p per sheet, A3 Colour 40p per sheet

The IT Department will help with printing problems, visit the IT Office, Q staircase off High Court or email [helpdesk@robinson.cam.ac.uk](mailto:helpdesk@robinson.cam.ac.uk)

### Equipment for all to use in the Library

Standing desk, book rests, laptops stands, A3 guillotine, hole-punch, scissors, stapler and skeleton for medics.

## General Regulations

Smoking is not permitted, and we ask that you consume food outside the Library. Hot and cold drinks are allowed as long as they are in covered containers. Any user found in the library with food or drink, other than this exception, will be reported to the relevant Tutor and be required to do a period of community service within the library.

There is no rule of silence but readers are asked to avoid any activity likely to disturb others.

Readers must show their University Card if requested to do so.

Readers must leave bags and other containers in a designated area if requested to do so.

On leaving the library, readers may be required to show all their books, personal or otherwise, at the issue desk.

Personal property must be cleared from the library tables before you leave the library, unless you are only taking a short break. **Any property left overnight will be moved to the lost property area.** Readers are asked to return dictionaries, reference books and any books which are not being borrowed and are not required for further study to the library shelves.

All library books and equipment are college property and should be treated with care. In the case of loss or damage, books are the responsibility of the person who has signed for them. Any person known to have marked a book, even in pencil, will be subject to a fine. Missing books should be reported immediately to library staff, who will help to locate them, but if not found, the cost of replacing lost books will be charged to the borrower.

Readers are requested to switch their mobile phones to silent.

## The Archive

Our Archive collects and preserves the historical records of Robinson College. It is open to all with a genuine interest in the materials by appointment and subject to data protection regulations. The catalogue is not yet available online but includes:

- College records of the first Warden, Lord Lewis
- Records of College Council, Governing Body and College committees
- Administrative records relating to the buildings, the gardens and grounds, and the Chapel
- Records of the RCSA and the Alumni Association (Pegasus)
- Records of College sport, music and drama, including the Brickhouse Theatre
- Photographs
- Personal and academic papers of some key College figures, including Lord Lewis; Dr Mikulas Teich (a Founding Fellow); Mrs Helena Shire (a Founding Fellow); Commander Coupe; Victor Bugg (the College's quantity surveyor); and Sir David Robinson (the benefactor)
- Papers of four of the Robinson College Trustees who oversaw the founding and building of the College (Jack Linnett, Charles Brink, Trevor Gardner and R F (Dick) Holmes).

The above list is not exhaustive.

## The Team

Judith Brown - Library and Archive Manager

Ian Chambers – Library Assistant, reshelving (part-time)

Fenglian Ding – Library and Archive Assistant (Weds, Thurs and Fri)

Professor Judith Lieu – Fellow Librarian

Wg Cdr Peter Milloy – Fellow Archivist

Robinson College Library & Archive,

Cambridge,

CB3 4AN

[library@robinson.cam.ac.uk](mailto:library@robinson.cam.ac.uk) or [archivist@robinson.cam.ac.uk](mailto:archivist@robinson.cam.ac.uk)

## Further Information

- Robinson College Library webpages <https://www.robinson.cam.ac.uk/college-life/library>
- Robinson College Archive webpages <https://www.robinson.cam.ac.uk/about-robinson/college-archive-and-history>
- Cambridge LibGuides <https://libguides.cam.ac.uk/home>
- Cambridge LibAnswers <https://answers.libraries.cam.ac.uk/search/>
- Directory of all libraries at Cambridge <https://www.libraries.cam.ac.uk/libraries-directory/libraries-a-z>
- Library, research and study skills training <https://www.libraries.cam.ac.uk/training>
- Libraries map <https://www.libraries.cam.ac.uk/libraries-map>