**Welcome**

Welcome to your Library – we hope that the following pages will help provide all the essential information you need to get you started with using libraries here in Oxford.

We understand that for some the Oxford library system can initially appear complex and this might be off-putting.

Do remember that you don’t need to know everything about the system to start with.

There will also be plenty of welcome sessions in the libraries and information and guidance online to help you on your way.

We will meet you to show you how to use the College Library during your first week.

The Library in College is easy to use, and we are available to help in any way we can.

Do just ask us if you are confused, need clarification or just want some pointers.

**Libraries in Oxford**

There are 100+ libraries within the University system.

You will tend to use only a handful of them during your time here.

The Tate Library is your Library. It is open to college members only and is available 24/7 during term time. It holds copies of key texts and other material and provides 50 spaces for individual study.

Other college libraries are not normally open to non-college students.

**The Bodleian Library**

The Bodleian Library is the main research library within Oxford. It contains over 13 million printed items. It is a legal deposit library, dating back to 1610. It is entitled to a copy of every published book in the UK & Ireland.

All University members may access the Bodleian Library and use its collections.

**Faculty and Departmental Libraries**

Faculty and departmentallibraries are also included within the wider Bodleian Libraries group.

We’d recommend that you attend welcome sessions at your faculty / departmental library to learn more.

The getting started pages for the Bodleian are available [here](https://www.bodleian.ox.ac.uk/ask/getting-started/under-post-graduates).

Most faculty libraries are open to all students, although borrowing may be limited. A full list of these libraries and their admissions/borrowing policies can be found [here](https://www.bodleian.ox.ac.uk/libraries).

**The Tate Library**

The Tate Library is the name of the main Library in College.

It has been designed to be easy to use and to provide you with a quiet space for individual study.

Open 24/7 during Term

Swipe in and out of the Library using your University card

You can bring drinks (non-alcoholic) and snacks into the Library

Desks are unreserved so choose where you’d like to study

As this is a communal space, please take your rubbish away with you as well as your personal belongings.

Staff are normally around in the library or library office 9am-1pm and 2pm-5pm Monday-Friday.

You can bring a guest to study with you in the library 8am-11pm. Do not leave them unattended or give them your card as this is a security risk.

**Using The Tate Library**

The books are on open shelves and available for all to browse and borrow. Return books to the drop box outside the Library or Penelope the Returns Trolley inside

If you have any problems finding books, email and we can have a look.

Tell us if we haven’t got a book you need – we can get it ordered for the Library, often by the next day

You may borrow up to 100 books via the Self-Issue Machine or more with staff assistance

If a book is in high demand and we are unable to get extra copies, we may ask you to return it early or make sharing arrangements with your fellow students.

All loans are due for renewal or return by Friday 8th Week of each term.

**Getting books**

The Library is well-stocked with over 32,000 books in the reading room and we try to provide textbooks and core reading to suit your study needs.

There are two options for getting new books - the Library budget and your personal Book Fund.

If you can’t find a book you need in the library complete this [this form](https://forms.office.com/Pages/ResponsePage.aspx?id=G96VzPWXk0-0uv5ouFLPkTOoPBuwu8JGg2vUAhTuk6JURVdXRTNDRjNBOFNZTDlMSlFCQ0g0T0QzWC4u) or email us to request us to buy it. We can normally get books in a couple of days.

Every student has a personal Book Fund, outside of the library budget. You can use this to buy textbooks which you will need over the course of the year, or wish to highlight and make notes on.

This fund is administered by library staff and it is best to order through us, although you may buy yourself and submit receipts for reimbursement.

**Finding Material**

There are a lot of books in Oxford in the 100+ libraries. Finding what is where or whether it’s available online is a key skill you’ll develop. Use SOLO to find print books and journals as well as e-books, e-journals, articles, and more.

SOLO is a union catalogue of most of the material held across the Oxford libraries, so it will list items we have in the Tate as well as material held in the Bodleian and other college libraries.

Many courses have reading lists available online via ORLO, with direct links to SOLO.

You can access lists [here](https://oxford.rl.talis.com/index.html) or via your course’s Canvas pages.

Most electronic resources – e-books, journals, articles, databases – can be accessed when signed in on SOLO via any browser.

The exception is Electronic Legal Deposit items can only be accessed on a PC within a Bodleian Libraries reading room.

**Printing & IT**

WiFi is available throughout College on your laptop or mobile devices via your [eduroam](https://help.it.ox.ac.uk/how-to-connect-to-eduroam) account and the library desktops are also wired in.

Printing, scanning, and photocopying are available on the machine outside the library and in the corridor leading to the library office.

You can print from the Library desktops and release your printing at either machine with your University card.

You can also use the WebPrint service from any device via the [Members Portal](https://members.hmc.ox.ac.uk/) on the College website and release in the same way.

All students receive £6 credit per term = 200 sides A4 Black & White printing or photocopying (scanning is free)

Black & White = 3p Colour = 15p

You can top up your account at the Bursary with cash or card.

In urgent cases, library staff will be able to print for you.

**Getting Help**

There is lots to take in when you start at Oxford. Also as there are so many libraries, there may be different rules and regulations in place so be aware that not all your books may be due at the same time.

If you are having issues or finding it tough please ask Kate or Niall for help. Or if you’d just like to chat please come and find us. We are normally around during office hours during the week, either in the Library or in the Library office downstairs or email [library@hmc.ox.ac.uk.](mailto:library@hmc.ox.ac.uk)

A live chat option is also available if you want to contact staff within the Bodleian. When the service is available a chat box appears at the bottom of the Bodleian [home page](https://www.bodleian.ox.ac.uk/).

You will also have a subject librarian for your subject who will be able to help you with your use of the Bodleian and its resources. A full list is available [here](https://www.bodleian.ox.ac.uk/ask/subject-librarians) and subject guides are available [here](https://libguides.bodleian.ox.ac.uk/home/subjects).