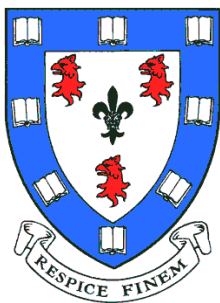


HOMERTON COLLEGE LIBRARY



USER GUIDE

Mary Allan Building, Homerton College, Hills Road, Cambridge, CB2 8PH

- ★ **Telephone** 01223 747260
- ★ **Email** library@homerton.cam.ac.uk
- ★ **Catalogue** <http://heritage.homerton.cam.ac.uk> [+access your account]
- ★ **Blog** <http://homlib.wordpress.com>
- ★ **Twitter** <http://twitter.com/homlib>
- ★ **Official site** www.homerton.cam.ac.uk/teaching/library.html



Homerton College Library is open 24 hours 7 days a week with an authorised Smart Card or enabled University Card.

Self issue, enquiry terminals, and general computer workstations (PWF) are always available.

Library staff are available during the following hours:

Full Term staffed hours

Monday* – Friday0900 – 1700

Saturday – Sunday 1300 – 1700

Weekend staffing by postgraduate students

*includes two May Bank Holiday Mondays

Vacation staffed hours

Summer (**August: unstaffed, reference only**), Christmas, Easter

Monday – Friday0900 – 1700

Saturday – Sundayunstaffed

Staffed hours are subject to change without notice

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1 About the user guide

This is a comprehensive user guide to Homerton College Library and important online resources (please refer to the appropriate pages of this guide full information):

- ◆ [Homerton College Library Catalogue](#) – search the full catalogue of Homerton College Library at <http://heritage.homerton.cam.ac.uk> where you can also access your library account, renew loans and reserve items on loan.
- ◆ [Newton Catalogue](#)¹ – a ‘union catalogue’ where you can search across all the libraries of the University (including Homerton) administered by the **University Library (UL)** at <http://www.lib.cam.ac.uk/newton/>
- ◆ [LibrarySearch \(beta\)](#) – an ‘extended Newton Catalogue’ search facility with coverage into electronic resources and many extra search features at <http://search.lib.cam.ac.uk/>
- ◆ [University Library Electronic Resources](#)² – full text access to over 20,000 online academic journals, thousands of ebooks and 400+ online databases. Access all these via <http://www.lib.cam.ac.uk/electronicresources/>
- ◆ [Homerton College Library weblog](#) – <http://homlib.wordpress.com>. We hope you will keep an eye on our weblog. We may not always post news very often but any urgent news about the Library will go on the blog, as well as news about important new resources. Also it includes a range of user guides, resource lists, web search links, etc. One way to keep up to date is to subscribe to our blog’s **RSS news feed** at <http://homlib.wordpress.com/feed/> with a feed reader such as [Google Reader](#) or using [iGoogle](#) or subscribe through your email application or browser. These are all free online services. Members of the Library staff will be happy to help you with this.
- ◆ Homerton College Library Twitter page – at www.twitter.com/homlib is used for urgent events and often linked to fuller details on the blog. Again, it is not currently used particularly frequently.



In addition, there are have links to some documents on [our official web page](#) <http://www.homerton.cam.ac.uk/teaching/library/index.html>. This web page offers an RSS feed of new acquisitions and recatalogued items and links to our online catalogue, weblog, and this user guide.



Suggestions for additions, corrections or improvements to this Guide, or any aspects of the Library are always welcome.

Notes on the format

Words in bold are special terms relevant to the Library or Homerton College. If necessary, they will be defined on first use. Where applicable, these items will appear on the our Library floor plans.

Hyperlinks [\[text in blue – and sometimes underlined\]](#) within the text refer to web pages. When viewed online these will direct your web browser to the relevant web page.



The Library entrance area showing the enquiry desk on the right

¹ Newton – <http://www.lib.cam.ac.uk/newton/>

² UL Electronic Resources – <http://www.lib.cam.ac.uk/electronicresources/>

2 Introduction to Homerton College Library

Homerton College Library occupies three floors in the **Mary Allan Building (MAB)**.

Mary Miller Allan was the first woman Principal of Homerton College, 1903-1935, after the College moved from Homerton, East London, to its present site in the late 1800s.

The Library holds over 40,000 items arranged by subject using the [Dewey Decimal Classification \(DDC\) system](#)³.

Our holdings include a number of special collections.

The **Multimedia Collection** contains a wide range of recorded music on CD plus an increasing number of films on DVD and a large collection of printed music scores. These are on **Floor 2** (top floor).

The **Journal Collection** houses a large collection of back runs of **journals** covering all subjects. **Journals** are reference only. They are also on **Floor 2** (top floor).

We have an expanding **Local Collection** of items about the Cambridge region. These are also reference only and also kept on **Floor 2** (top floor).

The Library is perhaps best known for its extensive **Children's Literature Collection (CLC)**. This is on **Floor 1**.

Vacation access to other higher education libraries



Are you an undergraduate or taught postgraduate student following a taught course? Would you like to have access to another higher education library?

Undergraduate students and postgraduate students following taught courses at UK colleges of higher education or UK or Irish universities will normally be granted reference use of other higher education libraries free of charge **during the vacations of the host institution**. If you request admittance to another library you should be prepared to present proof of your current membership of a university or college of higher education. A current library card will normally be acceptable, provided that it shows the holder as an undergraduate or taught postgraduate. Sometimes it may be necessary to show evidence of when your course ends: you are recommended to check with the other library as your own library's policy may be different.

The scheme is additional to many local arrangements in areas where institutions are close together.

You are strongly advised to check the library's web page, or telephone in advance of your visit, in order to be sure about vacation dates, opening hours, and documentation required.

Some institutions have a special web page outlining their requirements. Such pages can be reached from the list that follows immediately.

For full information, please refer to

http://www.sconul.ac.uk/using_other_libraries/vacation.html

THE SOCIETY OF COLLEGE, NATIONAL AND UNIVERSITY LIBRARIES

³ Dewey Decimal System web site – <http://www.oclc.org/dewey/default.htm>

**ONLINE**

- Search our catalogue
- Reserve items
- Check your library record
- Renew your loans

[http://
heritage
.homerton
.cam.ac.uk](http://heritage.homerton.cam.ac.uk)

3 Library rules

To **borrow** items from Homerton College Library, you must have:

- ◆ A **Homerton College Smart Card** or enabled **University Card** to gain access to the Library.
- ◆ Your **University Card**⁴ registered with the Library in order to borrow or renew items either at our **self issue screens** or at the **enquiry desk**.
 - You must register your **University Card** at the Library **enquiry desk** before you can borrow items from the Library.

3.1 Borrowing items

- ◆ A maximum of **fifteen items** may be **borrowed** at the same time from Homerton College Library (*irrespective* of items borrowed from any other library).
- ◆ The loan period is **14 days**. Return dates falling on weekends are extended to the following Monday. A reminder email is sent a few days before the due date.
 - A small number of items are Reference only – they are clearly marked as such.
- ◆ You *must* have your **registered University card with you** to **borrow** or **renew** items at the Library.
- ◆ Items must be borrowed using our **self issue screens** on the ground floor: see **section 5.1** for operating instructions.
- ◆ Items marked '**Do not self issue**' (magnetic media such as audiotapes or videotapes) should be borrowed at the Library **enquiry desk**.
- ◆ You may *not* borrow items if you have **overdue** items or an unpaid **fine**.
- ◆ You *must not* allow anyone else to borrow books using your **University card**.
 - **If you do this**, any overdue fines or other charges for someone else's borrowing remain your (the card holder's) responsibility and you are in breach of Library regulations and the Data Protection Act.
- ◆ Before the start of **holiday periods**, the return date of all borrowable items is extended to cover the holiday period. When a loan period extension is imminent, notices will be posted in the Library on our weblog.



If you set off the alarm when leaving the Library...

You *must* come back and seek out a member of library staff to check that your books have been issued correctly.

Outside staffed hours you *must* fill in the **Incident Book** by the exit gates with your contact details and a list of barcodes of all the items you are borrowing.



3.2 Returning items

- ◆ **All returns should be deposited in the drop boxes immediately inside the Library entrance.** The **drop boxes** are emptied periodically during staffed hours. Returns should be clean of any pencil markings, sticky notes etc.
 - **Please do not leave returns on trolleys or anywhere else**—they must go into the **drop boxes** or be handed to a member of Library staff.
 - **Only our items in the drop boxes, please!** We do not take back books from other libraries.
 - If you are at your **borrowing limit** of 15 items or have **overdue** items, *and you need to borrow more items immediately*, items may be handed in at the enquiry desk for immediate return.

⁴ University Card web pages – <http://www.admin.cam.ac.uk/offices/misd/univcard/>



3.3 Reserving items on loan to someone else

- ◆ Items you would like to borrow which are currently on loan to someone else can be **reserved online** and at our dedicated **enquiry screens** (see **Section 6**) in the Library. This should ensure the item is returned soon after the due date – a fine is levied on **reserved items** returned late – and kept aside for you.
 - The return date of an **on loan** item is shown on its **full catalogue record** on our **enquiry screens** (see **Section 6**).
- ◆ A maximum of **three items** may be **reserved** at the same time.
- ◆ When a copy of your reserved item is returned to the Library, you will be informed by a letter in your pigeonhole. The item will be put aside on our **reservations shelf** behind the **enquiry desk**. You must collect the item from the Library *within two days*. Please bring the letter with you.
- ◆ The current borrowers of the item you have reserved are informed of a reservation request. *They may still keep the item until its due return date, but they will not be able to renew it.* They will be fined if the item is returned late.



3.4 Renewal of loans (extending the loan period of a borrowed item)

- ◆ Items you have on loan can be **renewed** (*ie* have their loan period extended a further two weeks) online, by email or telephone, and at the Library **self issue screens** – **but only if the items are no more than 5 days overdue**.
 - Online renewals <http://heritage.homerton.cam.ac.uk>
 - The email address for renewals is library@homerton.cam.ac.uk
 - The telephone number for renewals is **01223 747260** (with answer system).
- ◆ An email reminder is automatically sent to you a couple of days before items are due for renewal.
- ◆ To **renew** items **more than 5 days overdue** bring them to the **enquiry desk**.
- ◆ **Renewals** are nominally restricted to **five occasions** per item **online** or by **self issue**. Further **renewals** must be requested at the Library **enquiry desk**.
- ◆ You cannot **renew** an item if someone else has **reserved** it, but you may keep it until its due date. You will be informed by email if an item you have on loan has been reserved by someone else.

3.5 Overdue items

- ◆ Items **overdue by more than 5 days** *cannot* be renewed online or by email or telephone or at the **self issue screens**. They must be returned to the **drop boxes** inside the Library entrance or, if a renewal is required, renewed at the enquiry desk.
- ◆ An email reminder is automatically sent to you a couple of days before items are due for return.
- ◆ **Fines** are not levied on **overdue** items, except when they have been **reserved** by another user and you do not return them by the specified date.
 - Notice of a **reservation** on an item you have on loan is sent to you by email. You must return **reserved** items by the specified date to avoid a fine.
- ◆ You will be notified regularly by email about **overdue** items.
 - If you fail to renew **overdue** items after a reasonable number of notifications, you will be warned that the matter will be notified to the Dean of the College.
- ◆ You cannot **borrow** or **renew** items whilst you have **overdue** items.

3.6 Fines

- ◆ **Fines** of £5 per item are levied only on **overdue items that have been reserved by someone else**. Please return **reserved** items as soon as possible or, at the latest, by their due date to avoid a **fine**. You will be informed about a reservation and the impending **fine** – which will take effect if you do not return reserved items promptly.
- ◆ You cannot **borrow** or **renew** items whilst you have an outstanding fine.

3.7 Lost Library items

- ◆ There is a charge of **£30** per lost item borrowed from the Library.
 - If you can purchase a good copy of the same (or later) edition of the lost item in good condition for less than £30, we might accept that as a replacement. Please confirm with the Librarian before buying anything!

3.8 Leaving books out on the tables

If you want to leave books that you are using on the tables on Floors 1 and 2 to come back to them later, please fill in a **yellow slip** so that we do not clear the books from the table. Books with appropriately dated yellow slips will be left for three days. **Yellow slips** should be available on all floors – please ask at the Library **enquiry desk**.

3.9 Online access to Library account and Library catalogue

You can access your Homerton College Library account at <http://heritage.homerton.cam.ac.uk>. You can check your loans and **renew** or **reserve** items as well as search our full **catalogue**.

- **To renew or reserve online you will need to log in to the system using the five character code on the back of your University Card under the barcode, usually starting with the letter 'V'**.
- Renewals can still be done via telephone or email if you prefer.

3.10 Children in the Library

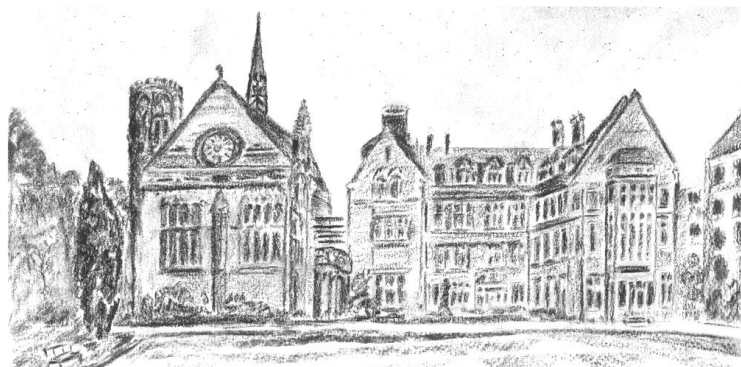
Children under 14 years of age entering the Library:

- ◆ **must** be accompanied by an adult at all times;
- ◆ **must** be confined to the ground floor of the Library.

This is a safety requirement covering the whole Mary Allan Building, and thus the Library requests that you comply with it.

3.11 Lost personal items

We will remove personal property left in the Library and place it in **Lost Property boxes** on the **Quick Reference** shelving by the **Ground Floor reading area**. Valuable items will be passed to the **Porters Lodge** if not collected on the day they were found. If you think you have left a personal item in the Library please ask, in the first instance, at the Library **enquiry desk**.



*Homerton College –
the original Victorian
buildings*

4 Arrangement of the Library

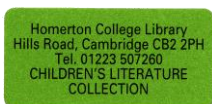
Homerton College Library occupies three floors. **Floor plans** are posted in the Library and are available on our **weblog** and on our **enquiry screens** by clicking on **Library maps** in the main **Enquiry menu**. Here is a floor by floor guide:



Quick Reference
Ground Floor

◆ Ground Floor

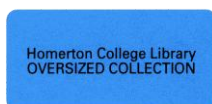
- **Main Library sequence (ML)** – main subject degree-level material arranged by **Dewey Decimal Classification (DDC) 000-899, A800-E899**. (900-999 is shelved on **Floor 1**).
- **Quick reference section (QREF)** – dictionaries (including foreign languages), encyclopedias, road atlases, other reference works. Red spot with 'QREF'.
- **Journal current issues** – in reading area. Back issues shelved on **Floor 2**.
- **Self issue screens (2)** – see **Section 5.1** for instructions.
- **Enquiry screens (3)** – two screens dedicated solely to our **Heritage catalogue** and one solely to the University **Newton catalogue (Section 5.3)**.
- **Public Workstation Facility (PWF) (4)** – computers connected to a printer and one connected to a scanner. for general use including internet access plus a wide range of software. There is an **Apple Mac PWF** on the ground floor.
- **Printer and scanner** – the **printer** (laser b&w) is linked to all the library's **PWF** computers. The **scanner** is linked to a specific **PWF** computer on the ground floor.
- **Drop boxes (2)** – for returning items borrowed from Homerton College Library



Children's Literature Collection
Floor 1

◆ Floor 1

- **History and geography** main subject degree-level material (**DDC 900-999**).
- **Children's Literature Collection (CLC) (800-899 Floor 1)**. Green sticker.
- **Past exam papers** – shelved after **900s** (near the service lift).
- **Oversized Collection (OS)** – books too big for the standard shelves, mainly art books. Blue sticker.
- **Public Workstation Facility (PWF) (2)** – as above.
- **Photocopying** – operated by smart cards purchased for £5 from the **Porters Lodge**. Each card gives ~70 A4 photocopies (see **Section 8**).



Oversized Collection
Floor 1



Multimedia Collection
Floor 2

◆ Floor 2

- **Multimedia Collection (MMC)** – **CDs, DVDs, audio-** and **videotapes** and our **Music Collection** of music scores and sets of part scores which can be hired out. (Note: *main subject* music texts are on the **Ground Floor**). Blue spot. **Music hire** service is operated with **Christ's College**: see [Christ's College Music Hire web page](#)⁵. **Yellow stickers** denote items that can be hired out.
- **Journals (PER)** – a large collection of back issues arranged in alphabetical order by title (reference only) (see **Section 10**). Note: current issues of most journals are displayed in the **Ground Floor reading area**. Many journals are full text accessible online (see **Section 9.1**).
- **Local Collection (LC)** – a large collection of material about Cambridge and the surrounding region (reference only).
- **Public Workstation Facility (PWF) (3)** – as above.

◆ Reference items (other than **Quick Reference QREF** section above)

- **Reference** items not in the **QREF** section are shelved with borrowable items at the same **DDC** number. Very few of our items are **Reference** only. Red spot.



Music Sets
(can be hired out)

Shelved in
Multimedia Collection
Floor 2



Reference

⁵ Music Hire service: Christ's College/Homerton College –
<http://www.christs.cam.ac.uk/current-students/library/music-hire/>
Please address all music hire enquiries to us at library@homerton.cam.ac.uk

◆ **Work/study areas**

- **Floor 1** and **Floor 2 (top floor)** should be used as work/study areas.

5 Computers in the Library

Thirteen **computers** around the Library are available for your use. They are set up to perform one of the three functions: **self issue**, **enquiry** or **PWF**.

Function of PCs in Homerton College Library and their floor locations			
Location of computer →	Ground Floor	Floor 1	Floor 2
↓ Function of computer ↓			
Self issue screens	2	—	—
Enquiry screens	3*	—	—
Public workstation facility (PWF)	4	2	3

* Two screens for searching our own catalogue, one screen for *Newton* catalogue

- ◆ **Wireless internet connection** – there is wireless internet access available throughout the library — see **Section 5.6** (below). Any queries about this must be raised with Homerton **IT Department**⁶.
- ◆ There is an **Apple Mac PWF** on the ground floor.

5.1 Self issue screens

There are two **self issue screens** on the **Ground Floor** of the Library. Items should be **borrowed** or **renewed** at the **self issue screens**. You must have [University Card](#)⁷ registered at the Library to **borrow** items and to use the **self issue screens**.

Note that **renewals** (*ie* extending the loan period of items you are borrowing) can be done **online** at <http://heritage.homerton.cam.ac.uk>. You can also renew by telephone (**01223 747260** with answer system) or email (library@homerton.cam.ac.uk).

You *cannot* **borrow/renew** items at our **self issue screens** or **renew online** *if*:

- any of your items are more than a few days **overdue** or you have an unpaid **fine**.
- the item has been **reserved** by someone else – in which case it should be returned by the due date.
- the item is marked '**Do not self issue**' (eg. magnetic media such as audio and video cassette tapes) – these must be issued or renewed at the **enquiry desk**.
- ◆ Items **overdue** by more than a few days can be renewed only at the **enquiry desk**.
- ◆ Items you have which have been **reserved** by someone else cannot be renewed. **Reserved** items must be returned to the **drop boxes** or the Library **enquiry desk**.

5.2 A note about returning items

Please note that all **return** items should normally be placed in the **drop boxes** inside the Library entrance. *Only items from Homerton College Library in the drop boxes, please.* We do not take back items from other libraries.

If you need return items removed from your record immediately, please return the items to Library staff at the Enquiry Desk for immediate return.

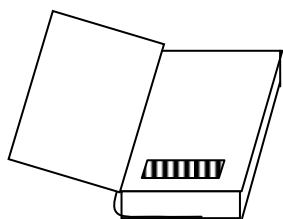
- Items placed in the **drop boxes** will be removed from your account in due course, *but not immediately*. **Therefore, if you have the maximum number of 15 items – or if the returned items are overdue – you will not be able to borrow further items immediately if you put them in the drop boxes.**

⁶ IT Department: web site (ResNet) – <http://www.homerton.cam.ac.uk/itdept/>

IT Department contacts – IT-Support@homerton.cam.ac.uk ☎ ext 47109

⁷ University Card web pages – <http://www.admin.cam.ac.uk/offices/misd/univcard/>

5.3 Using the self issue screens – instructions



Our barcodes are on the very first page of our books and on the front of cds and dvds

Please note that references to **barcodes** on library items refer to **our own barcodes** which should be on the very first page of a book, or on the front of CDs and DVDs. (Do not use the manufacturer's barcode on the back of the item!).

	What to do	How to do it
1	Scan the barcode on the back of your registered University card under the scanner. Your Library account is displayed.	Present the barcode on the back of your University card to the scanner, <i>at least a few inches</i> below the red scanning beam. A beep confirms acceptance.
2	Prepare the item to be borrowed/renewed by ensuring that the barcode is visible. eg. open a book at first page to display barcode .	Place item on platen, spine against the raised desensitizing block, with the item's barcode nearest the scanning beam.
3	Scan the barcode of the item being borrowed/renewed, adding it to your Library account (on the display).	With barcode displayed, slide the item on the platen towards the red scanning beam until a beep confirms the barcode has been read...
4	Desensitize the magnetic security strip in item. This happens <i>after</i> the item's barcode has been read. More items? Go back to 2then slide the item back on the platen towards you, <i>fairly slowly</i> , keeping the spine of the item pressed against the desensitizing block . Ensure the <i>full length of the item</i> slides slowly back <i>against</i> the desensitizing block.
5	Date stamp the return date on the item. The date stamps are set to the correct date. Please do not alter the date stamps!	Items are normally issued for 14 days, longer for vacation periods. Spare date stamp sheets are available at the self issue screens .
6	Clear your Library account from the display, if it is still showing. Note: your Library account will automatically clear from the display after 20 seconds of inactivity.	Click on ← Back to clear the display.

As a rough guide, when proficient, the above process should take around 2-3 seconds for each item.

If you are a new user or need a reminder, please ask a member of the Library staff to demonstrate **self issuing**.

Instructions, with a diagram, are posted at the **self issue screens**.



5.4 Enquiry screens—search the catalogues

Enquiries (searching our catalogue) can be done at <http://heritage.homerton.cam.ac.uk>. Also, there are two dedicated **enquiry screens** on the **ground floor** of the Library:

5.4.1 Online and at two enquiry screens in the library :

- ◆ [Homerton College Library catalogue](#) – search our full catalogue no need to log in to just do searches (see **Sections 13.1-14.2**) at <http://heritage.homerton.cam.ac.uk>.
- ◆ **Reserve** items that are **on loan** to someone else (see **Section 6**) – need to log in.
- ◆ View **Library floor plans** and a **Homerton College site plan** – click on **Library maps** in the main **Enquiry** menu.

5.4.2 Online and at one *Newton* enquiry screen in the library

- ◆ [Newton](#)⁸ **search** the catalogues of **all** the libraries of the University – no need to log in (see **Sections 13.3-13.6**) at <http://lib.cam.ac.uk/newton/>
 - The **Newton catalogue** contains only a partial catalogue (~60%) of Homerton College Library's holdings. This is true of most college libraries which, like Homerton, do not use **Newton** as their 'in house' system.
 - However, our hard copy **journal** holdings are complete and up to date on **Newton**.

5.5 Public workstation facility (PWF)

There are nine **PWF** machines in the Library: four on the **Ground Floor** (including one **Apple Mac**), two on **Floor 1** and three on **Floor 2 (top floor)**. **PWF** machines can be used for email and other internet access, plus they offer a vast array of other applications. See [Computing Service PWF Information Pages](#)⁹.

You can use a USB memory stick on the PWF **BUT PLEASE REMEMBER TO REMOVE YOUR MEMORY STICK WHEN YOU WHEN YOU LEAVE!!**

- ◆ You must log in to the **PWF** machines.
- ◆ **Printing from the PWF machines**
The **PWF** machines are connected to their own (mono) laser printer in the Library.
 - To print from the **PWF** you must have sufficient **print credits**. These are obtained using an **eCredit facility** accessed on the **PWF** at: **All Programs > PWF Programs > Utilities > PWF eCredit**
Payment is by debit or credit card. Your print credit balance can be checked with the **Balance** option.
 - Refer to [Printing on Computing Service PWF printers](#)¹⁰ web page.
- ◆ A scanner is being installed this autumn (2010). Instructions to follow.
- ◆ Tips on using the **PWF**:
 - Always store your files in your own personal file space and take backups.
 - **For your own security please remember to log out of PWF computers!**
 - The **University Computing Service** offers a vast range of [free training courses](#)¹¹ (taught and self-taught) covering use of the internet, email, word processors, spreadsheets, bibliographic software (eg. EndNote®), presentation software (eg. PowerPoint®) and more. Lists of courses are also posted in the Library.

⁸ Newton catalogue – <http://www.lib.cam.ac.uk/newton/>

⁹ Computing Service **PWF** information pages – <http://www.cam.ac.uk/cs/pwf/>

¹⁰ Printing on Computing Service **PWF** printers – <http://www.cam.ac.uk/cs/pwf/print.html>

¹¹ Computing Service training courses – <http://www.cam.ac.uk/cs/courses/>

- ◆ Checkout discounted software and hardware via the **IT Department** which offers substantial savings on many mainstream applications.



5.6 Using your own computer in the library

You may bring your own portable/laptop computer into the library for use on **Floor 1** or **Floor 2 (top floor)**. Wireless internet access is available throughout the Library (see below). Remember to bring any power adapters your machine needs.

- ◆ **Homerton ResNet wireless access** – wireless access boosters are sited in the Library so a signal of sufficient strength should be available throughout the Library. Select **Homerton Resnet**. Login is by **Raven password**.
- ◆ University computer related information is on the **University Computing Service web pages**¹².
- ◆ **Homerton College IT Department** runs the **Homerton ResNet web site**¹³.
 - **ResNet** access is free of charge to campus residents. Non resident users need to use the 'Pay as you go' service.
 - More details on wireless access are on the **IT Dept Homerton ResNet web site**. Go to the **Guides & FAQs** page and click on the heading **Wireless Internet connection** which links to a **PDF** document **SResNet 2009-2010 - self connection**. There is also a map of 'wireless hotspots' across the College—most of the main College buildings offer a wireless connection.
 - **Lapwing**, the University's wireless service, is available at the **Faculty of Education** just up the road (as well as at many other University sites including the **University Library**). For more information see **Lapwing homepage** (<http://www.lapwing.cam.ac.uk/>).

¹² **University Computing Service** web pages – <http://www.cam.ac.uk/cs/?docs?>

¹³ IT Dept **Homerton ResNet** web site – <http://www.homerton.cam.ac.uk/itdept/index.html>



6 Reserving items on loan to someone else

If an item you wish to borrow is **on loan**, and you do not need it immediately, you can **reserve** it online and at the two **enquiry screens** in the library.

- A maximum of three items can be reserved at the same time.
- You must have a **University Card** registered with the Library to **reserve** items.

6.1 To reserve an item online or at our Library enquiry screens

To **reserve** an item (short instructions):

- ◆ Online – log in at <http://heritage.homerton.cam.ac.uk>
- ◆ display its full catalogue record and click on the Reserve button (top left)
- ◆ login (if not already done so) using the five character code on the back of your University Card.
- ◆ Click OK to confirm your reservation.

You will be informed by letter when the item becomes available.

To **reserve** an item – full instructions:

- ◆ Search for the item using our **online** system or the Library **enquiry screens** (see **Section 14.2** for full search instructions).
 - The **search results** list shows the following information: *Authors, Title, Location, Loan type – Status, Class*. Here you can quickly ascertain if an item is available, and even how many copies of the item are available.
- ◆ **Click on the desired item** in the **search results** list to display its **full catalogue record**.
- ◆ Check that all copies of the item are **on loan** [*Status*] – reservation is possible *only if all copies are on loan*.
- ◆ Click on the **Reserve** button (top left of the screen).
- ◆ If you have not already logged in you will need to log in using the five character code on the back of your **University Card**.
- ◆ Click **OK** to confirm.
- ◆ If an error message appears it may be because:
 - a reservable copy of the item is **available** in the Library – check its **full catalogue record** and look for it on the shelves
 - the item is **reference** only
 - you already have the maximum of **three items** reserved
- ◆ When the current borrower returns the reserved item, you will be notified by letter. Please collect the item from the Library **enquiry desk** within two days.

7 The Multimedia Collection on Floor 2

The shelving arrangement of the **Multimedia Collection** on **Floor 2** includes the following material kept in distinct and separate sequences:

◆ Printed music

Three separate sequences, in the order shown below:

- Miniature scores: **780.9** only, by composer
- Larger sized single copy scores: **780** to **787**, by composer within these classmarks
- Multiple-copy music sets: **780** to **788**, by composer within these classmarks

Please note – music text books continue to be housed on the **Ground Floor**.

◆ Sound recordings

Four separate sequences, in the order shown below:

- Music, compact disc: **780** to **788**, by composer within these classmarks
For example: **780.9 BEE** (Beethoven); **781.6 DAV** (Jazz, Miles Davies); **782.24 BAC** (Cantatas, Bach)
- Spoken word, compact disc: small number at end of above sequence
- Music, audio cassette tape: music & opera, VHS video tape: **780** to **781**, by composer within these classmarks
- Spoken word, audio cassette tape: **821** to **843**, by author within these classmarks.

◆ Video recordings

Two separate sequences, in the order shown below:

- Films, digital versatile disc (DVD Video): **759** to **948**, by director within these classmarks
- Films, VHS video tape: **759** to **948**, by director within these classmarks.

◆ CD-ROMs

- After all the above, by classmark.

◆ Music dictionaries

- At end of sequence: Grove, main; Grove, jazz; Grove, opera.

8 Photocopying and stationery

There is a **photocopier** in the Library on **Floor 1** (and there are other photocopiers in the **IT Department** and **HUS office**).

- ◆ A **copy card** is required to operate the photocopiers. The card provides around 70 A4 photocopies. It costs £5 from the **Porters Lodge** (outside the Library entrance). It does not have an expiry date.
 - We advise you to write your name on your **copy card** and to take care of it—do not leave it behind at the photocopier, for example!
- ◆ For a small number of photocopies, for which you might not want to purchase your own card, the Library can lend you a **Library copy card** at a charge of 10p per A4 page (20p for A3). This is slightly more expensive per copy than using your own card.
 - Buying your own copy card is the most economical option if you think you will do more than 50 photocopies whilst attending the College – the card does not have an expiry date.
- ◆ **Please do not feed the photocopier** with your own paper or transparencies as this has been known to cause paper jams.
- ◆ The Library does not provide stationery except pens (please return!) and scrap paper on request.
- ◆ The [Homerton Union of Students \(HUS\)](#)¹⁴ provides a range of low cost copying and printing services such as **laminating** and **binding** along with a good range of **stationery**, most of it at competitive prices. The **HUS** is in the **Queens Wing**. The Library has a copy of the **HUS** price list of stationery and services on display.
 - There are a couple of print shops in Cambridge Place off the northern (city) end of Hills Road by *Domino's Pizza*. We have used **Cambridge Copy Studio** there (postcode CB2 1NS, tel 01223 327627) – they usually offer special deals to students (eg. 'we pay the VAT').

¹⁴ Homerton Union of Students (HUS) web site – <http://www.hus.org.uk/> ☎ 01223 747235

9 Contact between you and the Library

You may contact the Library by:

- **email** – library@homerton.cam.ac.uk
- **telephone** – 01223 747260 (with answer system)
- **post** – Homerton College Library, Mary Allan Building, Homerton College, Hills Road, Cambridge, CB2 8PH.

Our contact details are also on the blue **date stamp sheets** attached to most of our items. Note that our telephone number changed to the one above in March 2009 – some items may still have the old number.

The Library will normally contact you by your **University email address**.

- Exceptions are **notices of reservations ready for collection** and **overdue reminders**. These are notified by letter to your College pigeonhole. If pigeonhole is not convenient we can, in some circumstances, make *all* contact by email. Ask at the Library **enquiry desk**.
- Letter contact can, on request, be sent to a term-time postal address outside Homerton College rather than College pigeonhole.



It is your responsibility to ensure that you can promptly and reliably receive communications from the Library.

Changes to any of your contact details must be made known at the Library enquiry desk at your earliest convenience.

9.1 Webmail access to your University email account

We advise you to regularly check your **University email account**. Most of our personal contact with you will be via this route.

- ◆ The University webmail, **Hermes Webmail Service**, is at <https://webmail.hermes.cam.ac.uk> and can be accessed online from any **PC** with internet access.
- ◆ [Optional] The **Hermes Webmail Service** allows you to set up automatic forwarding of your University email to another email address if you wish. Instructions are under **'Help'** on the **webmail** login page.
- ◆ [Optional] You can, if you wish, download your **University email** from **Hermes webmail** servers to your own **PC** using an **email client** (such as Microsoft Outlook/Outlook Express, Thunderbird, Netscape, Eudora, etc). The settings you need are at [Email program settings for Hermes](#)¹⁵ on the **webmail** web site.

¹⁵ Settings to download email from Hermes webmail – <http://www.cam.ac.uk/cs/email/muasettings.html>




10 Journals in the Library

Homerton College Library has a collection of over 400 **journals**, many with a long run of back issues. Most are old subscriptions and do not include recent issues. The Library has cut back its subscriptions and currently subscribes to around 20 **journals** (mostly of a more general nature). Recent issues of most academic **journals** can now be accessed online via the **UL's Electronic Resources** portal. Journals are also referred to as **periodicals** or **serials**.

The University offers full text online access to most major academic journals (approx 20,000 titles in total). Access to online journals (and all other subscribed online resources) is easiest via the University's eresources portal at <http://www.lib.cam.ac.uk/electronicresources/>

- ◆ Our **journals** collection is on **Floor 2** (top floor) of the Library. They are shelved in alphabetical order by **journal title** (excluding leading *A, The*, etc).
- ◆ **Current issues** of the general journal titles we now subscribe to are kept on the **journal display racks** in the **Ground Floor reading area**. The back issues of these are also kept on **Floor 2** for a year or so.
- ◆ Our **journals**, like all our other items, are catalogued and can be searched on our **online system** and at the two **Heritage enquiry screens** on the **Ground Floor**. Our **catalogue** will show which issues we hold of a particular journal and also whether **online access** is available (with a weblink).
 - To see which issues we hold in hard copy, access the journal's full catalogue record: do a search for key words of the journal title and click on its entry in the Summary Results list. Alternatively, we have a printed list of our journal holdings by journal title A-Z and by subject A-Z. This is available at the Library enquiry desk and also posted around the Floor 2 journal shelves.
 - The University's **Newton catalogue** also contains our journal holdings

10.1 Journals with online access

- ◆ Most **journals** are now accessible **online full text** via the [UL Electronic Resources \(ULER\)](http://www.lib.cam.ac.uk/electronicresources/)¹⁶ portal. The portal lists *every* journal available online via the UL with weblinks to each title. The list includes some 20,000+ journal titles. In addition, there are over 400 academic online databases and a growing number of ebooks.
- ◆ In our **catalogue**, where online full text access is available for a **journal** a weblink is provided in the **catalogue record**. Note that our catalogue will list a journal *only if we already hold hard copy versions* (around 400 titles). Online versions of journals are supplied via the University Library.
 - In our printed list of the 400 or so journals we hold, online full text availability is indicated by a computer screen symbol  or a mouse symbol  or a  symbol – depending on who provides the access. This list is available at the **enquiry desk** and posted on the sides of the journal shelves, top floor (and we hope to place it online soon).
 - An indication of online access does *not* guarantee online access. The subscriptions, administered by the **University Library (UL)**, are subject to constant change. But the vast majority should be available as stated.
 - Online **journal** access varies between titles. Usually it provides at least the last five years' issues, and sometimes the whole run from issue one. In some cases the most recent year(s)' issues are excluded.
 - Off campus access to most of these resources will be via **Raven password**. You should have been assigned a Raven password on joining the University [more on Raven in Section 15 below].

¹⁶ UL Electronic Resources (ULER) – <http://www.lib.cam.ac.uk/electronicresources/>

11 Health and safety

All users of the Library are reminded that they should take every reasonable care in their use of the Library, bearing in mind that there could be a number of potential hazards, examples of which are set out below.

- ◆ Stairs in the library and in the rest of the **Mary Allan Building (MAB)** are of the open tread design. All users of the library are advised to take great care in using the stairs – the wearing of certain types of footwear could, for example, increase the chance of tripping or falling on what is a very hard surface.
- ◆ Railings around those stairs and along the galleries on **Floor 1** and **Floor 2** are of such a design that at corners (and elsewhere) there are substantial gaps, through which a small child could very easily fall.
- ◆ The Library is furnished with under-floor cabling which requires floor-level power supply/data access boxes. These boxes have lids with lift-up plastic flaps which occasionally break or snap off and can present a hazard to high heels – please beware of protruding flaps but do not try to force flaps back into position.
- ◆ The windows in the Library employ a type of restraining catch which allows the window to be opened so far but no further. Please take care to avoid trapping fingers when opening or shutting windows and do not attempt to open a window beyond the maximum opening position, as determined by the restraining catch.
- ◆ Certain items of equipment in the Library, including the **paper cutter** and the **photocopiers**, require careful use to avoid trapped or injured fingers. The **photocopier** must not be opened or tampered with – if you think there is a problem please report the matter to Library staff. If the problem cannot be rectified quickly an outside engineer will be called.

In view of the potential hazards above, it is therefore regretted that children under the age of 14 are not permitted to use any part of the Mary Allan Building (MAB) except the Ground Floor and only if accompanied by an adult. This restriction also applies to the Library at all times.

Access to the Library for less able persons, other than the **Ground Floor**, is available via alarm-protected doors giving entry to the Library from **Floor 1** and **Floor 2** foyers of **MAB** via the lift in the foyer. To gain access to the Library through these doors please request that the alarm be temporarily switch off at the **Porters Lodge** first.

All users permitted in, and visitors to, the Library are respectfully asked to take due care at all times when using the Library, and to acquaint themselves with the **Library Regulations** [see **Section 11**, below] which refer, amongst other matters, to the **exclusion of mobile phones** and the **non-consumption of food and drink**. These regulations are posted in various places in the Library and can also be found in the **Library User Guide** available from the Library web page <http://www.homerton.cam.ac.uk/teaching/library.html>.

Your help and co-operation in these matters is very much appreciated.

Both this notice and the notice in **Section 11** (below) are displayed at various points on all floors of the Library.

12

Homerton College Library Regulations

1. The name of the Library is Homerton College Library and for the purposes of these regulations, as set out below, shall be referred to as “the Library”. Similarly, the term “user” or “users” refers to users of the College Library.
 2. Users fall into two categories: borrowers and visitors. Any member of the College, once registered (see below), can have full Library privileges including borrowing, **within the limits and conditions currently in operation**. Members of the College, to be able to use the Library, must first register by attending a short induction to the Library at which they will need to present their University Card and they may also be required to produce some other form of ID. Completion of a registration form may also be necessary for some members. Provision of a mobile phone number and/or evening contact phone number will also be required. Once registered, a user is expected to visit the Library’s website to read the Library User Guide, and by registering it is assumed that the user accepts the Library’s conditions and regulations (including those listed in this document).

Visitors can on application to, and at the discretion of, the Librarian (see below), use the Library **for reference and study purposes only**. Visitors to the Library are required to make themselves known to the College Librarian who will decide whether their application to use the Library for reference and study purposes is acceptable—the Librarian’s decision on this is final and non-negotiable. If their request is agreed, they will be required to complete a registration form and in addition to provide a mobile phone number and/or evening contact phone number. The granting of such a request by the Librarian does not imply that borrowing privileges will be given.

In certain exceptional circumstances, visitors to the Library may be accorded limited borrowing privileges—requests for this must be made in person to the College Librarian whose decision again will be final and non-negotiable.
 3. All users of the Library are expected to inform the Library immediately of any change in contact or course details.
 4. The Library operates on a 24/7 basis, using electronic access by means of the University Card—entry to the Library and the use of its facilities is subject to the availability of the systems that allow 24/7 operation and may be suspended without notice.
 5. Users are expected to respect the privacy and needs of other users at all times, keeping conversation and noise to a low level, or to what is reasonable given differing or prevailing circumstances.
 6. The consumption of food and drink (including bottles of drink and water) **is expressly forbidden**.
 7. **The use of mobile phones and other unauthorized electrical, audio and other equipment is expressly forbidden**. Mobile phones should be switched off before a user enters the Library and should be kept out of view.
 8. Laptop computers can be used in the Library so long as they are not left plugged in, or unattended. Care must be taken in the use of the power sockets provided in the Library.
 9. Users, in their dealings with or in the Library, must take special care to avoid action that contravenes, or might be construed as contravening, the Data Protection Act and the Copyright, Designs and Patents Act.
 10. Users are expected, when borrowing items from the Library, to operate the self issue system whenever possible. They are expected first to read the posted instructions for using this equipment, and will be held responsible for setting off the security alarm as a result of not issuing items to themselves correctly. Disciplinary action may be taken in such circumstances. If a user, **for whatever reason**, is unable to operate the self issue equipment, on no account should items then be taken from the Library on the assumption that they can be “borrowed” anyway. If a member of the Library Staff is present, then they should be asked to deal if possible with the non-operation of the self issue system, but failing that, items **CANNOT** then be borrowed until the next occasion the self issue equipment is operational, **however inconvenient that may be**.

When no member of the Library Staff is present users are expected to make an entry in the Library Incident Book on any occasion that the security alarm sounds at the point when they are exiting the Library.
 11. Users are expected to return promptly items borrowed from the Library and in accordance with procedures currently in operation. Fines may be imposed and/or disciplinary action taken when items are not returned within a reasonable period of time and thus have become overdue. **Claiming that an item has been returned to the Library will NOT be accepted as proof that the item has in fact been returned; the only proof accepted is finding the item itself (where there are multiple copies, the item with the correct barcode)**.
 12. Users will be invoiced for the full cost of the current price of items lost or not returned, or where applicable a unit cost charge for items no longer obtainable.
 13. All users are expected to familiarize themselves with the College’s policy on Fire Prevention and Health & Safety. Notices are displayed in the Library about Health & Safety and Fire exit routes are clearly marked. On hearing the fire alarm, the Library must be vacated as quickly as safety permits.
 14. Running, or not wearing shoes, is not permitted in the Library nor in any part of the Mary Allan Building, of which the Library forms a part.
 15. The Library Staff have the right to refuse entry to the Library, for whatever reason, and/or withhold permission for any person to use the Library, and/or to ask, at their discretion, any person to leave the Library. Abusive behaviour will not be tolerated.
- Liz Osman, Librarian, September 2010

13 Dewey Decimal Classification® system – introduction

The **Dewey Decimal Classification (DDC)® system**¹⁷ is the world's most widely used library classification system. It is the system used by Homerton College Library (and most other libraries of the University). The **DDC system** classifies each item by its subject matter. This means that items covering the same subject are shelved together.

The **DDC** number of an item thus indicates both the main subject matter of an item and its location

The **DDC system** was developed in America in the 1870s by a library pioneer, **Melvil Dewey**¹⁸ (1851-1931). Since 1988 it has been owned by, and is copyright of, **OCLC (Online Computer Library Center Inc, Dublin, Ohio, USA)**¹⁹, a nonprofit library organization.

At its broadest level, the **DDC** classifies subject matter into ten main **classes** which cover the entire world of knowledge. Each **class** is divided into ten **divisions**, and each **division** into ten **sections** (not all the numbers for **divisions** and **sections** have been used). This means there is a potential total of (10 x 10 x 10) 1,000 **sections** of basic subject classifications. Fortunately, it is not necessary to know them all!

You will become familiar with the **DDC numbers** that are relevant to your interests. Listings of parts of the **DDC** are posted on the ends of the relevant shelves.

- The **DDC educational resources web page** provides a **downloadable summary of the DDC system in numerical order from 000 to 999**²⁰. It is in **PDF** format – you must have the free **Adobe® Reader**²¹ to view it.
- Also, refer to this **non OCLC list of DDC numbers by subject A-Z**²².

**Can't find what you are looking for?
Are you looking on the right floor??**

Remember...

...The **ground floor** contains the Dewey range **000-899, and A,B,C,D,E800s**

...**Floor 1** contains the Dewey range **900-999** (history and geography)
and Children's Literature Collection **800-899 CLC** (green label)

The main run of Dewey 000-999 is known as the **Main Library (ML)** sequence and contains degree level material on all subjects.

Could it be on loan?

**...it's all in the catalogue record!!
(if it's on loan you can reserve it)**

**If an item genuinely appears to be missing, please help us by
filling in a 'missing book form' at the enquiry desk.
We will search for the item and email you if we find it.**

¹⁷ Dewey Decimal system (OCLC) – <http://www.oclc.org/dewey/>

¹⁸ Melvil Dewey biography – <http://www.oclc.org/dewey/resources/biography/>

¹⁹ OCLC – <http://www.oclc.org/>

²⁰ DDC codes by number 000-999 (OCLC) (PDF document) – <http://www.oclc.org/dewey/resources/summaries/>

²¹ Adobe® Reader® download – <http://www.adobe.com/products/acrobat/readstep2.html>

²² DDC codes by subject A-Z (non OCLC) – <http://www.apl.org/libcats/dewey.html>

13.1 The basic Dewey Decimal Classification system

Let us take the **DDC vocal music section at 782** as an example.

The main ten **classes** are indicated by the 'hundreds' figure: 000, 100, 200, to 900.

Main ten classes of the Dewey Decimal Classification (DDC)	
000 – 099	Computer science, information & general works
100 – 199	Philosophy & psychology
200 – 299	Religion
300 – 399	Social sciences
400 – 499	Language
500 – 599	Science
600 – 699	Technology

700 – 799 Arts & recreation	
800 – 899	Literature
900 – 999	History & geography

The above **ten classes** are each divided into ten **divisions** (indicated by the 'tens' figure), resulting in **100 divisions** in all. Our example of **vocal music** resides within the **700-799 arts & recreation class**. It is divided into the following ten **divisions**:

The ten divisions of DDC arts & recreation class (700-799)	
700 – 709	Arts [general]
710 – 719	Landscaping & area planning
720 – 729	Architecture
730 – 739	Sculpture, ceramics & metalwork
740 – 749	Drawing & decorative arts
750 – 759	Painting
760 – 769	Graphic arts
770 – 779	Photography & computer art

780 – 789 Music	
790 – 799	Sports, games & entertainment

The above ten **divisions** are each divided into ten **sections** (indicated by the 'units' figure). Our example of **vocal music** resides within the **780-789 music division**. It is divided into the following ten **sections**:

The ten sections of DDC music division (780-789)	
780	Music [general]
781	General principles & musical forms
782 Vocal music	
783	Music for single voices; the voice
784	Instruments & instrumental ensembles
785	Ensembles with one instrument per part
786	Keyboard & other instruments
787	Stringed instruments
788	Wind instruments
789	(Optional number)

This demonstrates the basic structure of the **Dewey Decimal Classification system**.

However, further refinements are normally applied. We look at these in the next section.

13.2 Refinements to the Dewey Decimal Classification (DDC) system

The Library uses a number of refinements to the basic **1,000 DDC sections**:

- ◆ **Additional numbers after a decimal point**
Further refinement is achieved by adding numbers *after a decimal point* (hence **Decimal** in the name). For example, sacred vocal music is at **782.2** (*ie* a subdivision of **music 782**), and carols are at **782.28** (*ie* a subdivision of **sacred vocal music 782.2**), and so on to further decimal places and refinements. Thus, the **DDC system** offers a virtually infinite number of classifications and remains flexible. In practice, Homerton College Library rarely uses more than four numbers after the decimal point.
- ◆ **Filing letters after the DDC number**
Another refinement is the addition of **filing letters** after the **DDC** number *eg* **782.2 SMI**. Most items have just three **filing letters** which are either:
 - the first three letters of the author's surname or
 - the first three letters of the title when the item is edited rather than authored, or if the item has four or more authors.
- ◆ **Additional filing letters** – in addition to the first three – are used where necessary. These are either placed within brackets or preceded by a forward slash:
 - (i) Works *by the author* have the work's initials inside brackets – *eg* a play written *by* Shakespeare titled *Twelfth Night* would be at **A822 SHA(TN)**.
 - (ii) Books *about the author's works* have extra letters after a slash (/) – *eg* a book *about* Shakespeare's plays written by Smith would be at **A822 SHA/SMI**.
 - 'Bracketed' works (*by* the author) are shelved **before** 'slashed' works (*about* the author).
 - This system keeps texts of each of Shakespeare's plays grouped together by title followed by books *about* Shakespeare grouped together by author.
- ◆ **800-899 literature class (Ground Floor)**
The **800-899 literature class** on the **Ground Floor** is a special case. The general **800-899 literature class** is followed by five *additional 800-899* sequences preceded by the letters **A, B, C, D**, and **E**. The letters correspond to the four time periods of the **English Tripos papers** plus our new section, **E**, for 21st century. The full **800-899 literature class** sequence, and shelving order, is [with examples]:
 - **800 - 899** non period-specific literature [*eg* anthology of poetry];
 - **A800 - A899** ... 'medieval/renaissance literature up to 1660' [*eg* Shakespeare];
 - **B800 - B899** ... 'Augustine and romantic literature 1661-1830' [*eg* Jane Austen];
 - **C800 - C899** ... 'literature of industry and empire 1789-1914' [*eg* Bronte sisters];
 - **D800 - D899** ... 20th century literature [*eg* James Joyce];
 - **E800 - E899** ... 21st century literature [*eg* Zadie Smith].
 - **800 - 899 Children's Literature Collection (CLC) is on Floor 1** [*eg* Philip Pullman]
- ◆ **Journals [PER/]**
Journals (or **periodicals** or **serials**) are classified as **PER/XXX**, where **XXX** represents the first three letters of the **journal title** (ignoring initial 'A', 'The', etc). For example, *The Journal of Aesthetic Education* is shelved at **PER/JOU** (ignoring initial 'The') and *Progress in Human Geography* at **PER/PRO**.
 - **Journals** are shelved alphabetically by **PER/XXX class mark** on **Floor 2** (top floor). **Journals** were introduced in **Section 10** (above).
- ◆ **Floor plans of the Library**
Library floor plans are posted in the Library and downloadable from our weblog.

Adult literature is on the **Ground Floor**

Homerton College Library
Hills Road, Cambridge CB2 2PH
Tel. 01223 507260
CHILDREN'S LITERATURE
COLLECTION

**Children's
Literature
Collection**
is on
Floor 1

14 Key resources – introduction

The following resources are used to search for hard copy holdings in our library and across other libraries of the University. A separate search covers online resources.

- ◆ **1. Homerton College Library's catalogue**
 - Our own catalogue includes all Homerton College Library's holdings: books, journals, CDs, DVDs, videotapes, and any other material.
 - Our catalogue is at <http://heritage.homerton.cam.ac.uk> as well as on two dedicated **enquiry screens** on the **Ground Floor** of the library.
 - Instructions on searching our catalogue follow in **Section 14.2**.
- ◆ **2. The University of Cambridge Libraries' *Newton* catalogue**
 - ***Newton***²³ is a **University Library (UL)** administered catalogue covering *all* the libraries of the University (**UL**, College, Faculty, and other libraries) at <http://www.lib.cam.ac.uk/newton/>.
 - **Please note:** for some libraries, including Homerton College Library, ***Newton*** includes only the more recent holdings – acquisitions since 1999 in our case – and cannot show if an item of ours is on loan or available.
 - Instructions on using ***Newton*** follow in **Section 14.4**.

Summary of coverage and availability of <i>Heritage</i> and <i>Newton</i>		
System → ↓ Coverage ↓	<u>Our catalogue's coverage</u> (Homerton College Library)	<u><i>Newton</i> coverage</u> (Univ of Cambridge libraries)
Homerton College Library	Full catalogue of all items held	Partial catalogue (~60% but gradually increasing)
Other libraries of the University (departmental, college, faculty, etc.)	Not covered	Other libraries of the University covered (some, like Homerton, only partially)
Web address	http://heritage.homerton.cam.ac.uk	http://www.lib.cam.ac.uk/newton/

- ◆ **3. University Library (UL) Electronic Resources**²⁴

A vast number of online resources are offered by the **UL** at <http://www.lib.cam.ac.uk/electronicresources/>. They include:

 - Online **eJournals**: 20,000+ journal titles offering full text online access.
 - Online **eBooks**: a growing collection of thousands of **eBooks**. Some are catalogued in ***Newton***.
 - Online **databases**: 400+ high quality online **databases**.
- ◆ **4. Homerton College Library Naxos subscription**

Homerton College subscribes to the **Naxos Music Library**²⁵ which offers almost 50,000 titles (~700,000 tracks) at near CD quality. For off-campus access please request the Naxos password from the Library enquiry desk.

Off campus access to most online resources is via your **Raven password**. See **Section 14** for information on Raven passwords.

²³ ***Newton*** catalogue – <http://www.lib.cam.ac.uk/newton/>

²⁴ **UL Electronic Resources** – <http://www.lib.cam.ac.uk/electronicresources/>

²⁵ **Naxos Music Library on campus access** – <http://homertoncam.naxosmusiclibrary.com>

14.1 Homerton College Library catalogue

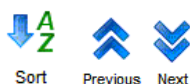
The Homerton College Library catalogue uses [Heritage IV library software](#)²⁶. It holds a record of every physical item held by Homerton College Library. It will indicate links to online versions where available.

- Our catalogue is at <http://heritage.homerton.cam.ac.uk>. There are two dedicated **enquiry screens** in the Library, on the ground floor.



14.2 Searching our catalogue

- ◆ Choose **General search** or **Advanced search**. **Advanced search** has more options, eg. limit your search by type of media (*Media*) or **Dewey Decimal Classification** (*Class*) or *Location* (eg enter Children's for **Children's Literature Collection**).
- ◆ Enter your search term[s] – eg. author's surname and/or title key word[s]. There are various options for displaying the search results.
- ◆ Click the **Search** button.
- ◆ You will see your **search results**, a list of items in the Library matching your search criteria. The number of items found is indicated at the top left of the list.
 - If the list is too long, click on **←Back** to redefine your search.
 - If only one item matches your search criteria you will see the **full catalogue record** page immediately and the following three points will not apply.
- ◆ Scroll down your **search results** to find the item you require. There are ten per page. Click on **↓Next** or use the **Page Down** key to go to next page. Initially, the list will be sorted by *Authors*. Click on **Sort** to sort by a different column (eg. *Title*).
 - **TIP** – if you searched by *Author* and you know the title of the item, re-sorting your results by *Title* makes it easier to find in a long **Summary Results** list.
- ◆ The **search results** list displays, for each item, *Title*, *Location*, *Loan type – Status*, and *Class* (Dewey Decimal number). Thus you can quickly ascertain if an item is available, and even how many copies of the item are available.
- ◆ Clicking on the *Title* of the desired item in your **search results** list displays the item's **full catalogue record**.
- ◆ The **full catalogue record** shows more information, such as the full **shelfmark**, (the **classmark** (**Dewey Decimal number**) plus its **filing letters**) – further aiding location of the item. Also shown is whether the item is **Available** or **On loan** (*Status*). An **on loan** item's **return date** (*Due date*) is shown.
 - **TIP** – remember to note the *Location* of the item: **Main library (Dewey 000-899)** and **QREF** items are located on the **Ground Floor**. **Main library (Dewey 900-999)**, **Oversized Collection (OS)** and **Children's Literature Collection (CLC)** are located on **Floor 1**. **Multimedia Collection**, **Journals**, and **Local Collection** are on **Floor 2**.

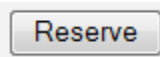


If you cannot find an item on our **enquiry screens**, it may not be held by Homerton College Library. Try searching with different search terms or just use author surname.

- If you are not sure or cannot locate an item you can confirm for sure whether or not the Library has it by checking with a member of the Library staff at the **enquiry desk**.
- [Part 1 only] If you feel an item we do not hold is an important reference for your course, you can request that we obtain it by entering it in our **Request Book** (ask for it at the **enquiry desk**). We will consider purchasing it – but it may take some time to obtain depending on our suppliers' stock levels. The College Librarian, Geoff Mizen, will be happy to discuss your needs.

²⁶ **Heritage IV** (IS Oxford) – <http://www.isofoxford.com/>

14.3 Reserving items on our catalogue




You must be in the **full catalogue record** of an item to reserve it (click on an item in the **search results list** to display its **full catalogue record**). The item on loan can be reserved by clicking the **Reserve** button. If not already logged in, you will need to log in by typing the five character code on the back of your **University Card** (the code usually starts with letter 'V' – be careful to distinguish between number **0** and letter **O**, and number **1** and letter **I**). The item should then be reserved.

Note that you are now logged in to our system and you should remember to log out—especially if you are accessing it on our library **enquiry screens**. You will, however, be automatically logged out after 30 seconds of non activity.

14.4 Newton catalogue – covers all the libraries of the University

Newton²⁷ is the catalogue for searching for 'hard copy' items at all the college and faculty libraries of the University, and the University Library and its dependent libraries. It will indicate links to online versions (eg. ejournals and ebooks) where available.

Newton is named after Sir Isaac Newton (1642-1727)²⁸, world famous scientist and mathematician who studied at Trinity College, Cambridge, and was later elected a fellow of that College, then appointed Lucasian Professor of Mathematics. For a few years, he was also MP for Cambridge. The University Library holds the world's best collection of Sir Isaac's scientific papers. Newton first described, for example, universal gravitation and the three laws of motion.

Due to the size and complexity of the libraries in Cambridge, the catalogue is currently divided into several smaller catalogues, each holding information on a specific set of libraries of library collections. A test [Universal Catalogue interface](#)²⁹ provides a means of searching all of the smaller catalogues

Newton runs on [Voyager library software](#)³⁰ and went 'live' on 11 July 2002.

Newton can be accessed at <http://www.lib.cam.ac.uk/newton/>.

The main reason to use **Newton** is to search for items in other libraries within the University. To search for items in Homerton College Library it is best to use our own catalogue (at <http://heritage.homerton.cam.ac.uk>).

Homerton College Library uses **Heritage IV** library software³¹ rather than the **Voyager** library software used by **Newton**, therefore when using **Newton** you are searching a *completely separate (and incomplete)* Homerton catalogue:

- ◆ **Newton** has an incomplete Homerton College Library catalogue. It includes only items acquired **since 1999** when Homerton College Library joined the **Union Catalogue Project** and began adding records to **Newton**. All our acquisitions since 1999 will be on **Newton**. Plus we are gradually back-cataloguing our older items to increase the number on Newton but this will take some years to complete. The **Newton** catalogue now contains about 60% of all our holdings.
- ◆ **Newton** cannot give you access to your Homerton College Library **account**.
- ◆ **Newton** cannot indicate if an item in our Library is **on loan** or **available**.

The above caveats are in common with the many other college libraries which do not use **Voyager** library software.

²⁷ **Newton** <http://www.lib.cam.ac.uk/newton/>

²⁸ Sir Isaac Newton biography – <http://www.newton.ac.uk/newtlife.html>

²⁹ Pilot **Newton** Universal Catalogue [pilot] http://ucat-newton.lib.cam.ac.uk/vwebv/searchBasic?sk=en_US

³⁰ **Voyager** integrated library management system (The Ex Libris GroupTM, USA) – <http://www.exlibrisgroup.com/voyager.htm>

³¹ **Heritage IV** (IS Oxford) – <http://www.isoxford.com/>

14.5 Accessing the *Newton* Catalogue

*Newton*³² can be accessed at <http://www.lib.cam.ac.uk/newton/>. In the Library, you can use our dedicated ***Newton* enquiry screen** on the **Ground Floor** or the **Public Workstation Facility (PWF)** machines on each floor of the Library – you will need to log in to the **PWF** machines.

- On the **PWF**, ***Newton*** can be accessed via the **PC's start menu** as follows:
Start → Server Applications → Library → *Newton* Library Catalogue
- ◆ Before searching on the ***Newton* catalogue**, you must select one of eight separate catalogues to search. Clicking on your choice of catalogue will take you to the main search page for that catalogue.
It is best to start a search with your College and/or Faculty library and then, if necessary, to try *UL and Dependent Libraries*.
- ◆ There is now an option to use a pilot Universal Catalogue (see below)

<i>Newton</i> is currently divided into eight separate catalogues:	
University Library and Dependent Libraries	
University Library Manuscripts and Theses	
Departments and Faculties A-E	<i>[includes Faculty of Education Library]</i>
Departments and Faculties F-M	
Departments and Faculties O-Z	
Colleges A-N	<i>[includes. Homerton College Library]</i>
Colleges P-W	
University of Cambridge Affiliated Institutions	

14.6 *Newton* Universal Catalogue

Note: The **Universal Catalogue** is scheduled to be removed. It has been replaced by the new **LibrarySearch (beta)** facility – an improved and extended ***Newton*** search – at <http://search.lib.cam.ac.uk/>. Please use this new service in preference to Universal Catalogue (see **Section 14.9** below).

It is possible to search across all the eight catalogues by using the (pilot) ***Universal Catalogue***³³ linked from the main ***Newton*** web page. Note that searches for items held by many libraries in large numbers will produce a large number of results! Also, some advanced search options are not available in the Universal Catalogue.

The current version of the **Universal Catalogue** is a pilot. It contains entries for books and journals added to the catalogues of departmental, faculty and college libraries, and for the **University Library**. It is being updated each evening with new entries added during the day. Information about the status of a particular book or journal, e.g. whether it is on loan or has been sent for binding, is updated in real time.

Brief instructions on using ***Newton*** catalogue follow (a better guide is kept by our ***Newton*** search workstation).

³² ***Newton*** <http://www.lib.cam.ac.uk/newton/>

³³ ***Newton*** Universal Catalogue [pilot] http://ucat-newton.lib.cam.ac.uk/vwebv/searchBasic?sk=en_US

14.7 Searching the *Newton* catalogue

- ◆ Go to the [Newton](http://www.lib.cam.ac.uk/newton/) web page at <http://www.lib.cam.ac.uk/newton/>.
- ◆ There is a **Quick Search** offered on this web page which can save time.
- ◆ But, for now, choose a catalogue by clicking one of the eight library choices listed or the (pilot) Universal Catalogue (Homerton College Library is under **Colleges A-N**, the Faculty of Education Library is under **Departments and Faculties A-E**).
- ◆ You will now be on the main search page. There is a **Guided search** tab, but stay on the basic **Search** tab (the **Guided Search** may be easier to use for more complex searches).
- ◆ In **'i) Search for'** box, enter your search term, eg author's surname or title key word[s].
- ◆ In **'ii) Using'** to the right, click on the type of search: *Keyword, Title, Author, etc.* (this is usually the **field** you wish to search on).
- ◆ **[Optional]** In **'iii) Quick limits'** scroll-down list you can further refine your search to a particular library (eg select only **Homerton College** out of **Colleges A-N**).
 - Please note: **'Quick limits'** apply only to Keyword, Title, Journal Title, and Boolean searches.
- ◆ **[Optional]** Click on **'more search limits'** (bottom right) for other refinements. For example: type of item, language of item, or country of publication.
 - Please note: **'more search limits'** apply only to Keyword, Title, Journal Title, and Boolean searches.
- ◆ Click on **Search**.
- ◆ You will see your **Search Results**, a list of items matching your search criteria.
 - If the list is very long, you can use your browser's ←**Back** button to return to the main search page and redefine your search.
 - Or, by clicking on **Post Limit**, you can apply a limit to the **Search Results** themselves (eg. pick a specific library, or date published range).
 - You can click on **Previous** or **Next** to scroll through earlier or later pages of **Search Results**. Note that this performs a different function from clicking on your browser's ←**Back** button.
- ◆ Scroll down the **Search Results** list to the item you require.
 - Initially the list will be sorted either by **Author** or by **Relevance**. Other sorting options are offered in the **Sort by** drop-down box.
- ◆ Click on the **hyperlinked text** (blue underlined text) of an item to view that item's **full catalogue record**.
 - *Depending on the library holding the item, the **full catalogue record** may or may not indicate whether any copies of the item are available to borrow from the holding library (=Status).*

Please visit [Newton's help menus](#)³⁴ for more detail.

14.8 Which libraries use *Newton* for issues, recalls, renewals etc.?

Newton can only provide information about items on loan and recall/renewal facilities where libraries in the University use the *Newton* system to issue books. A list of libraries using *Newton* was promised but does not seem to have appeared

- Homerton College Library does **not** use the *Newton* system, thus access is **not** available to your Homerton College Library account through *Newton*.
- The Faculty of Education library **does** use *Newton*.

³⁴ *Newton* help – http://ul-newton.lib.cam.ac.uk/vwebv/ui/en_US/htdocs/help/contents.htm

14.9 The new LibrarySearch (beta) catalogue search

The new **LibrarySearch (beta)** facility at <http://search.lib.cam.ac.uk/> can be regarded as an expanded version of **Newton**. As well as searching across all the catalogues of the libraries of the University it also searches through the **eresources** which the University subscribes to plus the **dspace@cambridge** digital research repository (<http://www.dspace.cam.ac.uk/>).

The **LibrarySearch (beta)** system utilises AquaBrowser software which helps you narrow down your search results by using, for example, selectable facets (or clusters) generated 'on the fly' as well as other helpful refinements.

The traditional **Newton** catalogue search will continue to exist alongside the new **LibrarySearch** (except for the **Newton Universal Catalogue** which will be discontinued).

14.10 Useful web tools

The **UL** offers various tools to aid use of online resources on its Toolbox page <http://www.lib.cam.ac.uk/toolbox/index.html>, for example:

- A keyword search plugin for Firefox & IE7 browsers
- The **Cambridge Libraries Widget**
<http://www.lib.cam.ac.uk/toolbox/camlibwidget.html>
- The **CamLib Mobile Interface** <http://www.lib.cam.ac.uk/toolbox/camlib.html>
- [Additional search plugins](#)³⁵ - Kindly provided by St John's College Library. These provide keyword and Boolean search options for specific colleges, departments and other libraries. Again, adds search engines to your browser list.
- [Zotero](#)³⁶ - citation grabber and management extension for Firefox (version 2+) web browser. It interfaces with EndNote® via its export feature. Zotero is one of the best examples of the thousands of open source 'extensions' to the Firefox browser

Mozilla Firefox³⁷ is an excellent open source alternative browser to Internet Explorer. **Firefox** is able to use thousands of 'extensions' (such as Zotero, above) to enhance its functionality. **Google Chrome**, <http://www.google.com/chrome>, another browser alternative, is becoming popular and gaining its own extension library.



Our Library web page offers an **RSS Feed** of new acquisitions and recatalogued items.



Our weblog keeps you up to date with the library, important new resources and related news at <http://www.homelib.wordpress.com>. This also offers an **RSS Feed**.

³⁵ Additional plugins - <http://www.grantavista.org.uk/newt/>

³⁶ Zotero - <http://www.zotero.org/>

³⁷ Firefox browser - <http://www.mozilla-europe.org/en/products/firefox/>



15 Raven – the University web authentication service

Nowadays, access to online resources is vital. Many of the most reputable academic databases and journals are subscription only – and extremely expensive. Fortunately, the **University Library** subscribes to many of them on your behalf. Your **Raven login** validates you as a member of the University and thus allows you access to all its subscribed resources.

Raven logins are available to all current staff and students of the University. All students and staff should have been allocated a **Raven password** when joining the University.

- To request or recover a **Raven password** please visit:
<http://www.cam.ac.uk/cs/docs/faq/n5.html>

To check if your **Raven** account and password is working visit <http://www.cam.ac.uk/cs/raven/test/> and follow the instructions on the page and the advice given.

A frequently asked questions (FAQ) **Raven** page is at <http://www.cam.ac.uk/cs/docs/raven.html>

15.1 Accessing electronic (or online) resources

Access to the online resources is easiest and most reliable through the [University Library \(UL\) Electronic Resources](#)³⁸ web pages at <http://www.lib.cam.ac.uk/electronicresources/>

We recommend that you familiarize yourself with these web pages of the **UL** website. They list every **ejournal**, all subscribed **ebook** access points, and all **database** and other resources available online through the University with the appropriate web links. In the case of journals, for example, online access is available to over 20,000 titles.

Note for those that used to use Athens passwords:
Access via Athens was officially *discontinued* in August 2008.

All online access authentication is now via Raven.

³⁸UL Electronic Resources (ULER) – <http://www.lib.cam.ac.uk/electronicresources/>

16 Other Cambridge libraries available to Homerton students

++ Please check opening hours, especially during vacation periods ++

For other libraries of the University see the [University Libraries directory](#) web page at

http://www.lib.cam.ac.uk/libraries_directory/libraries_directory.cgi

Cambridgeshire Public Libraries (Cambridge County Council)

Central Library, Cambridge

7 Lion Yard, Cambridge, CB2 3QD

Tel: 0345 045 5225 / 01223 712000

libraries@cambridgeshire.gov.uk

<http://hipweb.cambridgeshire.gov.uk/central>

http://www.cambridgeshire.gov.uk/leisure/libraries/directory/cambridge_central_library.htm

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	0900 – 1900	0900 – 1900	0900 – 2000	0900 – 1900	0900 – 1900	0900 – 1800	1200 – 1600

Rock Road Library – closest public library to Homerton College.

Cross Hills Road and go down Blinco Grove (opposite Homerton College main entrance). Rock Road Library is on your left at the junction of Blinco Grove and Rock Road.

Rock Road, Cambridge, CB1 7UG

Tel: 0345 045 5225

libraries@cambridgeshire.gov.uk

http://www.cambridgeshire.gov.uk/leisure/libraries/directory/rock_road_library.htm

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	1400–1800	0930–1730	CLOSED	0930–1800	1400–1800	1000–1500	CLOSED

Cambridge University Library (UL)

West Road, Cambridge, CB3 9DR

Tel: 01223 333000

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

library@lib.cam.ac.uk

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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Library opening hours

Oct-Mar:	0900 – 1900	0900 – 1900	0900 – 1900	0900 – 1900	0900 – 1900	0900 – 1845	CLOSED
Easter term	0900 – 2200	0900 – 2200	0900 – 2200	0900 – 2200	0900 – 2200	0900 – 1845	CLOSED

Open access book stacks opening hours

Oct-Mar:	0900 – 1845	0900 – 1845	0900 – 1845	0900 – 1845	0900 – 1845	0900 – 1630	CLOSED
Easter term:	0900 – 1900	0900 – 1900	0900 – 1900	0900 – 1900	0900 – 1900	0900 – 1630	CLOSED

Closed between Christmas and New Year; closed Easter Friday and Easter Monday

For opening hours of each reading room see website <http://www.lib.cam.ac.uk/>

Faculty of Education Library

Donald McIntyre Building, 184 Hills Road, Cambridge, CB2 8PQ

Tel: 01223 767700

<http://www.educ.cam.ac.uk/library/>

library@educ.cam.ac.uk

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Full term:	0900 – 1830	0900 – 1830	0930 – 1930	0930 – 1830	0900 – 1730	1000 – 1300	CLOSED
Vacation:	0930 – 1800	0930 – 1800	0930 – 1800	0930 – 1800	0930 – 1700	CLOSED	CLOSED