



Magdalen College
Oxford
OX1 4AU

22 July 2022

Dear New Member,

Welcome to Magdalen College from the library team!

In this pack you will find three documents relating to the Magdalen libraries: a letter from the Librarian regarding loans and with a form for you to complete, a copy of the library rules, and a short guide to the libraries. We hope these help to get you started. You'll also find a short video introduction to the Longwall Library here: <https://www.youtube.com/watch?v=SJU-6Dal6Cw>.

The Library Team
Lucy, Anne, Leanne, Rosie, and Kathryn.

Magdalen College | Oxford | OX1 4AU
<https://www.magd.ox.ac.uk/libraries-and-archives/>
[@MagdLibAndArch](#)
<https://www.facebook.com/MagdLibAndArch>

Lucy Gwynn
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Dear New Member,

22 July 2022

Magdalen College has five libraries, two of which are usually open 24/7 to Magdalen students: the Longwall Library and the Law Library. The Longwall Library has a collection of c.100,000 books and journals, as well as the largest film collection of any of the Oxford colleges. The Law Library—from which, by request of the law students themselves, no books may be borrowed—is open to members of the College who have been issued with the appropriate key.

Magdalen's library system is generously conceived and administered. All members of the College have access to the Library, and can borrow books with little restriction. The Longwall Library runs on an honour system that depends on a high level of responsibility in its users: readers are expected to ensure that books and DVDs they remove from the library are properly checked out, to be aware that reference books and periodicals should never leave the Library building, and to show consideration for other readers.

Unfortunately the system has been abused, and some Library books, periodicals, and DVDs are missing. Besides wasting Library funds, these malpractices cause enormous inconvenience to other readers and much unnecessary work for Library staff. They also affect the long-term quality of the Library's holdings since we do not, as a matter of principle, replace stolen books.

I do not wish to implement a stricter policy over opening hours; nor do I wish to divert book funds to pay for improved surveillance. Therefore I am asking you to consider this letter carefully; read the enclosed Library Rules; complete the form below; and return it to the Tutorial Administrator as soon as possible. In other words, I am asking you to put yourself on your honour, in writing, not to abuse Magdalen's very liberal Library system.

Yours sincerely,

A handwritten signature in cursive script that reads "Lucy Gwynn".

Lucy Gwynn, Librarian

UNDERTAKING

I have read and understood the rules relating to Magdalen College's Library, and I promise, on my honour, to respect and abide by them. In making this promise, I am aware that the illicit removal of books or videos from any of the Colleges libraries causes great inconvenience to other readers and to the Library staff, is a grave breach of trust, and constitutes a serious disciplinary offence.

NAME (in capitals) _____

SIGNATURE _____ DATE _____



Magdalen College Library

RULES of the LIBRARY

For the convenience of all readers, the Longwall Library is usually open at all times to all members of Magdalen College. Such a system can work only if readers act responsibly, and give some considerate thought to fellow library users.

1. No book or film may be taken out of the Library until it has been properly checked out.
2. Books and films are the responsibility of the borrower until they are returned. If you lend a book to another Magdalen reader, you must see to it that it is checked out in that person's name—if you don't do this, you remain responsible for the book until it is returned. Returned books/films should be put in the book drop.
3. Magdalen library books and films are purchased for the use of Magdalen members only, and may not be borrowed on behalf of members of other colleges. However, if Magdalen has the only available copy of a book, members of other colleges are always welcome to make an appointment to consult it.
4. Items marked '(ref.)', 'for reference only' and all paper periodicals are confined to the Longwall Library. Likewise all Law Library books and periodicals are confined to the Law Library.
5. Books may be borrowed from the Longwall Library and must be renewed or returned by 10am on the due date, or upon the receipt of an earlier notice from the Librarian. You will receive email notices of impending due dates and of items that have become overdue.
6. Films may be borrowed for two nights, or over a weekend from Friday until Tuesday. Some sets of films may be borrowed for a week at a time. All films are due back by 10am on their due date. External DVD drives may also be borrowed for the same loan period.
7. Any borrower who loses or damages a book or film must either replace the book itself or pay its current market price (on average £50.00 for a hardback, £25.00 for a paperback; £15.00 for a film, plus an administration charge of £10.00). "*Damage*" includes underlining, highlighting, and writing notes in Library books.
8. All readers should abide by the *Proctors' Rules Governing IT Use* when using the Library computers. Any infringement will be considered a College offence as well as a University offence.
9. Smoking is strictly forbidden in any part of the Libraries.
10. All drinks in a sealed bottle are welcome in Longwall and Law Libraries, however food must not be brought into or consumed in the reading rooms. Food may be consumed in the foyer of Longwall Library. There is a £5.00 fine for infringement of this rule.
11. Mobile phones should be left at home or turned to silent, and conversations on mobile phones are not permitted in the reading rooms. Mobile phone use is permitted in the foyer of Longwall Library. There is a £5.00 fine for infringement of this rule.

Infringement of these rules may result in fines and/or reports to the Deans.

Further Information:

Opening hours

Members can access the Longwall Library 24/7 using their swipe card. Apart from a lunch break (normally 12:45-13:45), the Library is staffed: Monday – Friday, 09:00–17:00

Key rules

- Mobile phones and computers on silent
- No food in the reading rooms
- (Food may be eaten and mobile phones used in the foyer)
- Hot and cold drinks are allowed in the reading rooms provided they are kept in a sealed container. Paper takeaway cups are not allowed.

A £5 charge will be imposed for infringement of these rules.

Computers

There are terminals in the Longwall Library, which can be used for general computing tasks and to search the online catalogue SOLO.

Photocopier and printers A photocopier and printers are located in the Longwall Library. The printer is charged at 5p per single side and 8p per double side, on batells, whilst the photocopier is free. The photocopier is paid for by Magdalen JCR & MCR, so should not be used excessively or by people from other colleges. Copyright restrictions mean you should not print or copy more than 1 article from a journal or 1 chapter/5% of a book, whichever is greater.

Eduroam Wi-Fi is available throughout the library. This uses your Remote Access username and password, which can be set up at <https://help.it.ox.ac.uk/network/wireless/services/eduroam/index>

Library and Archives Staff:

<i>College Librarian:</i>	Dr Lucy Gwynn (maternity leave to Nov 22)
<i>Acting College Librarian:</i>	Ms Anne Chesher
<i>Senior Assistant Librarian:</i>	Ms Leanne Grainger
<i>Assistant Librarian:</i>	Ms Rosie Tombs
<i>Library Assistant:</i>	Ms Kathryn Peak
<i>Archivist:</i>	Dr Richard Allen
<i>Assistant Archivist:</i>	Awaiting appointment
<i>Wilson Project Archivist:</i>	Dr Lucy Smith

Remember

To enable the widest possible use of the Longwall Library by college members, little restriction is placed upon opening hours; all members have 24 hour access.

This freedom requires a corresponding self-discipline from users in respecting the collections, the borrowing procedures, the library rules, and the needs of other readers.



For more information contact

library@magd.ox.ac.uk

telephone 01865 (2)76045

or speak to a member of staff in the Library.

You can also follow us on Twitter, Facebook and

Instagram:

@MagdLibAndArch



Magdalen College Library

A Short Guide

library@magd.ox.ac.uk

01865 (2)76045

Libraries & Archives at Magdalen

The Longwall Library (Longwall Quad) is open 24/7 to all Magdalen members. The nineteenth-century building was redeveloped and reopened in 2016. The circulating collection covers most subjects to at least undergraduate level, with many resources for postgraduates and other members. The library also provides an extensive reference collection, an impressive film collection, and staff to answer enquiries. Suggestions for purchase are always welcome. Order forms can be found by the self-issue machine and at the library desk.

The Law Library (Grove Building)

contains an up-to-date collection of law books and periodicals. All items are for reference only and access is limited to law students.

The Old Library (Cloisters)

contains the early printed and manuscript book collections. Access is by appointment only, usually on Thursdays and Fridays. The Old Library is also open on Wednesdays from 14.00 – 16.30 to showcase our exhibitions.

The Daubeny Library (Daubeny Building)

contains a collection of books on the history of science and scientific research, mainly from the 19th century. Access is limited but library staff can bring books to the Longwall Library on request.

The McFarlane Library (Cloisters)

contains a specialist medieval history collection. Apply to library staff for access.

The Archives

contain medieval title deeds, personal papers of some past fellows, and official college papers. Email archives@magd.ox.ac.uk for access.

Finding an item

All items in the Longwall Library collections (and most items in our other libraries) have been catalogued and can be found on SOLO – <http://solo.bodleian.ox.ac.uk>

The Longwall Library books are arranged using the Dewey Decimal classification. Books are given a Dewey number according to subject, usually followed by the first three letters of the author's surname. Exceptions are books by Magdalen authors (whose shelf-marks begin with 'Magd.') and films (beginning with 'V'). Ask for these books at the enquiry desk and a librarian will fetch them for you.

LOWER GROUND FLOOR

Periodicals

Latest issues and bound volumes of journals

000 – 821.92

Main sequence of books

000-999 (ref.)

Reference works

000-999 (fol.)

Large-size books

Magd.

Books by Magdalen authors

V

DVD collection

A

Audio books

GROUND FLOOR

822 – 899.969

FIRST FLOOR

900 – 942.075

SECOND FLOOR

942.08 – 999

Please be aware that ongoing book moves may cause the locations of some shelf-marks to change. Please speak to a member of staff if you need any help finding an item.

Borrow

Printed material

All Longwall Library books (except for reference books, reserve items, and periodicals) may be borrowed for two weeks at a time during term. Remember to check them out using the self-issue machine by the enquiry desk before leaving the library. From 7th week, books are loaned for the entire vacation. Email reminders are sent automatically.

Films

Films are stored by the rolling stacks on the lower ground floor in the Longwall Library. Single DVDs may be borrowed for two nights (or until Monday if borrowed on Thursday/Friday). Box sets are loaned for a week. External DVD drives can be loaned with DVDs for the same period.

Renewing

Unless they have been requested, you can renew books and films online by logging into SOLO (at the top right of the screen). Your password and username are your SSO, the same as for your University email account.

Returning

Return books and films to the book drop under the self-issue machine next to the enquiry desk, so that library staff can clear the loans from your record.

Requesting & Recalling

Books or DVDs that are on loan may be requested on SOLO after logging in. If you request an item, it cannot be renewed, and you will receive it once it is returned.

In more urgent cases a book may be recalled by asking library staff. We then email the current borrower asking them to return it.