

**The Library
Magdalen College
Oxford
OX1 4AU**



**Phone 01865 276045
Email
library@magd.ox.ac.uk**

10 July 2023

Dear New Member

Welcome to Magdalen College!

The College has not one library, but five: a main student-focused library and four specialist libraries.

The Longwall Library is the main circulating library, open 24/7 with a range of different study spaces, printing and photocopying facilities, and over 100,000 books across four floors. The Library was extended and redeveloped in 2016 to create increased study spaces and improved facilities and is the hub of student life in the College.

The Law Library is open 24/7 to Law students, Law Fellows and lecturers. The Law Library is reference-only: no items may be removed from this Library.

The Old Library houses the College's rare books and manuscripts. It is open by appointment for research visits. We hold a series of fascinating exhibitions, talks, and events throughout the year to which you are very warmly invited. The Old Library is open to all on Wednesday afternoons 2-4.30pm for viewing our exhibitions.

The Daubeny (19th century science) and McFarlane (specialist medieval history) Libraries are restricted access. Items may be requested and will be made available in the Longwall Library for consultation only.

Magdalen's library system is very generously conceived and administered but we ask you to abide by the enclosed Library Rules. Please read them carefully, complete and sign the undertaking form below, and return it to the Tutorial Administrator.

We look forward to welcoming you to the Library soon.

The Library Team

UNDERTAKING

I have read and understood the rules relating to Magdalen College Library, and I promise to abide by them.

NAME (in capitals) _____

SIGNATURE _____ DATE _____



Magdalen College Library

RULES of the LIBRARY

These rules are in place to ensure that the Library is a pleasant space to work for all users and that its resources are available to everyone who needs them. Please be considerate of your fellow readers.

- No book or DVD may be taken out of the Library until it has been properly checked out using the self-issue machine.
- Items checked out remain your responsibility until they are returned. Do not lend books to other people, either Magdalen students or members of other colleges.
- Books marked for reference only and all journals are confined to the Library. Likewise, all Law Library items are confined to the Law Library.
- There are no library fines but if you lose or damage a book you will have to pay the cost of replacing it plus a £10 administration charge per book.
- Magdalen Library is primarily for the use of current Magdalen members and it can get full at busy times. Do not bring members of other colleges into the Library. There are special arrangements in place regarding access for external users.
- Strict University regulations govern the use of computers. You must abide by these. They are to be found here: <https://governance.admin.ox.ac.uk/legislation/it-regulations-1-of-2002>.
- Smoking is strictly forbidden in any part of the Libraries.
- All drinks in a sealed bottle or a keep cup (i.e. a reusable travel mug with a lid) are welcome in Longwall and Law Libraries. However, food, or drinks in paper cups, must not be brought into or consumed in the reading rooms. Food may be consumed in the foyer of Longwall Library.
- Mobile phones, laptops, and other devices should be turned to silent, and calls are not permitted in the reading rooms. Voice and video calls are permitted in the foyer of Longwall Library as long as they don't disturb those studying.

Infringement of these rules may result in reports to the Deans.

July 2023

Further Information:

Opening hours

Members can access the Longwall Library 24/7 using their swipe card. Apart from a lunch break (normally 12.45–13.45pm), the Library is staffed: Monday – Friday, 9am – 5pm.

Key rules

- Mobile phones and computers on silent
- No food in the reading rooms
- (Food may be eaten and mobile phones used in the Longwall Library foyer)
- Hot and cold drinks are allowed in the reading rooms of the Longwall and Law Libraries, provided they are kept in a sealed container (i.e. bottle or travel cup). Paper takeaway cups are not allowed.

Computers

There are desktop 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.

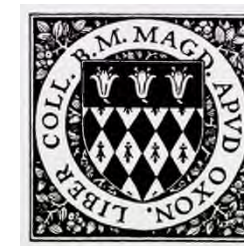
Eduroam Wi-Fi is available throughout the library. This uses your Remote Access username and password, which can be set up at <https://help.it.ox.ac.uk/network/wireless/services/eduroam/index>

Library and Archives Staff:

College Librarian: Dr Lucy Gwynn
(Monday, Tuesday, Friday morning)
College Librarian: Ms Anne Chesher
(Wednesday, Thursday, Friday morning)
Deputy Librarian: Ms Leanne Grainger
Senior Assistant Librarian: Ms George White
Library Assistant: Ms Rosie Claremont
Archivist: Dr Richard Allen
Assistant Archivist: Dr Emily Jennings
Wilson Project Archivist: Dr Lucy Smith

Remember

Magdalen's library system is very generously conceived and administered but we ask you to abide by the Library Rules.



Magdalen College Library

A Short Guide



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

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 enquiry 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. The Old Library is also open on Wednesdays from 2 – 4.30pm to showcase our public 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 films (beginning with 'V') and books by Magdalen authors (whose shelf-marks begin with 'Magd.'). 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.