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This booklet is produced by the Communications & Publishing Office,
Oxford University Library Services.

Admissions

Eligibility

In general terms, the Bodleian Library's resources are intended to be available:

- ◆ firstly, to members and employees of the University of Oxford
- ◆ also, to 'the whole community of the learned', i.e.
- ◆ others, normally more or less at research graduate level, who need access in order to undertake serious study which they cannot easily do elsewhere
- ◆ together with taught-degree students from other universities, whose access is usually restricted to Oxford vacations only (unless covered by special agreements with the library, which may involve payment at special higher rates)

Those without direct connections with the University who are not:

- a. staff and degree-level students of, or formally-recognised academic visitors to, universities and colleges funded by the higher education funding councils of the UK or the Republic of Ireland, or whose libraries are members of SCONUL, when supported by evidence of the status and its duration certified by responsible staff of the institution in question;
- b. alumni of the University of Oxford; normally need to bring with them, when they first apply, written recommendations based on good personal knowledge and confirming their need and their suitability for admission;

and, both on first application and on renewal, either payment, or good evidence of current entitlement until a specified date to exemption from payment.

Exemptions from payment include:

- ◆ those currently connected with departments and colleges within the University, and with certain other institutions in Oxford
- ◆ Oxford alumni (i.e. holders of degrees awarded by the University of Oxford)
- ◆ Staff and students of UK higher education institutions (taught students normally during vacations only)
- ◆ Those consulting only UN or EU material deposited in Oxford libraries
- ◆ Those requiring access only to the Vere Harmsworth Library in the Rothermere American Institute
- ◆ Those over 65 years of age and not in employment
- ◆ Those able to show evidence of hardship*

*Hardship is defined for the UK as being in receipt of Council tax benefit, Housing benefit, Job seekers' allowance or Income support; for the rest of the world as being a citizen of a country listed as 'Low income' by the World Bank

Note that where borrowing privileges exist they are normally extended only to current members of the University; and that many online resources are licensed only for use by current members of the University.

Admissions

Procedures

Admission to read in the Library is by card. For internal readers this is your University staff or student card; for external readers, this is obtained or renewed in person in the Admissions Office. The Admissions Office is situated in the Clarendon Building, on the corner of Broad and Cattle Streets. The Office is open Monday to Friday from 9.30am to 4.30pm and on Saturday from 10.15am to 1.30pm.

Further information about the terms of admission and application procedure, copies of a standard recommendation form, and details of charges and of opening and closing dates, can be printed from the web at www.ouls.ox.ac.uk/services/admissions or obtained from the Admissions Office. Please contact the Admissions Officer, Helen Wilton-Godberfforde:

T 01865 277180

F 01865 277105

E admissions@bodley.ox.ac.uk

Those who wish to apply and are connected with institutions in Oxford should however normally enquire first from the administrative or library staff of the Oxford institution to which they are attached, which may have special arrangements with the Library.

Prospective applicants coming from a distance, who know exactly what documents they want to see in the Library, are encouraged to send details in advance, which may help them to avoid delays. See contact details at the end of this guide.



Readers who may have difficulty negotiating the steps at the entrance to the Admissions Office (two flights of at least four steps each) are advised to contact the Admissions Office in advance.

Always show your University or library card when entering the Library and when claiming material from reserve counters.

Hours of Opening

Details of the Hours of Opening for all Bodleian Library reading rooms are given below. Please note that there are some restrictions in service after 5pm and on Saturdays, when the Library is not fully staffed.

The Library is closed from Christmas Eve until New Year Bank Holiday (inclusive) each year and from Good Friday to Easter Monday (inclusive).

The Library is also closed on the Bank Holiday Monday in August and the Saturday immediately preceding it. On the day of Encaenia (in June on the first Wednesday following the end of the summer term) the Old Library and Radcliffe Camera will be closed until 1pm. More detailed information is available from the Admissions Office (01865 277180) or by telephoning the Main Enquiry Desk (01865 277162). Opening times, including any changes, are also posted in each reading room and on the Bodleian website at: www.ouls.ox.ac.uk/bodley/library/hours

Old Library

- ◆ Lower Reading Room
- ◆ Upper Reading Room
- ◆ Duke Humfrey's Library*

All reading rooms open as follows:

Term time:

Monday–Friday: 9am till 10pm

Saturday: 10am till 4pm

Vacation:

Monday–Friday: 9am till 7pm

Saturday: 10am till 4pm

** Due to the changes occurring within the Special Collections section during the academic year 2009-2010, the opening hours of Duke Humfrey's library may change. Updated information is available from: www.ouls.ox.ac.uk/bodley/library/hours*

Radcliffe Camera

- ◆ Lower Camera (S.T. Lee) Reading Room
- ◆ Upper Camera Reading Room

Term Time:

Monday –Friday: 9am till 10pm

Saturday: 10am till 4pm

Vacation:

Monday–Friday: 9am till 7pm

Saturday: 10am till 4pm

For part of the Long and Christmas Vacations the Camera will close at 5pm during the week. The Camera will be closed on Saturdays in late July, August and early September. The Upper Camera will be closed for the duration of the Long Vacation 2010.

- ◆ Official Papers Reading Room

Monday to Friday:

9am till 6.30pm; 9am till 4.30pm for part of the Long and Christmas vacations.

Saturday: 10am till 3.30pm

Closed Saturdays in late July, August and early September

Hours of Opening

New Library

◆ New Bodleian Reading Room

◆ Special Collections Reading Room

Monday to Friday: 9am till 7pm.

Saturday: 10am till 4pm

◆ Special Collections Seminar Room (Room 132)

Please apply in advance to staff in the Special Collections Reading Room for access to this room.

◆ Indian Institute Reading Room

Monday to Friday: 9am till 6.30pm.

Closed on Saturdays.

Please apply to staff in the New Bodleian Reading Room for access to this reading room.

Relocation of Special Collections Material

In preparation for the refurbishment of the New Bodleian Library expected to begin next year, a large proportion of Special Collections material currently stored there must be relocated temporarily. The relocation is being carried out for conservation reasons, in order to protect the Bodleian's important collections during the refurbishment of the library.

During this period the Special Collections that are affected will be available for consultation at the Radcliffe Science Library (RSL). A dedicated Special Collections team, and relevant resources, will also relocate to RSL to administer this material for readers. The Special Collections Reading Room in the New Bodleian Library will close at some stage during the academic year 2009-2010. A new Special Collection Reading Room will be opened at the RSL.

Duke Humfrey's Library will continue to provide access to manuscripts and rare books not transferred to the Radcliffe Science Library.

A list of the transferred collections, and fuller information, is available on the website:

<http://www.ouls.ox.ac.uk/scmoves>

Note: Until the relocation of Special Collections material to the RSL, Duke Humfrey's Library will house reference material supporting the study of pre-1800 manuscripts and pre-1641 printed books; the Special Collections Reading Room will house material supporting the study of post-1800 manuscript material, ephemera, Oriental manuscripts and special collections. A large proportion of the reference material, complementing the temporarily transferred Special Collections, will be relocated to the RSL Special Collections Reading Room when this is created. Please contact Special Collections staff with any queries, either in person in the Special Collections Reading Room, by e-mail: enquiries.sc@bodley.ox.ac.uk or by telephone: 01865 277046 – please note that the number might change after the relocation.

How to Find Books, Periodicals and Microforms

Only a small proportion of the material held by the Bodleian Library is on open access in reading rooms; the rest is in closed bookstacks or remote storage.

To find out whether a book or periodical is on open access, or to order it from the bookstack, or remote storage, you will need to consult the catalogues of the Library.

Library resources can be searched using SOLO (Search Oxford Libraries Online). This resource discovery tool searches across catalogues of printed materials and electronic resources. You can link from results found in SOLO into the library catalogue to check the status and location of books and periodicals etc. You can also link directly into electronic resources found through SOLO- see the section on online resources.

SOLO can be accessed from: <http://solo.ouls.ox.ac.uk/>

The OLIS (Oxford Libraries Information System) Online Catalogue is a union catalogue, which contains entries for nearly all published material held in the Bodleian Library. It also contains the holdings of most other Oxford libraries.

OLIS can be accessed by linking from results found in SOLO, or directly from:

www.ouls.ox.ac.uk/olis

Online guides to using SOLO and the catalogue are available from the webpages.

Printed guides are available in all reading rooms, as are computers on which SOLO and OLIS can be consulted. Please ask Main Enquiry Desk staff if you require further help.

There are separate catalogues for other kinds of material, including manuscripts, maps, music, official papers, books in oriental languages, printed ephemera, theses and dissertations. (In the future, more of these will be included in SOLO.) Details of how you can get help in finding and using such materials can be found on pages 11-12.

Books and periodicals kept on open access need not be ordered, but can be found in the reading rooms and libraries listed in the subject guide on pages 9-10. Most Bodleian readers will have access to Bodleian books held at the other libraries given in this list, and the locations of these libraries are marked on the general area maps at the end of this booklet. Bodleian Library membership will not guarantee access to works held at libraries other than these.

Subject Guide to Bodleian Reading Rooms and Libraries Holding Bodleian Books

This guide includes libraries beyond the central Bodleian buildings. For more details about these libraries:

- ◆ Go to www.ouls.ox.ac.uk/libraries/libraries
- ◆ Consult their entries in the Guide to Oxford Libraries, available free from any Oxford University library
- ◆ Ask staff at the Main Enquiry Desk

Most libraries and reading rooms listed will have reference materials appropriate to their collections. General reference materials can be found adjacent to the Main Enquiry Desk in the Lower Reading Room.

The Bodleian bookstacks will contain material on the subjects listed and most others. Main Enquiry Desk staff can advise on the most advantageous place to consult stack materials, and on whether your library membership will give you access to non-Bodleian collections within OULS that are more helpful to your studies.

Note: Due to the nature of the material that may be consulted, readers may use only pencil or their laptops in Duke Humfrey's Library and the Special Collections Reading Room. Bags and cases may not be taken into these reading rooms and other security measures may be enforced.

Subject Guide to Bodleian Reading Rooms and Libraries Holding Bodleian Books

Material on the history and politics of some areas of the world is organised separately from the main sequences for these subjects, and these areas are also listed below. Some of these libraries and rooms cover language and culture in addition to history and politics.

African Studies (sub-Saharan)	Bodleian Library of Commonwealth and African Studies
Archaeology	Upper Camera Reading Room; Sackler Library
Anthropology	Social Science Library; Upper Camera Reading Room
Art, Art History	Duke Humfrey; Sackler Library
Cartography and Maps	New Bodleian Reading Room
Classics and Ancient History	Lower Reading Room; Sackler Library
Commonwealth Studies (outside South Asia)	Bodleian Library of Commonwealth and African Studies
Computing	Radcliffe Science Library
East Asian, Chinese and Korean Studies	Chinese Studies Library; Oriental Institute Library; New Bodleian Reading Room
Eastern and East Central	Taylor Bodleian Slavonic and Modern Greek Library;
European Studies	Social Science Library
Economics	Social Science Library
Education	Education Library
English Literature	Upper Reading Room; Lower Camera Reading Room
Film Studies	Lower Camera Reading Room; Taylor Institution Library
Geography	Radcliffe Science Library
History	Upper Reading Room; Upper Camera Reading Room; Duke Humfrey; Special Collections Reading Room
History of Science	Radcliffe Science Library
Japanese Studies	Bodleian Japanese Library
Law	Law Library
Life Sciences	Radcliffe Science Library
Linguistics	Upper Reading Room
Mathematics	Radcliffe Science Library
Medicine	Radcliffe Science Library
Music	New Bodleian Reading Room
Near Middle Eastern Studies	Oriental Institute Library; New Bodleian Reading Room
Official Papers	Official Papers Reading Room; Law Library (including the European Documentation Centre)
Palaeography	Duke Humfrey
Philosophy	Lower Reading Room

Subject Guide to Bodleian Reading Rooms and Libraries Holding Bodleian Books

Physical Sciences	Radcliffe Science Library
Politics	Social Science Library
Sociology	Social Science Library
South and Inner Asian Studies	New Bodleian Reading Room; Indian Institute Reading Room
Theology	Lower Camera Reading Room; Lower Reading Room
United States Studies	Vere Harmsworth Library

Modern Languages

The Bodleian has extensive holdings in the fields of modern Western European languages and literatures held in the bookstack but, with the exception of linguistics, there is no specific open shelf provision. Most readers will also have access to the Taylor Institution Library, an Oxford University research library of international significance, containing the largest specialist collection in the field in Britain. From January 2008, small quantities of Bodleian material will be held on the open shelves there. Full details can be found at <http://www.taylib.ox.ac.uk/>

Mountaineering Library

The library of the Oxford University Mountaineering Club is now kept in the New Bodleian Reading Room in the New Library. All readers are welcome to consult the books in this collection.

How to Find Manuscripts, Maps, Music, Official Papers, Books in Oriental Languages, Printed Ephemera, Rare Books, Theses and Dissertations

Links to online catalogues listing some of the Library's holdings of these types of material are given at: <http://www.ouls.ox.ac.uk/eresources>. Please note that these catalogues are not comprehensive, and paper and card catalogues must be consulted to obtain a full understanding of the Library's holdings.

◆ MANUSCRIPTS

For pre-1800 western manuscripts consult the catalogues in **Duke Humfrey's Library**. For assistance with the catalogues, and manuscript enquiries, please ask in the study there.

Contact:

Duke Humfrey's Library

T 01865 277152

E western.manuscripts@bodley.ox.ac.uk

For catalogues and enquiries regarding most post-1800 manuscripts go to the **Special Collections Reading Room**.

Contact:

Special Collections Reading Room

T 01865 277046

E modern.papers@bodley.ox.ac.uk

For oriental manuscript catalogues and enquiries go to the **Special Collections Reading Room**. Enquiries about Japanese manuscripts should be directed to the Bodleian Japanese Library.

Contact:

Department of Oriental Collections

T 01865 277046

F 01865 277029

E oriental@bodley.ox.ac.uk

◆ MAPS

For map catalogues and enquiries regarding maps go to the **New Bodleian Reading Room**.

Contact:

Maps Section

T 01865 277013

F 01865 277139

E maps@bodley.ox.ac.uk

◆ MUSIC

For music catalogues and enquiries regarding music resources go to the **New Bodleian Reading Room**.

Contact:

Music Section

T 01865 277064

E music@bodley.ox.ac.uk

New Bodleian Reading Room

T 01865 287300

◆ OFFICIAL PAPERS

For enquiries about parliamentary and government publications of the UK and Ireland go to the Official Papers Reading Room. For publications of selected international organizations, see

http://www.ouls.ox.ac.uk/official_papers

The Official Papers Reading Room is in the Lower Radcliffe Camera. Contact:

Official Papers Reading Room

T 01865 277201

E official.papers@bodley.ox.ac.uk

How to Find Manuscripts, Maps, Music, Official Papers, Books in Oriental Languages, Printed Ephemera, Rare Books, Theses and Dissertations

◆ BOOKS IN ORIENTAL LANGUAGES

For enquiries regarding modern Oriental material (except Japanese) go to the **New Bodleian Reading Room**. Most recent works can be found on OLIS, with Chinese and Japanese works on the separate online Allegro catalogues. There are card catalogues of Oriental material in the **New Bodleian Reading Room**, the **Oriental Institute Library** and the **Chinese Studies Library**. Contact the Department of Oriental Collections:

T 01865 287300

F 01865 277029

E oriental@bodley.ox.ac.uk

◆ PRINTED EPHEMERA

Enquiries about material held in the John Johnson Collection of Printed Ephemera should be submitted in advance by phone or email where possible. This material can then be consulted in the Special Collections Reading Room.

Further information is available at:

http://www.ouls.ox.ac.uk/bodley/library/specialcollections/western_rarebooks/ephemera

T 01865 277047

E jjcoll@bodley.ox.ac.uk

◆ RARE AND EARLY PRINTED BOOKS

These are all listed on OLIS, and initial enquiries about this material should be directed to staff in the Old Library reading rooms or at Main Enquiry Desk. However

specialist advice is available from the Rare Books Section and from the website at:

http://www.ouls.ox.ac.uk/bodley/library/specialcollections/western_rarebooks/rarebooks:

T 01865 277102

E rare.books@bodley.ox.ac.uk

THESES AND DISSERTATIONS

There is a separate card catalogue for pre-1973 printed foreign dissertations not already on OLIS. Please ask at the Main Enquiry Desk about access to this catalogue. If you have any other questions regarding non-Oxford theses, please speak to Main Enquiry Desk staff. All Oxford doctoral humanities and social science theses and all post-1994 non-doctoral dissertations held by the Library can be found on OLIS. Please contact the staff of Duke Humfrey's Library regarding non-doctoral Oxford theses not on OLIS. For specialist advice regarding Oxford theses, contact the Thesis Librarian:

T 01865 287289

E oxford.theses@ouls.ox.ac.uk

Please send letters to the section concerned at the following address:

Bodleian Library

Broad Street

Oxford, OX1 3BG

If no separate fax number is given for the section you wish to contact, please use the general Library fax number: 01865 277182

Ordering Books

In OLIS Bodleian books not on open access which must be ordered from the bookstack have BOD Bookstack (Bodleian bookstack), BOD Nuneham (Nuneham Courtenay Repository), and BOD Offsite (other repositories) location codes. They must be ordered using the Automated Stack Request System. There are a limited number of printed items not listed on OLIS (mainly foreign theses) which have to be ordered manually; please ask staff at the Main Enquiry Desk if you believe an item you require is one of these. Items at Nuneham Courtenay, offsite, or in other parts of the Bodleian take longer to be delivered. Books found on OLIS which are in non-Bodleian libraries cannot be ordered to the Bodleian.

To order manuscripts, theses, maps, and music, consult staff in the relevant reading room.

For detailed information on how to use the Automated Stack Request System, go to: www.lib.ox.ac.uk/olis/asr or ask a member of staff.

Readers may place requests via Automated Stack Request wherever they have access to OLIS. The anticipated delivery times of material will be given on the system when you place your order. The length of time taken to fetch orders may vary and is three hours on average. However, some items will take longer to arrive, depending on where material is stored. Books will be delivered to the reserve counter in the reading room you have chosen.

Please show your reader's card when claiming material from reserve counters. When you have finished reading please return the books to the reserve counter. Please keep Automated Stack Request slips in books and when returning boxed or wrapped periodical parts please ensure that they are either in their correct box or re-tied and wrapped before they are returned to the reserve counter. Books left on desks overnight will be returned to the stack.

If you have any problems concerning book deliveries speak first to the staff at the reserve in the relevant reading room.

How to Access Online Resources

The Oxford University Library Service subscribes to an ever growing number of online resources. These include general reference works, subject specific subscription databases, electronic journal subscriptions and e-books. These resources are accessible in a number of ways.

All library users have access to the electronic resources from library workstations. Members of Oxford University also have remote access to these resources. For this it is necessary to log in with the Oxford University Single Sign On. More information on remote access can be found at: http://www.ouls.ox.ac.uk/eresources/remote_access

OxLIP+ is the portal to online resources and subscription databases, allowing you to browse these by subject, or search for an individual title. It is accessed at: oxlip-plus.ouls.ox.ac.uk

There is a separate portal dedicated to electronic journal subscriptions, which can be found at: ejournals.ouls.ox.ac.uk

Searching SOLO will also find individual online journal subscriptions as well as e-books and other electronic content. If your SOLO searches do return results including online resources, you can link directly into the online content from SOLO.

Guides to using OxLIP+, the EJournals portal and SOLO can be found at: <http://www.ouls.ox.ac.uk/services/guides>

A workstation for accessing CD-ROMs held by the library is available in the Lower Reading Room; please ask staff at the Main Enquiry Desk for more information.

Please note: All workstations may be used only for their designated purpose. Wordprocessing facilities are not available on most workstations.

Subject Enquiries

The first place in which to make enquiries related to your subject is in the reading room or library where the material on that subject is held. Staff may pass you to the appropriate subject librarian or to the dedicated enquiry staff at the Main Enquiry Desk. Main Enquiry Desk staff can also put you in touch with the appropriate subject librarian.

You can make subject enquiries via the web enquiry service Ask an Oxford Librarian: <http://www.ouls.ox.ac.uk/ask>

For all scientific subjects please contact the Radcliffe Science Library Enquiry Desk:

T 01865 272800

F 01865 272821

E enquiries.rsl@ouls.ox.ac.uk

Subject Librarians

These are the subject librarians responsible for Bodleian collections. A full list of Oxford University Library Services' subject librarians is given at:

www.ouls.ox.ac.uk/libraries/subjects/librarians

Main Enquiry Desk staff can advise on the most appropriate librarian to contact for subjects not listed.

African and Commonwealth Studies

Sarah Rhodes (Subject consultant)

T 01865 270908

E sarah.rhodes@ouls.ox.ac.uk

Lucy McCann (Archivist)

T 01865 270908

E rhodes.house.library@bodley.ox.ac.uk

Art and Art History

Clare Hills-Nova

T 01865 278094

E clare.hills-nova@ouls.ox.ac.uk

Cartography and maps

Nick Millea

T 01865 287119

E nick.millea@ouls.ox.ac.uk

Chinese Studies

(Chinese language research collections)

David Helliwell

T 01865 277032

E david.helliwell@ouls.ox.ac.uk

(teaching and western language collections)

Minh Chung

T 01865 280432

E minh.chung@ouls.ox.ac.uk

Classics and Ancient History

Charlotte Goodall

T 01865 277159

E charlotte.goodall@ouls.ox.ac.uk

Subject Enquiries

Economics

Mark Janes
T 01865 285936
E mark.janes@ouls.ox.ac.uk

Education

Kate Williams
T 01865 274028
E kate.williams@ouls.ox.ac.uk

English Literature

Sue Usher
T 01865 271051
E susan.usher@ouls.ox.ac.uk

Film Studies

Vacant
T 01865 278155
E enquiries@taylib.ox.ac.uk

Geography

Roger Mills
T 01865 272800
E enquiries.rsl@ouls.ox.ac.uk

Modern Greek Studies

Kostas Skordyles
T 01865 270437
E kostas.skordyles@mod-lang.ox.ac.uk

Hebrew and Jewish Studies

Piet van Boxel
T 01865 277031
E piet.vanboxel@ouls.ox.ac.uk

History (British, European and United States)

Isabel Holowaty
T 01865 277263
E isabel.holowaty@ouls.ox.ac.uk

History of Science

Juliet Ralph
T 01865 272853
E juliet.ralph@ouls.ox.ac.uk

Islamic Studies

Colin Wakefield
T 01865 277030
E colin.wakefield@ouls.ox.ac.uk

Japanese Studies

Izumi Tytler
T 01865 284502
E izumi.tytler@ouls.ox.ac.uk

Korean Studies

Minh Chung
T 01865 280432
E minh.chung@ouls.ox.ac.uk

Latin American Studies

Vacant
T 01865 278158
E enquiries@taylib.ox.ac.uk

Law

Elizabeth Wells
T 01865 271463
E elizabeth.wells@ouls.ox.ac.uk

Linguistics

Johanneke Sytsema
T 01865 278166
E johanneke.sytsema@ouls.ox.ac.uk

Music

Martin Holmes
T 01865 277064
E martin.holmes@ouls.ox.ac.uk

Subject Enquiries

Official Papers

Hannah Chandler
T 01865 277201
E hannah.chandler@ouls.ox.ac.uk

Palaeography and Manuscript Studies

Martin Kauffmann
T 01865 277155
E martin.kauffmann@ouls.ox.ac.uk

Philosophy

Hilla Wait
T 01865 276927
E hilla.wait@ouls.ox.ac.uk

Politics

Mark Janes
T 01865 285936
E mark.janes@ouls.ox.ac.uk

Reference

Kate Petherbridge
T 01865 287141
E kate.petherbridge@ouls.ox.ac.uk

Slavonic, Central and Eastern European Studies

Angelina Gibson
T 01865 270468
E angelina.gibson@ouls.ox.ac.uk

Slavonic regional specialist

Tom Stableford
T 01865 270467
E tom.stableford@ouls.ox.ac.uk

Sociology

Mark Janes
T 01865 285936
E mark.janes@ouls.ox.ac.uk

South Asian Studies

(classical collections)
Gillian Evison
T 01865 277033
E gillian.evison@ouls.ox.ac.uk
(modern collections)
Emma Mathieson
T 01865 277081
E emma.mathieson@ouls.ox.ac.uk

Theology

Hilla Wait
T 01865 270732
E hilla.wait@ouls.ox.ac.uk

Tibetan

Charles Manson
E charles.manson@ouls.ox.ac.uk

Central Bodleian Library Facilities and Services

Access

Introductory Talks

'Making the most of the Bodleian' introductory talks are given throughout the year. Please consult: www.ouls.ox.ac.uk/bodley/services/training or ask at the Main Enquiry Desk for details.

Oxford University Library Services arrange specific inductions for undergraduates in most subjects. Please ask for details at your faculty library or go to: www.ouls.ox.ac.uk/services/training

Readers with Disabilities

The Central Bodleian may not be accessible to some readers with mobility impairments. Both printed and manuscript material may currently be consulted in the Special Collections Reading Room on the ground floor of the New Library. This facility is expected to be relocated during the academic year 2009-2010. The disability contact will be able to provide further information on this. Further details are given at:

<http://www.ouls.ox.ac.uk/services/disability>

The disability contact for the central Bodleian is Jayne Plant:

T 01865 277203

E jayne.plant@ouls.ox.ac.uk

Procedures

Advance Orders

Members of the Library may order and renew printed books and periodicals using the Automated Stack Request System, from any internet-connected computer. Most residents of the United Kingdom should have free internet access via their local public library. Orders placed using the Stack Request System are usually held for a minimum of seven days once they have arrived in the reading room. Those who are not yet members of the Library, or are having difficulty with ordering via the Automated Stack Request System, and who live outside Oxford, may submit up to six orders in advance of their visit by sending written requests to the Main Enquiry Desk, Bodleian Library, Oxford, OX1 3BG or by emailing: reader.services@bodley.ox.ac.uk. Advance orders for manuscript items (a maximum of six, to include any associated written requests for printed items) should be sent to the Superintendent of Duke Humfrey's Library at the same postal address, or to duke.humfrey@bodley.ox.ac.uk.

If possible the shelfmarks of the items and the reader's card number should be given. In these circumstances, readers should visit the Main Enquiry Desk once they have arrived in Oxford, in order to learn how to use the catalogue and stack request system, or to resolve any difficulties they may be encountering in its use. A minimum of three working days should be allowed for the processing of advance orders submitted by either post or fax.

Central Bodleian Library Facilities and Services

Interlibrary Loans

When material is not available in Oxford you may ask the Bodleian to seek it on loan from another library. There is a charge for this service unless the item is in the Bodleian catalogue but missing from stock.

Application forms are available from Main Enquiry Desk. If you have any query about your interlibrary loan order, please ask at the Main Enquiry Desk or email docsupply@bodley.ox.ac.uk

Laptop Computers

Readers may use laptops in most reading rooms, though some areas may be designated as laptop-free 'quiet areas'. Laptops may be connected to the internet using either ethernet (data sockets) or wireless connections. The type of connection offered by each room, and further information on using laptops at the Bodleian, can be found at: www.ouls.ox.ac.uk/bodley/services/laptop

Information on accessing the wireless network can be found at:

<http://www.oucs.ox.ac.uk/network/wireless/>

Please note that Library staff cannot help readers having difficulties connecting to either the ethernet or wireless networks. Further information is given at the web addresses noted above. Current members of Oxford University may also contact Oxford University Computing Services, or their departmental or college IT officer.

Photocopying

Self-service photocopying is available in the three central Bodleian buildings. Readers should show material to staff before making copies. Copies may be made only within the provisions of current British copyright legislation. Copies should not be made from material printed before 1901, from damaged or fragile books or from very large or heavy material.

A staffed photocopying service also exists: material published since 1800 may be copied via this route. For conservation reasons copies cannot be supplied from manuscripts.

For further information regarding the services available and the regulations in place, please ask staff or see:

<http://www.ouls.ox.ac.uk/bodley/services/copy>

Central Bodleian Library Facilities and Services

Digital Cameras and Personal Scanners

Readers may use personal scanners and digital cameras in many reading rooms on the central Bodleian site for reproducing material, subject to a number of terms and conditions.

For full details, see: www.ouls.ox.ac.uk/services/copy/digital

Imaging Services

For materials that cannot be reproduced using photocopying services, and for digital copies, a range of processes and an application form are given at: www.ouls.ox.ac.uk/bodleian/services/copy/imaging_services

Enquiries should be directed to:

Imaging Services

Bodleian Library
Broad Street
Oxford, OX1 3BG
T 01865 277061
F 01865 287127
E imaging@ouls.ox.ac.uk

Suggestions

The Library welcomes suggestions for books to purchase. Go to: www.ouls.ox.ac.uk/libraries/recommendations

Suggestions regarding open-shelf provision in individual reading rooms should be directed to staff in that room, or to the subject librarian responsible.

For suggestions relating to general facilities and services please email reader.services@bodley.ox.ac.uk

Microform Readers

Microfilm and microfiche readers are available in most reading rooms. Self-service microform reader printers are available in the Upper Reading Room, Lower Reading Room and New Bodleian Reading Room. Microforms of printed texts are catalogued in the same way as printed books.

Central Bodleian Library Facilities and Services

Facilities

Bags and Personal Belongings

Readers using the New Library are required to leave all bags, cases, etc. with the porter in the New Library Entrance Hall. There are also facilities for leaving such items on entry to the Old Library. Bags may be taken into the Old Library (with the exception of Duke Humfrey's Library) and the Radcliffe Camera, but must be presented for inspection on entering and leaving. Food and drink should not be consumed in the Library. Mobile phones should be switched off or on silent, and calls may not be made or received in reading rooms. Personal audio equipment must not disturb other library users. The Library cannot accept responsibility for readers' personal belongings. Money, laptops, and other valuables should not be left unattended.

Lost Property

Enquiries should be made immediately in the reading room where the item was lost or at the entrance to either the Old or New Library.

Shop

The Library Gift Shop is in the south-east corner of the Old Library quadrangle. It is open Mondays to Fridays from 9.00am until 5.15pm, Saturdays from 9.00am until 4.45pm, and Sundays from 11am until 5.00pm.

Telephones

A public telephone, and a telephone on which readers may call any number in the University network, are both located at the foot of the north staircase in the Old Library.

Toilets

Readers' toilets are situated in the Old Library (off the north-west staircase), in the New Library (in the north-east corner of the staircase to the reading rooms) and in the Radcliffe Camera (at the bottom of the stairs leading down from the main entrance).

There is a toilet for readers with disabilities on the ground floor of the New Library, at the foot of the north staircase.

Tours

Information on tours of Duke Humfrey's Library for non-Library members, and advance bookings for group tours that include the bookstack, are given at: <http://shop.bodleian.ox.ac.uk/acatalog/Tours.html>

Please contact:

T 01865 277224

E tours@bodley.ox.ac.uk

Contacting the Library

The Bodleian Library welcomes enquiries, comments and suggestions. The contact details that our readers use most have been given throughout this guide. We shall respond within five working days* of the receipt of the communication for at least 90% of correspondence, but in all cases within ten full working days* of the receipt of the communication. Please do not send the same enquiry to more than one address.

The following address is only for matters of general Library policy, or if you have a complaint which has not been dealt with in the area in which it arose:

Bodley's Librarian and Director of University Library Services

Bodleian Library
Broad Street
Oxford, OX1 3BG
T 01865 277166
F 01865 277187
E bodleys.librarian@bodley.ox.ac.uk

If you are not able to establish the most appropriate address to which to direct an enquiry, please use the general contact details below:

Bodleian Library

Broad Street
Oxford, OX1 3BG
T 01865 277162
F 01865 277182
E reader.services@bodley.ox.ac.uk

If you are telephoning or faxing from outside the UK, please substitute your international dialling code, then the code 44, in place of the initial 0 given.

* 'Full working days' are Monday to Friday except for periods when the Library is partially or wholly closed.

Regulations Relating to the Use of the Facilities of the Oxford University Library Services

Made by the Curators of the University Libraries on 12 June 2006.

Approved by Council on 10 July 2006. Amended on 12 July 2007

Explanatory note:

These regulations embody the Bodleian Library declaration, to which all readers admitted to Oxford University Library Services' libraries and facilities are deemed to have subscribed, and to which they must adhere. The declaration reads:

'I hereby undertake not to remove from the Library, or to mark, deface, or injure in any way, any volume, document, or other object belonging to it or in its custody; not to bring into the Library or kindle therein any fire or flame, and not to smoke in the Library; and I promise to obey all rules of the Library.'

Application

1. These regulations shall apply to all facilities within the Oxford University Library Services.
2. In these regulations 'material' means any material, including electronic material, owned by or in the possession or custody of a library or library service and 'issued' means legitimately in a reader's possession either as a loan, an intended loan or for consultation or use within a library, and including material and equipment legitimately taken directly by a reader without the intermediation of library staff.
3. Readers may be charged for admission to OULS libraries and services in accordance with a tariff to be published from time to time by the Curators of the University Libraries subject to approval by Council.
4. Readers may bring visitors into a library only with the express permission of library staff.
5. The only animals which readers may bring into a library are guide dogs.
6. Readers are responsible for keeping libraries informed of changes in the personal data kept by the libraries, including their address and email address.
7. Readers are responsible for keeping libraries informed of changes in the personal data kept by the libraries, including their address and email address.

Admission

3. A person may use a library only after being formally registered as a reader in it. With the exception of short-term readers admitted on day passes, all readers must have a valid University or Library card.

Use of Libraries and Library Material

8. Readers are responsible for material or equipment issued to them until they have returned it in accordance with library procedures, and must at all times protect material or equipment issued to

Regulations Relating to the Use of the Facilities of the Oxford University Library Services

- them and must not damage it or expose it to hazardous conditions.
9. Readers must not write in, mark, or otherwise deface or damage library material or equipment in any way.
 10. Readers must use only library-approved facilities to photocopy, photograph, or scan material in the library.
 11. Readers must not eat or chew anything (including sweets or gum) or drink anything (including water) in any part of a library, unless allowed by a local library regulation.
 12. Readers may use portable computers or other electrical equipment of their own only in accordance with the instructions of library staff.
 13. Readers may not use library facilities, including IT or network facilities, either for private profit or commercial purposes (except to the extent authorised under the reader's conditions of employment or other agreement with the University or a college) without specific authorisation from OULS.
 14. Readers may take material from the shelves, call it up from bookstacks, or borrow it only in accordance with library procedures.
 15. Readers must observe all regulations and instructions relating to the introduction, deposit, and inspection of bags and cases.
 16. Readers must familiarise themselves with and observe the regulations and procedures of each library they use, and must leave the library immediately in the event of a fire alarm or if instructed to do so in any other emergency.
 17. Readers must leave library premises by the stated closing time unless permission for after-hours access has been granted.
 18. Readers must carry their Reader's or University cards with them at all times in a library and show their cards if a member of staff requests them to do so.
 19. Readers must follow all other reasonable requests of library staff.
 20. Readers must return promptly any library material or equipment issued to them if they are requested to do so.
 21. Readers must treat as confidential any information which may become available to them through the use of library facilities which is not clearly intended for unrestricted dissemination (such as information about other readers); such information must not be copied, modified, disseminated, or used either in whole or in part without the permission of the library or other person or body entitled to give it.
 22. Readers may make copies from library material only as allowed by the Copyright, Designs and Patents Act 1988 as amended by subsequent legislation.

Regulations Relating to the Use of the Facilities of the Oxford University Library Services

23. Readers must not engage in conduct which infringes in any way the regulations of the University governing the use of the property of or in the possession or custody of the University, or the facilities and services provided by or on behalf of the University, including the Regulations relating to the Use of Information Technology Facilities.
 24. Readers must not pass their Reader's or University cards, or passwords for accessing electronic resources, or other items issued to them by a library, to another person for library use, or use them for the benefit of another person.
 25. Readers must not hold conversations or engage in other conduct in a library which causes or is likely to cause inconvenience, annoyance, or offence to other readers or members of staff.
 26. When using a computer or other equipment readers must do so as quietly as possible so as to avoid causing disturbance to others.
 27. Readers must not use mobile telephones, radios, cassette recorders, cameras, or similar equipment in a library, even with headphones, unless specific provision has been made for such use.
 28. Readers must not engage in the harassment of any other reader or member of library staff.
 29. Readers must not smoke in any part of a library.
 30. Readers must not prejudice the safety or well-being of any other reader or member of library staff by engaging in disorderly, threatening or offensive behaviour.
 31. Readers must show due regard for their own safety and that of other readers and staff.
- ### Discipline
32. Where breach or attempted breach of Regulations 7–12 above results in the late return of material borrowed, readers will be liable to pay fines in accordance with a tariff to be published by the Curators of the University Libraries from time to time.
 33. Where breach or attempted breach of Regulations 7–12 above results in damage to or loss of materials issued to them, readers will be liable for the costs of making good the damage or loss, including administrative and replacement costs.
 34. Unless otherwise dealt with by these or by local regulations, infringement or attempted infringement of these Regulations by members of the University as defined in Statute II Section 1 will be dealt with under the disciplinary procedures of the University as set out in Statute XI and associated Regulations.

Regulations Relating to the Use of the Facilities of the Oxford University Library Services

35. Unless otherwise dealt with by these or by local Regulations, infringement or attempted infringement of these regulations by persons who are not members of the University will be dealt with under Section 42(7) of Statute XI and associated Regulations.

[**Note:** Statutes and Regulations may be consulted at www.admin.ox.ac.uk/statutes/. Amendments may be published in Oxford University Gazette (www.ox.ac.uk/gazette/) from time to time.]

[This change, made on the recommendation of the Curators of the University Libraries, revises the regulations relating to the use of facilities of the Oxford University Library Services which form part of the University's disciplinary regulations. The revised regulations incorporate the Bodleian declaration as a preamble, provide general regulations applicable and appropriate across all libraries, and revise the section on discipline and sanctions to ensure that they link straightforwardly to the relevant sections of the University Statute on discipline.]

Plans of the central Bodleian buildings

Key Locations

Admissions Office:

Clarendon Building

Divinity School:

Old Library, ground floor

Duke Humfrey's Library:

Old Library

Exhibition Room:

Old Library, ground floor

Indian Institute Reading Room

New Library, second floor (please apply to staff in the New Bodleian Reading Room for access to this room).

Main Enquiry Desk:

Old Library, first floor

Proscholium:

Old Library, ground floor

Reading Rooms:

Duke Humfrey's Library:

Old Library

Lower Camera Reading Room:

Radcliffe Camera, ground floor

Lower Reading Room:

Old Library, first floor

New Bodleian Reading Room:

New Library, first floor

Official Papers Reading Room:

Radcliffe Camera, basement

Special Collections Reading Room:

New Library, ground floor

Special Collections Seminar Room

(room 132):

New Library, ground floor (please apply to staff in the Special Collections Reading Room for access to this room).

S.T. Lee Reading Room:

Radcliffe Camera, ground floor

Upper Camera Reading Room:

Radcliffe Camera, first floor

Upper Reading Room:

Old Library, second floor

Shop:

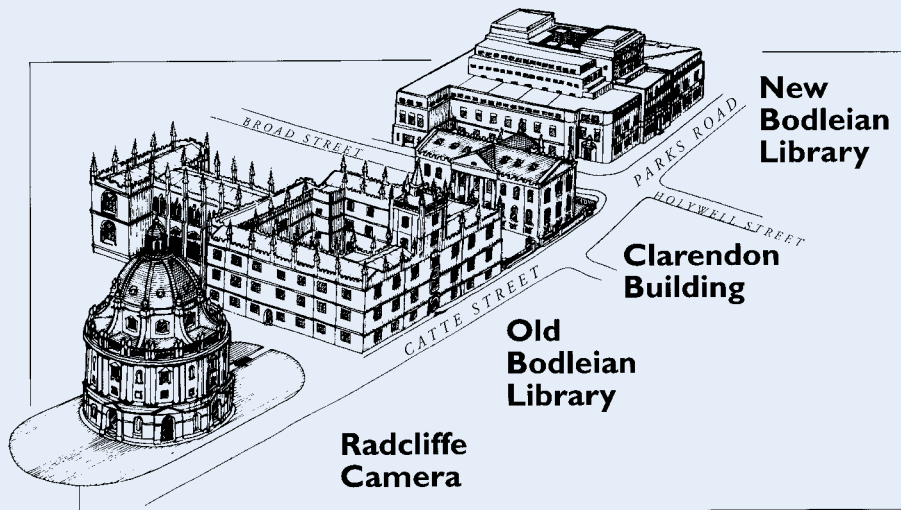
Old Library, ground floor

Training Room:

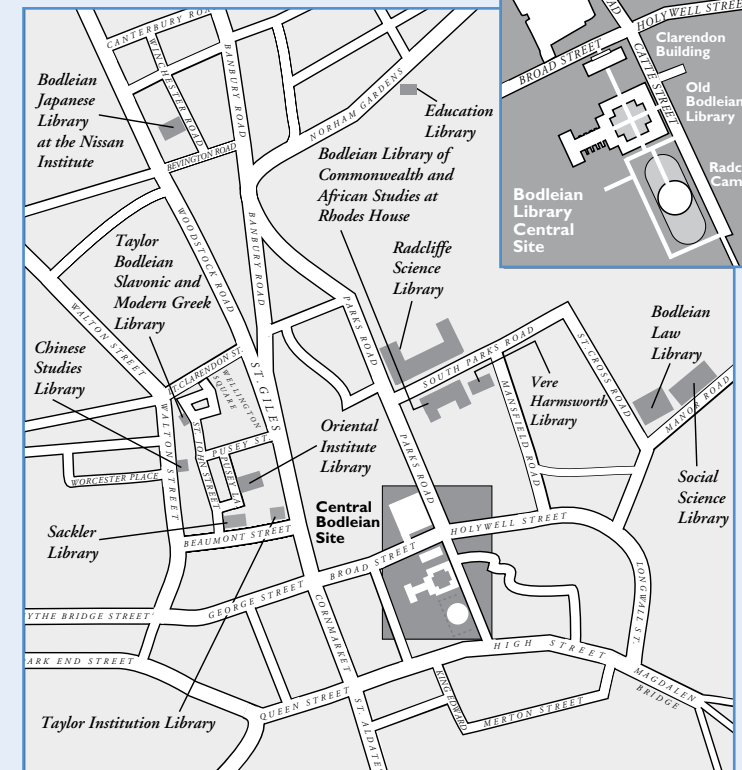
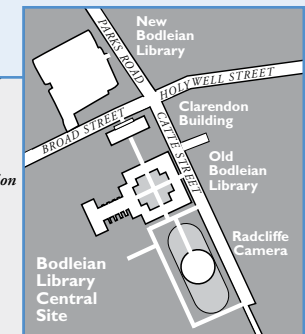
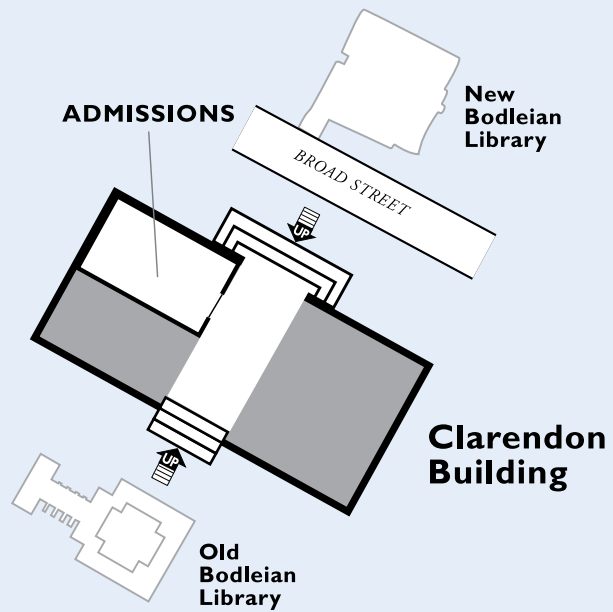
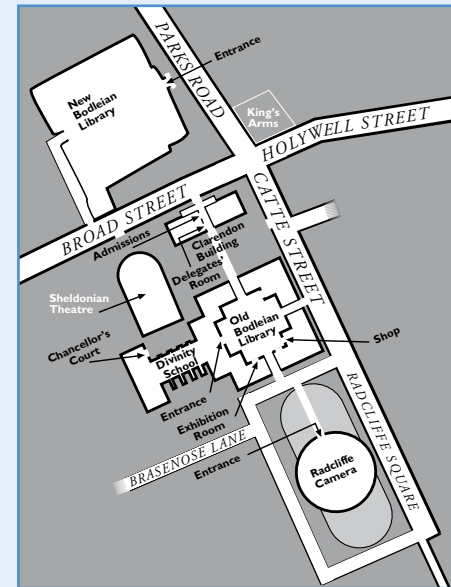
Old Library, first floor

Detailed plans are available in each Reading Room.

Central Bodleian Buildings



General Area Maps showing libraries holding Bodleian books



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