

---

## ACCESS / SAFETY

### Access to the Library

Readers will always need a valid swipe card (University card or Bodleian ticket) to use the Library. The main door from the street and the access and exit gates in the entrance hall are operated by swipe cards. Please always swipe at the exit gate to ensure statistical accuracy.

### Bags/security

Bags up to the standard laptop size (approximately A3) can be brought into the library. Readers are required to leave other bags and briefcases in the lockers, which are located by the entrance and are operated by £1 coins. Plastic bags for use in the Library are provided free at the reception desk. All lockers **MUST** be emptied each day before closing time.

If triggered the book detector in the entrance hall will sound an alarm and lock the exit gate. Please seek assistance from a member of staff.

### Opening hours

Monday to Friday 09:00-22:00 (last entry 21:40)

Saturday 10:00-17:00 (last entry 16:40) | Sunday closed

Closed periods are advertised in the Library and on the Library website.

### Closing time

The closing bell will ring 30 minutes before closing time, 20 minutes before closing time and finally (3 rings) 10 minutes before closing time. Readers are required to be ready to leave immediately when this final bell is rung.

There is **no admission** to the Library or borrowing after **21:40 (16:40 on Saturdays)**. The building will be progressively cleared and locked as soon as the final bell is rung.

### Fire evacuation procedure

Please take note of fire escape direction signs. *When the fire alarm sounds, everyone must leave the building immediately and wait on the far side of St John Street until authorised to return by a senior member of the Library staff.*

In the event of a fire alarm, do not attempt to use the lift. It is programmed to proceed directly to the Ground Floor and remain there for use by the Fire Service only.

### Lift

As well as the 2 staircases there is a lift to all floors of the Library. The emergency call button will sound a bell or, if pressed for more than three seconds, make an emergency telephone call.

### **Cycle parking**

Secure cycle parking is available in the courtyard off Pusey Place during library opening hours. Bicycles must be retrieved before closing time.

### **Telephones**

A telephone for use by readers to make telephone calls on the University network is situated near the Library Reception. Mobile telephones may not be used in the reading rooms (see code of conduct below.)

## **RULES / CODE OF CONDUCT**

### **Regulations**

**Important:** By registering at the Sackler Library, readers are deemed to agree to abide by the Regulations Relating to the Use of the Facilities of the Bodleian Libraries, by any local regulations set out in this document and by amendments as posted on notice boards.

### **Local regulations**

#### **The following are strictly forbidden**

Bringing food, drinks, chewing gum, ink, tippex, hand cream, and similar into the Library. Such substances will be confiscated without return.

### **Reading rooms – code of conduct**

- Readers are requested to abide by the code of conduct published on notices in the staircase lobbies and the notices posted at desks.
- In particular, please maintain quiet at all times and turn off **mobile phones** in the reading rooms; the intermediate landings on the staircases (as indicated) may be used for quiet conversations or essential phone calls.
- Only the computers near the entrance should be used for e-mail.
- Please treat library stock with due care. In the interests of safety and quiet please use rolling cases gently and with awareness of other readers.

### **Reshelving and reservation**

Please help us to help you by:

- a) returning books to a reshelving point as soon as you have finished with them so that they can be made available to other readers;
- b) clearing your desk and switching off the lamp when you leave it;

Readers may reserve up to 10 items at one of the reservation points for use the following day. Books may only be reserved on the floor to which they belong. If not collected the following day they will subsequently be reshelved.

Desks may not be reserved.

## HELP / INFORMATION

### Help desks

The Main Help Desk on the Ground Floor is open 9:00-21:40 (Saturdays 10:00-16:40). In addition there is a help desk on Floor 2 principally serving Floors 2 and 3, which is normally open 10:00-17:00. At times of staff shortage (and intermittently on Saturdays) the Floor 2 Desk may be closed, and readers should seek help at the Main Help Desk as necessary.

### IT/electronic resources/catalogues

There are computers on all floors of the Rotunda and in the entrance area giving access to a variety of internet resources, bibliographic reference and full-text databases, and electronic journals. All computers allow access to SOLO. (some on each floor are restricted to this purpose). SOLO displays holdings in the Sackler and other University libraries. User guides are available at the Main Help Desk.

### Arrangement of stock

A summary chart of the content of each floor is posted on the staircase landings and in the lift lobbies as well as in the entrance hall. More detailed guides are displayed on each floor, indicating the shelmark sequences.

### Closed access material

The following locations are not open to readers. Please apply at one of the Help Desks:

*Rare Books Room, Archive Room.* Books will be fetched twice a day (not on Saturdays). Material may be consulted at desks near the Floor 2 Help Desk when it is staffed (for times see Help Desks).

Items from the Swindon book depository(SOLO location “remote store” )can be requested to the Sackler and are delivered twice daily. (not on Saturdays). They may normally be consulted at any desk but must be returned to the Main Desk after use.

*Wind Collection* and *Haskell Collection.* Please apply at the Floor 2 Help Desk.

### CD-ROMs, Loose plates and microfiche

Accompanying material such as CD-ROMs, loose plates and microfiches are stored separately – please apply at the Main Help Desk.

### **Classics Lending Library**

The Classics Lending Library is located on the Ground Floor of the Sackler. It is intended to provide for the course requirements of undergraduate classicists and may also be used by postgraduate students.

### **New accessions**

New books and periodicals are displayed on the Ground Floor, with separate displays for History of Art (Floor 2) and Eastern Art (Floor 3). Accessions lists for some subjects are posted on the Library website.

### **Book suggestions**

Suggestion forms are available at the help desks and there is an online suggestion form on the Library website. Readers are encouraged to recommend for purchase relevant titles which are not in stock.

### **Printing copying and scanning (PCAS)**

Anyone wishing to make photocopies and scans or to print documents is required to set up a PCAS account and add credit to it online. Payments to these accounts can be made from any computer. When copying and scanning readers must abide by the terms of the Copyright Act (see notices by the machines). For higher quality scans (required for presentations, publications, theses etc. please apply to staff.

Printing from online resources or memory sticks can be ordered using the PCAS account and delivered to any PCAS machine.

Self service PCAS machines are available on floors LG to 2 .

A camera stand to assist in taking digital images is available on the 3<sup>rd</sup> floor.

The use of personal scanning devices is permitted in reading rooms provided it does not disturb other library users.

### **Inter-library loans**

For books and theses not available in Oxford libraries, members of the University may apply for an inter-library loan. There is a non-refundable charge of £4.50 for each item ordered, whether the search is successful or not. Requests for overseas searches will not be accepted. Readers can expect a delay of up to 2 weeks for any ILL request.

### **Use of laptops**

Every reader desk is fitted with a power socket and a data socket, and wireless connectivity is available throughout the building (simply enter university or Bodleian library card number and associated password as prompted). Please observe restrictions in quiet areas.

---

Details of how to register non-wireless-enabled laptops for access to the OU data network, including an online registration form, are provided on the Library website (<http://www.ouls.ox.ac.uk/sackler/services/laptop>).

## LENDING

### Borrowing privileges

Borrowing privileges are extended to holders of current (blue-stripe) University Cards. New borrowers should present themselves with their card at the Main Help Desk for card registration.

It is expected that material is borrowed for use at home or in other Oxford libraries – borrowed items should not be taken elsewhere, in particular on holidays or field trips. Borrowers are required at all times to be able to return a borrowed item at the end of each loan period.

### Confined material

The following categories are currently confined to the Library and not available for borrowing (additional categories may occasionally be added):

- a) all items on Floors 2-3;
- b) any work published before 1850 and/or fetched from closed access;
- c) large folios and portfolios of plates;
- d) most reference works;
- e) classical texts and commentaries in sections N.i and N.ii (LG Floor);
- f) periodical parts without barcodes (mainly current issues);
- g) books from the new accessions display;
- h) archive material;
- i) any item judged not to be in a fit state to be borrowed;
- j) any item with a confined label, including all legal deposit items.

### Borrowing limits and periods

The maximum number of items which may be held on loan is **six**. Undergraduate and postgraduate students only may also borrow from the Classics Lending Library; they may hold up to **nine** items from the combined collections with a maximum of six items in any category (main library book, main library periodical, CLL book, CLL article).

The borrowing period for books is one week. Periodicals, where borrowable, may be borrowed for two days, with no renewals. Vacation borrowing is not permitted except for CLL items.

---

All items should be returned to the Main Help Desk by 21:30 on the due date. The Library staff cannot guarantee to check in items returned after this time and fines may be incurred.

### **Renewals / reminders**

Books may be renewed up to 3 times providing another reader does not want the book. Periodicals and overdue items may not be renewed. Renewals may be made in person, by telephone (2-78092) or by using SOLOpatron functions. Reminders are sent by e-mail the day before a book is due back: please alert us if you do not have e-mail.

### **Fines**

Borrowers are subject to fines for late return of books. Fines will accrue at a rate of 20p per book per day up to a maximum of £10 per book or, on short loan items and periodicals, £1 per item per day up to a maximum of £10 per item. Any borrower with outstanding fines of £10 or holding an item more than 21 days overdue will have their borrowing privileges suspended until they have cleared the debt in full and returned the item.

### **Lost or damaged books**

Borrowers will be required to pay the replacement cost of stock which is lost, damaged or stolen while on loan to them, together with a fee of £5 to cover the cost of administration.

The charges will be waived if the reader can supply a replacement copy in satisfactory condition. The charges will be refunded if the original copy is found before a replacement is ordered.

## **CONTACT ADDRESS, TELEPHONE NUMBERS**

Sackler Library,  
1 St John Street, Oxford OX1 2LG

Reception/porter	2-88190	Main help desk/loans	2-78092
Librarian in Charge	2-78091	Administrator	2-78088

### **Library website**

<http://www.bodleian.ox.ac.uk/sackler/>

*Sackler Librarian in Charge. 03-10-11*