

Bodleian Libraries
UNIVERSITY OF OXFORD

THE CENTRAL BODLEIAN LIBRARY:
A GUIDE

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

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THE BODLEIAN LIBRARY – AN INTRODUCTION

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

The Bodleian Library is the central research library for the Humanities at the University of Oxford and is one of approximately 30 libraries that form Bodleian Libraries, Oxford University's library service.

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

Founded in 1602, the Bodleian Library has been a Legal Deposit Library since 1610. This means that a copy of **all print material published in the UK** should be deposited in the Bodleian. This has helped the Library to develop extensive and varied collections, with **over 9 million items held**. The Bodleian, as well as serving the academic needs of the University of Oxford, is a National and International Research Library, attracting scholars from across the world with its collections.

The Bodleian Library is reference-only, meaning that **none of its materials can be borrowed**. This has the advantage that material should always be available to readers.

TRANSFORMING OUR LIBRARIES

The Bodleian Library has embarked on an extensive and exciting programme of renovation and renewal, transforming its buildings and services in order to provide the best possible experience for library users. Working to achieve this will involve the movement of stock on an unprecedented scale, and may impact on the facilities we offer during this time. Please check <http://www.bodleian.ox.ac.uk> for regular updates on building work and stock movement.

INTRODUCTORY SESSIONS

Introductory training sessions are given throughout the year, and offer guidance in using the Bodleian Library and its resources. For details, and information on how to book a place, please consult:

<http://www.bodleian.ox.ac.uk/bodley/services/training>

or contact Main Enquiry Desk (01865) 277162.

OPENING HOURS

Opening hours change between term and vacation, and may be different for different reading rooms. The following is the basic pattern of opening for the Central Bodleian buildings:

Term: Mon-Fri, 9 am -10 pm; Sat, 10 am – 4 pm

Vacation: Mon-Fri, 9 am -7 pm; Sat, 10 am – 4 pm

Please telephone the Main Enquiry Desk (01865 277162) or check:

<http://www.bodleian.ox.ac.uk/bodley/library/hours>

for the current opening times of the areas you wish to use.

Opening times do change, occasionally at short notice. Areas of the library may also close for University events or to facilitate building works etc, and this information can also be found on the website.

READERS WITH DISABILITIES

Some of our Historic Buildings do not have level access and so may not be accessible to some readers with mobility impairments. Both printed and manuscript materials may be transferred to other libraries that do have accessible facilities. The Library's disability contacts can provide further information on this service.

For access information, and further details, visit:

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

The Disability Librarian for Bodleian Libraries is Teresa Pedroso:

T 01865 283862

E teresa.pedroso@bodleian.ox.ac.uk

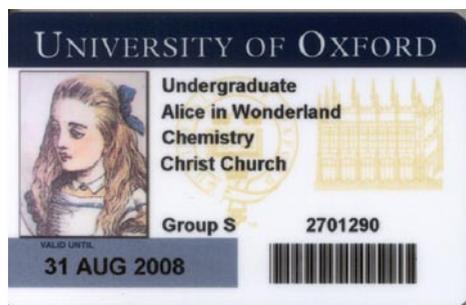
The disability contact for the Central Bodleian is Jayne Plant:

T 01865 277203

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

ACCESSING THE LIBRARY

To access the Bodleian you **must have your University or Library Card** with you. If you do not have your card you will not be able to enter the library.



"How Alice grew tall", Bodleian Library, University of Oxford, (The Nursery "Alice" 1890)

Details and guidance on Admissions can be found at: <http://www.bodleian.ox.ac.uk/services/admissions> or by telephoning 01865 277180.

This includes information on renewing or changing category of membership, and details on what is available to users with different categories of membership. Restricted collections can only be accessed by those who hold particular ticket types.

Any bags brought into the library must be presented for inspection on demand on entering and leaving the buildings.

Certain locations have restrictions on what may be taken into the reading rooms, and Special Collections/Rare Books reading rooms do not allow readers to use ink, allowing only pencils (or laptops).

Mobile phones should be switched off or on silent.

No food or drink should be consumed in the library.

ACCESSING THE COLLECTIONS AND RESOURCES

As the Bodleian Library has such large print collections, it is not possible to have all material on open access. **A significant amount of material is housed in closed book stacks and needs to be ordered to a reading room to be consulted.** As well as extensive print holdings, the Bodleian offers a wealth of **electronic resources**, including e-journals and e-books, online reference tools, bibliographic databases and digitized collections.

SOLO 
SEARCH OXFORD
LIBRARIES ONLINE

OLIS

To locate the material you wish to access, you need to search the library resources. A good way to get started is to search using **SOLO**. This is a resource discovery tool and searches across **OLIS**, the library catalogue, as well as other resources. If your search returns results that include e-resources, you can link directly into these resources from SOLO. For print items, you can link directly from SOLO into OLIS to see where an item is held and its current status. You need to use OLIS to **"stack request"** material from closed access to use in reading rooms. You also need to use OLIS to access your library patron functions, including monitoring the progress of a request and renewing your library materials.

SOLO - Search Oxford Libraries Online

<http://solo.bodleian.ox.ac.uk/>

A guide to SOLO is available at:

<http://www.bodleian.ox.ac.uk/services/guides>

OLIS - Oxford Libraries Information System (library catalogue)

<http://www.lib.ox.ac.uk/olis/>

OLIS guides are available from: <http://www.lib.ox.ac.uk/olis/documentation/>

ONLINE RESOURCES - DIRECT SEARCHING

OxLIP+: Oxford Libraries Information Platform
<http://oxlip-plus.bodleian.ox.ac.uk>



Searching SOLO is a quick way of getting to an online resource if you know its title. If you wish to **browse online resources by subject or type**, you may find it more helpful to use OxLIP+. This is the portal to online resources available from the Bodleian and, as well as searching by title, it offers the ability to browse by subject and, in some cases, sub-category. It also offers extra functionality: each resource is described to indicate whether it offers full text or abstracts/indexes etc. and further information is available to help users decide whether a resource will be useful or relevant to them.

OxLIP+ is also the gateway to the **e-journal subscriptions** available through the Bodleian Library. Individual e-journal results will come up through SOLO, but you can search for e-journals directly through this portal.

All library users have access to the electronic resources when within the library. Members of Oxford University can also access electronic resources when outside Oxford by logging on to OxLIP+ using their Single Sign On authentication details. More information on **remote access** is available at: http://www.bodleian.ox.ac.uk/eresources/remote_access

Please access the separate guides to OxLIP+ and OU e-Journals to find out about the full range of functionality and for tips on how to search.

Guides are available at: <http://ox.libguides.com/index.php>

OPEN ACCESS MATERIAL

Some Bodleian material is housed on **open access** in reading rooms. This material shows as "Available" on OLIS. It is not necessary to request or reserve this material as it is available at all times. When taking a book from the shelves in a reading room, users should fill out an open shelf slip to indicate the item is in use. These slips can be found at various points in each reading room. Items from reading room shelves are replaced each morning before the Library opens.

CLOSED ACCESS/ BOOK STACK MATERIAL

Items kept in **closed access** book stacks need to be ordered to a reading room to be consulted. Such material normally shows as "In place" on OLIS, and is ordered by placing an online **stack request**.

For more details go to: <http://www.lib.ox.ac.uk/olis/asr/>

When making a stack request, you will have to identify yourself to the library system using your library barcode number and password. The barcode number is on your library card next to the barcode. The password is set as a default to your date of birth, in a particular format: enter 2 digits for the day, 3 letters (lower case) for the month and 4 digits for the year.

e.g. for birthday = 1st Dec 1980 password = 01dec1980

Each reading room has a limit on the number of items you can order at any one time from closed access. These limits vary from reading room to reading room. However, the normal **total number** of stack requests across the **whole system** is **20 items**. Stack requests initially stay in reading rooms for **7 days**, and can be renewed using the patron functions in OLIS.

Please be aware that **some collections are not fully catalogued electronically** and some items can only be located through **card catalogues** etc. These items need to be **requested manually** via the staff desk in the appropriate reading room. This applies to material including manuscripts, music, maps, ephemera, some newspapers, some oriental collections and some foreign dissertations.

Manual stack requests are included in the total number of requests for each location.

THE CENTRAL BODLEIAN READING ROOMS

There are three buildings on the central Bodleian site:

- The Old Bodleian Library
- The Radcliffe Camera
- The New Bodleian Library

The Old Bodleian Library

For many new library users the first point of call will be the **Bodleian Main Enquiry Desk (MED)**. This can be found in the **Lower Reading Room** of the **Old Library**. Here you will find helpful and knowledgeable staff who deal with a range of general enquiries, including offering help with the online catalogues and resources available within the Bodleian. The MED area houses the general reference section, including some print catalogues for material that cannot be found electronically. Enquiries about Interlibrary Loans should also be made at MED.

The **Old Bodleian Library** houses the research collections for Humanities.

The **Upper Reading Room** houses the research collections for **History** and **English**, and the Bodleian's open access **Linguistics** material. These collections include sets of works and critical volumes for many authors who are important in the study of English. Also included are core print journals and sets of monographs on these subjects in English and other Western European languages. You can order up to **10 stack requests** to the Upper Reading Room.

The **Lower Reading Room** houses the Bodleian's collections of **Classics and Ancient History, Theology (Patristics)** and **Philosophy**. These collections consist of core works and critical volumes for authors in these subjects. There are also core journals relevant to these subjects in English and other Western European languages. You can order up to **10 stack requests** to the Lower Reading Room.

Duke Humfrey's Library – see **Special Collections** section.

The Radcliffe Camera

The Radcliffe Camera houses the Undergraduate Humanities collections.

The **Upper Camera Reading Room** holds the teaching collection for **History**. You can order up to **4 stack requests** to the Upper Camera.

The **Lower Camera Reading Room** holds the teaching collections for **English** and **Theology**, as well as a collection of **Film Studies** material. You can order up to **4 stack requests** to the Lower Camera.

The New Bodleian Library

The **New Bodleian Library** will be closing to readers during 2010/2011, ahead of an extensive refurbishment programme, before it reopens as the Weston Library. The services and collections currently housed in this building will be relocated. For further details, please see:

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

For more detailed information on the Bodleian reading rooms visit:

<http://www.bodleian.ox.ac.uk/bodley/library/rooms>

For opening hours visit:

<http://www.bodleian.ox.ac.uk/bodley/library/hours>

SPECIAL COLLECTIONS

<http://www.bodleian.ox.ac.uk/bodley/library/specialcollections>

The Bodleian Library has extensive Special Collections: collections of **manuscripts, rare printed material, maps, ephemera, theses, oriental material** and **music**.

For all Special Collections enquiries, please contact:

T 01865 277046

T 01865 277151

F 01865 277182

E enquiries.sc@bodleian.ox.ac.uk

Contact details for the individual areas of Special Collections can be found on their webpages.

The refurbishment of the New Bodleian Library has led to the temporary relocation of Special Collections facilities. More details on this are available at: http://www.bodleian.ox.ac.uk/about/buildings/new_bodleian/moves

The Bodleian has two Special Collections reading rooms. **Duke Humfrey's Library** is the reading room for those consulting certain special collections and rare books, Oxford University theses and topographical history. When the New Bodleian Library closes, facilities for accessing the Maps and Music collections will also be offered through Duke Humfrey's Library. You can order up to **10 stack requests** to Duke Humfrey's Library.

The temporary **Special Collections Reading Room at the Radcliffe Science Library** is the reading room in which western medieval, early modern and modern manuscripts, oriental manuscripts and rare books can be consulted in conjunction with associated open access reference material. This room can become very busy at times so prospective readers are strongly encouraged to book a reading space in advance of their visit. This can be done by emailing scrr@bodleian.ox.ac.uk or by telephoning 01865 277046. You can order up to **10 stack requests** to the Special Collections Reading Room.

Readers may use only pencil or laptops in these reading rooms. Bags and cases may not be taken into these locations (they may be stored in local bag storage facilities), and other security measures may be enforced.

Much Special Collections material is not yet catalogued electronically, and other finding aids are available to aid in the location and requesting of this material. Please contact Special Collections staff for further information on this.

The **John Johnson Collection of Printed Ephemera** is one of the most important collections of printed ephemera in the world. For further details please access: http://www.bodleian.ox.ac.uk/bodley/library/specialcollections/western_rarebooks/ephemera

A booking procedure is now in place for researchers wishing to consult material in this collection. Researchers should now make an appointment in

advance with the Librarian of the John Johnson Collection, either by email (jjcoll@bodleian.ox.ac.uk) or telephone (01865 277047).

| OFFICIAL PAPERS

The **Bodleian Official Papers** collection consists of a comprehensive set of **British parliamentary papers** from 1801 to the present, as well as earlier records of the **proceedings of parliament and non-parliamentary papers**, the **Republic of Ireland parliamentary and non-parliamentary papers** and the **publications of international organisations**, notably the United Nations. The Bodleian Library has a particularly good collection of British Official Papers due to its legal deposit status, holding the vast majority of material published in this area. During 2010, this collection is being relocated to the Law Library.

For more information about the Official papers section, go to: http://www.bodleian.ox.ac.uk/official_papers

| SUBJECT ENQUIRIES

Subject Librarians

There are subject librarians responsible for Bodleian Libraries collections who can offer expert support in their subject area. A full list is given at: <http://www.bodleian.ox.ac.uk/libraries/subjects/librarians>

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

To find the location of material across Bodleian Libraries for individual subjects, go to: <http://www.bodleian.ox.ac.uk/libraries/subjects>

Online guides to subject areas are available from: <http://ox.libguides.com/index.php>

Divisional guides are also available, containing more detailed information about which libraries offer provision for specific subjects.

PHOTOCOPYING, SCANNING AND PRINTING

The Bodleian offers two photocopying services:

- Self-service photocopying
- Staff-mediated photocopying

Both these services are available from all reading rooms. Readers wishing to make photocopies from Bodleian items should show these items to library staff who will advise them which service is best suited to their needs. As a rough guide, only material in good condition and dating from 1901 onwards can be copied on the self-service machines. Items dating from 1800-1900 might be suitable for copying by staff, condition of the item permitting. For more information on copying at the Bodleian visit:

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

Printing is available from many of the library PCs.

From Summer 2010, a new integrated system will be available offering improved copying, printing and scanning facilities. Please check with staff in the libraries and reading rooms for more detailed information on these developments.

Readers may use personal scanners and digital cameras in many reading rooms, subject to a number of terms and conditions. For full details see:

<http://www.bodleian.ox.ac.uk/services/copy/digital>

When photocopying, scanning or printing it is essential that library users abide by **copyright law**.

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

Enquiries about these processes should be directed to Imaging Services:

T 01865 277061

E imaging@bodleian.ox.ac.uk

LAPTOP USE

Library users are welcome to bring their laptops into the Bodleian. (Some reading rooms have quiet areas, flagged with notices, and these areas should be avoided.)

Wireless network connection is available in all the reading rooms.

To use the wireless network, connect as **Bodleian-Libraries**, using your library barcode and password to log in.

Desks in the Old Library reading rooms and the Lower Camera are also equipped with **Ethernet points**.

Further information:

<http://www.bodleian.ox.ac.uk/bodley/services/laptop>

http://www.bodleian.ox.ac.uk/sers/support_ouls/wireless2

BAGS AND PERSONAL BELONGINGS

Readers using Special Collections/manuscript reading rooms are required to leave all bags, cases, etc. in local bag storage facilities.

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 demand on entering and leaving the buildings.

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.

ADVANCE STACK ORDERS

Members of the Library should order and renew printed books and periodicals using the online catalogue. Stack material is usually held in the selected reading room for a minimum of 7 days.

People who are not yet members of the Library, or those having difficulty with the online ordering process and who live outside Oxford, may submit up to six orders in advance of their visit by emailing:

reader.services@bodley.ox.ac.uk

or by sending written requests to:

Main Enquiry Desk, Bodleian Library, Oxford, OX1 3BG

Advance orders for manuscript items (a maximum of six, to include any associated written requests for printed items) should be sent via email to: enquiries.sc@bodleian.ox.ac.uk or to Duke Humfrey's Library at the same postal address as above.

A minimum of three working days should be allowed for the processing of advance orders submitted by either post or fax.

The shelfmarks of the items and, where possible, the reader's card should be given. 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.

INTERLIBRARY LOANS

If the Bodleian does not hold material you need to consult, we can attempt to obtain this through a 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 the Main Enquiry Desk.

If you have any query about an interlibrary loan order you have placed, please email: docsupply@bodleian.ox.ac.uk

LIBRARY REGULATIONS

Bodleian Libraries has regulations relating to the use of their facilities. These regulations embody the Bodleian Library declaration, to which all readers admitted to Bodleian 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.'

The regulations can be found in full at:

<http://www.bodleian.ox.ac.uk/about/policies/regulations>

VISITOR INFORMATION

Visitor information, including information on tours of Duke Humfrey's Library for non-Library members, and advance bookings for group tours, is given at: <http://www.bodleian.ox.ac.uk/about/visitors>

For further information please contact:

T 01865 277224

E tours@bodley.ox.ac.uk

SHOP

The Bodleian Library Gift Shop is located in the Old Library quadrangle. <http://shop.bodley.ox.ac.uk/>

FRIENDS OF THE BODLEIAN

The Friends of the Bodleian enrich the Library's collections by funding the purchase of manuscripts and books which the Library would not otherwise be able to afford. Members enjoy a range of benefits including invitations to events and discounts on readers' tickets and purchases from the Bodleian shop.

Why not join today? To find out more please see:

<http://www.bodleian.ox.ac.uk/bodley/friends/>

CONTACTING THE LIBRARY

General contact details:

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

or use the **Ask an Oxford Librarian** service:

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

Admissions enquiries:

T 01865 277180
F 01865 277105
E admissions@bodleian.ox.ac.uk
W <http://www.bodleian.ox.ac.uk/services/admissions>

Special Collections enquiries:

T 01865 277046
T 01865 277151
F 01865 277182
E enquiries.sc@bodleian.ox.ac.uk
W <http://www.bodleian.ox.ac.uk/libraries/collections>

FURTHER HELP AND INFORMATION

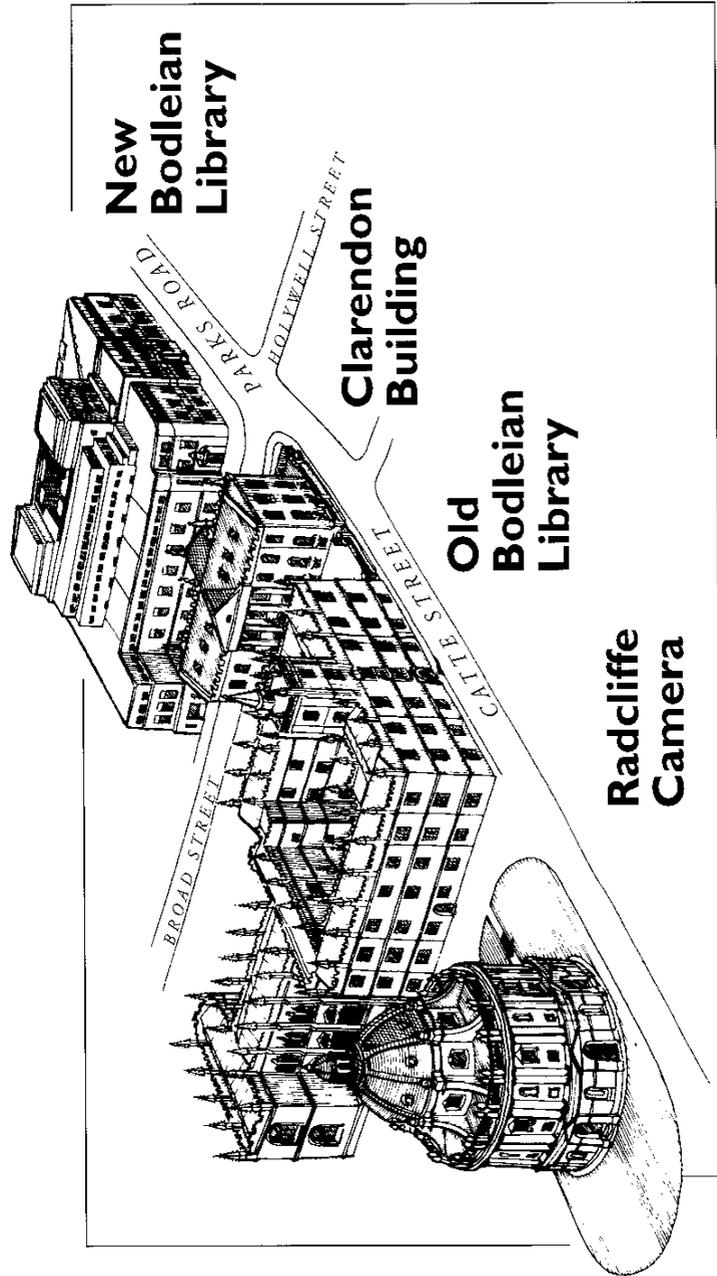
Library users should feel free to ask library staff for help, either at the reading room reserve desks or at the Main Enquiry Desk.

Further information can be found on our website at:

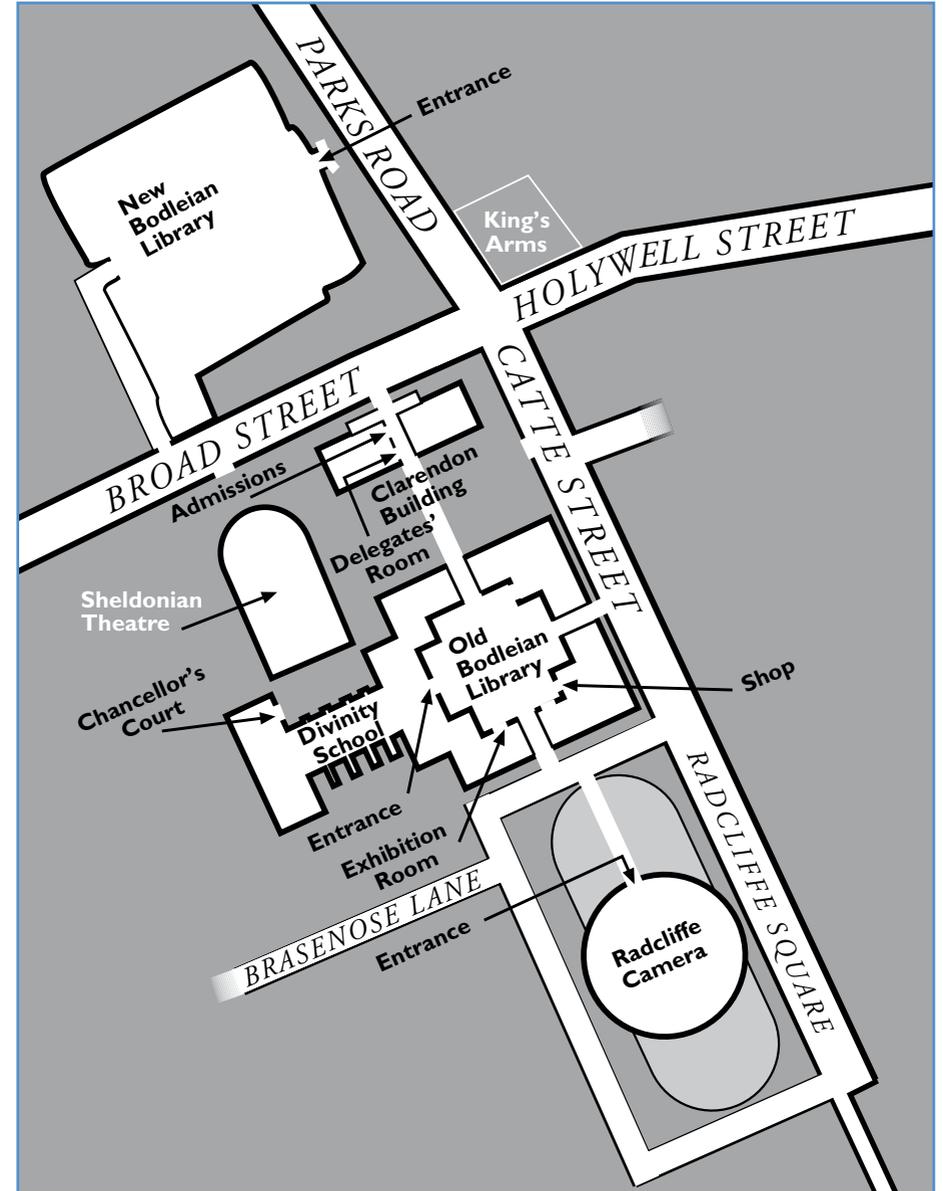
<http://www.bodleian.ox.ac.uk/bodley>

NOTES

CENTRAL BODLEIAN BUILDINGS



CENTRAL BODLEIAN SITE MAP





September 2010

This leaflet is also available online in alternative formats (<http://www.bodleian.ox.ac.uk/guides>). Please contact aracu@bodleian.ox.ac.uk for requests for Braille and audio.