



OXFORD
UNIVERSITY
LIBRARY
SERVICES

OULS ADMISSIONS OFFICE
FACILITIES AVAILABLE TO EXTERNAL
READERS WHEN USING OXFORD
UNIVERSITY LIBRARIES

LIBOX

BOOKS AND JOURNALS

All books, printed journals and newspapers, maps and music printed after 1800 are normally available unless they are in special collections (usually identifiable by a name in the call number, e.g. "Douce 123").

Your use of the libraries is for reference only, i.e. you cannot borrow items to take away.

If you want to consult manuscripts, pre-1801 printed material and other material in special collections you need to make this clear on admission, and if permission is granted you will be issued with a card indicating this (with an 'A' instead of an 'S' above the bar code)

HELP IN USING THE LIBRARIES

Most reading rooms and libraries produce printed and web guides, and maps and plans. There is also a general printed Guide to the libraries.

Please feel free to ask any member of staff in the reading rooms if you need help or guidance.

REFERENCE AND RESEARCH ENQUIRIES

Staff are available in most reading rooms to help you to find things out. Straightforward enquiries are usually resolved immediately, but more complex questions involving specialist subject knowledge can be referred to a senior subject librarian or member of curatorial staff to provide you with expert assistance. This may not always be available immediately.

In addition to face-to-face assistance you can also contact us by email (look for the contact address of the library or reading room on its web page) or you can use the Ask-An-Oxford-Librarian online service available on the libraries' web site (www.ouls.ox.ac.uk) The Bodleian's Main Enquiry Desk may also be contacted by direct email (reader.services@bodley.ox.ac.uk) , telephone: 01865 277162, or fax: 01865 277182.

PHOTOCOPYING AND SCANNING

Self services photocopiers are available in most libraries and reading rooms. Please see <http://www.ouls.ox.ac.uk/services/copy/copying> for more information and for current prices. The Central Bodleian also offers a staff-mediated copying service.

Please remember that copyright law restricts the amount that can be copied from any single work. The standard amount regarded as reasonable is one chapter or 5% of the total length of a monograph, or one article from a periodical issue. More information about copyright limits is available on the Bodleian "Making a copy" web page at <http://www.ouls.ox.ac.uk/bodley/services/copy>

Fragile and manuscript material, and material printed before 1800 may not be photocopied using self service photocopiers. For details of how to obtain copies of these materials in the Bodleian, please refer to the Imaging Services web site at http://www.ouls.ox.ac.uk/services/copy/imaging_services. In other libraries please ask staff about reproduction services for these materials.


Digital cameras and personal scanners may be used in some areas. See <http://www.ouls.ox.ac.uk/services/copy/digital> for further details. In addition scanning is available using the self service photocopiers in some libraries and reading rooms. Please ask staff for more information.

INTER-LIBRARY LOAN AND DOCUMENT SUPPLY

Interlibrary Loan and Document Supply services can be used to obtain books, journals, papers, theses, reports and other material which are not held locally. (If you work for the NHS in Oxfordshire please consult the Health Care Libraries web pages.) A charge is made. See <http://www.ouls.ox.ac.uk/services/ill/> for further details.

ELECTRONIC RESOURCES AND ACCESS TO THEM

The great majority of electronic resources to which OULS subscribes are available without further formality from computers in the libraries.



The same resources will be available if you plug your laptop into a library datapoint. (Your computer will regularly be scanned for viruses before allowing you access when you do this.)

Unfortunately you will not be able to access subscription resources via the wireless network.

If the resource is not directly available to you (either because it always needs a password or because you are using a wireless connection), you may find that (a) a password is available to you via another route (e.g. your own institution's or public library's licence agreements); or (b) you can use a VPN connection obtained from your home institution which gives direct access to the resources you would normally have available from there.

In all cases you should be aware that the licence terms attached to electronic resources does not allow their use for commercial purposes.

RESTRICTED ACCESS CARDS

If you have a restricted access card (i.e. a red card giving access only to specifically designated areas) then you will have access only to the resources normally available from within that area. You will not be able to call material from the closed stacks.

LIBRARIES YOU MAY USE

If your card is	You can use Group 1 libraries	You can use Group 2 libraries
Gold (with a star OR the HCL logo)	At any time	In vacations only unless no Group 1 library holds them
Gold (no star)	At any time	In vacations only
Silver (with a star)	At any time	At any time
Silver (no star)	At any time	In vacations only
Mauve (with a star)	At any time	At any time
Mauve (no star)	At any time	In vacations only
Green	In vacations only	In vacations only
Red	Only if designated on the card	Only if designated on the card

Group 1

(Central) Bodleian Library (Bo)
Bodleian Japanese Library (Jp)
Bodleian Law Library (Lw)
Commonwealth and African Studies
Library at Rhodes House (Co)
Educational Studies Library (Ed)
*European Union/UN material [in
Law Library and Radcliffe Camera]*
(Eu)
Indian Institute Library (Bo)
Institute of Chinese Studies Library
(Ch)
Latin American Centre Library (La)
Oriental Institute Library (Or)
Plant Sciences Library (Pl)
Radcliffe Science Library (Ra)
Refugee Studies Library (Re)
Sackler Library (Sa)
Social Science Library (So)
Taylor Bodleian Slavonic and
Modern
Greek Library (Sl)
Taylor Institution Main Library (Ta)
Wellcome Library for the History of
Medicine (Wh)
Vere Harmsworth Library (Ve)
Zoology Library (Zo)

Group 2

Continuing Education Library (Ce)
English Faculty Library (En)
Experimental Psychology (Ex)
Health Care Libraries (He)
History Faculty Library (Hi)
Music Faculty Library (Mu)
Philosophy Library (Ph)
Saïd Business School (Bu)
Taylor Modern Languages Faculty
Library (Mo)
Theology Faculty Library (Th)



| NOTES



NOTES

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