

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.

The Library has recently 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. This has involved the movement of stock to the new Book Storage Facility, the creation of an exciting new space for library users in the Gladstone Link, and moving to a new library catalogue system. Many of these projects have now been successfully concluded. The **refurbishment of the New Bodleian Library** is ongoing, however, and this building should reopen in 2014/2015 as the **Weston Library**, a specialist Special Collections facility.

Please check <http://www.bodleian.ox.ac.uk> for further information about ongoing projects.

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.

The Bodleian Libraries offers further training and workshops for library users. Details of these are available at:

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

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 283861

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

OPENING HOURS

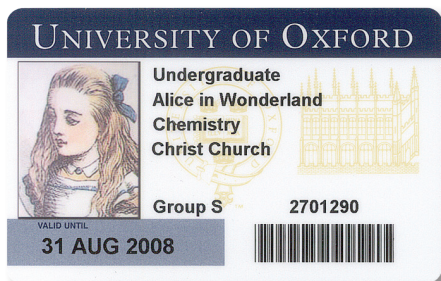
Opening hours change between term and vacation, and may be different for different reading rooms or other reader spaces. Opening times do change occasionally at short notice. Areas of the Library may also close e.g. for University events or to facilitate building works etc.

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

or telephone Main Enquiry Desk (01865 277162) for the current opening times of the areas you wish to use.

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, and calls may not be made or received in reading rooms.

No food should be consumed in the Library.

Bottled water can be consumed in most of the reading rooms, though not in Duke Humfrey's Library or in the Special Collections Reading Room.

ACCESSING THE COLLECTIONS AND LIBRARY 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 storage and needs to be ordered to a reading room to be consulted.** As well as 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
<http://solo.bodleian.ox.ac.uk/>



To locate the resources you wish to access, you need to search **SOLO, the library catalogue**. This searches across the Library's print collections and also for online resources.

If your search returns results that include **e-resources**, you can link directly into these resources from SOLO.

For **print items**, SOLO shows where these items are held. Items that are held in reading room collections or in the Gladstone Link are immediately accessible and do not need to be requested. If an item is held in closed storage it can be requested through SOLO for use in one of the reading rooms.

Readers also use SOLO to access their **library account**, allowing them to monitor the status of requested material and to renew items on loan.

University members should sign on to SOLO using their Oxford Single Sign On. External library users should sign on using their dedicated library details. Please ask Library Staff if you need help with this in the first instance.

A full online guide to using SOLO is available at:
<http://libguides.bodleian.ox.ac.uk/solo>

ONLINE RESOURCES - DIRECT SEARCHING

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



While 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, 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.

A full online guide to using OxLIP+ and OU e-Journals is available at:
<http://libguides.bodleian.ox.ac.uk/oxlip-plus>

REMOTE ACCESS TO E-RESOURCES

All library users have access to the offered electronic resources when within the Library. Members of Oxford University can also access electronic resources when outside Oxford by signing on to SOLO or OxLIP+ using their Oxford Single Sign On.

More information on **remote access** is available at:
http://www.bodleian.ox.ac.uk/eresources/remote_access

| OPEN ACCESS MATERIAL

Some Bodleian material is housed on **open access** in reading rooms or in the Gladstone Link. 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 and from the Gladstone Link are replaced throughout the day.

| CLOSED STORAGE MATERIAL

Items kept in **closed storage** need to be ordered to a reading room to be consulted. Such material will offer readers the option to place a **hold**, or request, in SOLO.

To place a hold, you will have to identify yourself to the library system using either your Oxford Single Sign On, if a member of the University, or, if an external library user, using your dedicated library details. Please ask Library staff if you need help with this in the first instance.

Items from closed storage initially stay in reading rooms for **7 days**, and can be **renewed** in the **My Account** area of SOLO.

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.

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 (**closed until 2014/15**)

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 knowledgeable staff available to deal with a range of general enquiries, including offering help with the online catalogue and resources available within the Bodleian. The MED area also houses the **General Reference** section, including some print catalogues for material that cannot be found electronically. Enquiries about **Interlibrary Loans** should 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.

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.

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**.

The **Lower Camera Reading Room** holds the teaching collections for **English** and **Theology**, as well as a collection of **Film Studies** material.

The New Bodleian Library

The New Bodleian Library is currently closed to readers for the duration of its extensive refurbishment programme. This building should reopen in 2014/2015 as the **Weston Library**, a specialist Special Collections facility.

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>

THE GLADSTONE LINK

The **Gladstone Link** is a newly opened space that is accessible through the Old Bodleian Library and the Radcliffe Camera, linking these buildings as a library complex. The Gladstone Link is much less traditional in feel than the formal reading rooms, and offers readers greater flexibility as to how they wish to work. This area houses collections of **high use material**, previously kept in closed storage, making it available immediately onsite to users. It also holds the **new intake** of academic material from the last three years.

The Gladstone Link also offers readers the facility for quiet discussion or group work as it is not a space in which readers are expected to work in silence.

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, initially 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 web pages.

The closure of the New Bodleian Library for refurbishment 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. Duke Humfrey's Library also offers facilities for accessing the Maps and Music collections. Specialist staff are available in this reading room to help with enquiries in these areas.

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.

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 the 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 help in the location and requesting of this material. Please contact Special Collections staff for further information on this.

The Bodleian Library also holds the **John Johnson Collection of Printed Ephemera**, one of the most important collections of printed ephemera in the world. For further details on the collection, including how to access the material, please go to:

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

Researchers needing further information can contact the Librarian of the John Johnson Collection by email: jjcoll@bodleian.ox.ac.uk.

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. This collection is now housed in the **Bodleian 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>

Subject enquiries can be made in the reading room or library where the material on that subject is held. Depending on the nature of your enquiry, staff may refer you to the appropriate subject librarian or to the dedicated enquiry staff at the Main Enquiry Desk.

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://libguides.bodleian.ox.ac.uk>

| PHOTOCOPYING, SCANNING AND PRINTING

The Bodleian offers a networked printing, copying and scanning (PCAS) service. Information on this service, including prices, can be found at: <http://www.bodleian.ox.ac.uk/bodley/services/copy>

All readers wishing to use PCAS will need to set up a **PCAS account**. This is done at: <https://bodleian.pcounterwebpay.com>

Once an account has been created, credit can be added to it online using a credit or debit card. Readers who prefer to add credit using cash can do so at the Main Enquiry Desk.

Detailed guides to using the different aspects of the PCAS service can be found at: <http://libguides.bodleian.ox.ac.uk>

Readers wishing to make **photocopies** or take **scans** of Bodleian items should show these items to library staff. Some items might not be suitable for self-service photocopying or scanning. In such cases, it may be possible

for copies to be made through the **staff-mediated photocopying service**. Payment for this service is also made with the PCAS account.

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.

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, taking digital images or printing it is essential that library users abide by copyright law.

| IMAGING SERVICES

For materials that cannot be reproduced using photocopying services, and for high quality digital copies, the Bodleian offers Imaging Services. The range of processes on offer, prices, and an application form are given at:

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

Enquiries 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 is available at:

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

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

| ADVANCE STACK ORDERS

Members of the Library should order and renew printed books and periodicals using SOLO. 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@bodleian.ox.ac.uk

or by sending written requests by post or fax to:

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

Fax 01865 277182

Advance orders for manuscript and/or rare book items to a maximum of ten should be sent via email to: scrr@bodleian.ox.ac.uk.

A minimum of five working days should be allowed for the processing of advance orders.

The shelfmarks of the items and, where possible, the reader's card number 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 Library 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

| BAGS AND PERSONAL BELONGINGS

Readers using Special Collections 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.

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.

| 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@bodleian.ox.ac.uk

| SHOP

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

| TEA ROOM

The Bodleian Library Tea Room is located in the Old Library quadrangle, and is available to registered library members.

LIBRARY REGULATIONS

The Bodleian Libraries have 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>

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.

For remote enquiries:

T 01865 277162

E reader.services@bodleian.ox.ac.uk

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

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

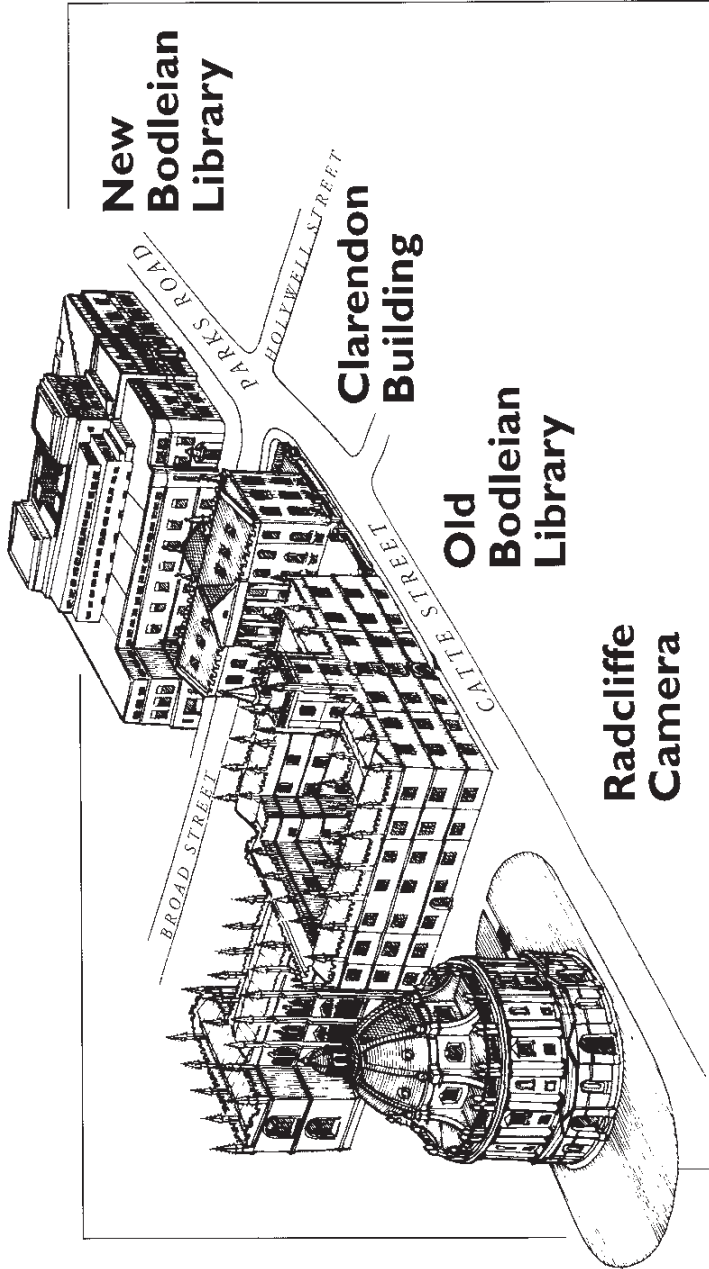
T 01865 277151

F 01865 277182

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

W <http://www.bodleian.ox.ac.uk/libraries/collections>

CENTRAL BODLEIAN BUILDINGS



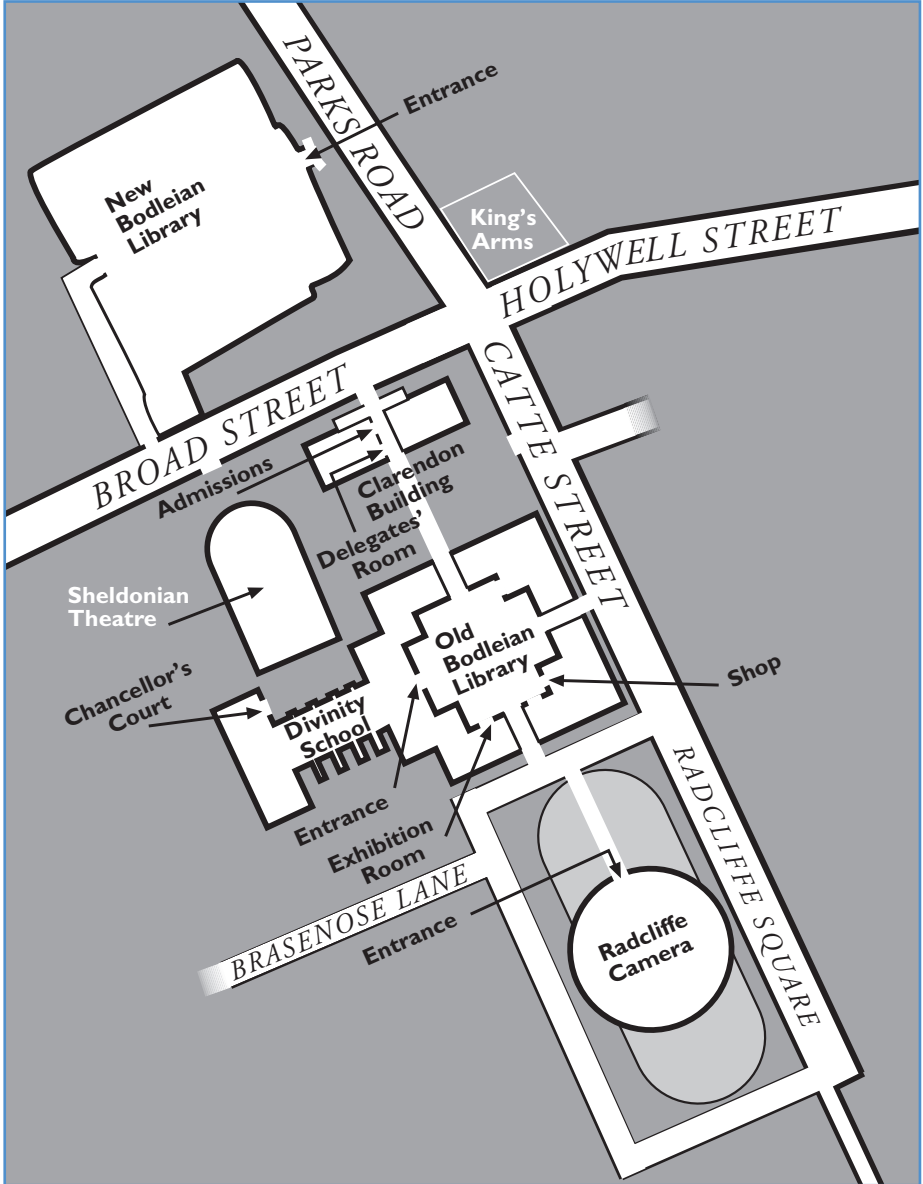
**New
Bodleian
Library**

**Clarendon
Building**

**Old
Bodleian
Library**

**Radcliffe
Camera**

CENTRAL BODLEIAN SITE MAP





September 2011

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.