

## Refurbishment of the Underground Bookstore into two floors of open stack library space

Redevelopment of the Underground Bookstore into the Gladstone Link has been made possible by the decision to remove low-usage books to the Book Storage Facility, Swindon. This has freed up space for more open shelf material in our Libraries and given us an additional 1,674 square metres of space in what was previously the old Underground Bookstore. The Libraries have analysed bookstack requests and other data to ensure that the most requested items that have been fetched for readers by staff are moved to open shelves.

The Underground Bookstore was built between 1909 and 1912 as an overflow book storage facility on two floors. The refurbishment has been designed to respect the industrial heritage of the space, providing a mixture of fixed and mobile shelving capable of housing 240,000 books and offering informal study areas for readers. The plan preserves as a historic display a proportion of the Gladstone bookshelves which were originally manufactured at the local Eagle Ironworks in Jericho and used on the main level of the bookstore. These shelves, which are designed to hang on rollers from the beams or the roof frame, were so called because they were suggested by WE Gladstone, Victorian Liberal Prime Minister and Oxford graduate. The refurbished area and the tunnel will be known collectively as the **Gladstone Link** in his honour; the downstairs space will be distinguished as the Gladstone basement.

### The tunnel and conveyer

The tunnel was previously used for transporting books on a 1930s conveyer from the New Bodleian to the Old Bodleian and for transporting books by trolley to the Radcliffe Camera. The new academic strategy of providing more books on open shelving, and the planned development of the New Bodleian into the Weston Library, means that books will no longer be delivered via the conveyer and the section of the tunnel between the Old Bodleian and the Radcliffe Camera has been refurbished for use by readers. Readers can select books from open shelving and choose to take them to whichever reading room they wish to use within the new zoned area of the Gladstone Link, Upper and Lower Reading Rooms in the Old Library and the Radcliffe Camera. (Note: Books from open shelving cannot be taken out of Duke Humfrey's Library.)

### The Old Bodleian lift

The newly installed lift in the Old Bodleian uses an existing shaft, which formed part of the conveyer delivery system. It will enable readers with limited mobility to use some of the world's most famous reading rooms. Additionally, it will enable viewing of a portion of the frieze in the Upper Reading Room which was interrupted by masonry partitions when the conveyer was installed in the 1930s.

### The Radcliffe Camera platform lift and new stairs to Gladstone Link

The Radcliffe Camera is a Grade 1 listed building and was the first rotunda library built in England, dating from the mid-eighteenth century. A new staircase will wrap around a platform lift, providing safe access to the Gladstone Link and replacing a very steep staircase. The staircase and lift have been designed to respect the grandeur and magnificence of the Radcliffe Camera by being as non-invasive as possible. They use ironwork and glass to avoid restricting the through view to the windows in the Lower Camera.



**Above: The tunnel connecting the Gladstone Link and Radcliffe Camera with the Old Bodleian**

**Left: 'Gladstone' shelving in the new space**



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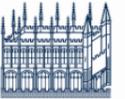
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## Welcome to the Gladstone Link!

The Gladstone Link is a new area of the Bodleian Library for open shelf library material accessible by readers – the first in these buildings since 1912.

There is shelf space for an additional 270,000 items of library material, roughly doubling the open shelf provision in the Bodleian Library to around 500,000. We have also taken the opportunity to link the Old Bodleian Library and the Radcliffe Camera, connecting the reading rooms for the first time, and to create 120 extra reader spaces, as well as facilities such as reader terminals and photocopiers.

We hope that you will enjoy the benefits of this new facility. Please give us feedback on these new arrangements by using the form inside or emailing [reader.services@bodleian.ox.ac.uk](mailto:reader.services@bodleian.ox.ac.uk).

### Stock

Stock in the GL is identified in the library catalogue as 'BOD Gladstone'.

*It consists of:*

- high-use material which has been selected on the basis of previous use by readers, denoted by the prefix 'UBHU';
- recent (3–4 years) intake of academic material which has not been placed elsewhere on open shelves.

*Main level:*

- new intake: M.10 and M.11;
- weekly new book display;
- (imminent additions: print periodicals from the Lower Reading Room).

*Basement level:*

- new intake: M.09;
- high-use: UBHU (Nicholson up to 1987 and M.88-M.08 (1988-2008));
- (imminent additions: Academy volumes from the LRR).

### Classification

Apart from the Nicholson sequence, material is in shelfmark order arranged principally by year of intake (e.g. M.98 = 1998), then by size. (But note that in the basement level, large items, sizes 'l', 'a', 'b' are shelved in the NW corner.)

We are currently investigating the feasibility of classifying all new material to the Library of Congress scheme, used in other open shelf locations.

## Service changes (immediate and planned)

You may normally move freely between reading rooms (except for Duke Humfrey's Library, which is only accessible on presentation of a Group A card).

You may take material with you, except:

- Pre-1701 material, which can only be ordered to Duke Humfrey's; no material may be taken out of DH;
- Pre-1851 material, which may not be taken out of the Old Bodleian.

*Please note the slightly changed date limits.*

Water in closed bottles is permitted in the Gladstone Link – please take particular care not to spill it on books or through the grid floor. Before October, we will introduce the option to bring hot and cold drinks to the GL in covered travel cups approved by the Library (and available for purchase in the Tea Room).

## Stack request

You are welcome to bring stack request material (except items published before 1851) from any of the Reserves. The nearest to the GL is the Lower Camera Reserve.

If you wish to reserve stack request material for further use, you must return it to the Reserve from which you collected it.

We ask you to return other stack request material to the Reserve so that we know it is no longer in your possession and in case it has been requested by another reader.

## Reader etiquette

We invite you to enjoy an informal study environment in the Gladstone Link. Furniture of various shapes, sizes and heights should allow you to find a comfortable position to work in and to change when you feel like it!

Group study tables in corners or behind acoustic screens provide opportunities for quiet conversation.

Feel free to make use of your mobile device or listen to audio through leak-proof headphones. But please – no loud telephone conversations; the lobbies are more suitable for moderate conversations. If you prefer silent spaces, the historic reading rooms retain their traditional feel.

## Access and opening hours

The Gladstone Link (GL) is accessible from:

- The Old Bodleian Library (OB) via the staircase in the 'NW tower' or the lift in the nearby coat and bag lobby;
- The Radcliffe Camera (RC) via Bay 1 in the Lower Camera reading room.

It will be open for most of the library's opening hours, closing 45 minutes before the rest of the library to allow secure and effective closing procedures. At that point, you will be able to move upstairs with any material you are reading or photocopying and enjoy the remaining open period of the other reading rooms. Subject to funding, it is planned to open the Radcliffe Camera and GL on Sundays in Full Term.

The Lower Camera reading room now has access-controlled entry and exit (as in the Proscholium).

## Orientation

The lobbies are colour-coded:

- 'b' for blue; 'b' for Bodleian,
- 'r' for red; 'r' for Radcliffe Camera!

On each level there is a coloured pathway (pale blue on the main level, pale red in the basement) connecting the two lobbies.

Notices and maps at the staircases indicate which level you will find particular sections on. Notices on or adjacent to shelves tell you what stock is housed there.

## Facilities

By the red lobby on each level:

- readers terminals
- PCAS photocopier
- emergency telephone
- transparent fronted lockers on the main level

Lockers are for use during the day and must be cleared overnight.

By the blue lobby on the main level only:

- 6 reader terminals (3 standup and 3 sitdown)

By each of the four exits, you will find a 'repatriation' trolley for material from other reading rooms and a reshelving trolley for material from the GL.

## Assistance

You will normally find a member of staff shelving who will be able to give basic assistance. For more complex enquiries, the nearest service point is the Lower Camera reserve.

If you require on-the-spot assistance, particularly if you have reduced mobility, please use the emergency telephone by the red lobby.

## Access: Reduced mobility

Arrangements for access by persons of reduced mobility will be introduced on 1 August 2011. Please contact the Admissions Office for further details.

The main level of the Gladstone Link is accessible via the lift in the Old Bodleian.

There are four height-adjustable tables and chairs along the wall on the blue lobby side.

If you need to use material from the basement level, please ask a shelver or use the phone by the red lobby to request assistance.

Please note that your normal fire escape route is via the blue lobby back to the Old Bodleian. However, there is an alternative route (for emergency escape only) via the red lobby and the Radcliffe Camera.

## Health and Safety

You must familiarise yourself with the **fire escape routes** and evacuation plans. You must leave immediately if the fire alarm sounds in the GL. You may also be asked to make a precautionary evacuation if either the OB or the RC are in alarm.

**Rolling shelving** - please be careful of yourself, other readers and the books at all times:

- Check the aisle before you roll the case(s)
- Roll the case(s) GENTLY
- For extra security use the case lock (push)
- If the case seems jammed check that the case lock is undone (pull); do not force the case!

One section of the **Gladstone shelving** is still arranged in its historic form as rolling shelving. Please use this with care and always push cases back into position after use.

**Stiletto heels** – please do not try to walk on the grid floor on the main level in stiletto heels!

**Restricted headroom** – if you are over 6ft (1.8m) tall, you may need to watch for low-hanging items.

If you encounter any hazards, please report them to the reshelving staff or the Lower Camera Reserve as soon as possible.

## Laptops

You should find good Wi-Fi connectivity throughout.

Power is provided to most perimeter desks, three central rows of columns on the main level and one central row in the basement.

The two large square tables on the main level have power sockets under the flaps in the middle.

## FAQs:

*If I take material from one reading room to another, do I have to take it back again?*

We (and other readers) would be greatly assisted if you were to take material with which you have finished back to its home reading room, but this is not required and there are 'repatriation' trolleys in each reading room/area. NB – stack request material which you wish to retain for further consultation must be taken back to the Reserve from which you collected it.

*How soon will material be returned to its correct place?*

We will be almost continuously repatriating and reshelving and will aim to get material back to its home reading room/area within a few hours. Material awaiting reshelving will be gathered to a small number of identified places to facilitate your finding it.

*Does the yellow slip system operate in the Gladstone Link?*

No. Although it will continue in the reading rooms, we do not propose to introduce it in the GL as the nature of the material and the space is different.

*Why some material unclassified?*

It would have been prohibitively expensive to classify 270,000 items of stock, and we have preferred to maintain investment in the acquisition of new material. We hope that you will enjoy direct and immediate access to this material, and we are looking into cost-effective ways of classifying future new intake.

*Why isn't there a fetching service from the Gladstone Link?*

Feedback from readers strongly suggests that your preference is for material to be on open access for direct and immediate finding. It is not normal library practice to provide a fetching service for open shelf material.

*What has happened to the conveyor?*

Most of the conveyor has been removed to make way for the lift which now occupies the old shaft. One section has been retained for historical interest.

*What about Duke Humfrey's Library?*

Duke Humfrey's will remain a reading room for special collections (including maps and music) until the opening of the Weston Library in Spring 2015. Only readers with Group A tickets are admitted.

## Gladstone Link feedback form

We are trying out some 'new' ideas and expect that we will change and refine them over time. Please let us know what you like and what you think we could do to improve services:

*If you would like a direct response to your feedback, please give your:*

*Name:*

*Email:*