

# THE WESTON LIBRARY

## INFORMATION FOR READERS



Bodleian Libraries  
UNIVERSITY OF OXFORD

### General information

The Weston Library is the main home for the **Bodleian Libraries' Special Collections**. **Services** for readers include three reading rooms, open-shelf galleries and reference areas with study carrels.

**WiFi** and the **Headley Tearoom** are available to readers. Further facilities may be available by special arrangement, including access to a lecture theatre, seminar rooms and tools for digital scholarship. A Visiting Scholars Centre is available to those participating in formal schemes with the Bodleian Libraries.

**Personal digital photography** (no flash, no tripod or copying stand of any kind and in still mode) is allowed for private research purposes, but all requests must be first submitted to a member of staff to check on conservation, copyright and ownership issues. There is no designated area for self-digital photography; it is simply done at one's chosen desk. There is no charge for this privilege.

**Pencils only** or **laptops** should be used.

**No food or drink** is allowed in the Library with the exception of the Headley Tearoom.

### Admissions

All readers have access to the Weston Library, its reading rooms and collections. Readers with 'S' or 'V' cards who wish to consult special collections should contact us in advance.

*Admissions is located on Level G (Ground Floor) of the Weston Library.*

Admission enquiries: Tel: (01865) 277180  
email: [admissions@bodleian.ox.ac.uk](mailto:admissions@bodleian.ox.ac.uk)

### Opening hours

#### Reading rooms

Mon-Fri 9am – 7pm

Sat 10am – 4pm

Sun closed

### Ordering of Special Collections Material

Material for consultation in the Weston Library can be requested in two ways:

1. Online order via SOLO.
2. Material not available via SOLO can be ordered using green slips, which should be handed to staff in the Sir Charles Mackerras Reading Room (Level 1) and the Charles Wendell David Reading Room (Level 5). Material is then delivered to the chosen reading room reserve (or as directed by staff).

Materials are held on site and at the Libraries Book Storage Facility near Swindon.

Last orders for same-day delivery of material held on-site is 4pm on weekdays and 3pm on Saturdays.

**On-site material will be delivered within 2 hours.**

**Off-site material will be delivered within 24 hours of request.**

Research enquiries:  
[specialcollections.enquiries@bodleian.ox.ac.uk](mailto:specialcollections.enquiries@bodleian.ox.ac.uk)

# Which reading room?

Each reading room supports particular fields of study:

## LEVEL 1

**Maps:** Rare Books and Manuscripts Reading Room

**Music:** Mackerras Reading Room

**Rare Books, Archives and Western**

**Manuscripts:** Rare Books and Manuscripts Reading Room

For more information on the reading rooms, please see:  
[www.bodleian.ox.ac.uk/weston/using/rooms](http://www.bodleian.ox.ac.uk/weston/using/rooms)

## LEVEL 5

**Commonwealth and African Studies**  
**Collections:** David Reading Room

**Oriental Manuscripts and Rare Books:**  
David Reading Room

**Oxford University Theses:** David Reading Room

# Finding your way around

Maps are available from the main Reader enquiries desk.

## LEVEL G (Ground Floor)

**Entrance:** The Parks Road entrance is open to readers during library opening hours. The Broad Street entrance is available to readers through Blackwell Hall.

### Disabled users' access:

There are access ramps at both the Broad Street and Parks Road entrances. All levels are served by lifts which can be used, under staff control, during a fire evacuation. There are accessible toilets on all the principal levels. For further details, please contact our Disability Librarian, Teresa Pedrosa, 01865 283861 [teresa.pedrosa@bodleian.ox.ac.uk](mailto:teresa.pedrosa@bodleian.ox.ac.uk)

**Readers' lockers:** The lockers are available on Level G at the Parks Road entrance adjacent to the security desk. Additional lockers outside the entrance to the reading rooms are available for readers temporarily leaving the reading rooms (e.g. when visiting the Tearoom). A returnable £1 coin is needed to operate all lockers.

**Cycle spaces:** There is provision for 22 bicycles outside the Parks Road entrance.

**Headley Tearoom:** For readers and staff.

## LEVEL 1

Samsung Room  
Mackerras Reading Room  
Rare Books & Manuscripts Reading Room  
Open-shelf Gallery/Reference Area

## LEVEL 2

Reference area: Access via Mackerras Reading Room (level 1)  
*Apply to Reserve Desk staff*  
Visiting Scholars' Centre

## LEVEL 3

Staff only

## LEVEL 4

Reference area – access via David Reading Room

## LEVEL 5

David Reading Room

Weston Library, Bodleian Libraries, Broad Street, Oxford OX1 3BG T: (01865) 277150

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