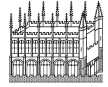


THE WESTON LIBRARY

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

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

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

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

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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