



Bodleian History Faculty Library

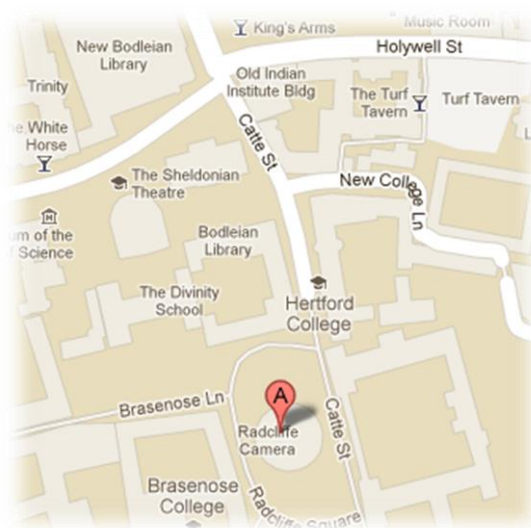
A Brief Guide



Contact details

Bodleian History Faculty Library, Radcliffe Camera, Bodleian Library, Oxford, OX1 3BG

- E-mail: library.history@bodleian.ox.ac.uk
- Telephone: 01865 277262
- Web: www.bodleian.ox.ac.uk/history
- Library Assistant www.bodleian.ox.ac.uk/assistant
- Blog & mailing list: <http://blogs.bodleian.ox.ac.uk/history>



Opening hours

Monday to Friday	Term (weeks 1-8)	9:00 am to 10:00 pm (Gladstone Link closes 9:15pm)
	Vacation	9:00 am to 7:00 pm (Gladstone Link closes 6:15pm)
Saturdays	Term & Vacation	10:00 am to 4:00 pm (Gladstone Link closes 3:15pm)
Sundays	Term (weeks 1-9)	11:00 am to 5:00 pm (Gladstone Link closes 4:15pm)
	Vacation	Closed

Closed periods
Check our website for Christmas and Easter closed periods at www.bodleian.ox.ac.uk/history

Gladstone Link
The Link closes 45 minutes before the Library.

Admission



A valid University card is required to enter the Bodleian Library and use the Bodleian History Faculty Library. More on this at: www.bodleian.ox.ac.uk/history/services/admissions

Enquiries & Help

- Library staff welcome any questions concerning the use of the Library's facilities, catalogues and electronic resources, etc. See us in person, phone, email library.history@bodleian.ox.ac.uk or use the [Ask an HFL Librarian page](#). **We are here to help.**
- Throughout the year, Library staff offer **group training sessions in the use of databases and e-journals**. More information is available online at <http://www.bodleian.ox.ac.uk/services/training>.
- For **specialist advice concerning the collections** (print & electronic), contact the History Librarian (isabel.holowaty@bodleian.ox.ac.uk).

Finding books and journals



Search SOLO to find books, journals and electronic resources including e-books and e-journals. Access the catalogue online at solo.bodleian.ox.ac.uk.

Bodleian History Faculty Library: A Brief Guide

Borrowing

Members of the University must first register at the Lower Camera desk to borrow HFL lending books. When you have found your books take them to the issue desk in the Lower Radcliffe Camera. Other readers are not eligible to borrow. History undergraduates and taught graduates are pre-registered.

Loans	Term time standard loan	15 books for up to 7 days (short loans 2 days)
	Term time research loan	15 books for up to 28 days (short loans 2 days)
	Christmas and Easter vacations	20 books
	Long vacation	30 books



Renewals

Books may be renewed either in person or online via SOLO provided that they have not been reserved by another reader. You can renew books twice online before they must be returned to the library by the new due date, or if still required, in person at the library. Short loans can only be renewed once online.

Reservations

Books which are out loan can be **reserved** online via SOLO using "Hold request". You will be notified by e-mail when the book(s) become available. Go to the Lower Camera desk to collect them.

Overdue books

Courtesy e-mail reminders are sent to all readers on the day before loans are due. If books are not returned or renewed in time, an e-mail overdue message will then be generated, followed by a series of reminders at weekly intervals.

Fines

Standard loan items are charged at the rate of 20 pence per book per day overdue but books out on **short loan** are charged at **£1** per book per day overdue. Readers who have incurred fines of £10 or over will be unable to continue borrowing until the fines have either been paid in full or reduced to below £10.

Lost a book?

If you have lost or mislaid a book that you borrowed, please complete the online Lost and Missing Books form on the Bodleian History Faculty Library's webpage at www.bodleian.ox.ac.uk/history/services/missing_books.

We will arrange a grace period while you search for the book. Any fines accruing from the date of notification onwards will be waived. If the item cannot be found after a certain period you will be invoiced for the replacement cost plus a processing charge of £5.

Can't find a book on the shelves?

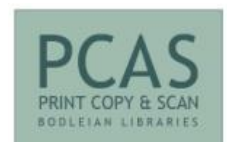
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IT Facilities

There are a number of PCs and quick search computers (Sun-Rays) located throughout the Radcliffe Camera and the Gladstone Link. Wifi is available throughout www.bodleian.ox.ac.uk/services/computing.

Print, Copy and Scan (PCAS)

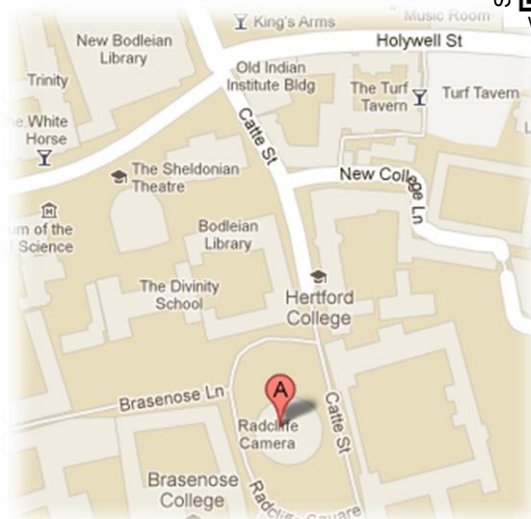
PCAS machines are located in the Lower Camera and the Gladstone Link. To use this service you will first need to set up an online account at bodleian.pcounterwebpay.com. How-to guides can be found online at www.bodleian.ox.ac.uk/services/copy.





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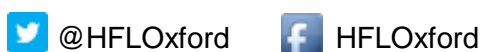
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