

# Brasenose College Library

## Michaelmas 2020



### Please read the following information carefully

The library will open 7 days a week on a pre-booked basis from the start of 0th week, Monday 5<sup>th</sup> October. There will be significantly fewer seats: 7 in the Stally and 37 in the entire Greenland Library i.e. Smith Reading Room (Cloisters), Collaborative Study Space, History Library and Del Favero Reading Room (Main). Reader spaces have been marked by a reading rest and library users must sit ONLY in the designated spaces. The library is a space for quiet study. Low level conversation or group work is only allowed in the Collaborative Study Space; currently a maximum of 3 people may use this space at any time

### BOOKING SLOTS FOR STUDY, BROWSING and COLLECTION

The booking system will be live the week commencing 28<sup>th</sup> September. <https://it.brasenose.org/bookings/> Slots will be bookable up to a week in advance. You will be able to book a slot for a specific area of the library but not a specific seat.

#### Reader Space Areas

History Library

Del Favero Reading Room (Main Library)

Smith Reading Room (Old Cloisters)

Collaborative Study Space

Stally

In addition, the Stocker Room will be available for study during evenings and weekends; it may be booked through the library booking system.

**N.B.** You may leave your space for up to 15 minutes at a time during a booked session but you must complete a yellow study break card before you leave.

## **SLOTS for Reader Spaces**

09.00 – 11.00

11.00 – 13.00

14.00 – 17.00

17.00 – 20.00

20.00 onwards

You will need to vacate your space 5 minutes before the hour to allow for the changeover e.g. if you have an afternoon slot you must pack up and leave at 16.55 rather than start packing up at 17.00. If you are sitting on one of the upper floors please do not use spiral staircase to exit.

## **SLOTS for Browsing**

08.00 – 09.00 Saturday – Thursday

08.30 – 09.00 Friday

You **must** book a browsing slot if you want to come into the library to peruse the shelves. It will not be possible to walk in and browse or pick books off the shelf without having booked a slot. Slots may be booked up until just a few minutes before the browsing time.

## **SLOTS for Book Collection**

08.00 – 09.00 Saturday – Thursday

08.30 – 09.00 Friday

If you have a reserved book awaiting collection you must either collect it when you come in for a pre-booked reader space or book a collection slot.

Books for collection will be on the desk closest to the glass door on the ground floor and will have been issued to you. This applies to books from all parts of the library including the Stally.

If you are unable to come to the library to collect your books for any reason e.g. self-isolating, vulnerable, incapacitated, please email [library@bnc.ox.ac.uk](mailto:library@bnc.ox.ac.uk) [lianne.smith@bnc.ox.ac.uk](mailto:lianne.smith@bnc.ox.ac.uk) or [liz.kay@bnc.ox.ac.uk](mailto:liz.kay@bnc.ox.ac.uk) so that we can make alternative arrangements such as delivering books to your staircase or allowing a friend to collect books for you.

## **Booking cancellation/amendment/confirmation**

You may cancel and amend bookings and are encouraged to do so if you discover that you no longer require or are unable to make a pre-booked slot.

Library staff reserve the right to cancel or amend bookings.

You will receive confirmation of bookings and cancellations. **Please keep your booking confirmation to hand** in case you are asked to show it to a member of library staff or one of the porters when they are on their rounds.

**The library will be closed for cleaning 07.00 – 08.00 Saturday – Thursday and 07.00 – 08.30 Friday.**

## RESERVATIONS

### Requesting/reserving books available in the BNC library – click and collect

Available items can now be reserved on SOLO. We will also accept requests via email (please include your Bod card number). [library@bnc.ox.ac.uk](mailto:library@bnc.ox.ac.uk) or [liz.kay@bnc.ox.ac.uk](mailto:liz.kay@bnc.ox.ac.uk) or [lianne.smith@bnc.ox.ac.uk](mailto:lianne.smith@bnc.ox.ac.uk) You must book a slot for collection of these books (using the library booking system <https://it.brasenose.org/bookings/>) unless you are able to pick them up when you are in the library to take up a pre-booked reader-space.

Remember that books reserved on SOLO rather than via email will not be gathered until the morning after the reservation has been made. Reservations made on SOLO on Friday or Saturday will not be available for collection until the following Monday. If you require a book urgently it may be better to get in touch with us directly.

Please see above under SLOTS for book collection if you are unable to come to the library to pick up books.

## SUGGESTIONS FOR PURCHASE

If there is a book that we do not have or that we do have but need more copies of please get on touch. We welcome requests and the sooner you make the request the sooner we can get the book for you. Please email [library@bnc.ox.ac.uk](mailto:library@bnc.ox.ac.uk) copied to [Liz.kay@bnc.ox.ac.uk](mailto:Liz.kay@bnc.ox.ac.uk) and **your subject tutor** including as much of the following information as possible:

- your name, course and year of course
- book title (and edition if known/essential)
- author/editors
- ISBN
- when you need the book by
- how many others may also need the same book

We will let you know whether it has been possible to order the book. In some circumstances it will be necessary to wait for the request to be approved by your tutor.

## RETURNS

### Returning books and quarantine

Throughout the term books should be returned to the designated area in the Smith Reading Room (Cloisters) or the (usual) returns shelf in the Del Favero Reading Room. Please try to return books when you are in the library for another reason. Books will be quarantined or cleaned as appropriate before being returned on the system and re-shelved. You may notice that books you have returned remain on your library record for a while after you have brought them back.

## Special arrangements for books being returned after the long vacation - landing drop off point

Many of you will be returning books that were borrowed back in March or were sent to you over the past 6 months. Please aim to return these books as soon as possible after you arrive back in college to avoid the possibility of too many people in a small area at the same time! The books should be left on the library landing on the first floor. There will be a notice indicating this. Please make sure that you include any books that were ordered and sent directly to your home address; it would be helpful if you identify such books with your name and when they were sent to you.

## BOOKS TAKEN OFF SHELVES

Any books taken off the shelves must be left at the edge of a desk if you are not borrowing them. These books will be collected by library staff to be quarantined before being re-shelved. Please DO NOT return books you have handled to the shelves

## SELF-ISSUE

**Remember to issue any books that you want to take out of the library** using the self-issue machines located in the Stally, Smith Reading Room (Cloisters) and Del Favero Reading Room (Main library). Please make use of the hand sanitizer and wipes provided beside the machines. Social distancing markers are in place where necessary to ensure distancing in small spaces. Note that any reserved books will be issued to you in advance of collection so no need to go to a self-issue machine when collecting reserved books.

**Loan limits** - currently there is no limit in the number of books you may have on loan at a given time. Most books can be borrowed for the term and loans can be renewed. Chemistry and law books are issued on a weekly basis but can be renewed multiple times if necessary. Please return books that you are no longer using as soon as possible.

**Renewals** – these may be carried out online, by issuing the book to yourself again or by emailing library staff to request renewal.

## PRINTING and PHOTOCOPYING

Printers are available in the Stally, Cloisters and on the landing at the end of the History Library. The latter can be accessed via the Old Parlour Staircase.; if you are not already in the library this is the best route as it avoids walking through the library. You can use WebPrint to print to these printers.

The printers in the Stally and on the landing beyond the History Library are also photocopiers and can be used for scan to email.

Please make use of the hand sanitizer and wipes provided beside these machines. Social distancing markers are in place where necessary to ensure distancing in small spaces.

## USING SOLO – the library catalogue – AND THEN LOCATING A BOOK

If you are a Fresher and therefore unfamiliar with using the library catalogue SOLO, there are excellent Bodleian LibGuides to help you to find your way around SOLO as well as guiding you through ORLO, e-resources and e-books. Try the 'Basics & Getting Started' section first <https://libguides.bodleian.ox.ac.uk/oxford> . If you find a book on SOLO and need help locating it in our library or need a little help with SOLO do not hesitate to get in touch. We are happy

to help and can be reached by email, in person at times, and via pre-booked chats on MS Teams. Helpful shelfmark lists can be found inside the library and also outside on the first floor landing.

## ASSISTANCE

We may be less visible or physically present than in previous years but we are still on hand to assist.

You can:

- Email queries and requests [libary@bnc.ox.ac.uk](mailto:libary@bnc.ox.ac.uk) [liz.kay@bnc.ox.ac.uk](mailto:liz.kay@bnc.ox.ac.uk) [lianne.smith@bnc.ox.ac.uk](mailto:lianne.smith@bnc.ox.ac.uk)
- Call us on 01865 277827/6
- Pre-book a chat on MS Teams
- Find one of us in person. The main point for assistance is the small library office off the History Library. Please remain on the distancing marker outside and do not enter the office unless invited to do so. (A tensor barrier and screen may also be in place.) Staff may also be found in Muniment Room just off the library landing; please knock and remain outside the room unless invited in.

**Remember that we are happy to help so please ask.** You may also find that the student library reps are able to offer advice and assistance.

## GENERAL LIBRARY SOCIAL DISTANCING, HYGIENE and BEHAVIOUR

- Face coverings must be worn (unless you are exempt)
- Social distancing must be observed
- Use should be made of hand sanitizer and wipes around work areas and machines
- Reader spaces should be left clean and tidy. Don't leave any rubbish behind or any personal items.
- Food and drink, except water in a closed vessel, are not allowed until further notice
- If you are feeling unwell and/or are displaying any symptoms of Covid-19 you must not enter the library
- Library lockers may still be used and will be cleaned before being issued to another user
- Any library equipment such as a stapler or hole punch should be wiped down after use. (You are encouraged to bring your own)
- Anyone found flouting general college hygiene rules in the library will be asked to leave
- The library is for quiet study only. Conversations and phone calls should take place outside the library
- Headphones should be set to a level that does not disturb other library users
- The spiral staircase should be used for ascent only
- The glass door to Cloisters is for entry only (except in special circumstances). The middle door should be used when leaving.

**WEAR A WOOLY** – the windows will be open for ventilation purposes so make sure you wear/bring clothes that will keep you warm enough while you are in the library.

Liz Kay, College Librarian [liz.kay@bnc.ox.ac.uk](mailto:liz.kay@bnc.ox.ac.uk)

Lianne Smith, Library Assistant [lianne.smith@bnc.ox.ac.uk](mailto:lianne.smith@bnc.ox.ac.uk)

