

Trinity College Library

2020 – 2021



The opening of the Gospel of Luke, showing Luke writing at his desk, in an early 11th century English Gospel book (MS B.10.4, ff.89v-90r)

Trinity College Library

The Library is open to all members of Trinity College. It consists of the student library, which is contained in the Reading Room and Lower Library, and the historic Wren Library. Access is from F Neville's Court. There is a separate Law Reading Room in F Bishop's Hostel.

Opening Hours

Reading Room and Lower Library

In full term the Library is normally open:

8.00 am – 1.00 am Monday to Friday

9.00 am – 1.00 am Saturday and Sunday

For the time being, in view of the covid-19 pandemic, the library term time opening hours will be:

9.00 am – 8.00 pm every day

For opening hours outside Full Term, please check our website.

Closing time

A chime sounds at ten and five minutes before closing time; please leave promptly.

Law Reading Room

Open 24/7. Access is by university card and is restricted to law students. Other students who require access should consult the Sub-Librarian.

Collections

In the student library we aim to stock all the books required for undergraduate courses and a wide range of works for taught postgraduate courses and for research students. The Library subscribes to a large number of periodicals, and also stocks Ordnance Survey maps, skeletons, skulls and model brains (for medical students). There is a large collection of films on DVD and classical music on CD. Students are welcome to make book suggestions by using the online recommendation form. These are sometimes subject to approval by a Director of Studies. We aim to process orders rapidly. We will let you know when requested books are available.

All items in the Library are listed in the catalogue (<http://lib-cat.trin.cam.ac.uk/>) which is updated daily.

Our holdings also appear on the university wide catalogue iDiscover (<https://www.lib.cam.ac.uk/search-and-find/search-library-collections>)

From this catalogue you can also access ejournals, ebooks and other electronic reference resources.

Plans of the Library are displayed in the Catalogue Room and throughout the Library to help you find your way around.

Borrowing

Books can be borrowed and returned using the self-service terminals situated in the Catalogue Room. You may borrow according to these rules:

In Full Term

- Up to ten books and up to ten non-book items. **For the Michaelmas term 2020 items borrowed in term time will be due back on the first day of the following term, Tuesday 19 January 2021**
- Fines for late return: 50p per book or item per day

Out of Full Term

- Up to ten books and up to ten non-book items which must be returned by the first day of the following Full Term
- Fines for late return: 50p per book or item per day

All borrowed items are due back by midnight on the due date.

You cannot borrow: Unbound parts of periodicals; RR REF books; Duplicates with a class number ending in /X; Law Reading Room books; Wren Library books.

Please note

- Items checked out to you remain your responsibility; you must not hand library books on to your friends. You can check which books you have on loan by going to the **View your borrowing record** feature in the catalogue.
- If you want to borrow an item which is already on loan you may place a hold on it; when it is returned it will be kept for you at the Enquiry Desk.
- Fines are charged if you return your books late. Once we have sent you three email overdue notices we will inform your Tutor and your borrowing record will be blocked. The amount you owe in fines for the previous term is added to your college bill.
- If you lose an item belonging to the Library, please let us know as soon as possible. We may charge you for a replacement copy.

Other Libraries

Details of opening times and services offered by the Faculty and Departmental Libraries are listed in the Cambridge Libraries Directory (available at <https://www.libraries.cam.ac.uk/libraries-directory/libraries-a-z>).

All members of the University may use the University Library.

From Cambridge University Library's web page (<http://www.lib.cam.ac.uk>) you can access many electronic resources, including other library catalogues.

If you wish to use another college library in order to consult a book, which is not in Trinity, the University Library or a Faculty Library, you should telephone or email the relevant library with your request.

N.B.

Using books within the Library: When you leave the library, please place any books you have been using on the shelving trolley to allow staff to clean the tables.

Special arrangements: If you have any disability which might affect your use of the Library please consult the Sub-Librarian.

Lost property: Valuables left by readers are taken to the Great Gate Porters' Lodge; other personal property is kept at the Enquiry Desk for one month and then disposed of.

Essential Rules

- The Library is for members of Trinity College only
- No smoking – No eating
- You may take bottled water into the Library but no other drinks
- All bags must be removed by closing time
- Switch off mobile phones
- Do not mark or damage books
- Do not remove books without borrowing them
- Keep the tables tidy – consider other users

Library Staff

Librarian	Dr Nicolas Bell	Graduate Trainee	Victoria Gray
Sub-Librarian	Steven Archer	Archivist	Jonathan Smith
Assistant Librarians	Bernadette Scully	Senior Asst Archivist	Adam Green
	Ben Taylor	Assistant Archivists	Rebecca Hughes
			Diana Smith
Digitisation Services Manager	James Kirwan	Wren Attendants	Bill Brotherston
Library Assistants	Shiralee Brittain		Zara Josephs
	Maria Giovanna De Simone	Cleaners	Genny Browne
	Sam Forder-Stent		Sebastian Thomson
	Kevin McGeoghegan	Evenings & Weekends	Part-time staff
	Hilary Moreton		
	Paula Wolff		

Computers

There is a small computer room on the first floor corridor leading to the Reading Room. **The computer room is not available at the moment.** A Desktop Services (DS) login and password are needed to use the computers. The main college computer facilities are situated in I Great Court and Z Burrell's Field. Please refer to the MyTrin intranet computing pages for further information. Requests for computer support should be sent to student.help@trin.cam.ac.uk or by telephone to (01223) 338551. Sockets are fitted underneath the tables at the eastern end of the Reading Room. Wifi access is also available throughout the library. We also have charging points for mobile devices.

Copying

There is one multi-function device (photocopier/scanner) in the Library. You will need your university card to use it.

Binding

The Library provides a spiral binding service at a cost of £2.00 per item – please allow 24 hours for spiral binding to be completed. Please ask at the Enquiry Desk between 9.00 am and 5.00 pm, Monday to Friday.

The Wren Library

The Wren Library is open from 9.00 am to 5.00 pm Monday to Friday.

The Wren Library contains the College's historic collections, which you are very welcome to consult. Please ask at the Enquiry Desk if you wish to do so. We also encourage you to visit to view the changing exhibitions.

The Wren Digital Library provides access to our digitised collections. More than 800 of the 1250 Western medieval manuscripts are so far accessible online. The Digital Library is also gradually expanding to include modern manuscripts and a selection of printed books. For more details see <http://www.trin.cam.ac.uk/library/wren-digital-library>

Fire Exits

There are five fire exits from the Library

- Main exit by the Enquiry Desk
- Door near the foot of the spiral staircase in the Lower Library
- Door near the foot of the stairs at the far end of the Lower Library
- Via the Wren Library stairs
- Door at the top of the stairs leading to the Basement

Ensure that you know the locations of these fire exits.

If the fire alarm sounds: leave the Library immediately by the nearest fire exit; obey any instructions given by library staff; assemble under the Clock Tower, Great Court.

Do not assume that it is a false alarm.

All college libraries are private and their working collections are intended primarily for their own members. If non-Trinity students wish to consult books here they should contact the Library to make an appointment.

More information is available on the Library's web pages which are updated regularly.

Please ask at the Enquiry Desk if you have any other questions.

Trinity College Library, Cambridge CB2 1TQ
Telephone: (01223) 338488

Email: college.library@trin.cam.ac.uk

Website: <http://www.trin.cam.ac.uk/library>



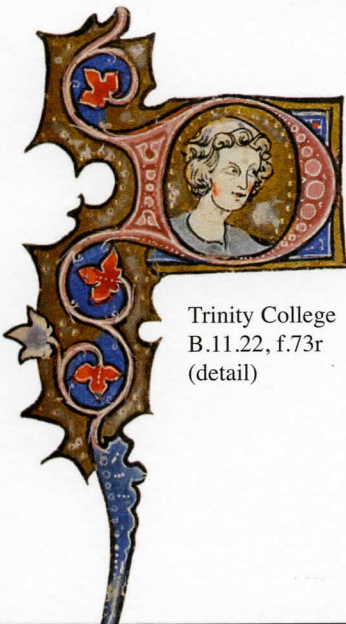
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<http://trinitycollegelibrarycambridge.wordpress.com>



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