Guide for readers

LMH Library | 2019/20
Welcome to LMH Library

In LMH’s early days in the 1870s, the women of the college were discouraged from using the Bodleian. Instead, they established their own library. The current building was designed by Raymond Erith and opened in 1961. All our 75,000 books, DVDs and journals are available to students and staff on the open shelves, with the exception of our rare books which are viewable by appointment or in the exhibition cases.

Accessibility

Contact staff to discuss access support or visit libguides.bodleian.ox.ac.uk/lmh/ for the library’s access guide. Extended loans, proxy borrowing, book delivery and individual inductions can be offered to disabled students. Step-free access to the downstairs floor can be arranged, assistance dogs will always be admitted, and two height-adjustable desks are located downstairs. Study aids are kept next to the main entrance for anyone to use within the library and we welcome suggestions for new equipment.

Finding books

The library's catalogue is available on SOLO (solo.bodleian.ox.ac.uk). Our holdings are classified under the Dewey Decimal System, with subjects arranged across three floors.

**Gallery**
300-309 – Social & Cultural Theory
400-499 – Dictionaries & Languages
800-899 – Literature

**Entrance floor**
100-199 – Philosophy
200-299 – Religion & Theology
310-399 – Social Sciences
930-999 – History
DVDs, Our Shared Shelf, Study Skills

**Downstairs**
500-599 – Sciences & Engineering
600-699 – Medicine & Psychology
700-799 – Art, Music & Film
900-929 – World History
Law
Borrowing books

Requests
We encourage you to suggest new books! Contact a member of staff, or use the suggestions board just outside the main door. We will email you when your book is ready to collect from the Library Assistant’s office. You can use SOLO to request a book that is currently on loan; if you need the item urgently, let us know and we will see if can be returned sooner.

Loans
To check out a book or DVD, follow the instructions on the self-issue machine, located near the entrance. Make sure you push the item right to the back of the machine until it clunks – otherwise you might set off the alarm.

Undergraduates may borrow books for up to two weeks, or the duration of a vacation; graduates may borrow for an entire term or vacation. Up to fifteen books may be borrowed at the same time by undergraduates, or twenty by graduates. Loans can be renewed on SOLO up to four times, but this must be done before their initial due date, and items placed on hold by another reader cannot be renewed. Law books can only be borrowed over the vacations.

Returns
To return books and DVDs, check them in at the self-issue machine then place them on the trolley. Do not replace items on shelves or trolleys without checking them in, as they will remain on loan, and note that books from other libraries cannot be returned here. Remember to return your items on time to avoid fines.

Study spaces

Most of the library is silent to allow focussed study, with quiet group study spaces available downstairs in the Law Library. Bottled water is allowed, but please help us to protect our books by taking a break outside the library for any other food or drink. You can leave a few items on the desks (apart from short-use desks) as long as they are with a completed desk use note and tidy enough for other readers to use the space.
Additional resources

PCs & WiFi
The library's computers are downstairs, and can be logged into using your single sign-on details. We have eduroam throughout the building, as well as ethernet ports around the computers and desks.

Printing
From library computers, a print job can be sent to the Student Print Queue; to print from your own laptop, go to print.lmh.ox.ac.uk. Then, use your Bod card to release your document at our photocopier (next to the computer room) or printer (in the Law Library), or at the Porters’ Lodge.

Each student receives free printing credit at the start of the academic year and anything above this will be included in your battels – there’s no need to top up your balance. Printing and photocopying rates are displayed by the photocopier. Scanning is free.

Exhibitions
We showcase items from our special collections in the display cases on the Entrance Floor – look under the red protective covers to see our latest exhibition.

Library staff
We have two full-time members of staff, who are happy to help with any enquiries, suggestions or difficulties. Our offices are located either side of the main entrance, and our doors are always open.

General enquiries
library.admin@lmh.ox.ac.uk

James Fishwick, Librarian
librarian@lmh.ox.ac.uk

Emmy Ingle, Library Assistant
library.assistant@lmh.ox.ac.uk

LMH LibGuide
libguides.bodleian.ox.ac.uk/lmh/