Hertford Library Welcome Session
Repeated 2.30-3.30pm
Tuesday – Friday in Freshers Week
with Alice Roques, Librarian

Camera optional, please mute yourself!
What we’ll cover

- What kind of libraries are there?
- How to can I use them?
- How do I find resources?
- How to I order resources using C&C?
- How to do I get help?

This is a Bod card
3 types of library

**College Library**
You can only use your own college’s library

**Bodleian Library & Rad Cam**
Reference only – book a slot
All university members

**Subject specific libraries**
Each have their own rules
Order books online, book a slot
Booking spaces in University libraries

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Stay &amp; Study</strong></td>
<td>book a desk to work at for a fixed time, and to use reference books you can’t borrow</td>
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<tr>
<td><strong>Click &amp; Collect</strong></td>
<td>order books online, then book a slot to collect</td>
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<tr>
<td><strong>Browse &amp; Borrow</strong></td>
<td>book slot to enter library to browse shelves but you can’t sit at a desk</td>
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Check the website for more info and to book a slot

www.bodleian.ox.ac.uk/
Using Hertford Library

- Open 12-7pm daily – no booking needed
- Borrow & return books
- Click & Collect
- No study space
- Please clean your hands, keep 2m apart, wear a mask, follow signage
How to find us
What have we got?

40,000 modern books across 3 floors

+ occasional guest cat
## Borrowing books

<table>
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<th>Undergrads</th>
<th>Postgrads</th>
<th>Readers with disabilities</th>
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<td>2 week loans</td>
<td>4 week loans</td>
<td>4 week loans</td>
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- Unlimited online renewals
- Unlimited number of loans
- No fines
- Loans for the whole of vacation
How do I find books?

All the books are listed on SOLO library catalogue solo.bodleian.ox.ac.uk
How do I find books?

Study skills guides by Catherine Sloan

https://canvas.ox.ac.uk/courses/32957
Ground floor

One-way system
Borrow books
Return books
Click and collect
Click & Collect

Order online via SOLO
solo.bodleian.ox.ac.uk

Books will be available to collect the next day, Mon-Fri
Browse & Borrow

Browse the shelves
Borrow the book using the self-issue PC
See the online How to borrow guide
How do I find books?

Maps are available online and in the Library

libguides.bodleian.ox.ac.uk/hertford/map

Match up the shelfmark with the location on the map
Return

Place your books in the big black boxes

They are labelled with dates and will be quarantined for 3 days

No overdue fines will be charged
Printing

The nearest student printer/copier/scanner is in the College entrance, next to the pidge room.

For more info check the Hertford Intranet IT pages.
Need more books?

Ask the Library to buy more books or extra copies of textbooks using our online request form bit.ly/hertfordlibraryrequest
Need help?

Email library@hertford.ox.ac.uk

Call 01865 279409

Talk to Alice Roques on Teams

More info
https://ox.libguides.com/hertford
Stay safe
Keep reading