

English Faculty Library

englishfacultylibrary

UNDERGRADUATE GUIDE



LIBRARY SERVICES

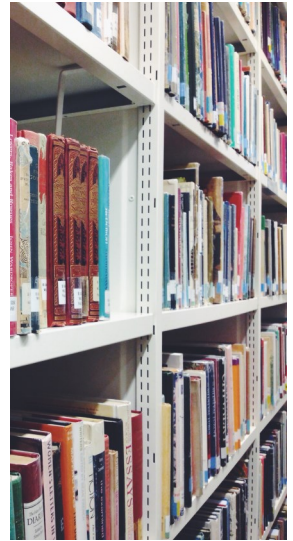
BORROWING:

Self-service machines for borrowing and returning books are located on the Ground Floor. Use your University card to borrow books. Make sure to return books on the machines before placing them on the returns trolleys.

When the library is shut the Sidgwick drop box (outside the faculty) can be used. EFL books returned to the box will be removed from your account the next working day.

Borrowed items will auto renew. You will get a monthly statement telling you what books you have on loan, or you can check any time from your account on iDiscover.

Short loan books and books which have been requested by another person will not renew. If a book is requested you must return it within 3 days. You can request books which are out on loan via the 'request' option on iDiscover.



Loan Allowance

12 items, any combination of books or DVDs.

Short loans: 4 days DVDs: 4 days



LIBRARY SKILLS TRAINING:

The Library offers skills training to help you use Library resources and services effectively. Workshops for finding electronic material and managing your references are run by the Library throughout the year, and induction sessions are available: <https://www.lib.cam.ac.uk/StudySkills>

IT:

The computer room on the Ground floor has Macs and PCs, a B&W printer, and a colour printer (photocopier/scanner). There is a further B&W printer on the First Floor: <https://help.uis.cam.ac.uk/service/printing>

RESOURCES FOR PAPERS AND SUBJECT GUIDES:

We have subject guides from Medieval to Modernism recommending useful resources. Find them in the Library or via the Library's 'Resources for Papers' link on our website.

The **Cambridge Literature Timeline** is also a good place to start for some context on the authors you're studying.

SUPPORT:

We pride ourselves on being a friendly and knowledgeable Library team. Please feel free to approach us at any time with any queries or issues you're having with finding or accessing books or resources for your studies, or for any questions you have about study skills such as referencing.



Books should always be checked out on the self-service machines or at the desk.

Please return books promptly when they are recalled, or your account may be suspended.

Books may not be borrowed on behalf of another reader.

Please do not write in or mark the books, either with pen or pencil.

Please be as quiet as possible within the Library and do not answer your phone.

Hot drinks with lids, and water bottles, are allowed in the library.

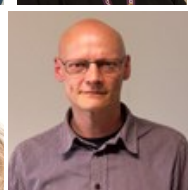
You can always recommend material for library purchase. See our website for link to the request form.

If you think you may have **lost a book** from the English Faculty Library, please contact us by email or in person to discuss what to do next.

The Team

There's always someone at the library desk who can help you with any queries you have.

Come talk to us!





Contact us

Email: english@lib.cam.ac.uk

Telephone: +44 (0)1223 335077

Twitter & Instagram: @eflcam

lib.english.cam.ac.uk

9 West Road, Cambridge, CB3 9DP

Opening Hours

Monday to Friday: 9:30am - 7pm

Saturday: 11am - 5pm

Last admission to the library is 20 minutes before closing.

Please check the library website for ad hoc closures.

Vacation hours

Monday to Friday: 9:30am - 5pm

(Saturday & Sunday: Closed)

The library closes for 1 week in August and over the Christmas period.

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POSTGRADUATE GUIDE



LIBRARY SERVICES

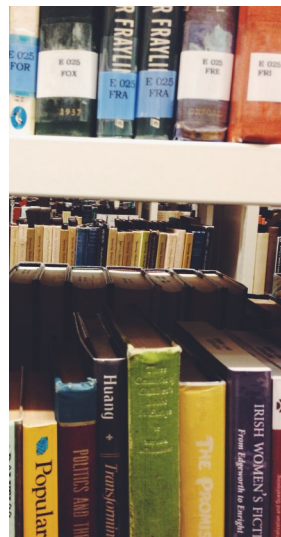
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IT: Wifi is available throughout the Library via **eduroam** or **UniofCam**.

There is a computer room with a colour printer, scanner and black and white printer on the Ground Floor and a further black and white printer on the First Floor.

Purchase printing credit online: <https://help.uis.cam.ac.uk/service/printing>



BOOK REQUESTS AND INTER-LIBRARY LOANS:

You can request books for purchase via the Library website. We buy books for all MPhil taught courses. PhD students may also request books, but we may need to forward some requests to the University Library. If the item you are looking for is available at another library in the UK we may be able to request it via inter-library loan.



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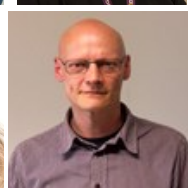
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