

READERS' GUIDE

2011 – 2012

RADZINOWICZ LIBRARY
INSTITUTE OF CRIMINOLOGY
SIDGWICK AVENUE CAMBRIDGE CB3 9DA
www.crim.cam.ac.uk/library
crimlib@hermes.cam.ac.uk

ABOUT THE LIBRARY

The Radzinowicz Library opened in 1960 and is named after Sir Leon Radzinowicz, the first Director of the Institute and Wolfson Professor of Criminology. The library houses the most comprehensive criminology collection in the United Kingdom and is internationally recognised as a world-class academic resource.

The library holds over 60,000 books and 20,000 pamphlets of contemporary and historical interest. The periodical collection numbers over 500 titles, about 200 of which are current subscriptions. There's also a broad collection of annual reports from human rights and criminal justice-related organisations. Many journals are available online and you can find these through the library web site. Similarly, online databases are growing in number and usefulness; indexes of citations, abstracts, theses, and articles are all accessible through the library.

THE LIBRARY STAFF

We're always pleased to help you use the library's collections and services. If you need anything, just ask.

Librarian: Mary Gower
Senior Assistant Librarian: Stuart Stone

ADMISSION

The library is available to:

- students and staff of the Institute of Criminology
- visitors to the Institute
- other members of the University
- others who may be admitted on application to the Librarian

Please carry your University card with you whenever you use the Library. Readers who aren't members of the University will receive a Reader's Ticket, which they will need on each visit.

OPENING HOURS

During term:

Monday to Thursday: 9.00a.m. to 7.00p.m.
Friday: 9.00a.m. to 5.00p.m.
Saturday: 10.00a.m. to 4.00p.m.

During vacation

Monday to Friday: 9.00a.m. to 5.00p.m.

During vacation, the library sometimes closes for lunch from 12.30p.m. – 2.00p.m.

The library will be closed from Saturday, 11th August to Monday, 27th August 2012 inclusive.

CATALOGUES

The library's collections are catalogued online as part of the University's Newton Catalogue. You can consult it online at www.lib.cam.ac.uk/newton/.

We produce an accessions list of the library's most recent acquisitions every quarter. It's available in the library and on the library's web site at www.crim.cam.ac.uk/library/pubs.html

If you can't find what you want, please don't hesitate to ask a member of staff.

BORROWING AND BOOK ALLOCATIONS

MPhil students of the Institute of Criminology may borrow up to fifteen items, including three from the reserve collection, at any one time. Ph.D students may borrow twenty items. For MPhil and Ph.D. students the loan period is always until the last day of term or, if the item is issued during vacation, the first day of the following term.

MSt. and Diploma students of the Institute may borrow up to fifteen items for eight weeks. For these two groups of students, term and vacation dates do not affect borrowing.

Visiting fellows and scholars to the Institute may borrow up to fifteen items until the end of their visit or the end of the academic year, whichever is the sooner.

Members of Cambridge University staff and postgraduate students of other departments in the University may borrow up to five items for four weeks.

Undergraduate students of the University may borrow up to five items for one week.

The fine for each overdue book from the open access collections is **40p per day**.

READING LISTS AND THE RESERVE COLLECTION

MPhil Seminar Reading is kept behind the issue desk. Books in this collection can be borrowed for three hours at a time and overnight after 4.30 p.m.

Reserve stock issued overnight must be returned by 10.30a.m. the following working day.

The fine for each overdue item from the reserve stock is **40p per hour**.

Some undergraduate reading list material is organised in the same way.

The catalogue record for a book will tell you if it is part of the reserve collection.

PHOTOCOPYING

Photocopying facilities are available, subject to the requirements of the Copyright Act, in the library. Please ask a member of staff about the photocopying charges.

OTHER LIBRARIES

The Radzinowicz Library is close to the University Library and the Squire Law Library, both of which hold relevant items. Other departmental libraries that may be particularly useful include Social and Political Sciences, Experimental Psychology, and the Medical Library.

RECOMMENDATIONS AND SUGGESTIONS

If you would like to recommend a particular book or periodical, please complete one of the suggestion forms kept on top of the Reference Collection bookshelves.

We welcome suggestions and comments about any aspect of the library's services and facilities – please talk to any member of the library staff, or write to us at the addresses on the next page.

LIBRARY STOCK

Most of the library's stock is easily accessible by readers. However, much of the older and non-English language stock is in storage; if you're interested in studying this material ask a member of staff for the volumes that you'd like to see. The material can be fetched between 9 a.m. and 5 p.m. only.

The main book collection and the reference collection are both on the ground floor. UK Government publications (including statistics and Acts of Parliament), annual reports, and pamphlets are all shelved on the first floor. Journals are shelved alphabetically by title on the first floor.

The library's books are arranged on the shelves according to the Bliss Bibliographic Classification system. This uses capital letters to indicate the subject, lower case letters to indicate a place, and numbers for the type of book. For example, EMSLEY (Clive), Policing and its Context 1750 – 1870 is on the shelf at RQea3. This classmark breaks down as follows: RQ = Policing; ea = England & Wales; 3 = history.

On the shelves, the classmarks are arranged in alphabetical order, with the UK government publications as a separate section. Books that share a classmark are shelved in alphabetical order by author name in the main collection and in date order in the UK government publications.

CONTACT US

The postal address of the library is:

Radzinowicz Library,
Institute of Criminology,
University of Cambridge,
Sidgwick Avenue,
Cambridge CB3 9DA

You can phone the library on 01223 335386 during opening hours, or e-mail us on crimlib@hermes.cam.ac.uk at any time. Unlike most Cambridge e-mail addresses, this won't work if you miss out the 'hermes' bit.

CLASSMARKS

MAIN SUBJECTS IN THE LIBRARY

A	Philosophy	QO	Crime, criminology
AY	Statistics, data analysis	QP	Penology
G*	UK government publications	QPI	Prisons
I	Psychology	QPP	Capital punishment
IDV	Violence	QPT	Probation
IM	Psychiatry	R	Political science
J	Education	RP, RQ	Police
K	Sociology	S	Law
K4	Social research methods	SA	Jurisprudence
KCCN	Deviance	SO	Criminal law
KED	Race relations	SQ	Criminal justice systems
P	Ethics	ZK*	Bibliography

*subdivided by the whole classification.

MAIN GEOGRAPHICAL AREAS

ac	Canada	i	Italy	n	former USSR
b	USA	jp	Belgium	o	Asia
c	Latin America	jt	Netherlands	op	Israel
d	Europe	k	Germany	q	India
ea	England & Wales	m	Scandinavia	rc	China
es	Scotland	mb	Denmark	s	Japan
ev	Ireland	mi	Norway	ua	Australia
ez	Northern Ireland	mo	Sweden	uv	New Zealand
f	France	mu	Finland	v	Africa

TYPE OF BOOK

3	History of a subject
4	Biography
5	Statistics or conference proceedings
7	Collection of essays
8	Research

LIBRARY REGULATIONS

- 1 All current members of the University of Cambridge are entitled to use the Radzinowicz Library. They must first register with the library using their University Card.
- 2 Visitors may be admitted to read in the library at the discretion of the Librarian.
- 3 All readers must re-register with the library at the beginning of each Michaelmas Term.
- 4 Fines must be paid promptly and no further borrowing will be permitted until fines have been paid.
- 5 Undergraduates registered for Cambridge degrees may borrow up to five books for one week. They may borrow five items during the vacation, which must be returned on the first day of the next term.
- 6 Undergraduate students studying certain seminar courses may borrow five books for four weeks. The Librarian has full discretion to decide which courses are covered by this regulation.
- 7 MPhil students of the Institute of Criminology may have on loan from the library up to fifteen items at any one time (including up to three items from the Reserve collection).

PhD students of the Institute of Criminology may have on loan from the library up to twenty items at any one time (including up to three items from the Reserve collection).

Visiting fellows and scholars to the Institute may borrow up to fifteen items.

Members of staff of the Institute of Criminology may have on loan up to forty items at any one time.
- 8 Members of staff and postgraduate students of other departments of the University may borrow up to five items for four weeks.
- 9 All books are subject to recall if required by other readers and, if not returned before the amended due date, will accrue fines at the appropriate rate.

Members of the Institute who travel overseas during vacation must ensure that they can return recalled books within seven days. Where this is not possible, borrowers must return all books to the library before leaving Cambridge. Recalled books that are lost or damaged in transit will incur full replacement costs on the borrower.

Borrowers from other departments in the University must return their books to the library before travelling overseas.
- 10 Reserve collection: some books that are heavily in demand or are on selected reading lists are held on reserve at the Library desk. They may be borrowed for a period of three hours during the working day, and overnight after 4.30p.m. Reserve books borrowed overnight must be returned by 10.30a.m. the following working day.
- 11 Periodicals, reference books and bibliographies are available for reference use only and may not be borrowed.

- 12 All readers are responsible for the books they are using and are asked to treat them with care, not to mark them and to protect them from any damage.
- 13 Readers must not lend any library item to any other person.
- 14 Mobile phones must be switched off in the library.
- 15 Food and drink must not be brought into the library.
- 16 The Librarian of the Institute will:
 - (a) require any person who
 - (i) removes a book or other item from the library without permission or in an unauthorised manner; or
 - (ii) fails to return a book or other item by the end of the period for borrowing permitted by the rules of the library, or when required to return the book or other item by the library staff at any other time; or
 - (iii) damages any book or other property in the library; or
 - (iv) returns any book or other item in a damaged condition,
to pay the cost of either replacing or repairing the book or other item, at the discretion of the Librarian.
 - (b) exclude any person either temporarily until a charge imposed under Regulation 16(a) has been paid, or indefinitely if his/her admission is considered prejudicial to the interests of the library or its users.

Mary Gower, Librarian
1 September 2011