

LIBRARY RULES

- Please keep noise levels low. Refrain from talking and switch phones and laptops to silent.
- No food of any kind in the library. No drinks except bottled water.
- Do not remove from the library any item that hasn't been issued to you.
- Fines must be paid promptly and no further borrowing is allowed until fines have been paid.
- All books are subject to recall if required by other readers and, if not returned on time, will accrue fines.
- You must return any borrowed books to the library before travelling overseas.
- You are responsible for the books you borrow so please treat them with care. Don't write in them (even in pencil), protect them from damage, and don't lend them to anyone else.
- Damaged and lost books will be charged at the cost of replacement, plus any accrued fines, plus an administration fee.

This is an extract of the library regulations. If you want to see the full document, please ask a member of staff.

LIBRARY STAFF

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

Librarian: Stuart Stone

Deputy Librarian: John Foster

If you have any problems or suggestions about the library's services, you can email the Librarian on saf30@cam.ac.uk or phone 01223 (3)35375.

To recommend a particular book or periodical, please complete a suggestion slip, kept on top of the Reference collection bookshelves.



RADZINOWICZ LIBRARY OF CRIMINOLOGY

READERS' GUIDE 2013-2014

OPENING HOURS

During term:

Monday to Thursday: 9am to 7pm
Friday: 9am to 5pm
Saturday: 10am to 4pm

During vacation:

Monday to Friday: 9am to 5pm

The library will be closed from Saturday, 9 August to Monday, 1 September 2014 inclusive. During vacation, the library occasionally closes for lunch.

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.

CONTACT US

You can email us on crimlib@hermes.cam.ac.uk or phone 01223 (3)35386.

Our postal address is Radzinowicz Library, Institute of Criminology, Sidgwick Avenue, Cambridge CB3 9DA. www.crim.cam.ac.uk/library

BORROWING BOOKS

Who can borrow?

Undergraduates
Staff/graduate students
of other departments
IoC MPhils
IoC MSts
IoC PhDs
IoC visitors

How many and how long?

Five books for one week

Five books for four weeks
Fifteen books for term
Fifteen books for eight weeks
Twenty books for term
Fifteen books for term

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

THE RESERVE COLLECTION

Required reading books for certain courses are kept behind the issue desk. They can be borrowed for three hours or overnight after 4pm.

Reserve collection books issued overnight must be returned by 10.30am on the next working day. You can borrow up to three reserve books at a time.

Reserve collection books can only be renewed at the library issue desk.

The fine for each overdue book from the reserve collection is **40p** per hour.

RENEWING BOOKS

You can renew books at the library desk, at the self-issue station, or online via the Newton catalogue or Your Library Account on the library's web site.

You won't be able to renew your books if

- they are already overdue
- they have been recalled
- you have outstanding fines

If you can't renew your books online, please email us, telling us who you are and which books you want to renew. We don't renew books by phone.

OTHER LIBRARY SERVICES

Photocopying and printing

To copy or print in the library, you need to use your Desktop Services account. You can add credit to your account online, using a credit or debit card, at <https://ecredit.ds.cam.ac.uk/>

For more information on how to activate and use your Desktop Services account, visit www.ucs.cam.ac.uk/desktop-services

- A4 B&W 6p/side
- A4 colour 10p/side
- A3 B&W 10p/side
- A3 colour 30p/side

Computing

The library has 10 public access PCs, with colour and black & white printing available. These PCs do not have word processing or other office software on them: they are intended for catalogue and online resource searching. Wifi via Lapwing and Eduroam is available throughout the library.

