LIBRARY RULES

- Please keep noise levels low. Refrain from talking and switch devices to silent settings.
- No food of any kind. No drinks except water in clear bottles.
- Do not remove from the library any item that hasn’t been issued to you.
- Fines must be paid promptly and no borrowing of Reserve items 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 any help, just ask.

Librarian: Stuart Stone
Deputy Librarian: Naomi Woodburn

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 and give it to a member of staff.

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

You will need your University card to gain admission to 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? How many and how long?

Undergraduates 10 books for one week
MPhils 20 books for eight weeks
PhDs 20 books for eight weeks
Visiting Scholars 20 books for eight weeks
MSts 25 books for eight weeks
University staff 40 books for academic year

We only lend to current staff and students of the university. The fine for each overdue book from the open shelves is **25p** per day. The fine for each overdue recalled book is **50p** 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 (2pm on Fridays and in vacation).

Fines owing to this library must be paid before Reserve books can be issued.

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 reserve book is **£1.00** per hour.

RENEWING BOOKS

You can renew books at the library desk, at the self-issue station, or online via the iDiscover catalogue, linked from the library website.

You won’t be able to renew your books if they have been recalled.

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/page
- A4 colour 15p/page
- A3 B&W 10p/page
- A3 colour 30p/page

IT Provision

The library has six catalogue terminals and a dedicated non-print legal deposit terminal, from which you can print. Wifi via UniOfCam and Eduroam is available throughout the library. All the individual desks and most of the shared workspace tables have power points available.

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![Image of a hippopotamus sculpture](image-url)