

## 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 read the full document, see the website or ask a member of staff.

## HELP WITH LIBRARY SERVICES

We're always pleased to help you use the library's collections and services. If you need any help, just ask any member of staff or email [crimlib@hermes.cam.ac.uk](mailto:crimlib@hermes.cam.ac.uk)

If you have any problems or suggestions regarding the library's services, you can email the Librarian, Stuart Stone, on [saf30@cam.ac.uk](mailto: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.



# RADZINOWICZ LIBRARY OF CRIMINOLOGY

## READERS' GUIDE

### 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 close from Saturday, 1 August until Tuesday, 1 September 2020. 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

You will need your University card to gain admission to the library.

### CONTACT US

You can email us on [crimlib@hermes.cam.ac.uk](mailto: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](http://www.crim.cam.ac.uk/library)

## BORROWING BOOKS

### *Who can borrow?*

Undergraduates

MPhils

PhDs

Visiting Scholars

MSts

University staff

### *How many and how long?*

10 books for one week

20 books for four weeks

20 books for four weeks

20 books for four weeks

25 books for eight weeks

40 books for four weeks

We only lend to current staff and students of the university. The fine for each overdue recalled book is **£1.00** per day.

## THE RESERVE COLLECTION

Required reading books for certain courses are kept behind the issue desk. They can be borrowed until 10.30am on the following day (until Monday when issued on Friday or Saturday).

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

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 day.

## 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. It's helpful if you can include the barcode from the back of your university card. Please note that 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](http://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.

