

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

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

To recommend a particular book or periodical, email the library address or a member of staff.



RADZINOWICZ LIBRARY OF CRIMINOLOGY

READERS' GUIDE

OPENING HOURS

The library is currently operating reduced hours during the COVID-19 pandemic. These are Monday to Friday, 10am to 4pm.

We are not currently open for walk-in readers, but you can book a workspace here: <https://calendars.libraries.cam.ac.uk/calendar/criminology>

Workspaces are available to book in one-hour slots. To make the library COVID-secure, we only have ten spaces available, so we ask that you don't book more than two study periods together. If the next booking period is still available when yours ends, you will be able to continue using that space. If all spaces are booked, you will be able to add your name to a waiting list.

The library will close from Monday, 1 August until Tuesday, 31 August 2021.

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.

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

Books will automatically renew unless they have been recalled or you have reached the expiry date of your library account.

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.

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

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.

