

**Regent's**  
**Park** College  
OXFORD

**Using the college  
library**



## Contents

Library code of conduct	1
Spill-proof containers	2
Loan limits for books	3
Loan periods and renewals	4
Checking out books	6
Overdue books	8
Personal possessions in the library	10
The welfare collection	11
DVDs and DVD drives	12
Suggestions for new books	13
Reserved books	14
Library closures	15
Further resources	16



# Library code of conduct

- Please keep talking and **noise to a minimum**.
- Please switch all **electronic devices to silent**, or use headphones.
- Please **leave the library to have a conversation**, whether in person or by phone.
- Please **do not consume food or alcohol** in the library.
- Please bring **drinks in spill-proof containers** only.
- Smoking and vaping are not permitted.
- Please use only one study space at a time.
- Please **do not leave your belongings** in the library when you are not there. Please use one of the storage boxes provided in the Angus room.
- Please **do not keep books on your desk** that have not been checked out to you. Other students may be looking for these on the shelves.
- Please **do not bring any personal belongings** into the library which are not study-related.

## Spill-proof containers

### ✓ KeepCups



Photograph by Damian Cugley. Licensed under Creative Commons CC BY-SA 2.0 Licence.

### ✓ Screw-top bottles



Photograph by Forth with Life. Licensed under Creative Commons CC BY 2.0 Licence.

### ✗ Disposable coffee cups



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## Loan limits for books

Undergraduate students	15
Vocational/ministerial students (except undergraduate)	20
Postgraduate students	25

# Loan periods and renewals

## Loan periods

For all students, the loan periods for books are as follows.

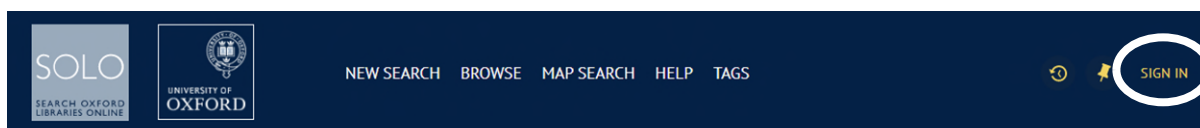
From Tuesday of 0th week, term-time loans are due back on Wednesday of 8th week.

From Tuesday of 7th week, vacation loans come into play. Books borrowed are due back on Wednesday of 1st week.

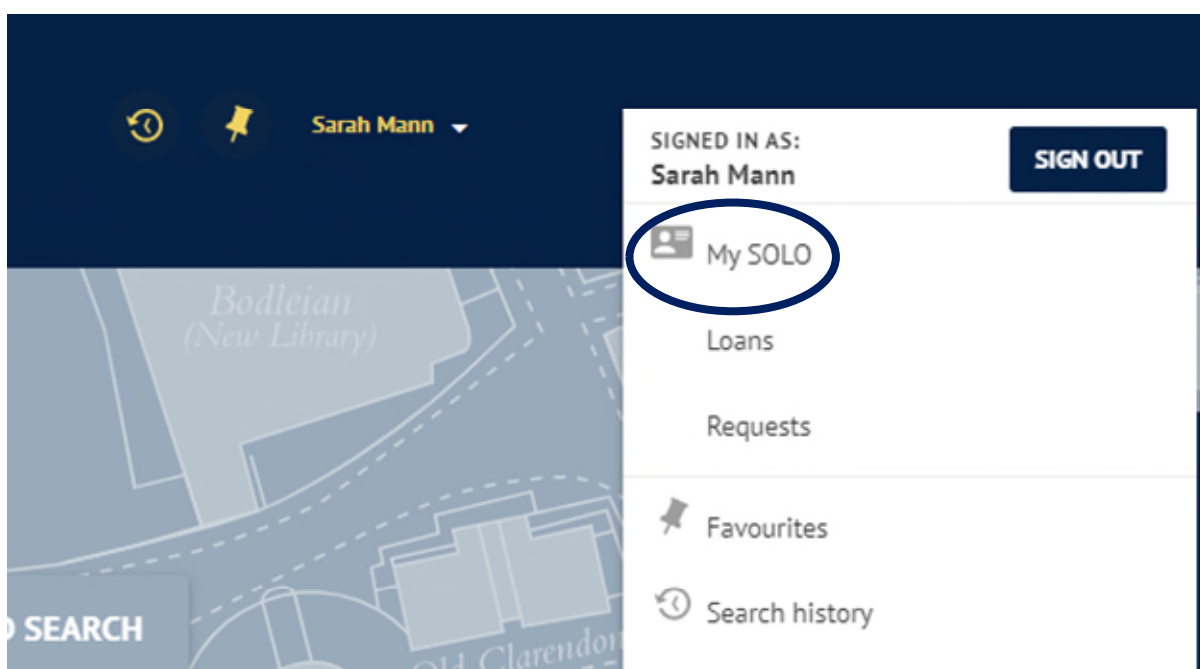
## Renewals

You can renew loans yourself via MySOLO.

Log into SOLO with your Single Sign-On credentials:

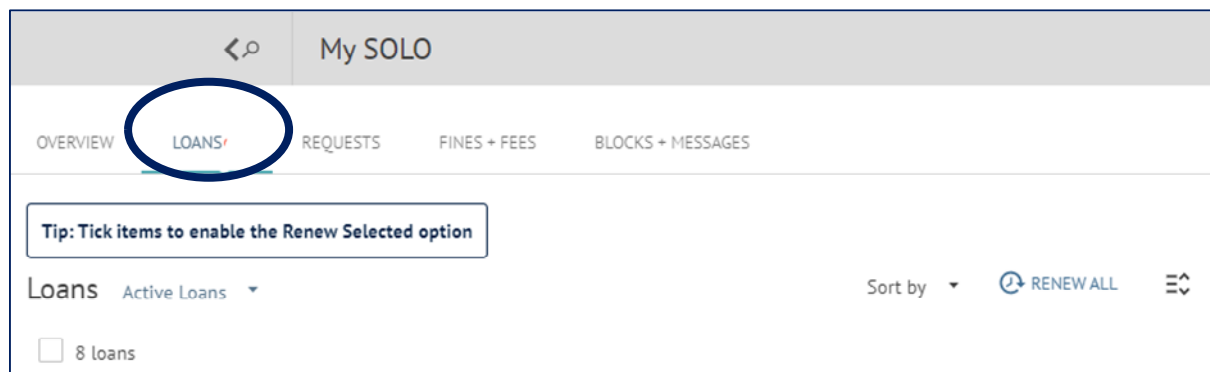


Find MySOLO from the drop-down menu under your name:

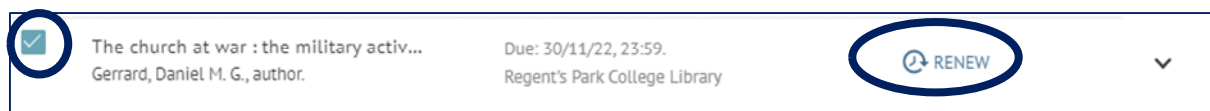




Go to the Loans tab:



Select the books whose loans you wish to renew, and click on 'Renew' for each one:



## Overdue books

You cannot renew loans yourself once the book is overdue. For overdue books, please email or see the college librarian, who will extend the loans for you.

Please see the later section 'Overdue books' for our process when overdue books are not returned.

# Checking out books

- You can check out your own books, using the self-issue machine in the library.
- You will see a screen showing 'Self issue' at the top.
- Scan your card under the barcode reader:



- You will now see a screen with 'Hello [your name]' at the top.
- Scan the barcodes in the front of the books individually to check them out. Use the barcodes which look like this:



Do not scan the book ISBN.

- Click 'Finish' when you have checked out all your books.

## **If you do not see the 'Self issue' screen ...**

- If the screen is blank, click anywhere on it to wake it up.
- You will see the Windows 10 screen showing a landscape image, the time, and the date.
- Click anywhere on the screen to bring up the sign-in screen.
- You will now see the screen for 'Selfissue'. Click on 'Sign in'.

## **If the self-issue machine is not working ...**

Please come to the library office to borrow books.

If there is no one in the library office, please complete one of the paper slips by the self-issue machine and put it in the returns box outside the library.

## Overdue books

This section outlines the steps that will be taken in the event of late return of books to the college library from Regent's Park College students.

- The library management system sends three automatic reminders to the student at set dates after the due date.
- The college librarian follows up with one further reminder, one week after the third automatic reminder. This email informs the student that:
  - the matter will be referred to the dean if the books are not returned within one week, or the student has satisfactorily explained why that will not be possible;
  - if the books are not back in the library by the end of the academic year, there will be a charge for each book; this charge will be the replacement cost of the book plus £10 to cover staff time needed to administer the withdrawal of the missing item and the purchase and processing of a replacement item.
- If the book has been requested by another user (the first user is notified of such requests by email), the librarian will:
  - include this in their reminder, and
  - notify the student that a second copy of the book will be purchased in one week's time, unless the student has satisfactorily explained why they cannot return the first copy, and the cost plus staff time fee will be charged to them.
- One week after the librarian's reminder, if the books have not been returned, the librarian notifies the dean.
- The dean issues an informal warning, which puts the student under the college disciplinary procedure. The warning includes

notification that the failure to return the books means the student will be invoiced for the replacement cost.

- The dean follows up at their own discretion. The matter may be escalated through the disciplinary process according to the dean's judgement, for example if:
  - this is a second or subsequent instance of books borrowed by the same student remaining overdue, or
  - the same student is under the disciplinary procedure for any other reason.
- At the end of the academic year (by 30 June), the college librarian notifies the finance director if the books have still not been returned. The librarian will include a note of the costs calculated according to the formula above.
- If the student is returning the next academic year, the college will raise an invoice for the cost of replacing the books.
- If the student is leaving that academic year, the college will retain some of the student's caution money payment. This is credited back to the student on return of the books.
- Charges may be waived in cases where it is clear that the loss of the books is not the student's responsibility. This will be at the discretion of the dean.

## **Personal possessions in the library**

Library users are welcome to leave study materials for short periods of time in the library.

You are asked not to take up unreasonable amounts of space, and not to leave your materials for an unreasonable length of time. Do not leave materials in study spaces overnight. Every morning in term the librarian will check for any materials left in study spaces in the library. Removal of items will be at the librarian's discretion.

If you wish to leave materials in the library overnight, put them in a storage box in the journals room at the back of the library. Use any empty box that does not have a student's name already on it.

If items are removed from the library, they will be available to collect from the library office. Food will be disposed of. College library books will be checked in and reshelfed. Library books from other libraries will be sent back to those libraries.

If you would like to use a storage box for extended periods, please contact the librarian. These boxes are allocated on a 'first come, first served' basis. MCR members may use the lockers in the MCR study room.

Do not leave valuables in the library when you are not there, either on the tables or in the storage boxes.

After the end of every term (in 9th or 10th week) the librarian will check throughout the library (desks, storage boxes, and lockers) and will throw away all personal possessions that remain in the library. Exceptions will be made for anything clearly valuable, which will be sent to the Lost Property box at Reception. All unclaimed contents of this box are disposed of at the end of the academic year.

## The welfare collection

There is a welfare collection in the library. You will find it in the journals room at the back of the library: go through the double doors and turn right; you will find it in the end bay there. This is a private corner of the library where you can browse without being overlooked.

We encourage all students to take a look at this collection to get to know what topics it covers. The librarian is very grateful for any suggestions of books to add to the collection.

You can see what's in the welfare collection using this SOLO advanced search:

Search Scope:	Regent's Park College Library ▼	
Shelfmark ▼	with my exact phrase ▼	welfare

Filter results on physical resources. This will show you the range of subjects that are included under the 'Welfare' term.

## **DVDs and DVD drives**

The library holds a collection of DVDs. These are all findable on SOLO. They are kept in the library office and you are welcome to come and browse the collection while the library office is open (which is when the librarian is in there, for the working day Monday to Friday).

There are also two DVD drives that can be borrowed.

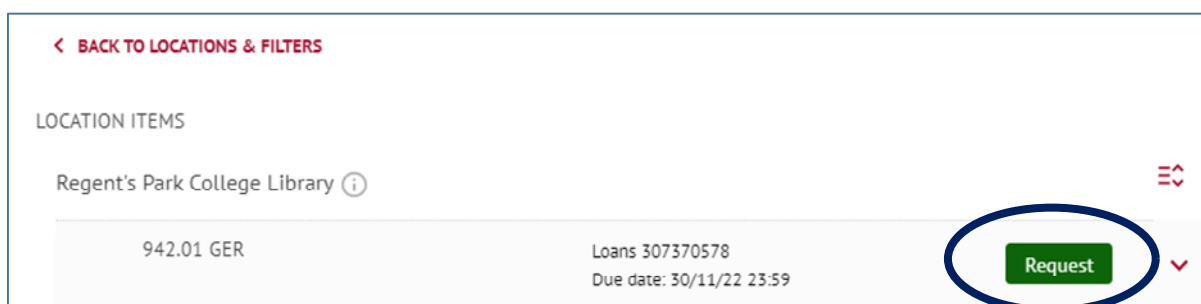


## **Suggestions for new books**

Contact your director of studies with any suggestions for new books for the library to purchase. It will take at least a week in most cases from the time you suggest a book to it being available in the library (and assuming there is budget available to make the purchase) – so don't leave it till the last minute when you are preparing assignments.

## Reserved books

If a book you want to use is out with another user, click on 'Request' in the SOLO record for the Regent's Park College library holding and follow the on-screen prompts (you need to be signed into SOLO to do this).



This sends an email to the current borrower, letting them know that someone else wants the book.

When the book is returned to the library, the librarian will check it out to the person who has requested it, and leave the book in the 'Reserved books' area of the library. The new borrower will be notified by email that the book is now available.

Check in the reserved books area when you receive the email letting you know the book is available. The reserved book area is on top of the low bookcase in the first bay of the reading room on the right when you go into the library.

## **Library closures**

The college library is closed when the college site is closed over the Christmas period. Otherwise the only other closure is generally during stocktakes, which take place in the summer – it's usually a one- or two-week period in July. You will get plenty of notice ahead of library closures.

## Further resources

### **College library LibGuide:**

<https://libguides.bodleian.ox.ac.uk/RegentsPark>

**SOLO:** <https://solo.bodleian.ox.ac.uk/>

### **Bodleian information:**

#### **Find a library:**

<https://www.bodleian.ox.ac.uk/libraries>

#### **Subjects and research guides:**

<https://libguides.bodleian.ox.ac.uk/oxford>