Induction

2026 - 27

# REGENT'S PARK College Library

# CODE OF CONDUCT

Please keep talking and noise to a minimum.

Please set electronic devices to silent and/or use headphones.

Please leave the Library to have a conversation in person or by phone.

Please do not consume food or alcohol in the library.

Please bring drinks in spill-proof containers (like KeepCups or screw-top bottles) only.

Smoking and vaping are not permitted.

Please use only one study space at a time.

Please do not leave your belongings unattended in the Library for extended periods of time. Storage boxes are available in the Angus Room.

Please check out any books you are using, so others are not looking for them on the shelf.

Please don't bring items unrelated to study into the Library (e.g. sports equipment).

# LIBRARY STAFF

The Library is staffed weekdays during term time and most weekdays during vacation. If we're out, always feel free to e-mail us at library@regents.ox.ac.uk

**College Librarian:** Ashley Knowlton
In the office: Mon-Wed & Fri

**Library Assistant:** Katrina Robinson
In the office: Thu a.m. only

# OPENING HOURS

The Library is open 24/7 except over the Christmas period, when it is closed to staff and students. There might be a few other days per year when we're closed for events/maintenance; we'll let you know in advance wherever possible.

We don't tend to close for stocktake, but keep in mind that there may be a few weeks over the summer where things will be dusty and noisy.

# LOAN LIMITS

**Undergraduates:** 20 items/person

**Postgraduates:** 25 items/person

*Note: This is for RPC items only. It does not include items from faculty libraries, etc.*

# LOAN PERIODS & RENEWALS

**Loan Periods:**
For loans from Tuesday of 0th week, term-time loans are due back Wednesday of 8th week (or 2 weeks before card expiry).

For loans from Tuesday of 7th week, loans are due back on Wednesday of 1st week.

Specific dates can be found on My Solo under Loans. You will also recieve monthly e-mail reminders of what books you have on loan.

**Renewals:**
Items will automatically renew up to a maximum 12-month loan period. After that point, you are required to speak to a member of Library Staff to renew. Books that are on hold for someone else cannot be renewed.

# BORROW & RETURN

Books should be borrowed using the self-checkout machine. Follow the instructions on the guide on the checkout desk. If you encounter an error, fill out a paper slip instead and place it in the returns box.

Return books to the returns box outside the Library doors. Never put books back directly on the shelf, as they will still be checked out to you.

# SUGGESTING NEW BOOKS

You can suggest new books to the Library in a variety of ways:

- **(Preferred)** Use the Microsoft Form, which you can find on our LibGuide (https://libguides.bodleian.ox.ac.uk/RegentsPark) and via the QR code in the New Books display.

- E-mail the Library directly with as much detail as possible, including your course of study.

- Ask your tutor to request it from the Library.

# RESERVED BOOKS

All students can request books that are currently unavailable. You can do this on SOLO, or e-mail the Library and we can do this for you.

Ministerial students are able to request any RPC books (available or unavailable) on SOLO.

Staff check new reservations every weekday morning and will place them on the Reserved Books shelf by the Library entrance. You will receive an email when they are ready to collect. Do not travel to the Library especially unless you have had confirmation that your item is now available for collection. You will have one week to collect during term time.

Please make sure to borrow items at the self-checkout before leaving.

# OVERDUE & LOST BOOKS

We do not charge overdue fees. However, please make sure to return overdue books. If you have received a third overdue notice and we have still not received the book nor have we had any contact from you, we may refer you to the Dean.

For lost books or long-overdue books unreturned at the end of the academic year, a replacement cost will either be invoiced to you or withheld from your caution money.

Replacement fees may be waived at the discretion of the Dean and/or Librarian.

# PERSONAL BELONGINGS

Please do not leave belongings (particularly valuables) unsupervised in the Library for extended periods of time.

For non-valuables only, please use a storage box at the back of the Library. Please update your name and date on the box reservation sheet regularly. If a box appears abandoned, it will be emptied into the lost-and-found box in the parcel room at Reception.

There is a Lost & Found shelf in the middle run of shelves in the Main Library. This is emptied to the main College lost-and-found weekly.

Books left on desks will be returned and re-shelved. Those belonging to other libraries will be left on the Lost & Found shelf for 1 week, then returned to the owning library.

# STUDY AIDS

The following are available and are free for readers to use in the library:

- Earplugs
- Coloured acetate
- Charging cables
- Book rests
- Portable standing desk
- Bookmarks
- Blankets

For students with registered specific learning needs, study carrell booking is available. If you would like to arrange ground-floor book delivery, please contact Library staff.

# WELLBEING BOOKS

There is a Wellbeing Collection that includes books on mental health, study skills, and a growing number of novels and popular nonfiction for leisure reading. This can be found opposite the Map window, near the New Books Display.

If you would like to reserve an item from the Wellbeing Collection that is currently on loan but would like to arrange private collection from the Library office instead of the hold shelf, please contact Library staff.

# DNC & ANGUS

The David Nicholls Collection has items available to view by appointment. Please speak to the College Librarian to arrange.

For Angus Library items, please contact angus.library@regents.ox.ac.uk.

# FURTHER RESOURCES

**Regent's Park College Library LibGuide:**
A regularly updated website about the Library.
https://libguides.bodleian.ox.ac.uk/RegentsPark

**Library Instagram:**
For updates on new additions and highlighted materials.

regentsparkcollegelibrary

**SOLO:**
The University of Oxford library catalogue.
https://solo.bodleian.ox.ac.uk/

**The Angus Library:**
https://theangus.rpc.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