

Nuffield College Library

Readers' Guide 2016/2017



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Opening Hours

You may only use the library between 9:30am and 5:30pm, Monday to Friday.
Summer opening: mid-July to mid-September between 1:30pm and 5:30pm.

Details of closed periods are posted [on our website](#).

Contacting us

During opening hours staff can be found at the Enquiry Desk (first floor), apart from a brief period over lunch. One of us will also be on the Circulation Desk (ground floor) at all times.

T: 01865 278550

E: nufdesk@nuffield.ox.ac.uk (Issue desk enquiries)

library-enquiries@nuffield.ox.ac.uk (All other enquiries)

Your Library team

[Elizabeth Martin](#), Librarian

[Tessa Richards](#), Deputy Librarian

[Diana Hackett](#), Assistant Librarian

[Clare Kavanagh](#), Assistant Librarian

[Tula Miller](#), Assistant Librarian

[Ed Smithson](#), Assistant Librarian

Please come and see us if you have any questions! We are always happy to assist with searches, and we will do our best to answer any other queries you might have.

Searching the catalogue <http://solo.bodleian.ox.ac.uk>

SOLO can be used to search almost all of Oxford's library collections, including printed and electronic books, journals and many other items. To limit your search to things held at Nuffield, select Nuffield College Library from the 'All libraries/collections' drop-down menu on the right before searching.

To look for an item, enter your search terms in the box and click 'Search'.



OxLIP+ | OU e-Journals | Bodleian Libraries | Subjects & Libraries | Tag

Oxford Collections | Articles & More | Search Everything | What am I searching?

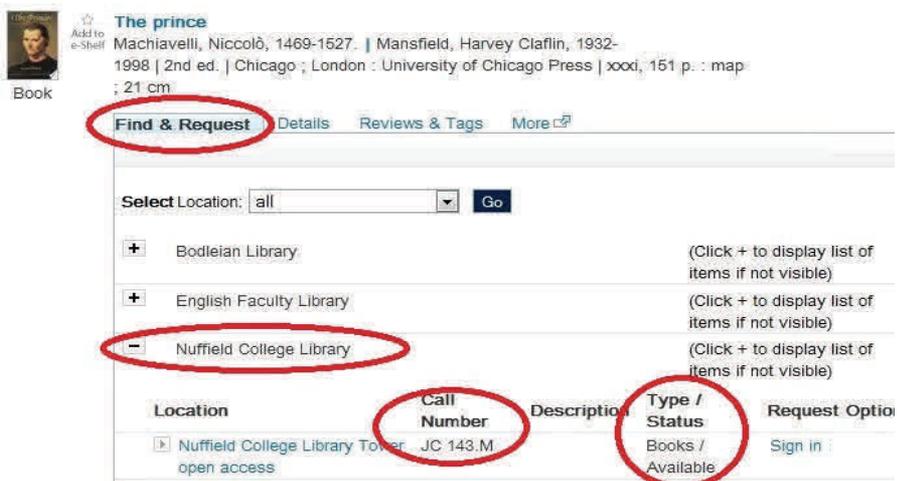
machivelli the prince | All libraries/collections | Search

Limit your search: All items | that contain my query words | anywhere in the record

To find out where copies of the item are held, click on 'Find and Request'.

Click on the + sign next to the library's name to see the call number or shelfmark of the item.

The **Type/Status** column will show if an item is available, on loan (if this is the case, the due date is displayed), or confined. Library staff are always happy to help if you need assistance.



The prince
Machiavelli, Niccolò, 1469-1527. | Mansfield, Harvey Claflin, 1932-1998 | 2nd ed. | Chicago ; London : University of Chicago Press | xxxi, 151 p. : map ; 21 cm

Book

Find & Request | Details | Reviews & Tags | More

Select Location: all | Go

+ Bodleian Library	(Click + to display list of items if not visible)
+ English Faculty Library	(Click + to display list of items if not visible)
- Nuffield College Library	(Click + to display list of items if not visible)

Location	Call Number	Description	Type / Status	Request Option
Nuffield College Library Tower open access	JC 143.M		Books / Available	Sign in

Floor Plan of Nuffield College Library

Books and pamphlets are housed in the tower, which is open access to the sixth floor.

Journals are on the second floor in the reading room, tower, and Cole Room. Recent journals are displayed in the small reading room (at the end of the long corridor on the first floor).

Today's newspapers are laid out on the table in the Current Affairs Room. The past two months' papers are kept in the Cole Room.

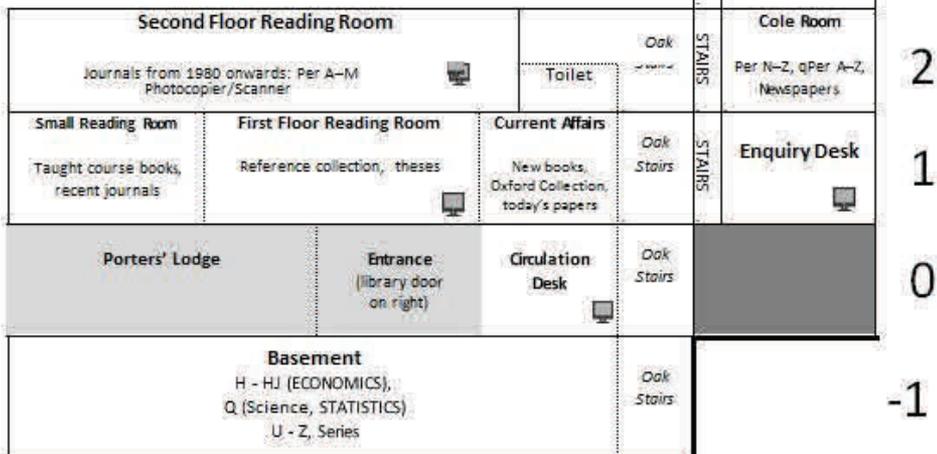
Official publications and pre-1980 journals are kept in the Library Extension; please ask at the Enquiry Desk.

Archives and special collections are closed access; please ask at the Enquiry Desk.

STAIRS	SCR Tower Room	10
STAIRS	Archives	9
STAIRS	College Archive	8
STAIRS	Trade Unions / Political Parties	7
STAIRS	JN 1117-PZ, R-TX (POLITICS)	6
STAIRS	HX-JN 1116 (POLITICS)	5
STAIRS	DT-GV, HM-HV (SOCIOLOGY)	4
STAIRS	A-DS (HISTORY)	3
STAIRS	Cole Room Per N-Z, qPer A-Z, Newspapers	2
STAIRS	Enquiry Desk	1
STAIRS	Porters' Lodge	0
STAIRS	Basement H - HJ (ECONOMICS), Q (Science, STATISTICS) U - Z, Series	-1

Key:

 Computer workstations (catalogue and internet access)



Finding your way around

Our stock is arranged using the Library of Congress classification. There are several signs around the Library (at the staircases, Circulation and Enquiry Desks, and in the lift) that will tell you where to find things.

A “q” at the beginning of an item’s classification denotes a larger item (“quarto”), whilst “p” means a small or boxed item (“pamphlet”). These items are shelved in a separate sequence, but can be found on the same floor as the standard shelfmark (e.g. qJA is on 5th floor, as is JA). There are signs on the end of shelves, and maps on each floor. Please ask if you can’t find something!

Items prefixed with “Safe”, “Reserve”, “Special”, “X” (Library Extension), or “MSS” are all closed access materials: please ask at the Enquiry Desk.

Registering to use the Library

Registration is offered to:

- a. Graduate students and faculty members in Oxford colleges and University institutions;***
- b. Such persons as may be admitted at the Librarian’s discretion.***

Those under category (a.) can register at the Circulation Desk with their University card.

Applicants under (b.) should enquire *in advance* of visiting the Library, and should be supported by a Fellow of the College or by a letter of recommendation.

Undergraduates at Oxford University and Bodleian readers will normally only be admitted to consult specific items that are not otherwise available in the University. Please [check on SOLO](#) before sending an enquiry.

Membership is reviewed annually.

Borrowing books

The Library is for *reference use only*, except for the following:

- a. Former members of College who are resident in Oxford (*3 books, 28 days*)
- b. Fellows and students of St Antony's College (*3 books, 7 days*)
- c. Fellows and research students at other Oxford college (*3 books, 7 days*)

Please bring your books to the Circulation Desk with your University card, and a member of staff will issue them to you. Periodicals, newspapers, reference works and closed collection books may not be borrowed.

Renewals and Returns

Loans may be renewed once, either [on SOLO](#), in person, by [email](#), or by phone - unless the item has been requested by another reader.

SOLO produces automated overdue notices via email. These are a courtesy service and failure to receive them does not constitute a reason for fines to be waived! It remains the reader's responsibility to ensure books are returned on time. Books should be returned to the Circulation Desk (Ground Floor) within working hours where possible. The drop box can also be used, but please bear in mind that all loans are due back **by 5.30pm on the due date**. Any items returned after this time via the drop box will be treated as one day overdue.

Fines Policy

Fines will be charged at a daily rate of 20p per working day, up to a maximum of £4 per book. Any reader with outstanding fines will have their borrowing privileges suspended. Failure to return an item within 21 days results in an invoice for the replacement cost of the item, plus a £10 administration fee. The £4 fines (per book) and £10 fee must be paid, whether the item is replaced or returned.

Access rights and borrowing privileges will be suspended upon the issue of the invoice, until the item is paid for or returned.

Please note, the Librarian and Dean of the reader's college may be notified in cases of failure to return books within 21 days of the due date. Four weeks after the invoice date, your College will be asked to pay any outstanding debts on your behalf. Any reader invoiced for the third time will have borrowing privileges revoked permanently.

Making the most of the Library

Computers: There are several workstations in the reading rooms, which can be used to [search SOLO](#) and access the Internet.

Printing: You can print from these workstations; this costs 5p per printed side, and printouts should be collected and paid for at the Circulation Desk.

Photocopying/Scanning: There is a photocopier/scanner in the second floor reading room. Please be mindful of the Copyright Act when making copies; details are displayed beside the copier.

Laptops/Wireless: Readers are welcome to use their own laptops. There are wireless networks available (The Cloud and Eduroam). Please come to the Enquiry Desk if you need any assistance.

Reserving books: If there is an item on loan that you wish to see, you can reserve it for use on its return. However, please note that Nuffield College members take priority over external readers, and they have the right to renew the book if they still need it. If the item on loan is the **only copy** in the University, please ask staff for assistance.

If you would like to reserve books you are using in the Library for later use, please leave a yellow reservation slip inside (these can be found on all floors of the Library), with your name and the date clearly marked. Books can be reserved for up to 1 week, unreserved books are reshelfed daily.

On the web: Our website www.nuffield.ox.ac.uk/library contains information about all the services we offer as well as details of our collections, including regular updates about new books. You will also find links to our pages on [Facebook](#), [Twitter](#), [Delicious](#), [Library Thing](#) and our [Wordpress blog](#). There are many ways to keep up with what we're doing!

We're here to help!

If you have any special requirements that will help you make use of the Library, please get in touch and we will do our best to help.

If at any point you need help using the Library, please ask any member of Library staff.

Library rules

- Books should not be taken out of Oxford.
- The marking or defacing of items belonging to Nuffield College Library is forbidden. Any infringement will be treated as a disciplinary offence.
- Bags and briefcases must be left downstairs at the Circulation Desk.
- Food and drink is not permitted in the Library, apart from bottled water.
- The Library is a place for quiet study. Please keep noise to a minimum and switch off mobile phones.
- No reader may engage in conduct that infringes the regulations of the University in respect of the use of its materials or facilities. This includes, but is not limited to, the use of computers and network resources.