LIBRARY MATTERS
2019/2020

WYCLIFFE HALL

The Evangelical College
in the Heart of Oxford

A Permanent Private Hall of the
University of Oxford
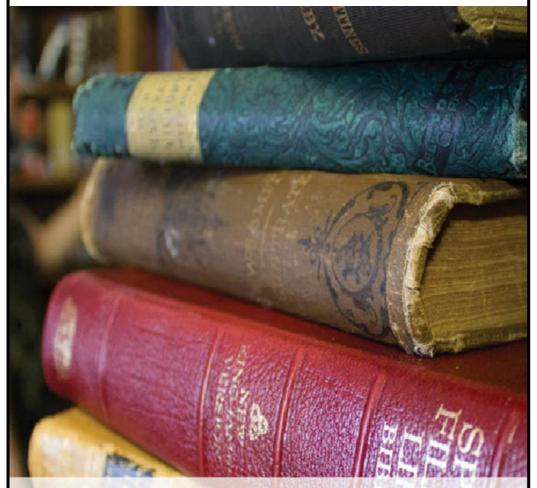
Welcome to the Wycliffe Hall Library. This guide is intended to give you an overview of the library's services and the Bodleian Libraries' wide range of resources. I look forward to supporting you to explore what we offer in order to best meet your study and research needs.

If you have any queries, comments or suggestions, please get in touch with me - that's what I'm here for! My email address is librarian@wycliffe.ox.ac.uk. Tel: (01865) 274204.

Hannie Riley
Librarian

Please see your Student Handbook for information about other aspects of life at Wycliffe Hall.

Contents

GENERAL INFORMATION

The day-to-day running of the Wycliffe Hall Library is managed by the Librarian, Hannie Riley.
Your suggestions for improvements are always welcome, and can be emailed to librarian@wycliffe.ox.ac.uk, or come to the library office to talk to Hannie. Hannie's hours are: Mon - Thu 09:00-16:00
The phone number is (01865) 274204. Please note that there is no break or holiday cover.

OPENING HOURS

The Library is open 24 hours every day for the Wycliffe Hall community. Entry is by your proximity card, which you need to activate on an external door *before* entering the Library.
If you are the last one out, please make sure that all windows are locked, all lights are off, and that the blinds are down.

GUIDELINES FOR USING THE LIBRARY

- No food is permitted in the Library at all time.
- Water should only be in non-spill containers or bottles. No other drink is allowed.

- Mobile phones must be switched to silent or vibrate. Please go *outside* the Library to answer calls.
- Please be quiet to respect others using the library.
- Care of books. Do not mark books in any way, and please treat paperbacks gently - they are not generally designed to be opened out flat. Do not use Post-It notes. They are a cause of torn pages. If you see damaged books, give them to the Librarian.

To maximise the circulation of the library resources fairly and effectively:
- Use the Self-Issue/Return Terminal to take out and return items with your University card.
- When the online system is down please use the Self-Circulation box and slip.
- Return items within the borrowing period.
- Do not remove Reference Books, Reserve Books and Periodicals from the Library.
- As we have very limited work space and for fair use, please refrain from claiming certain desks by leaving books and items on them.
- **Remove all personal belongings daily**. Any left items on desks will be placed in the 'Found' basket under the library main desk every morning between 9:00-10:00.

- There are lockers in the basement. Please use them to store your personal belongings or books rather than leaving them on the library desk or shelf. To obtain the key, consult Robyn Wyncoll (Assistant Bursar).

- You may leave books (max. 5) on the Provisional shelf for **forty-eight hours** if you are still using them, by completing a Provision slip (kept on the main counter). However, please note that this **excludes Reference, Reserve and Periodical** works. The Librarian will tidy away books left on the desk each morning. However, this does not preclude their use by other students. The books on the Provision shelf are on a first come first served basis.

Please note that if you consistently refuse to comply with these Library guidelines or requests from the Librarian, this behaviour will be discussed with your Fellowship Group Tutor and your borrowing right may be withdrawn.

VISITORS

In special cases, and particularly during vacations, external users may be admitted at the Librarian's discretion, but they are not allowed to borrow books. If a visitor asks to be let in to use the Library please refer him/her to Reception in the first instance.

RESOURCES

SEARCHING RESOURCES

There are two tools to search the University's online catalogues: one via Wycliffe Hall's **Heritage** and the other via Bodleian Libraries' **SOLO** (Search Oxford Libraries Online). Searches on these catalogues can be done remotely or using one of the networked library computers on site.

Wycliffe Hall's Heritage

The Wycliffe Hall Library uses a computerised cataloguing system called **Heritage** hence our collections cannot be searched using SOLO.

To access this remotely using your own device**,** go to the Wycliffe Hall home page then choose the *Resources* tab and click on *Library Catalogue*. Its URL is https://www.wycliffehall.org.uk/library. There is no login or password required to carry out a search via Heritage as no e-resources are available.

Onsite, there is a designated terminal in the library for searching Heritage and SOLO on the right hand side of the library main desk. Also there are further five terminals in the GT (Griffith Thomas) room.

Once logged in, click on the Heritage icon to search online.

In Heritage you can carry out searches in many ways, including by author, title, subject, keyword and classmark. Enter your search term(s), press *Enter*, and the results will be displayed, including the shelf location of the book (classmark) and its availability.

Bodleian Libraries' SOLO

Not only are you entitled to use the Wycliffe Hall library, but you also have the right to access the Bodleian Libraries (www.bodleian.ox.ac.uk) and their e-resources. The Bodleian libraries form the largest UK university library system, with more than 13 million printed items, 80000 e-journals and outstanding special collections.

SOLO is the Bodleian's search and discovery tool of the major collections of the libraries of the University of Oxford. To access this remotely, please visit the SOLO webpage http://solo.bodleian.ox.ac.uk/primo-explore/search?vid=SOLO&sortby=rank. To learn how to use this online catalogue extensively please see Oxford LibGuides (https://libguides.bodleian.ox.ac.uk/oxford). You can also attend a wide range of free workshops such as Bodleian iSkills, Research Skills Toolkit and Social

Science research and Skills Training
([https://libguides.bodleian.ox.ac.uk/home/worksho](https://libguides.bodleian.ox.ac.uk/home/workshops)
[ps](https://libguides.bodleian.ox.ac.uk/home/workshops))

ACCESSING ONLINE RESOURCES

To access all these online resources such as e-books,
e-journals or databases via SOLO, you will be
required to login in the first instance with your
University of Oxford Single Sign-on (SSO). However,
if you do not have your SSO, please choose Other
Bodleian card holders to sign in as a Bodleian card
holder. If you have forgotten your password please
click on *Forgotten password?* to reset your
password.

Please note that electronic legal deposit (eLD) is an
exception to remote access. To view eLD materials
you have to use one of the Bodleian terminals which
are located only in the Bodleian libraries (please
note that Wycliffe Hall library is not a Bodleian
library). These items are received under Legal
Deposit legislation and are subject to a number of
restrictions under UK law. Please see more details
from the following webpage
([https://libguides.bodleian.ox.ac.uk/eld-](https://libguides.bodleian.ox.ac.uk/eld-explained/inbrief)
[explained/inbrief](https://libguides.bodleian.ox.ac.uk/eld-explained/inbrief)).

LOCATING PHYSICAL ITEMS

Wycliffe Hall

The Wycliffe Hall Library has four rooms: the main library, a stack (Room 18), Room 17 and Room 14. Except for the main library, the three rooms are located in the basement.

The main library houses books in the classmark range from 000 to 299. Books from 300 to 999 and some of periodicals are downstairs in Room 17 of the Old Lodge. Room 14 holds the remainder of periodicals.

The list of the journal titles can be found on the library shelf in room 17. Currently the journal titles cannot be searched online but the librarian is working on cataloguing the journal titles online.

Books with the prefix "S/" before their classmark are located in a Stack in Room 18. Some of these books may be borrowed. Additionally special collections are also housed in this room and not to be taken out from the library. Please ask the Librarian for assistance.

If the book is not where it should be (and not on loan, desks, shelving trolley or provisional shelf), please inform the Librarian.

Bodleian Libraries

Bodleian Libraries consist of [29 libraries](#) and [27 other libraries](#) associated with the University. Most of their books can be searched via SOLO.

However, admission policies vary between the libraries so do check the details from the Bodleian website's [library list](#) before your visit.

If a book is only available offsite in the Bodleian's closed stacks, you can sign in with your SSO or your Bodleian card number (for those who have not got their SSOs) and then place a hold request. The item will be shipped from the Swindon Storage Facility to one of the libraries of your choice using 'Delivery/Pickup Location' drop down box in SOLO. Please see [LibGuides](#) (https://libguides.bodleian.ox.ac.uk/solo/search#closed%20stack) to learn how to order items from closed stacks.

College Libraries

There are [47 libraries](#) in the College libraries. One important thing to remember is that you may **not** use another College Library without permission – see the librarian in the first instance to set up a visit.

To see the location of the libraries please visit [Map of Libraries](#) in Oxford or pick up the map from the main library desk.

BORROWING MATERIALS

WYCLIFFE HALL LIBRARY

Books

There is a 24 hours self-circulation terminal in the library. This Self-Issue/Return Terminal is housed on the left of the central library desk. To start, scan your University card by placing the card under the scanner, select *Issue* (i.e. borrow), *Renew* or *Return*, then swipe the five-digit Wycliffe Hall barcode on top of back cover. Full instructions are attached to the computer.
For the back-up manual system (if the computerised system, Heritage, is unavailable), use the self-circulation slip and box to issue and return books. These are next the terminal. This will ensure that the library is compliant to GDPR 2018.

Most full-time <u>undergraduate </u>students may borrow *up to eight books*. In term-time the loan period is a month.

<u>Postgraduate</u> students may borrow up to *twelve* books for 3 months.

<u>SCIO</u> short course students may borrow *up to four books* for one week.

To respect other users, please do not borrow more than you are allowed or keep them longer than permitted. If an extended loan is required, please speak to the Librarian for consideration.

Vacation Loans are available at the end of term. Some multiple copy Reserve Books may be available at this time.

You may not borrow:
- Reference Books and similar material
- Reserve Books (except for some multiple copies, indicated with a short loan sticker and also in the system)
- Periodicals, both current and back issues

These items may only be removed with the Librarian's express permission.

Periodicals (aka Journals, Magazines, Serials)

The current issues are on the display racks. Back issues are downstairs in Room 18 and 14. A list of all periodicals to which we subscribe, with dates, is

posted by the Periodicals; it includes journals which we now access solely electronically. Printed issues may not be removed from the Library, unless with the express permission of the Librarian.

Reference Books

These may not be removed from the Library, unless with the express permission of the Librarian. Standard size Reference Books have red stickers, and are found on the Reference shelves. Large Reference Books are given the prefix "O/" (for Oversize), have additional yellow stickers, and are found on the lower shelves below the central desk (under the computers).

Reserve Books

They are confined to the Library because they are in demand for courses and on reading lists. They are found on labelled shelves in the main reading room and generally with Reserve stickers. After use, please return them on the Reserve Books shelves as soon as possible. Generally, Reserve Books are not to be removed from the Library, but certain Reserve Books may be borrowed for Three Days or One Week - this is clearly indicated on the book with a sticker and in the catalogue.

Special Collections

Wycliffe has a few hundreds of antiquarian materials mainly published in 19th century. They are searchable via Heritage and the copies are kept in Stack Room 18 so come to the library office to request them. These cannot be taken out from the library.

New Books

New books are displayed in the Library in the new book display case which is located at the right hand side of the main library reading room.
These may be borrowed.

Withdrawn Books

These are indicated in the catalogue with the prefix "W/", and will be removed from the catalogue in due course.

Grove Booklets

Grove Biblical Series are kept in their own designated shelves. You are free to borrow them but not from the Library Use Only section. They are clearly marked with *Do Not Be Taken from the Library* sticker. If you find a missing series please report to the librarian.

Booklet Shelf

Small thin paper covered booklets are also kept on the special shelves in the GT room. This is clearly stated in the library catalogue under the location section.

BODLEIAN LIBRARIES

Each library operates under their own access and lending policies, hence loan entitlements and periods vary. Some libraries also require registration. Please check their details and locations before your visit (https://www.bodleian.ox.ac.uk/subjects-and-libraries/libraries).

BOOK SUGGESTIONS

If you would like to suggest items to be purchased at the Hall, please fill the book suggestion webpage form for consideration.
Via the Bodleian Libraries website, you can recommend a book or an e-resources for the Bodleian Libraries. For a theology book suggest via PTFL (Philosophy and Theology Faculties Library, https://www.bodleian.ox.ac.uk/ptfl/theology/recommendations).

BOOK CLASSIFICATION

The Wycliffe Hall Library uses a modified form of the [Dewey decimal classification system](#) found in most British public and academic libraries. Please ask the librarian if you need help locating a classmark/shelfmark.

The Bodleian tends to use the Library of Congress Classification System as well as some others.

RETURNING BOOKS

WYCLIFFE HALL

For automated return, please use Self-Issue/Return Terminal. Swipe your card and choose the *Return* option then scan the book's accession code (5 digit at the top of the book).

For the manual back-up system return, use the self-circulation slip and box.

Please place returned items on **The Returned Books for Shelving** trolley.

Please note that you are responsible for every book borrowed in your name, so do not pass on to

someone else without first taking it back to the Library and "returning" it on the system. Otherwise **you** are liable for its return, and for replacement if it is lost or missing.

Overdue Books

If a book is overdue, and you will receive an initial email then two further reminders. If it is still not returned to the library, after the final email your borrowing right will be removed until all the overdue books are returned. Also, if still not returned, the library will consider the overdue books are lost and send a request for its replacement as well as a £20 processing fee for each copy. See more details in the 'Lost/Missing Copies' section below.

Lost/Missing Copies

Please report to the librarian as soon as possible if you notice library books are lost or missing. The replacement copies will be purchased by the librarian and the cost will be charged to the borrower.   Therefore, do not lend your library books to others as you are solely responsible for the books. Please note that your own replacement copies will not be accepted. A processing fee of £20 will be charged for each item in addition to the book price and this is payable directly to the finance team.

Any problems with returning books please consult with the librarian.

BODLEIAN LIBRARIES

Please note the borrowed items have to be returned to the library at which they were issued.
The majority of Bodleian Libraries charge the following level of fines which apply to all categories of readers with the exception of waivers which have been agreed due to individual circumstances.

- 20p per day for standard loans
- £1 per day for short loans
- 50p per hour for overnight loans

Once total fines incurred across Bodleian Libraries reach £10, they must be paid (in full or in part) for the reader to continue to borrow.
Fines can be checked on SOLO My Account.
However, please note *My Account* does not include any fines currently accruing on books which are overdue and not yet returned.

LIBRARY COMPUTING FACILITIES

There is a wireless network called Eduroam Wi-Fi running in the Library and you can connect to this by setting up your Remote Access Account – see the section under Student IT or visit https://help.it.ox.ac.uk/network/remote/index to obtain instructions. The use of computers in the Hall is governed by strict University Regulations, the main set being found at http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml .

On the central desk in the Main Reading Room, the left-hand computer is for the Self-Issue/Return of books, and the right-hand computer is for consulting Heritage and SOLO. They must not be used for any other purposes.

The Griffith Thomas Room (GT Room) has several facilities:

There are five open access computers.   You can log in with your own credential or library's generic user account. This is provided in a sticker on the computer monitor.
All computers are uploaded with **Visual Liturgy** for designing series and producing service sheets etc.

Via the first two computers with a purple sticker on the right hand side of the printer, **BibleWork 10** software is available for in depth analysis of the Greek and Hebrew scriptures. The icon is displayed in the main page. Please give priority to users who wish to access this and note that the Faculty of Theology and Philosophy Library also has a few computers with this software.

Make sure you save your material to disk / flash-drive etc., and then delete it from the computer drive, as they are regularly purged of personal documents.
You *must not change the settings* on any of these computers.

There is also a networked laser printer/ photocopier/ scanner. Please enter your University card number into the printer's touch pad to log in. Alternatively see Andy Hamilton (IT manager) to set up your proximity card to register for use.
Instructions on how to print via a wired connection are provided next to the printer.
Do not use your own paper, change the settings, or adjust the printers in any way; in recent times the printer has been disabled for such reasons.

BEYOND WYCLIFFE HALL

Apart from Wycliffe Hall Library, out of 100 libraries in Oxford, the most relevant libraries, in terms of your study and research are likely the central Bodleian Library and the Philosophy and Theological Faculties Library.

The Bodleian is the main University Library, and began life over 400 years ago. It is one of the Legal Deposit Libraries hence REFERENCE LIBRARY. Unlike the Bodleian, from the Philosophy and Theology Faculties Library you can borrow books according to your course with your University card.

Three other theology libraries that may be beneficial to you are OCMS library with mission studies materials, Pusey House Library with 60 study spaces in a beautiful building and Church of England collections focusing on the Oxford Movement, and Crowther Mission Studies Library of the Church Mission Society.   The first two are in close proximity to the Hall but the Crowther Mission Studies Library is located further away.

All these libraries, except Crowther Mission Studies Library, use SOLO but are reference only for our members.

Finally the Oxford Union Society Library offers many study desk spaces and has numerous antiquarian materials related to theology. Search their item via SOLO.   However to use the facilities and borrow books, membership is required. Please see more information at https://www.oxford-union.org/joining/join.

USEFUL WEBSITES

The increasing influence and spread of the web has resulted in many theological resources being made available online. Some useful sites include:

- https://www.biblegateway.com/versions - Bible texts in many languages

- http://www.sacred-texts.com - Full-text of 14 of the world's major religious texts

- http://worldreligiondatabase.org/wrd_home.asp - World Statistics, mainly Religion

- https://www.churchofengland.org - Church of England

- http://www.oxford.anglican.org - Oxford Diocese

- http://libguides.seattlecentral.edu/library/cite - Citation guides

- http://www.ccel.org/ - Christian Classics Ethereal Library

The following University of Oxford are extremely helpful and informative:

- http://www.theology.ox.ac.uk - Faculty of Theology and Religion, University of Oxford

- https://www.bodleian.ox.ac.uk/ptfl - Philosophy and Theology Faculties Library website

- http://solo.bodleian.ox.ac.uk/primo-explore/search?vid=SOLO&lang=en_US&sortby=rank - SOLO Search Oxford Libraries Online

- https://libguides.bodleian.ox.ac.uk/oxford - Oxford LibGudies (Bodleian's guides and information)

- https://www.bodleian.ox.ac.uk/ - Bodleian Libraries' website

- https://help.it.ox.ac.uk/topics/wifi-networks - Information and guides on Oxford Wi-Fi networks, Eduroam, access and troubleshooting

- https://help.it.ox.ac.uk/nexus365/index - The University's email Nexus365 information page

- https://help.it.ox.ac.uk/webauth/oxfordusername - About SSO and other accounts

- https://www.it.ox.ac.uk/do/training-and-facilities/itlc-courses - IT Learning Centre courses. To book a course your SSO is required

- https://libguides.bodleian.ox.ac.uk/home/workshops - Workshops and classes by the Bodleian Libraries. To book a course your SSO is required.

- https://libguides.bodleian.ox.ac.uk/reference-management - To learn how to manage your references

- https://www.bodleian.ox.ac.uk/assistant - Mobile Library Assistant. All your library information on the go via your mobile devices.

- https://help.it.ox.ac.uk/courses/lynda/index - Lynda.com is a huge library of online, video based, courses covering a wide range of software and IT related topics. This is freely available for all University members with their SSO credentials. Strongly recommend to utilise these online courses to learn referencing management and Word 2016.

Finally, please visit Microsoft's own website:

- https://www.microsoft.com/en-us/microsoft-365/blog/2015/09/28/download-our-free-office-2016-quick-start-guides/ - Download free Office 2016 Quick Start Guides including Word, Excel, PowerPoint, Outlook and OneNote.