St Hugh's College – Howard Piper Library

Guide Booklet

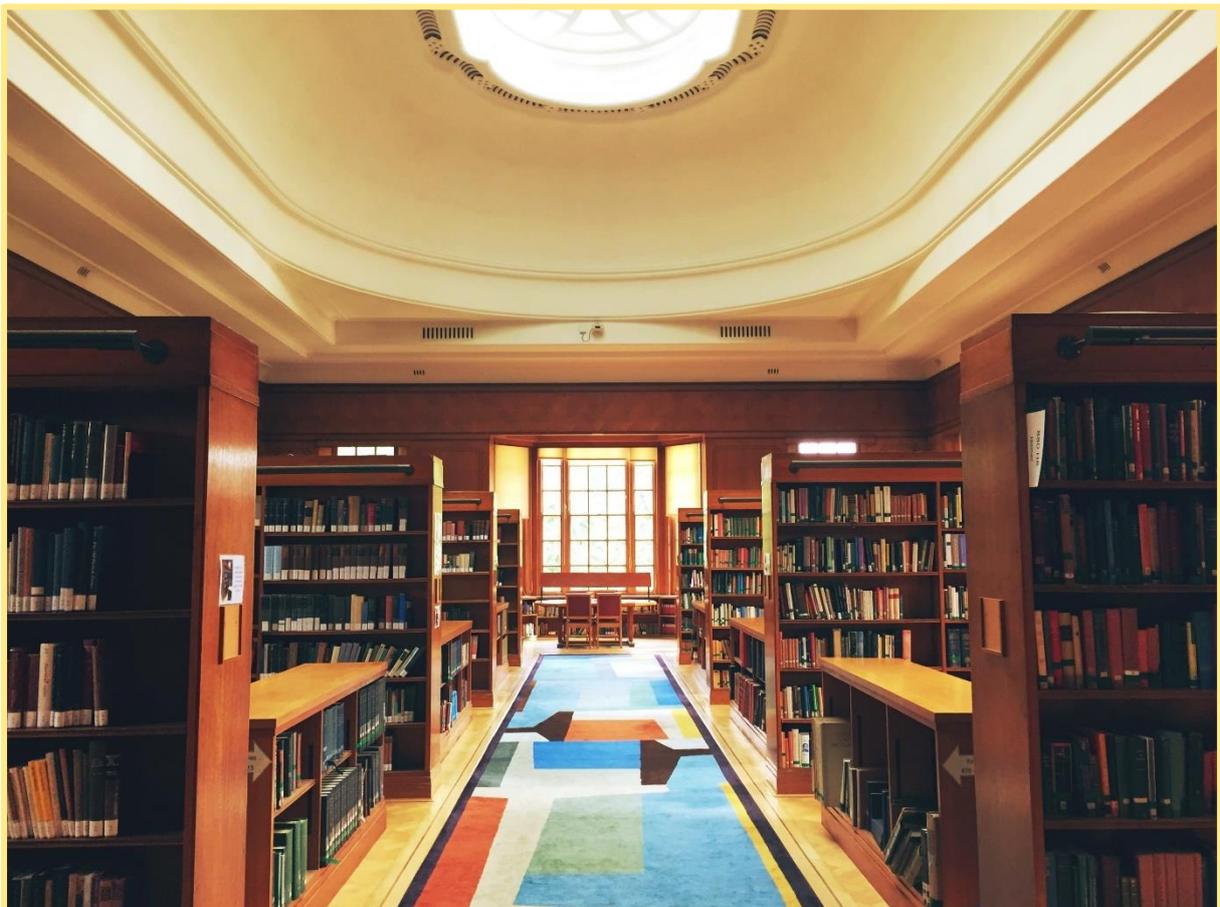### August 2022

Table of Contents

1. Welcome

Welcome to Howard Piper Library.

Established in 1888, the library has served the staff and students of St Hugh's College for over one hundred years, developing into one of the largest and richest college libraries in Oxford.

Our library now holds an outstanding and varied collection, which covers undergraduate and graduate taught-subject areas as well as showcasing a range of important titles from our Fellows and Senior Members.

The library is open to you 24 hours a day, via card access at the main door, and provides a range of comfortable workspaces, alongside printing and binding services to support you in your studies.

This guide has been prepared to help you on your first few visits, and we hope that it will enable you to make the most of your library and all the resources it has to offer. Do let us know if you have any further questions or suggestions.

The library office is staffed Monday to Friday 9:00 - 12:30 and 13:00 - 17:00. Come and say hello – we'll be happy to help you!

2. Our Collections

The Library is home to a varied collection which covers all undergraduate and graduate taught-subject areas.

Additionally our collections include: DVDs, a range of popular literature books for recreational reading, Very Short Introductions, and titles by Fellows of St Hugh's College.
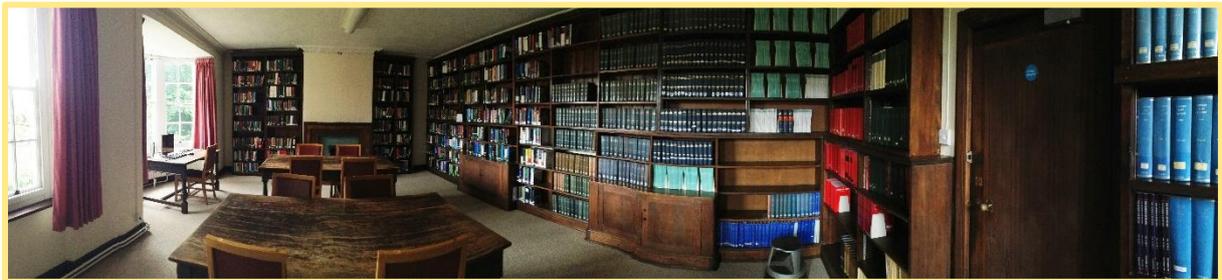
If you are unable to find a particular book from your reading list, you can use our online book suggestion form to recommend it to the library. Please make sure you fill in as much of the form as possible.

Please note that our collection management policy states that we collect primarily to support taught courses, and this usually means purchasing titles which are on core reading lists, or other items which are likely to be of use to a number of students. This is in order to use our budget wisely and support the studies of as many students as possible.

3. Finding Books

3.1 SOLO

The best way to find books and articles you need for your work is to use SOLO, [Oxford Libraries Online Catalogue](#).
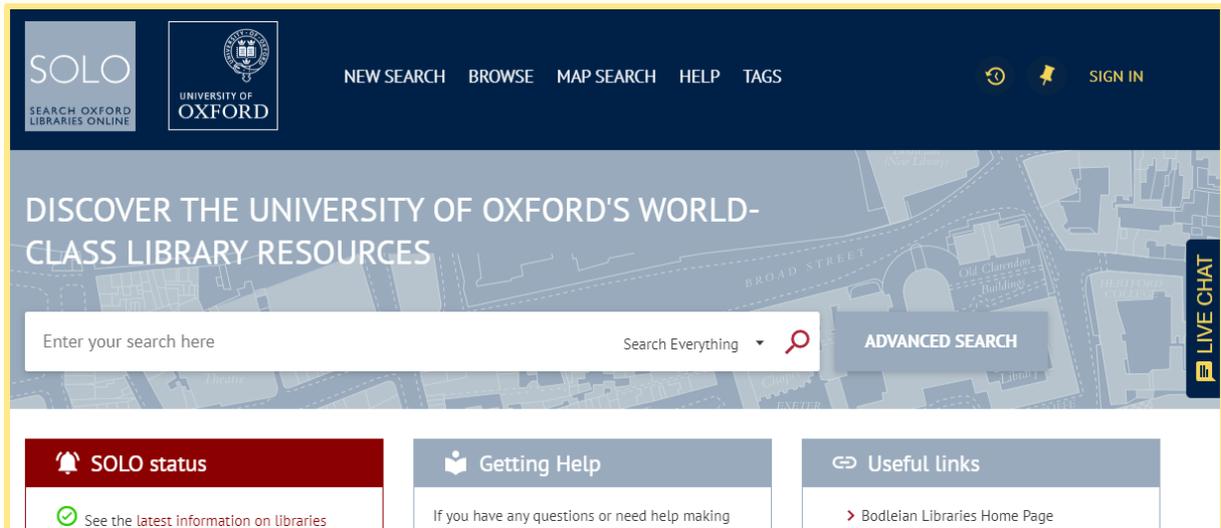
To begin, type your key search terms into the search box (usually a title or author's name). You can limit your search to items only available at St Hugh's library using the drop-down menu to the right of the box.

From the list of results, find the book you need and click 'Find & Request'. This will display a list of libraries where the item can be found.

Click on 'St Hugh's College Library' in the list of locations. This will display information on the book's location in the library (call number/shelfmark) and the book's availability.

For more information on using SOLO, visit the [LibGuide](). Or ask us for help.

3.2 Call Numbers/Shelfmarks

When you know a book's call number/shelfmark, you can use this to locate it within the library.

The library is arranged according to the Dewey Decimal Classification system with each subject being accorded a specific number.

Each room in the library also roughly corresponds to a specific number and subject.

Subject	Shelfmark	Room
Computer Science & Information	000s	Science Reading Room
Fine Art & Music	700s	Gallery
History & Geography	900s	Fulford Room, Corridor
Language	400s	Upper Reading Room
Law	340s	Law Library
Literature & Modern Languages	800s	Upper Reading Room
Medicine & Technology	600s	Science Reading Room
Philosophy & Psychology	100s	Corridor, East Room
Religion	200s	East Room
Science & Mathematics	500s	Science Reading Room
Social Sciences	300s (except 340s)	East Room, Corridor, Fulford Room

3.3 Finding Stack Books
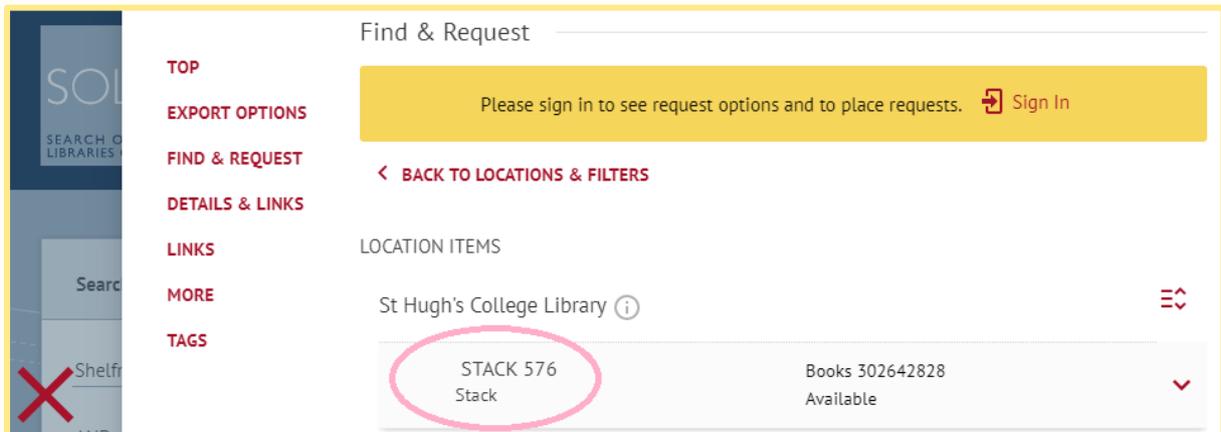
If a book you need has 'STACK' in the shelfmark this means that it is located in one of our four locked Stack Rooms. Please ask a member of staff to retrieve the book for you.

4. Reserve a Book

If you find that an item you need is on loan to another reader, you can place a **request** on it so that the item is **reserved** for you when it is returned.

To place a request on an item, sign in to SOLO using your single sign-on (SSO) username and password.
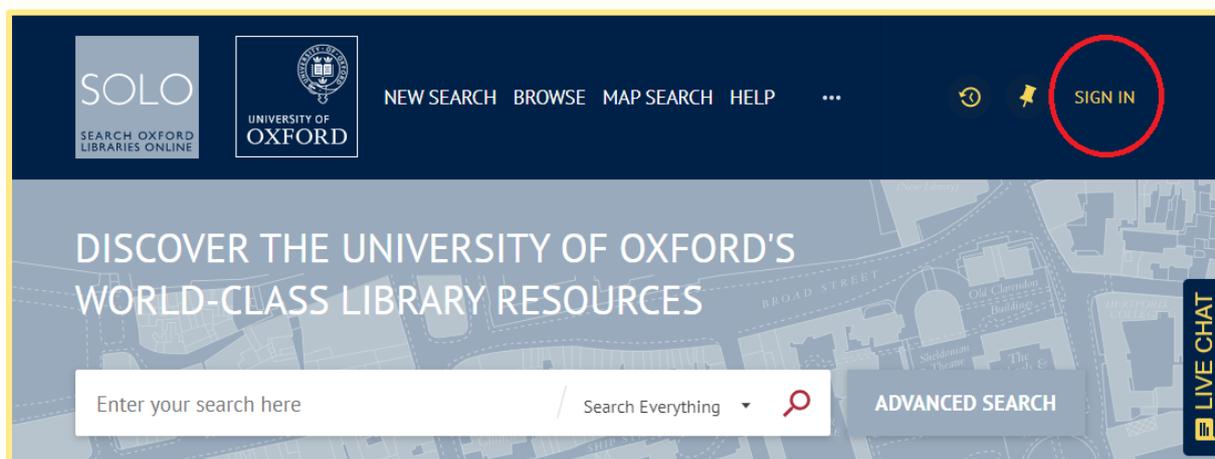
Click 'Request' beside the required item.
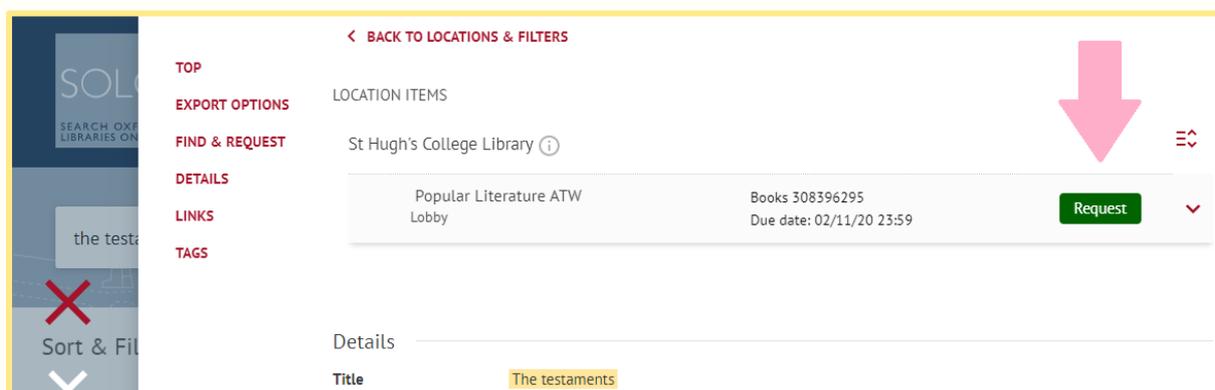
The 'Request' dialogue box will be displayed. Click 'send request' to place the reservation.

You will receive an e-mail from the library letting you know when the book is available to collect. We will deliver it to your pidge in the Lodge.

5. Borrow, Return, Renew

The library has a self-service kiosk which allows you to borrow and return books any time of the day or night.

In order to borrow books from the library, you will need your **Bodleian Reader Card**. Scan your card's barcode on the self-service kiosk, underneath the red light.
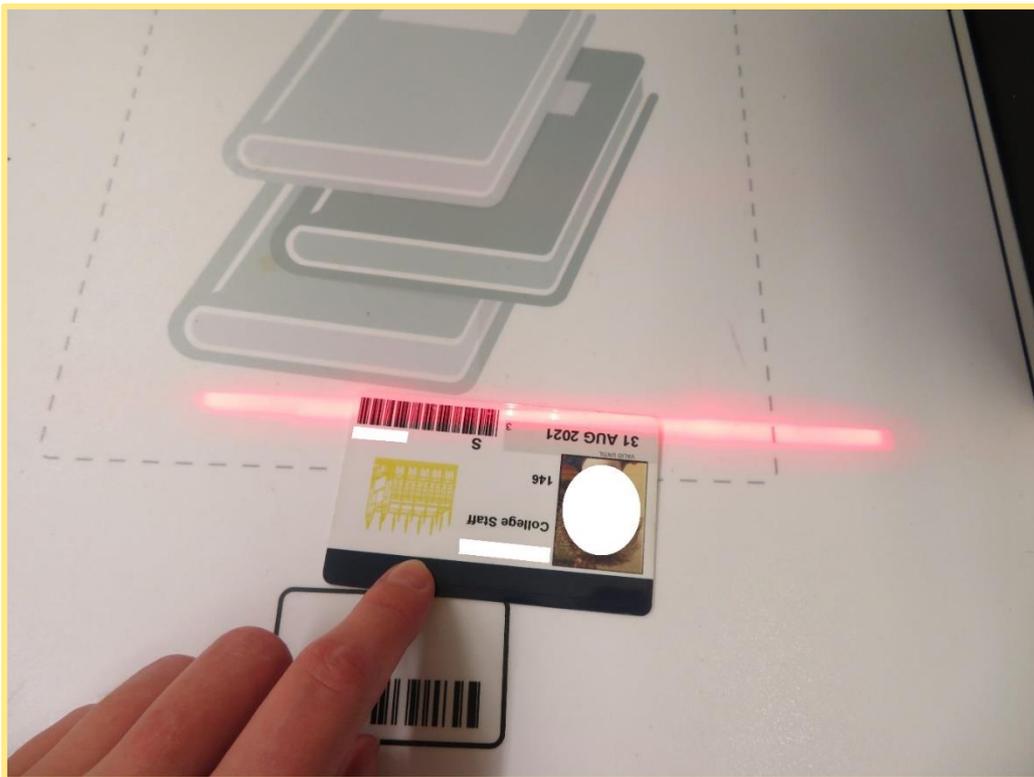
Place your item(s) on the stand underneath the kiosk screen. Follow the instructions on the screen. There is no need to scan the barcodes attached to the item(s) you are borrowing or returning.
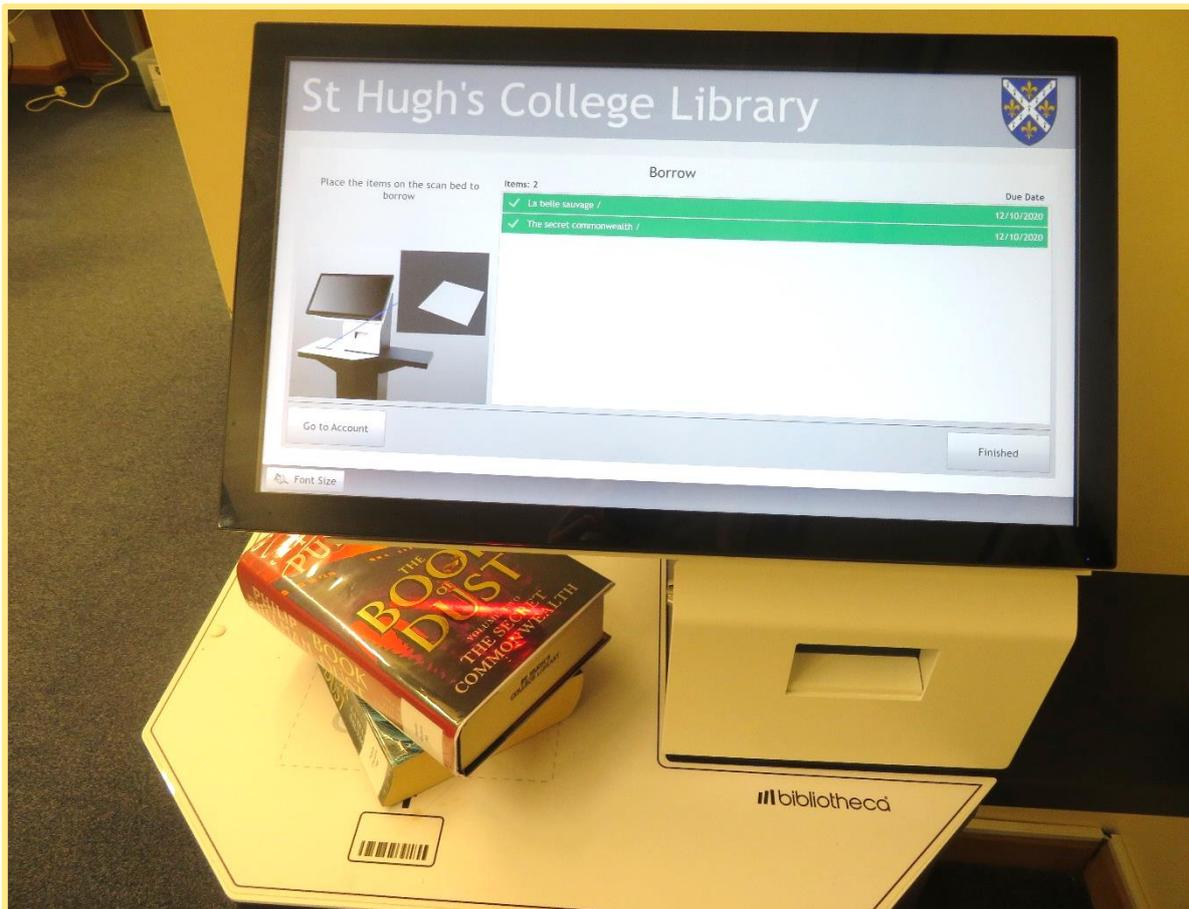
Check that the machine has recognised all of the items - each item should be highlighted **green with a tick**. This indicates that the security tag on the book has been deactivated.

To **return** items, you do not need your Bodleian card. Return your items via the self-service kiosk and place them carefully in the book bins. The best time to return your items is during the week, when the staff are there to empty the bins frequently. Try to avoid returning your books on a Sunday evening when you may find that the book return bins are full.

JCR and MCR members may borrow according to the following rules:

Item type	Maximum number of items	Loan period	Maximum number of renewals
Book	20	2 weeks	4
CD-ROM	20	2 weeks	4
DVD	3	3 days	0

Please note that **vacations** are not counted for loan periods, so if you borrow a book in 8th Week, it will be due back in 1st Week of the following term.

Books may be **renewed** up to four times: online using the 'My Account' function on SOLO, via the self-service kiosk, or by a member of staff in the library office. Overdue books cannot be renewed online. Items cannot be renewed if a **request** (reservation) has been placed on it by another reader.

St Hugh's College Library does not **fine** you for returning items late. However, if an item becomes very overdue, it will be assumed lost and you will be charged the **standard item replacement fee** (currently £35) for each item not returned. This allows the library to purchase a replacement copy of the item. If you choose to return items after the invoice has been issued, a credit note for £30 will be issued for each item, but you will still need to pay a £5 administrative charge per item.

6. DVDs

The JCR/MCR's DVD collection is available for loan from the library. You can find the DVD section in the lobby. DVDs are chosen and paid for by the JCR/MCR. To borrow (and return) DVDs or CD-ROMs, use the self-issue kiosk just as you would for books.

When you borrow a DVD or CD-ROM, the box will be locked and show a red lock icon on the side. Once you have borrowed a DVD or CD-ROM using the self-service kiosk, pass through the security gates to exit the library and look for the unlocker unit on the wall to your right. Swipe the case through this unit, and check to see that the green unlocked icon is displayed, showing that the case has been unlocked.

7. Set off the alarm?

As you enter or exit the library, you will pass through the security gates. If you are carrying an item which has not been loaned properly, the **alarm** will trigger.

1. Immediately **report** the alarm to a member of staff.

2. If the library office is closed, complete a **form** in the Alarm Trigger Log (blue folder) located outside the office. Or **email** us.

3. We will work with you to find out why the alarm was triggered and make sure your books were borrowed successfully.

Please note that failure to follow these instructions following the alarm being set off incurs a **fine of £50**.

8. Study Spaces

The library is a very popular place for students to work. It has a variety of learning spaces which cater for quiet study, group work and silent reading.

Wi-Fi internet access (Eduroam) is available in the library. You are welcome to use your laptop in any part of the library except the Silent Reading Room. Desk sockets for charging your computer can be found in most reading rooms.

Five **reader PCs** are available in the library: three in the lobby, one in the Upper Reading Room and one in the Law Library. You can send items to the library printer from any of these computers (as well as your own devices). There is an additional unit in the lobby for SOLO use only.

8.1 Quiet Study

Law Library

Upper Reading Room

Science

Reading

Room

East Room

Fulford Room

8.2 Group Study

Stack 4

Lobby

8.3 Silent Study

Silent Reading Room

8.4 Stack 4

Looking for somewhere quiet to study on your own or a space to discuss ideas with a group of friends?

Stack Room 4 is available for **booking** between 9:00 and 22:00 during term time. Inside you'll find space for group or individual study. It has desks, a whiteboard, and a flipchart. Contact library staff during office hours (09:00-12:30 and 13:00-17:00) by: email, phone, or in person to make your booking.

The room can be booked for a **maximum of three consecutive, hourly time slots**. You must sign in and out when you collect and return the key to the library office. During out of office hours, the key and booking form will be available from the Lodge.

9. Services

9.1 Using the printer

1
- Log in with your username and password at one of the library PCs.

2
- Access the file you want to print. Send it to print to either: 'College Photocopiers (Colour) on sthughs-17' or 'College Photocopiers (Black & White) on sthughs-17'.

3
- Place your card on the reader to the right of the screen to log in to the printer.
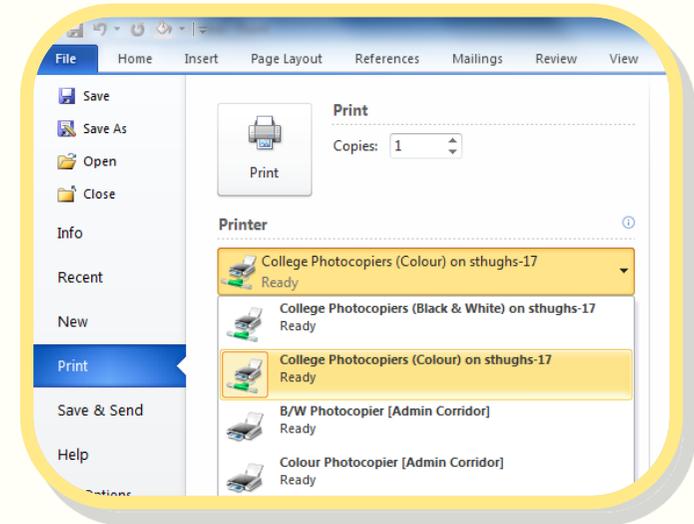
4
- Select 'Print All'. Or...

5
- Select 'Print release'. Select the documents you want to print by pressing the small box next to them.
- Press 'Print'.
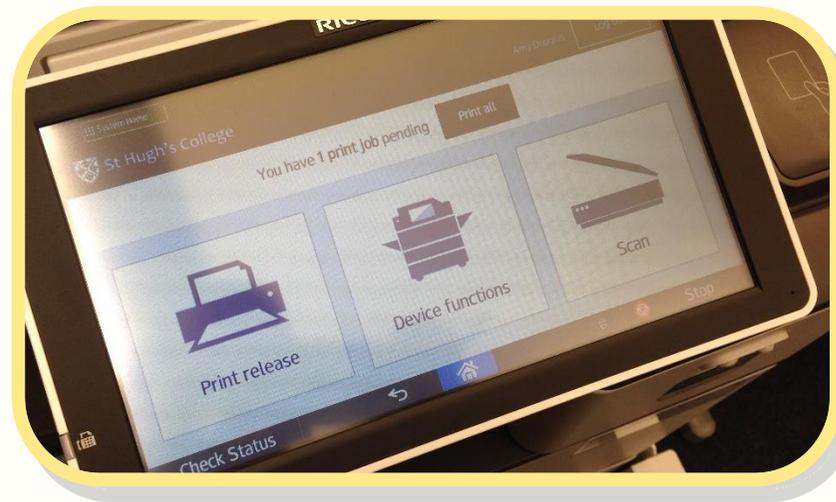
Here are the current costs for printing/photocopying per sheet:

A4	Single-sided	Double-sided
Monochrome (black and white)	5p	8p
Colour	15p	20p

A3	Single-sided	Double-sided
Monochrome (black and white)	10p	16p
Colour	30p	40p

9.2 Using the photocopier

1
- Place your card on the reader to the right of the screen to log in to the printer.

2
- Press 'Device functions'.

3
- Press 'Copy'.

4
- Place your item on the scanner glass. Or if you have lots of sheets, on top of the machine.

5

- Edit the settings to adjust how the machine will copy your item(s).

6

- Press 'Start' to photocopy your item(s).
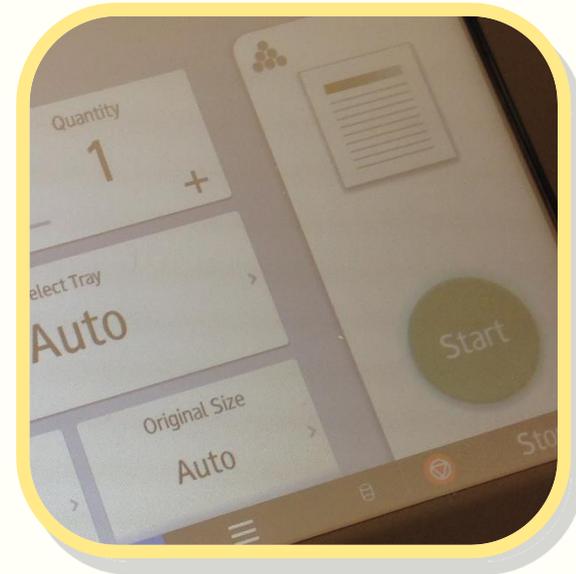
9.3 Using the scanner

Scanning is **free**.

1	• Place your card on the reader to the right of the screen to log in to the printer.
2	• Press 'Scan'.
3	• Place your item on the scanner glass. Or if you have lots of sheets, on top of the machine.
4	• Press 'Settings' to adjust how the machine will scan your item.
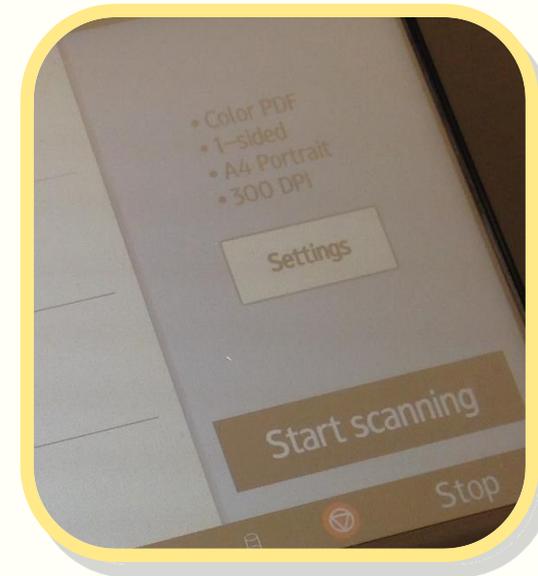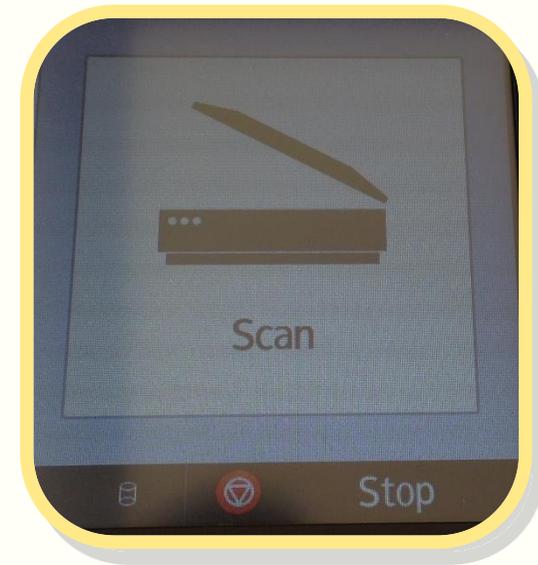
5

- Switch sheets and select 'Add another page'.

6

- Press 'Send' and your scanned files will be sent to your university email.

7

- Download your files from your university email inbox.
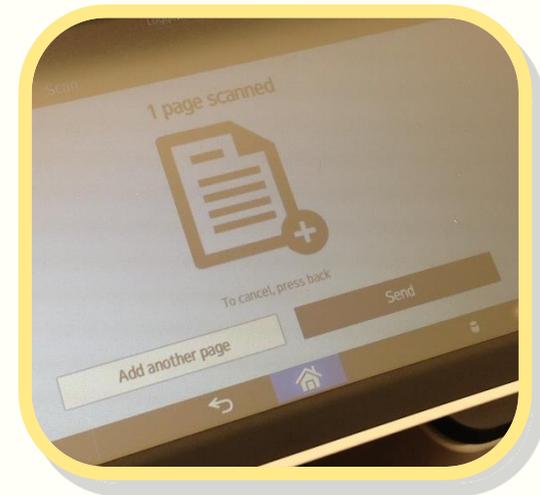
9.4 Web Print: print from your own device

To print via your personal device instead of a library PC:

1 • Go to **https://print.st-hughs.ox.ac.uk** and sign in with your single sign on.

2 • Click 'Submit a Job'.

3 • Select a photocopier.

4 • Click '2. Print Options and Account Selection' and select how many copies of your document(s) you would like to print.

5 • Click '3. Upload your documents' and upload your file(s).

6 • Go to the photocopier you selected, with your Bodleian card, and print.

This service is accessible from the wired College network, Eduroam, and Oxford VPN networks. Unprinted documents will be automatically deleted after 48 hours.

Select a printer based on whether you want to print in colour or monochrome, and single-sided (simplex) or doubled-sided (duplex).

9.5 Printer Credit

At the start of your course, your University card is given **£25 free credit** by the library. After your free credit is used, your balance will go into a minus figure. This will then be added onto your **battels** at the end of the year. You do not need to purchase any credit.

Our printing system is completely separate from the Bodleian Libraries' PCAS system.
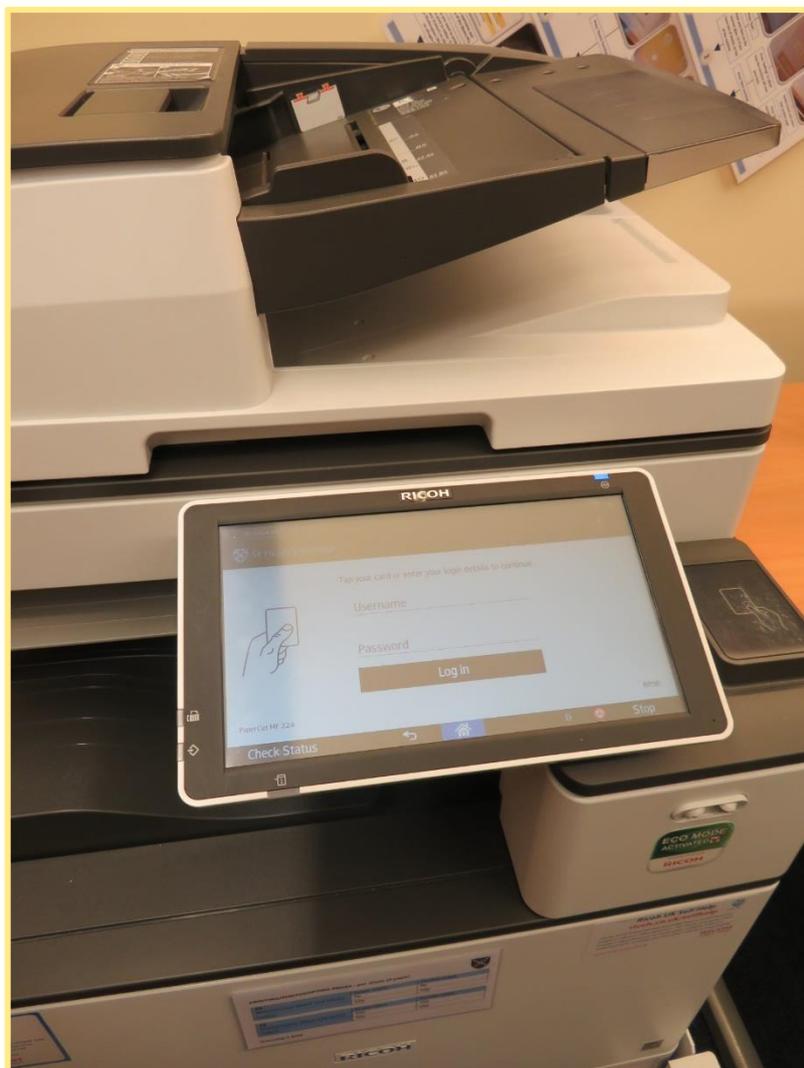
9.6 Thesis Binding

At the library we offer a binding service that uses plastic covers and a glued spine. The covers can accommodate **10-75 pages**.

It costs **£4 per item** and the charge is added to your battels.

We usually ask that you allow a **half-day** for library staff to complete your binding, especially if you have multiple documents. Email us or come into the library office to arrange this.

10. Library Etiquette

To ensure the library is a **comfortable and effective learning environment,** members are asked to follow **some common-sense rules:**

Library Resources

Library books and resources are for the use of all College members. Please do not mark or deface any items.

Noise and Disruption

Please keep your mobile phone on silent and step outside the library if you need to make or receive a call. If you would like to use headphones please keep the volume low so that other readers are not disturbed.

Food and Drink

No food or drink is allowed in the library, except drinks in bottles and KeepCups. This is to ensure our resources and study spaces remain clean and that our library is a comfortable place for everyone to work in. Food and drinks can have unpleasant smells, stain carpets and furnishings, and leave tables sticky, greasy or covered in crumbs. Food and drink can also encourage vermin such as rats and cockroaches.

Personal Belongings

All personal items must be cleared from your desk when you leave the library. To ensure that all students have access to study space, particularly during very busy study periods when the library is heavily occupied, desk reservations are not permitted. Leaving valuable items such as laptops, mobile phones, and library books unattended also makes them vulnerable to theft and damage. Items left unattended will be removed by library staff and placed in the lost property box in the lobby.
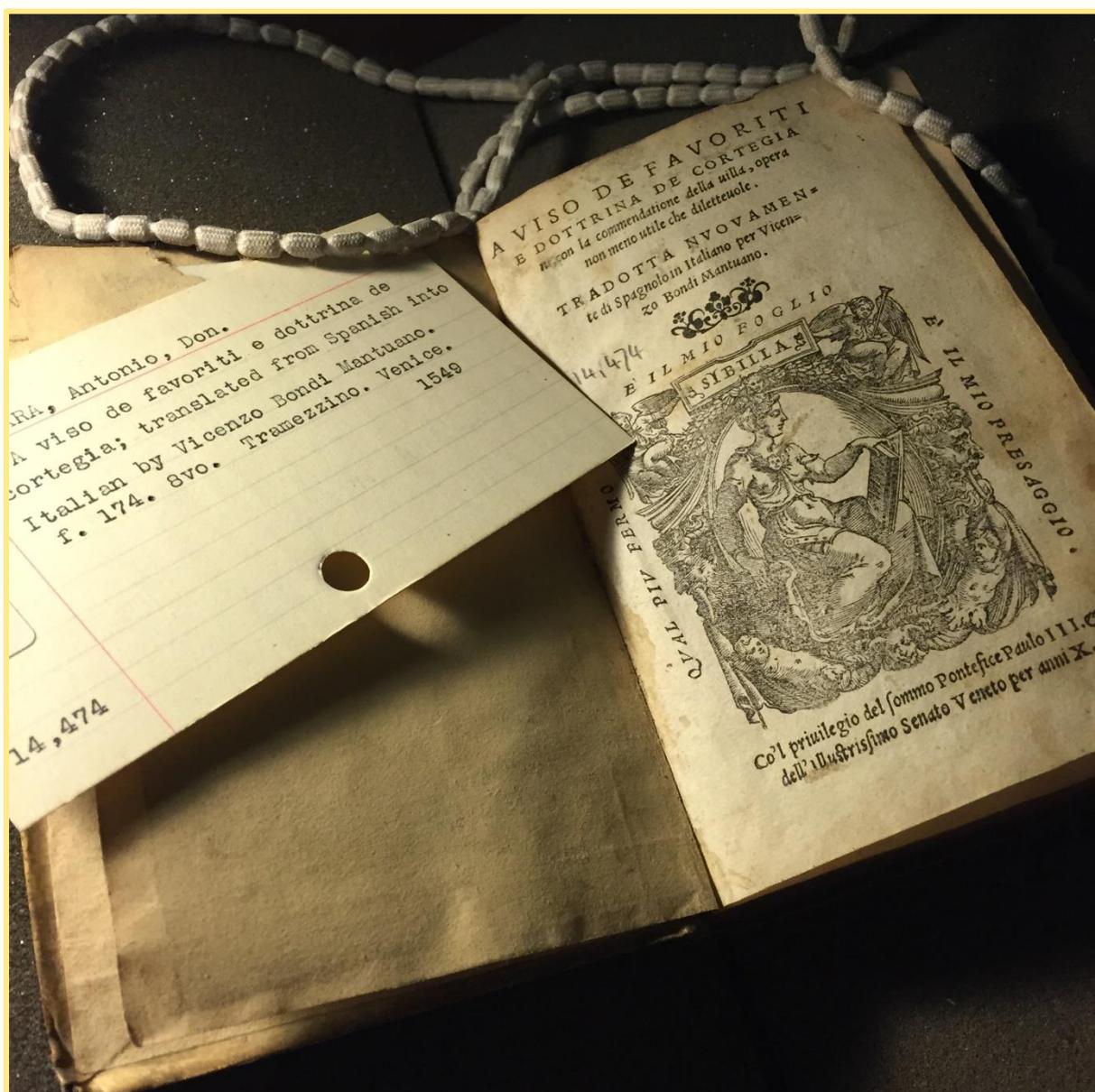
11. FAQ

11.1 Finding, borrowing, returning, renewing books

How do I check when my loans are due back?

Log in to My Account on SOLO, go to Account on the self-service kiosk, or ask a member of staff to check your account. To log in to SOLO use your single sign-on (SSO) username and password.

How many items can I borrow?

You can borrow up to 20 books and 20 CD-ROMs at once, and up to three DVDs. You may not take out further items if there are overdue items on your account.

How do I look up a book?

Start from SOLO. Use the drop-down list to limit your search to items held in this library (see the LibGuide for more detailed instructions).

What do the books' numbers [shelfmarks] mean?

The shelfmark shows the main subject of the work. The system we use is the Dewey Decimal Classification. Books are arranged in the library in order of their shelfmarks, so make a note of the shelfmark to help you find the book. On both floors there are maps showing the locations of the subjects/numbers in the library.

SOLO says a book is in the library but I can't find it on the shelves

On SOLO, make sure that the item is 'available' and not on loan (items on loan will display a due date). If the item is available, check the 'items awaiting reshelving' area on the appropriate floor and check the shelves again – sometimes it's easier to spot a book on the second attempt! It could also be: pushed behind the other books on the shelf; in the wrong place on its shelf or a nearby shelf; in the new books section in the lobby; in a book bin; in the Stacks; or being used by another reader within the library. Ask us to help you find it.

If the item is on loan, see if you can access the title at another library, or you could choose to place a [reservation](#) on the item.

I have an item which is overdue – what should I do?

Return the book to the library as soon as possible. You may not renew overdue items. Please contact the librarian if you have a problem returning an overdue item. You may be charged an [administrative fee](#).

SOLO says a book is in the Stack – what does this mean?

The Stacks are the library's storage areas, to which access is restricted. If you need a book from the Stack, please ask for help at the Library Office.

This book says it is 'confined' – what does that mean?

Most books marked 'confined' may in fact be borrowed. This is a historical labelling system which we are working on updating. If a confined book displays as 'not for loan' on the kiosk please bring it to the office and we will clearly mark it "For Reference Only".

This book says it is 'for reference only' – what does that mean?

That the book is for use in the library only, and may not be borrowed.

How do I borrow items?

Use the self-service kiosk in the lobby. You will need your Bodleian reader card to borrow items. Ensure that the screen displays a green tick beside each item borrowed before removing items from the kiosk's shelf. Select a receipt to receive a summary of the items you've borrowed and their due dates. If you've borrowed a disc, don't forget to unlock it using the wall-mounted unit by the library exit.

How do I return items?

Use the self-service kiosk, and place the items carefully in the returns bin. There is no need to lock disc cases. Items from the Stack may not be recognised by the kiosk – just place them in the return bin and they will be checked in by a member of staff.

I have returned some books but they are still showing up on my account. What should I do?

Please email **library@st-hughs.ox.ac.uk** and give the details of the items you think have already been returned.

11.2 Printing, Scanning, Copying, and Other Services

How do I print/copy/scan?

Detailed instructions are available in this guide and on guides beside the machine.

When I tap my card why does it say "User ID is incorrect"?

Your card is not recognised by the printer/copier system. Either you have a new card awaiting collection at college office or your new card is not correctly registered. Please go to IT Services, who will be able to help you with this.

Where do I use my card for the printer/copier?

On the small black box located to the right of the screen on the printer. Place your card on the reader; you should hear a beep when it reads your card, which will then give you access to printing/copying.

How much does it cost to print?

Scanning is **free**. Here are the current costs for printing/copying per sheet:

A4	Single-sided	Double-sided
Monochrome (black and white)	5p	8p
Colour	15p	20p

A3	Single-sided	Double-sided
Monochrome (black and white)	10p	16p
Colour	30p	40p

Which domain do I log-in to on the library PCs?

ox.ac.uk , although you need only type your shug username, i.e. **shug1234**

I'm having trouble setting up WiFi on my laptop.

Please go to IT Services, who will be able to help you with this.

I need to bind my thesis for submission – where can I do this?

The College library offers a [thesis binding service](#). There are also a small number of places in Oxford which also offer a binding service:

- [The Oxford Print Centre](#)
- [Maltby's the Book Binders](#)
- [Temple Book Binders](#)

11.3 Miscellaneous

I left something in the library last night and now it has gone!

You must clear your table when you leave the library. Check the lost property box outside the door of the library office and see if your items are there. Books from St Hugh's will have been re-shelved; books from other libraries may have been repatriated.

I have borrowed this book and unfortunately damaged it. What should I do?

Please bring the book to the library office and speak to the Librarian.

Does the library have any areas for group work?

Yes – the lobby area and Stack 4 are intended as group working spaces. See the guide for details on how to book Stack 4.

Does the library have any areas for silent study?

Yes – there is the Silent Study Room on the first floor.

What should I do if I set the alarm off?

Report immediately to the library office. If the office is closed you must email us or complete an alarm trigger form in the blue folder in the lobby. Failure to report triggering the alarm is taken seriously, and carries a £50 fine.
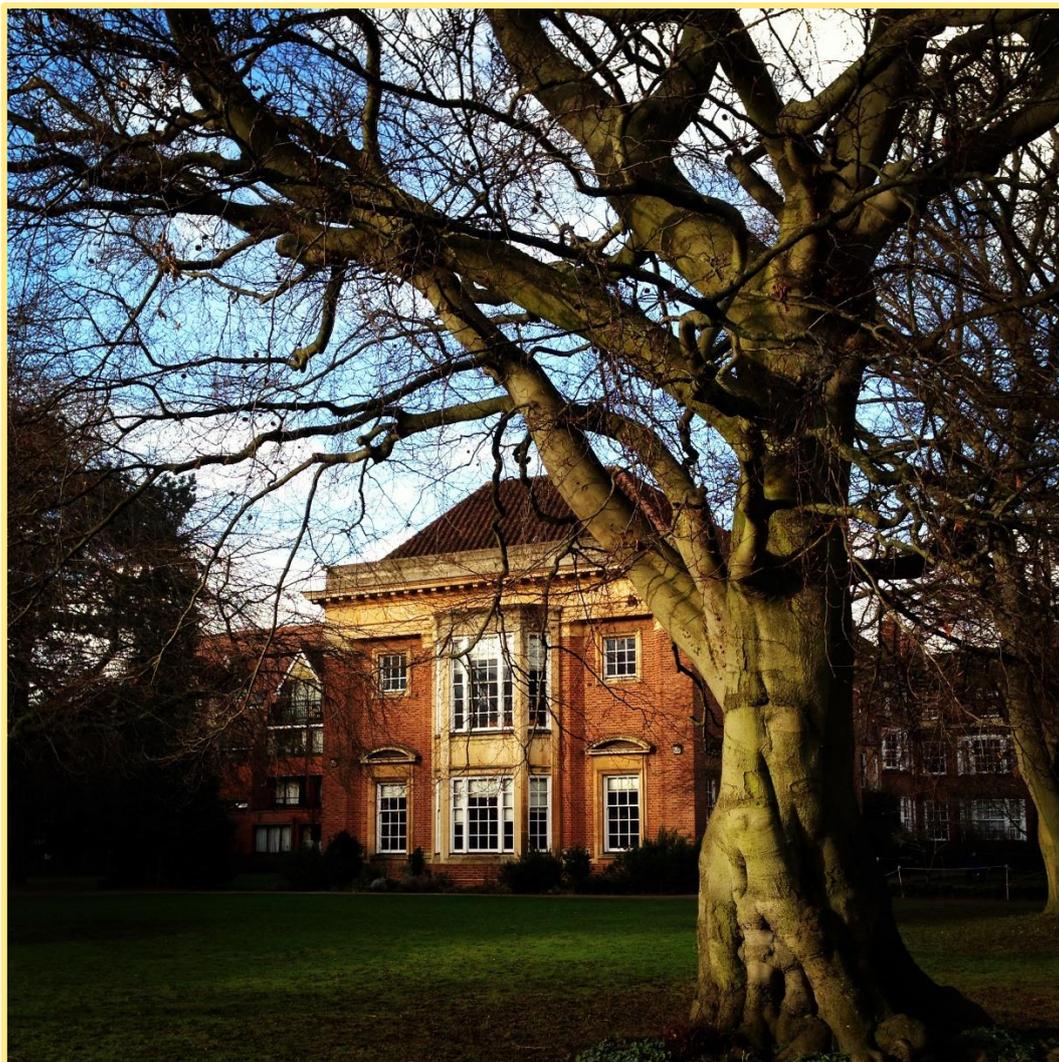
I have fines at another library – can I pay them here?

No, if you have fines, overdues or any other problem, you need to deal with the library concerned.

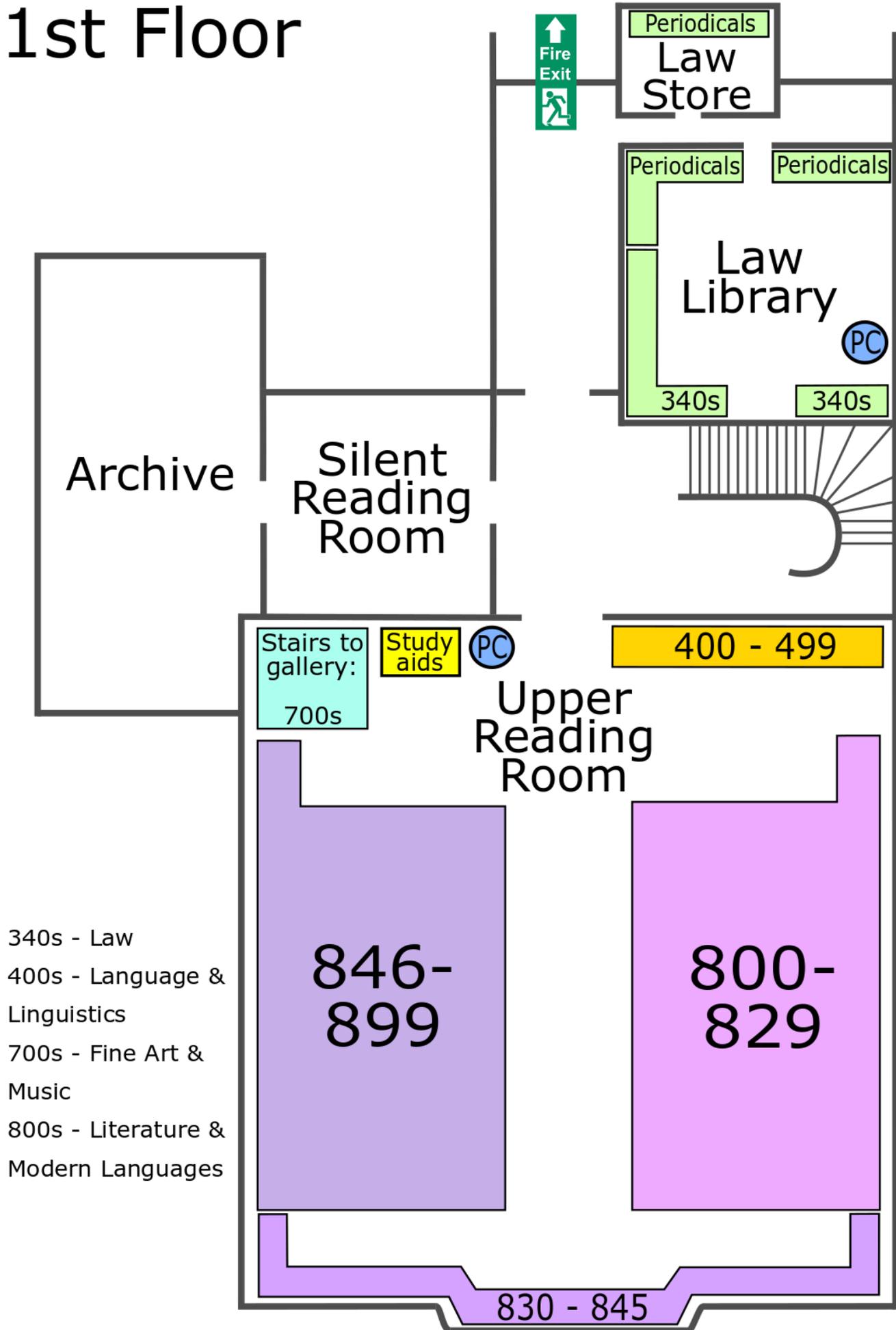**I want to borrow a book from another college library – what do I do?**

Books cannot be borrowed from other college libraries. If the book is only available at another college, you can contact the college librarian to ask to make an appointment to view the book. You can also suggest that we purchase a copy of the book via our book suggestion form.

12. Library Maps

Ground Floor

Lobby

Stack

Stack

Stack

Toilet

Pop Lit

New books

DVDs

Various

← Fire Exit

Book return bins

Self-issue kiosk

PC PC PC PC PC

Study aids

Lost Property

Fire Exit ↓

Office

Fire Exit →

Exhibition

Science Reading Room

001 - 510

510s

510-530

530-576

Folio

576 - 616

944 - 998

616 - 690

100 - 150

150 - 199

200s

East Room

300 - 304

200s

304 - 307

Folio 100s 200s

Folio 300s

901-944

Fulford Room

307-352

370 - 398

Folio 900s

352 - 369

000s - Computer Science

100s - Philosophy

200s - Religion

300s - Social Sciences

500s - Science

600s - Technology

900s - History & Geography

1st Floor

Fire Exit ↑

Periodicals

Law Store

Periodicals

Periodicals

Law Library

PC

340s

340s

Archive

Silent Reading Room

| Stairs to gallery: | Study aids | PC |
| 700s | | |

400 - 499

Upper Reading Room

846-899

800-829

830 - 845
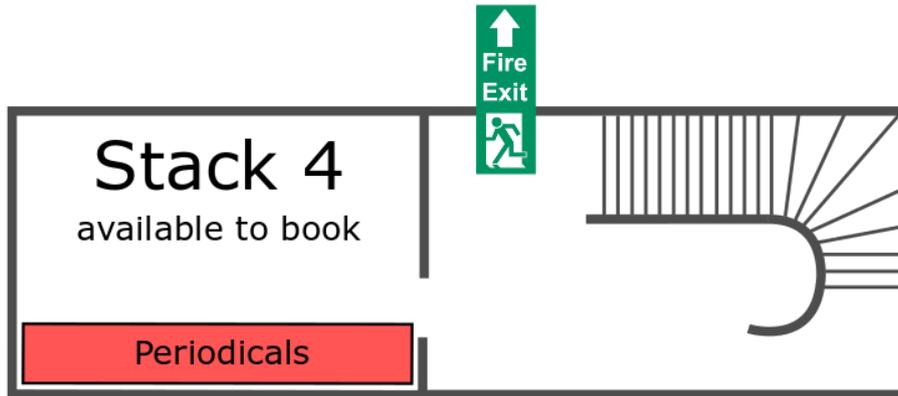
340s - Law

400s - Language & Linguistics

700s - Fine Art & Music

800s - Literature & Modern Languages

2nd Floor

Fire Exit

Stack 4
available to book

Periodicals

13. Contact Us

13.1 Contact Details

If you have any questions or suggestions, please get in touch. You can email, phone, message us on social media, or drop by the office.

Email: library@st-hughs.ox.ac.uk

Telephone: 01865 274938

Office opening hours: Monday to Friday, 09:00 to 12:30 and 13:00 to 17:00. Variable during vacation periods. Closed for two weeks over Christmas and New Year.

Nora Khayi is the College Librarian. There is also an Assistant Librarian and Library Assistant.

13.2 Social Media

Connect with us on social media for all of the latest library news:

- stay up-to-date on new resources, helpful workshops, and events;
- have your say in our polls;
- make suggestions, ask questions, and share study advice;
- memes!

Tag your library-related posts with #StHughsLibrary

Twitter: /StHughsLibrary

Facebook: /StHughsCollegeLibrary

Instagram: /sthughslibrary

Pinterest: /sthughslibrary

14. Useful Links

- [St Hugh's Library LibGuide](#)
- [St Hugh's Library webpage](#)
- [Book suggestion form](#)
- [SOLO](#)
- [Bodleian Libraries](#)
- [Oxford Library Guides](#)