



St Hugh's College – Howard Piper Library

Virtual Induction

August 2022



Figure 1: The exterior of St Hugh's College Library

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1. Welcome

Hello and welcome to the virtual induction of St Hugh's College Library. We're sorry we weren't able to meet you at one of the physical library tours, but this guide should cover all of the important information we would have discussed.

If you have any questions, or would like to arrange an individual induction in person, our contact details are included later in this guide.



Figure 2: Admiral Flapjack, one of the College cats, in the Librarian's chair

2. Library staff and contact details

2.1 Nora Khayi, College Librarian



Email: nora.khayi@st-hughs.ox.ac.uk

Telephone: 01865 274956

Nora is responsible for the management and development of the library collections, and the running of services at St Hugh's College Library.

She is available Monday to Friday, 08:00 to 12:30 and 13:00 to 15:30.

Figure 3: Nora Khayi

2.2 Chantal van den Berg, Assistant Librarian



Email: chantal.vandenberg@st-hughs.ox.ac.uk

Telephone: 01865 274938

Responsible for assisting, and occasionally deputising for, the Librarian in all aspects of the day-to-day management of the Library.

Available Monday to Friday, 09:00 to 12:30 and 13:00 to 17:00.

Figure 4: Chantal van den Berg

2.3 Anna Murdoch, Library Assistant

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

Telephone: 01865 274938

Responsible for the day-to-day tasks around the library, such as shelving books.

Available Monday to Friday, 09:00 to 12:30 and 13:00 to 17:00.

2.4 Amanda Ingram, College Archivist



Figure 5: Amanda Ingram

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

Telephone: 01865 613846

Amanda is responsible for the management and development of the archive collections.

She is available 08:00 to 12:30 and 13:00 to 16:00 every Monday and Tuesday, and alternate Wednesdays.

3. Lobby

3.1 Library entrance

The library can be found in the MGA Building, just along the corridor from the JCR and St Hugh's Bar. You need your **Bodleian Reader Card** to unlock the door to the library. Scan your card on the black pad to the left of the door handle. This door is also the main **fire exit** for the library.

If your card does not work on the library door, please contact the IT Department: it-support@st-hughs.ox.ac.uk



Figure 6: Unlocking the library entrance

3.2 Library 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. You must report immediately to the library office; or, if the office is closed, either email us or complete a form in the Alarm Trigger Log (blue folder) which you can find on a desk just outside the library office. If you trigger the alarm and fail to report it, you could be fined £50.



Figure 7: Professor Biscuit is removed from the library

3.3 Lobby collections

The first room you enter as you step into the library is the **lobby**. You're allowed to chat here – unlike the rest of the library, this isn't a quiet space. It holds a mixture of collections:

Collection	Shelfmark prefix	Description
Academic DVDs	Academic	Academic DVDs are on subject reading lists.
Careers	Careers	Guides on interviews, CVs, etc.
DVDs	DVD	DVDs for leisure are chosen and paid for by the JCR and MCR.
Fellows	Fellows	Books authored by St Hugh's College Fellows.
Learning and Study	L&S	Guides on how to write essays, research, study, etc.
New Books	N/A	Books recently acquired by the library will be on display in the lobby for a short period.
Periodicals	N/A	E.g. Scientific American, French Studies, Foreign Affairs, etc.



Collection	Shelfmark prefix	Description
Popular Literature	Popular Literature	Recreational books, purchased via a termly poll you can nominate candidates for and vote in.
Senior Members	Senior Members	Books authored by St Hugh's College Senior Members.
Very Short Introductions	N/A	Our collection of the Very Short Introductions series published by the Oxford University Press.



3.4 Lobby facilities

Three reader **PCs** are available in the lobby. You may send items to the library printer from any of these computers. Log in using your single sign-on details. WiFi internet access – via Eduroam - is available throughout the library. There is an additional PC for searching SOLO only.

Next to the PCs is the door to the **library office**. Its opening hours are 09:00 – 12:30 and 13:00 – 17:00 Monday to Friday. However, the library itself is open **24** hours a day, **7** days a week. Closures will be announced by email and on social media. If you need any help, please come to the office.



Figure 8: The library office

There is a **lost property** box just outside the library office. Anything found in the library will be kept there. Valuable items will be kept in the library office for a day, then taken to the Lodge.

3.5 Self-service kiosk

To **borrow** items, you will need your **Bodleian Reader Card**. Scan your card's barcode on the self-service kiosk, underneath the red light.

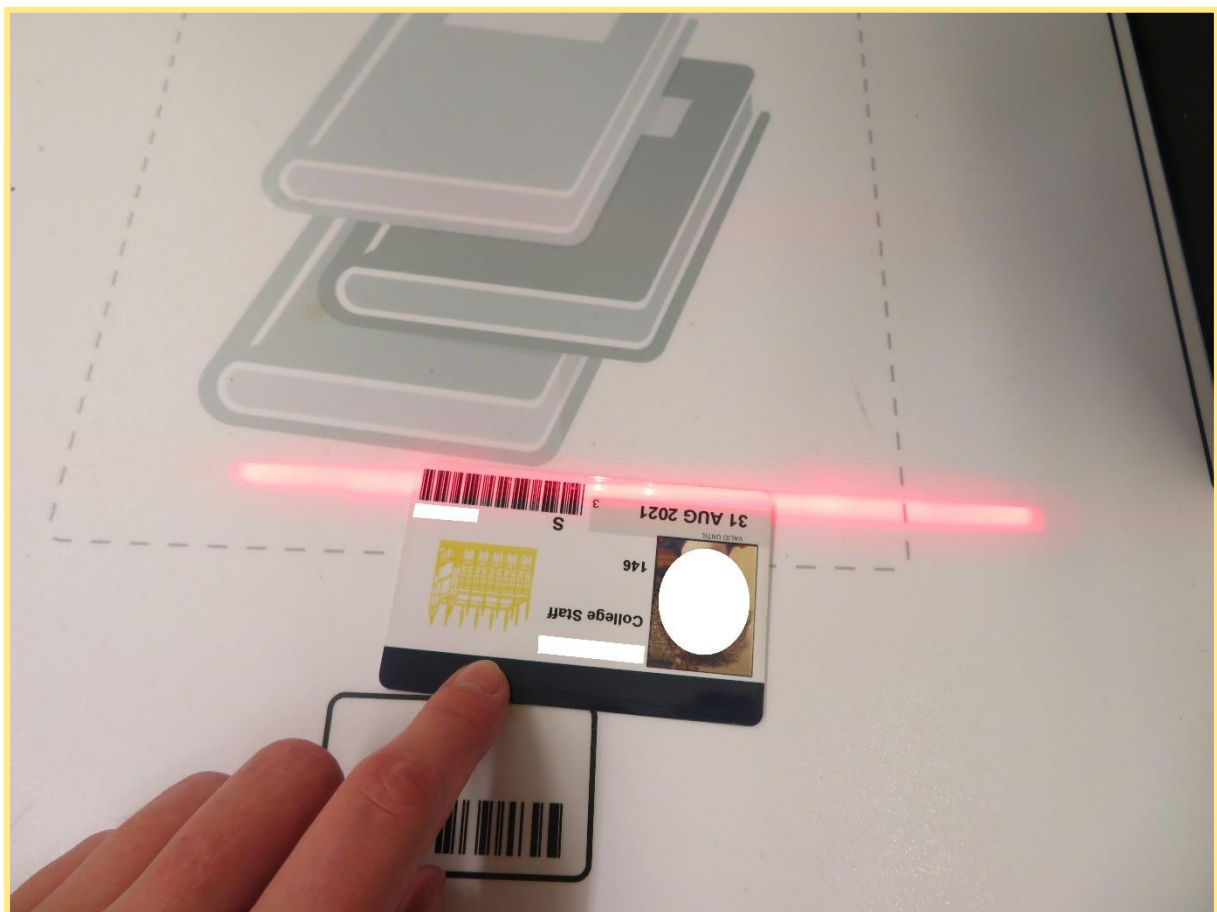


Figure 9: Scanning a Bod card on the self-service kiosk

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.



Figure 10: Borrowing books on the self-service kiosk

You do not need your university card to return items. After you **return** your item(s) via the self-service kiosk, place them in one of the return bins in the library lobby. The best time to return your items is during the week, when the staff are there to empty the bin frequently.

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 an item in 8th Week, it will be due back in 1st Week of the following term.

Items cannot be renewed if a **request** (reservation) has been placed on it by another reader. If all copies of an item at St Hugh's College Library are out on loan, you may place a **request** on that title. You can find instructions on the [LibGuide](#).

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.





Figure 11: The DVD case unlocker

3.6 Fines

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.

The library management system is set up to email you with overdue notices for items you have on loan. These will be followed up by email contact from the librarian advising you to return your overdue items or be invoiced for the standard item replacement fee (currently £35) for each item not returned.

If you choose to return items after the **invoice** has been issued, a **credit note** for £30 will be issued for each item, and you will still need to pay a £5 **administrative charge** per item.

Use the 'My Account' function in SOLO to keep track of the items you have on loan and renew items online. If you need any help with managing your library account, please come and talk to a member of library staff.



3.7 Printer

There is one printer in the library, just outside the library office. 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

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.

You need your **Bodleian Reader Card** to print. For instructions on how to print, consult the quick guides on the wall next to the printer. Alternatively, visit our [LibGuide](#).



3.8 Accessibility

There are three floors in the library. The upper floors can only be accessed via the stairs. If you cannot use the stairs, please ask a staff member to retrieve items from the upper floors for you.

A range of study aids are available to help improve your library experience:

- noise-cancelling headphones;
- laptop stands;
- book stands;
- wrist rests;
- magnifiers;
- support cushions;
- and blankets.

You can find them in the baskets in the lobby and the Upper Reading Room. Please return these items to the baskets before you leave the library. Contact us if you have any other requests.

The College cats, Professor Biscuit and Admiral Flapjack, rarely manage to get inside the library. So if you have allergies, please don't be concerned.



4. Bottom of the staircase

There is only one **toilet** in the library, and it is on your left as you walk through to the library hall. It is gender-neutral.



Figure 12: Library toilet

To the left of the stairs are several rooms holding the library's **stack** collection. This is a **staff-only area**. If any item you require has a shelfmark beginning with 'STACK', you will need to ask a member of staff to retrieve it for you.

You will also find the **Librarian** and **Assistant Librarian's** offices down this corridor.

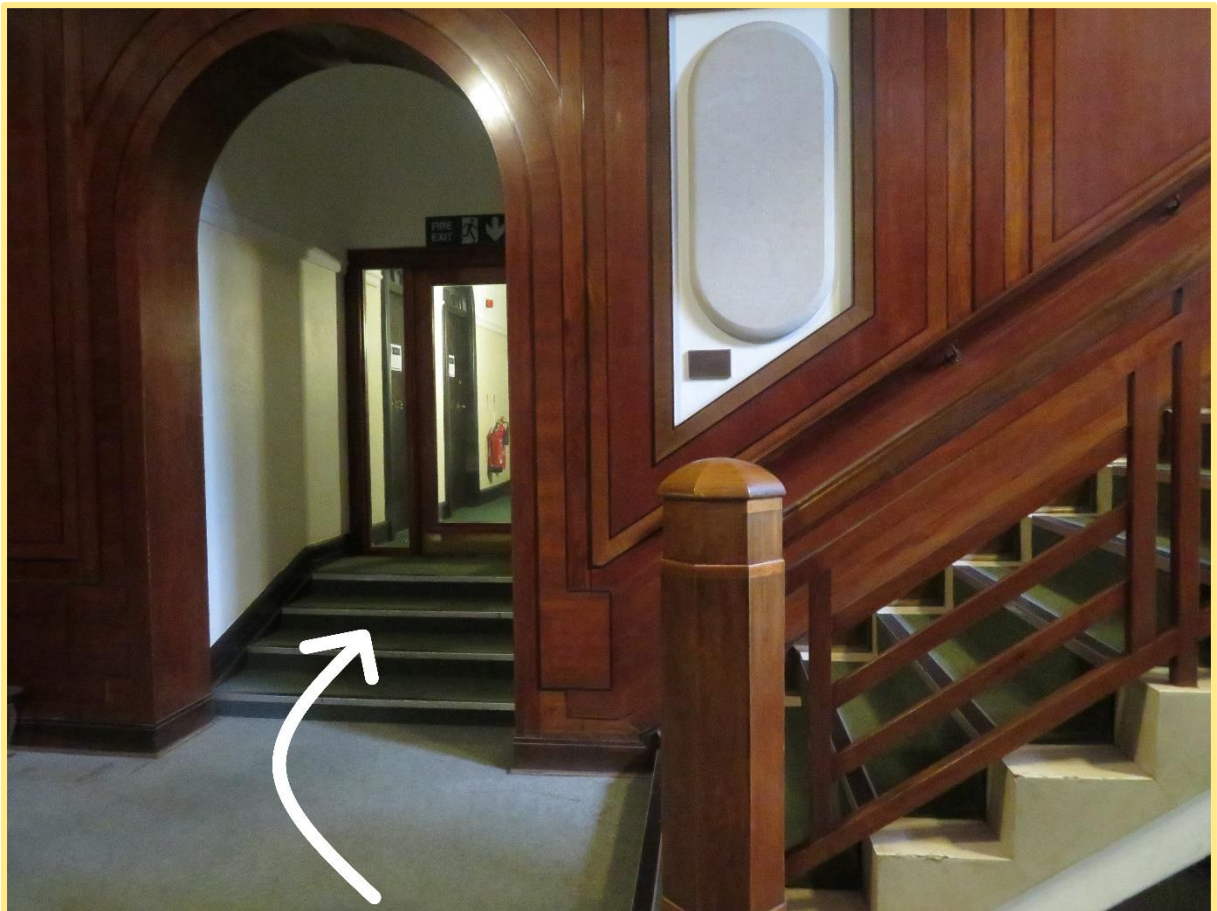


Figure 13: The library stacks

To the right of the stairs are three **exhibition** cases. Every term there is a new exhibition, with a St Hugh's theme. Beyond the exhibition cases is a **fire exit**. Please do not use this door unless it is an emergency.



Figure 14: Fire exit and exhibition case

5. Corridor

If you go through the double doors on your right, you will enter the corridor. Books are arranged using the Dewey Decimal Classification System. There is a mix of subjects here:

- **philosophy and psychology** (shelfmarks beginning with the number 1);
- **social sciences** (shelfmarks beginning with the number 3);
- and **history & geography** (shelfmarks beginning with the number 9).

If you need to access books on higher shelves, we have kick step stools. Alternatively, ask a member of staff for help.

No food or drink is allowed in the library, except drinks in bottles and KeepCups. This is to ensure the library remains clean and free of vermin such as rats and cockroaches.

Please keep your **mobile phone on silent mode** in the library, 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.





Figure 15: The corridor

If you wish to **plug your laptop** into the mains, you must do so in a way that does not leave the cable trailing across the floor, as this creates a trip hazard. Reader seats with sockets can be found in the Science Reading Room, East Room, Fulford Room, and the Upper Reading Room.

When you have finished working in the library, **clear your desk space** and take your personal belongings with you. Put books on the trolley to be re-shelved, and if you have borrowed any of the books, return them via the book return bin. Desk spaces may not be reserved and any personal belongings left unattended will be moved to lost property.

Library books and resources are for the use of all College members. Please do not mark or deface any items. **Do not attempt to re-shelve books yourself.**



6. Science Reading Room

As you walk down the corridor, the door on your right leads to the Science Reading Room. You will find books on the following subjects here:

- **computer science, information & general works** (shelfmarks beginning with the number 0);
- **science** (shelfmarks beginning with the number 5);
- and **technology** (shelfmarks beginning with the number 6).

You can study in any reading room, regardless of your subject.



Figure 16: The Science Reading Room

7. East Reading Room

As you walk down the corridor, the door on your left leads to the East Reading Room. You will find books on the following subjects here:

- **philosophy and psychology** (shelfmarks beginning with the number 1);
- **religion** (shelfmarks beginning with the number 2);
- and **social sciences** (shelfmarks beginning with the number 3).



Figure 17: East Reading Room

8. Fulford Room

The room at the end of corridor is the Fulford Room. You will find books on two subjects here:

- **social sciences** (shelfmarks beginning with the number 3),
- and **history** (shelfmarks beginning with the number 9).



Figure 18: The Fulford Room

9. Staircase

As you head up the staircase, you'll notice two statues. First on the left is St Hugh (c. 1135/40 – 1200), Bishop of Lincoln. He was the patron saint of sick children, sick people, shoemakers, and swans. He had a special affinity for animals, particularly birds: he tamed several throughout his lifetime.

The most famous example is the wild swan of Stow, which was a steadfast friend and guardian of Hugh. It followed him around and threatened or attacked any other animal or person who came close. And so, the swan has become Hugh's emblem. In the statue's hand sits Lincoln Cathedral.



Figure 19: St Hugh statue with Wordsworth, knitted library mascot

The second on the left is Dame Elizabeth Wordsworth, who founded St Hugh's College in 1886. She was also the founding Principal (1879 – 1909) of Oxford's Lady Margaret Hall, and great-niece of the poet William Wordsworth. Her father had been Bishop of Lincoln, so she named the College after one of his predecessors, St Hugh of Lincoln (also known as Hugh of Avalon).



Figure 20: Statue of Elizabeth Wordsworth

And at the top of the stairs, you'll find our old card catalogue. We've held on to it as it's part of our history, but it is no longer in use or updated. All our items are catalogued electronically and available to search on SOLO.

10. Silent Reading Room

At the top of the first flight of stairs, directly ahead of you, is the Silent Reading Room. Please do not use any technology in this room, including laptops and headphones. While the rest of the library is a quiet study space, this room should be as close to silent as possible.



Figure 21: The Silent Reading Room and card catalogue

11. Archive

Through the Silent Reading Room is the St. Hugh's College **Archive**. It is open 09:00 to 16:00 every Monday and Tuesday, and alternate Wednesdays. Access to the Archive is by appointment only. Enquiries and requests for access should be made to the archivist in writing or by email: archivist@st-hughs.ox.ac.uk

The Archive is comprised of two collections. The first Collection is a traditional College archive containing material such as minute books, student records, papers relating to staff, fellows and alumni, College publications, a photograph collection, and a variety of administrative records.



Figure 22: The Mordan Library, 1928 (SHG/M/1/3/1 (5))

The Archive's second Collection is very unusual for an Oxford College, and arises because of our unique history. It consists of patient records from the Second World War, when St Hugh's was requisitioned as a Military Hospital for Head Injuries, together with follow up material on brain injury research that was conducted with the veterans.



Figure 23: Patients and nurses in the College grounds, 1940s (HHA/6/1/23).

12. Upper Reading Room

At the top of the first flight of stairs, on your left, is the Upper Reading Room. As you enter the room, on your immediate left are books on **language and linguistics** (shelfmarks beginning with the number 4). Otherwise, the main shelves in this room hold books on **literature and modern languages** (shelfmarks beginning with the number 8). There are dictionaries on the smaller shelves.



Figure 24: The Upper Reading Room

There is one reader **PC** inside, on your immediate right as you enter. Beyond the PC is a small flight of stairs which leads up to the gallery, which houses books on **fine arts** and **music** (shelfmarks beginning with the number 7).



Figure 25: The stairs to the gallery in the Upper Reading Room

13. Law Library

At the top of the first flight of stairs, take the door on your right. Continue down this corridor and then take a right. The first door on your left is the **Law Store**, a cupboard which houses various law periodicals. The door on the right takes you into the **Law Library**.



Figure 26: The door and corridor to the Law Library

The Law Library is another reading room, with a **PC** and plenty of space to study. All of the **law** books are in this room (shelfmarks beginning with the number 34), as are more law periodicals.



Figure 27: The law library

14. Stack 4

Stack 4 is up the next flight of stairs, on the top floor of the library. It is the only room on the second floor, directly across from the top of the stairs.

This room must be **booked** for use. On weekdays from 09:00 to 17:00, please come to the library office and ask for the Stack 4 key. Outside of those hours, ask at the main Lodge. It can be booked from 09:00 – 22:00, in three-hour blocks.

Inside you'll find space for group or individual study. It has desks, a whiteboard, and a flipchart.



Figure 28: Stack 4

15. Questions, Useful Links, and Social Media

15.1 Questions

If you have any questions or suggestions, related to the induction or not, 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 over Christmas and New Year.

15.2 Useful Links

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



15.3 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](#)

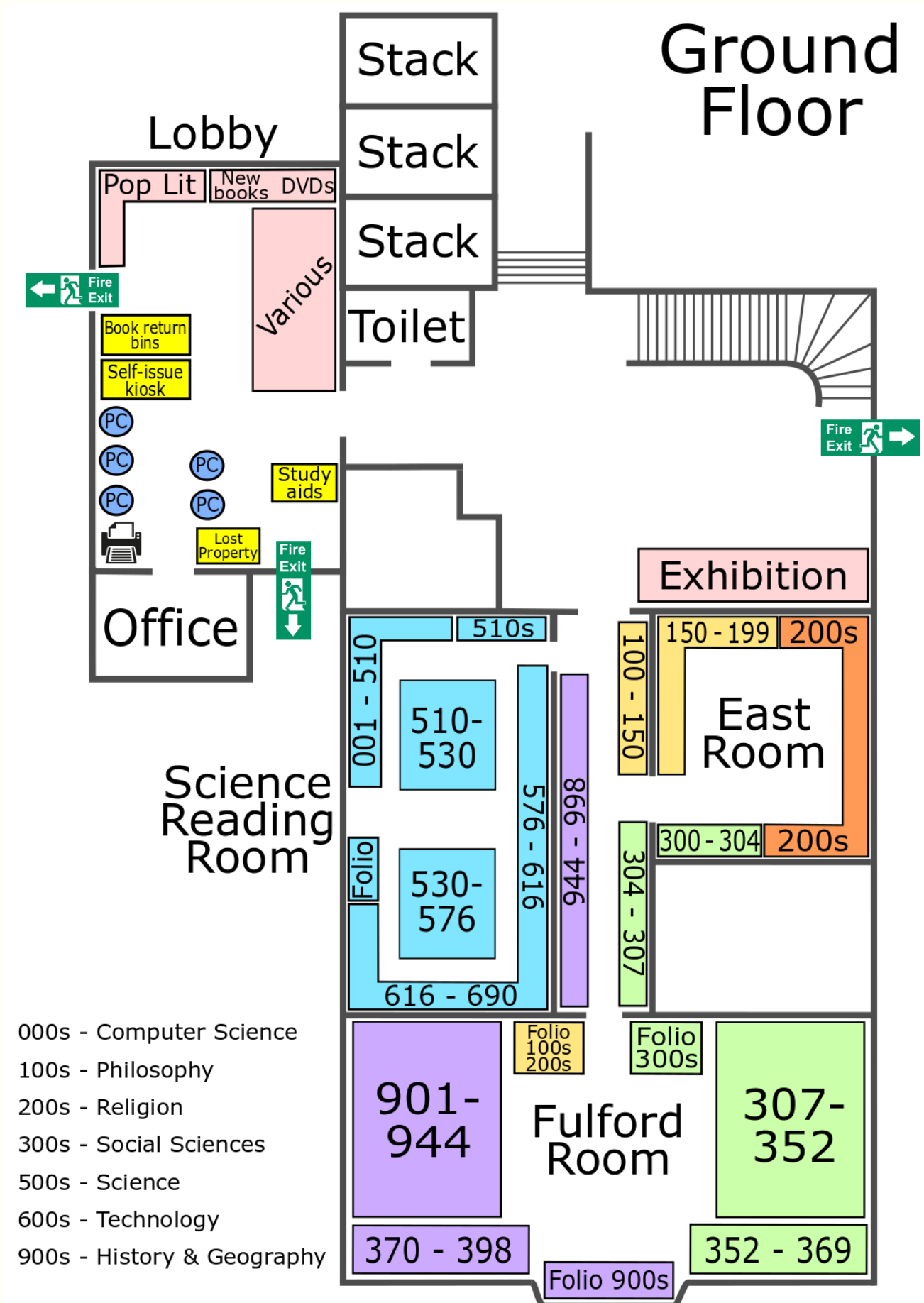
Instagram: [/sthughslibrary](#)

Pinterest: [/sthughslibrary](#)

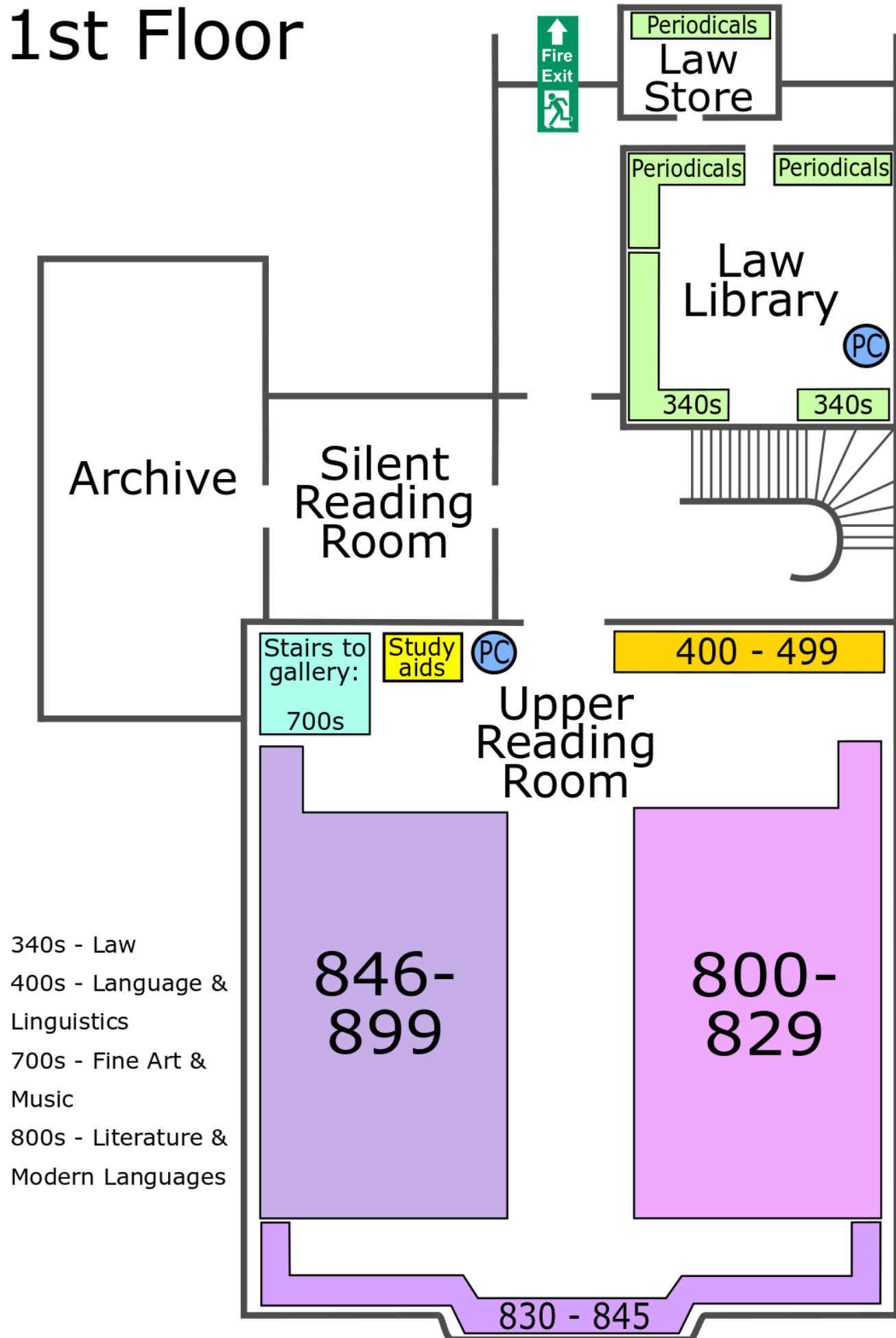


Figure 29: The library in Autumn

16. Maps of the library



1st Floor



340s - Law
 400s - Language & Linguistics
 700s - Fine Art & Music
 800s - Literature & Modern Languages



2nd Floor

