

# The Queen's Foundation Library

## A Guide to Services

### The Library

The library stocks a wide range of resources, mainly - but not exclusively - in the field of religion and theology. It occupies three interlinked rooms on the ground floor of the Old Building. These are the Main Library, the Kingsmead Room, and the Stack Room. Guiding is available to help you locate what you are looking for.

### Arrangement of books

Books and other monographs are arranged by subject, classified according to the Dewey Decimal Classification scheme in which each subject is represented by a number. The shelfmark comprises this number followed by a 3-letter filing suffix which is usually derived from the first three letters of the author's surname.

### Online Catalogue

An online catalogue is available in the library and can also be searched remotely via the Queen's website ([www.queens.ac.uk](http://www.queens.ac.uk)). Click on Library and select Online Catalogue. To locate a book make a note of the Shelfmark and the Location. The following are the main Locations:

- Main Shelves
- Pamphlets
- Quartos (oversize)
- Reference
- Reserve Shelf
- Stack (closed access)
- Videos & DVDs

### Borrowing & Renewals

Books may be borrowed at any time using the self-issue pc. You will need your Reader Code and 4-digit PIN, which you will receive from the librarian.

Most students have a borrowing entitlement of 10 books. There are two loan categories, Standard Loan and Week Loan. The Standard Loan period is four weeks. Week loans are marked with a bright yellow sticker. You may renew Standard Loan books four times and Week loans twelve times, provided they have not been reserved. You may be asked by the librarian to return a book before its due date if it has been requested by another library user.

To check or renew your current loans, go to the online library catalogue, enter your Reader Code and PIN and click on Login. Then click on Account. To renew a book, click in the box at the end of the line and click on Renew.

### Reading Lists

The online catalogue may be used to list titles recommended by tutors for particular modules. To do this, you will need to know the module code. Enter the code as your search term.

### Reference Only

Single copies of some core texts have been placed on the Reserve Shelf. These books are for use in the library only and are not for loan.

Books on the Reference shelves and in the closed access area are also not available for loan. Requests for books from the closed access area should be passed to the librarian.

### Reservations

If a book is on loan to another user, you may reserve it via the online catalogue. First you need to log in using your Reader Code and PIN. Then search for the book. Then click on the title of the book to display the detailed catalogue record and click on Reserve. When the book becomes available, it will be placed on the Reservations Table.

## **Postal loans**

A postal service is available to students who are not on site regularly. To make use of the postal service, please use the reservations system (as above) and email the librarian with confirmation of your postal address. You may request up to four books per week. The postal service operates twice a week, with the cut off point for ordering at 1 pm on Mondays and Wednesdays.

## **Missing Books**

If you cannot find a book on the shelf, and it is not on loan, it is worth checking the trolleys where returned books are placed for re-shelving. If you still cannot find it, then please fill in a Missing Books form, and pass it to the librarian.

## **New Books**

New books are put out on display each week, usually on a Friday. You may reserve a new book by placing a slip of paper with your name on it inside the front cover. At the end of the week, it will be placed on the Reservations Table for collection. A list of recent acquisitions is posted on the online catalogue.

## **Print Journals**

Print journals are shelved in alphabetical order in the Kingsmead Room. A list of current journal subscriptions is available on the library website. Journals are not available for loan.

## **Online Journals**

Online journals are available via Ebsco's Religion and Philosophy Collection and the ATLA Religion Database. The way you access the online journals is partly dependent on whether or not you are a Durham-registered student. Please see the library website for further details.

## **E-books**

We have access to more than 12,000 e-books. Most of these are in the Ebsco E-book Religion Collection, which comprises nearly 9,000 titles. You can search all the e-books together on the Common Awards Hub, but if you want to make use of the more advanced search functionality which Ebsco provides, then you may prefer to search the Ebsco E-book Religion Collection separately. Please see the library website for further details.

## **Library computers**

Computers are available for the use of Foundation staff and students. All electronic library resources are available on these computers, which are networked to a printer.

## **Photocopying**

A photocopier is available. Please ask the librarian to credit your account (min. £1.00). Copies cost 5p each. You may also request individual copies at 20p per page. All users of the service are asked to observe the copyright guidelines posted by the photocopier.

## **Information Skills**

Information skills training is offered as part of library induction to new students. An online information skills course is also available on the library website. If you would appreciate further assistance in any aspect of using library services, please ask the librarian.

## **Contact details**

Librarian: Michael Gale, BA (Hons), MLib, MCLIP.  
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