

ST JOHN'S COLLEGE SIR WILLIAM LEECH LIBRARY USERS HANDBOOK

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1 WELCOME

Welcome to the Sir William Leech Library in St. John's College. We are located on the first and second floors of the Learning Resource Centre (LRC), which is situated next to the college chapel.

St John's has one of the most extensive library collections of any of the Durham colleges. We hold around 27,000 books, and usually add about 1000 books to our stock every year. The library includes 86 study spaces, and a group study room for up to 8 people. It offers a bright and congenial place to work all year round. The library catalogue is available on-line via the Durham University Library (UL) website: see <http://library.dur.ac.uk/>

This allows easy access to the details of library stock and your own loan records.

1.1 LIBRARY SPECIALISM IN THEOLOGY

Our particular strength is in theology, since the college includes its own taught BA and MA programmes in Theology and Ministry at Cranmer Hall. Some 75% of the library stock is in theology, and we subscribe to a number of specialist journals and magazines in theology and ministry that are not available on-line through the UL.

2 OPENING HOURS

St John's College library offers 24-hour opening for library members. There is a self-service system for book issuing and returning. There are security cameras and a book security system in operation.

Between 9.00am and 2.00pm on weekdays the College Librarian is also on hand to help you, and to answer any questions you may have.

3 LIBRARY OVERSIGHT

3.1 LIBRARY STAFF

Jane Ghosh – College Librarian

Jane is available in the library between 9.00am and 2.00pm, Monday to Friday, and works in the librarian's office on the lower floor of the library. If you wish to contact her at any time and she is not around, you can email her at johns.library@durham.ac.uk

Richard Briggs – Academic Librarian

Richard is the member of the college teaching staff with responsibility for oversight of the library. If you wish to raise with him any matters regarding the library please email him at richard.briggs@durham.ac.uk

Student Library Assistants

The college employs two student library assistants each year to help with the tasks of maintaining an orderly library, for each of which a termly honorarium is paid. The appointments are usually made each year at Easter, and are open to any student member (or spouse) of the college. Internal advertisements are circulated when these positions become available.

3.2 LIBRARY COMMITTEE

All matters of library oversight are managed through the college's Library Committee, which is chaired by the Academic Librarian, administered by the College Librarian, and includes representation from St John's College Officers, students from both halls (John's and Cranmer), and on occasion other invited representatives (such as MCR, or college council).

The Library Committee meets at least once per term, and any matter may be raised for its consideration through one of the student reps, or one of the library staff. An up to date listing of membership of the committee is available from the librarian.

4 JOINING THE LIBRARY

Most St. John's College students are registered automatically as members of the college library (see details below), and all college staff, including all John's and Cranmer tutors, and all non-academic staff, are entitled to join free of charge. If you do not have an ITS card then please register first with the librarian.

Please note:

John's Hall students

- For John's Hall students who have paid a College residential fee for a year, College library membership is included and issued for the duration of their course, including if they live out of College later.
- For all other John's Hall students, College library membership is £50 for a full academic year.

Cranmer Hall students

- Full and part-time Cranmer students have their College library membership included in their course.
- If you are on a particular Cranmer pathway that does not entitle you to a Durham University ITS card (which may be the case for some external Cranmer students), you can still join the college library free of charge. Please see the librarian who will issue you with a John's Library card.

Students of other Colleges

- Students of other colleges may apply for College library membership at £50 for the academic year by email to the librarian on johns.library@durham.ac.uk

External users

- External users may apply for College library membership at £50 for the academic year by email to the librarian on johns.library@durham.ac.uk

5 HOW THE LIBRARY IS ORGANISED

Books are classified according to a simplified Dewey Decimal Classification scheme, and are shelved in numerical order. Books with the same subject number are shelved alphabetically by the three letters included in the shelfmark (usually from the authors' surname). Oversize books have '+' as a prefix, while reference books have 'Ref' as a prefix and pamphlets have 'GrovePam' or 'Pam' as a prefix.

e.g. the book *Fides Nostra Victoria: A Portrait of St John's College, Durham* (edited by Amabel Craig) is located at shelfmark Ref 375 CRA because it is a Reference volume, and the author/editor's name begins c-r-a

On the upper floor of the library are books with shelfmarks 052 and 100 to 254, as well as pamphlets in labelled boxes. On the lower floor of the library are books with shelfmarks 255 to 973, + 100 to + 973 and Ref 100 to Ref 973. The Reference collection and the display of current journals are in the Study Space room beyond the librarian's office on the lower floor of the library. These items cannot be borrowed.

Two catalogue search computers are located next to the librarian's office. You may set the search filter to 'St. John's College' to restrict results to our college library.

Library books or pamphlets are borrowed and returned by users themselves at the self-service kiosk opposite the librarian's office.

Each week a list of new books added to the library stock during the week is available at: <http://community.dur.ac.uk/reading.list/newitems.php?dept=csj>

Study desks are situated on both floors of the library and in the Study Space room on the lower floor beyond the librarian's office. There is also a Group Study Room for up to eight people on the lower floor. Bookings have to be made for this in the same way as for other meeting rooms in college.

6 BORROWING

6.1 BORROWING RIGHTS

All users may borrow up to 20 books from the college library.

- For undergraduates, books are issued for three weeks.
- For other library users, books are issued for three months.

Books may be renewed using the Durham University Library website provided that they are not overdue.

Anyone wishing, under special circumstances, to increase their borrowing rights should speak to the College Librarian, who will be happy to consider temporary arrangements for you.

6.2 RECALLING A BOOK

A St John's College Library book can be recalled in certain circumstances. Recall a book by contacting the College Librarian by email (johns.library@durham.ac.uk), giving details of the book you wish to recall. The recall will then be arranged by the librarian, who will notify the current borrower and the person recalling. The recall period will normally be 'within 7 days', as per the Bill Bryson Library recall policy.

Please note:

- books cannot be recalled on-line via the catalogue because on-line recall is not compatible with our self-service system
- books can only be recalled if there is no copy in an available Durham library: in practice this means either the Bill Bryson or the Sharp Library. Since our college library is not intended to replace the University provision, but to supplement it, we consider that a book is available to a John's student if there is a copy listed as available in one of the other libraries

7 LIBRARY RULES AND REGULATIONS

We try to keep the library a relaxed and friendly place for all users. Please observe the following rules to help keep it that way:

- ◆ No talking in the library (and yes, that means no talking)
- ◆ No food or drinks except for water in a plastic bottle with lid. Note that any food, drink, cups or mugs found in the library will be removed.
- ◆ Please do not reserve desk spaces for longer than just a few hours in between periods of usage. If you wish to keep aside materials you are using then place them in the cubby holes located next to the lift on either floor of the library, leaving a note of your name and the date. Please be aware that others will expect to find on the shelf any books that have not been issued – you should issue any books that you are keeping off the shelf for any length of time.
- ◆ You must record your loans and returns at the self-service kiosk on the lower floor of the library. After checking books back in, please leave them on one of the bookshelves next to the self-service kiosk.
- ◆ Reference books and current journals must not be removed from the library.
- ◆ The librarian reserves the right to refuse library membership to anyone found causing disturbance or behaving in a difficult or anti-social manner. The college will take any such incidents seriously.

7.1 NOTE ON CONNECTING TO THE UNIVERSITY WIRELESS SERVICE

WiFi is available throughout the library. Details about connecting to the service can be found on-line at: <https://www.dur.ac.uk/cis/wireless/student/>

8 POLICY ON INTELLECTUAL FREEDOM AND OFFENSIVE MATERIAL

8.1 BACKGROUND

St John's College Library has officially adopted (at its May 2019 committee meeting) a policy in line with that of Durham University Library with respect to questions of Intellectual Freedom and access to materials that may cause offense to some. This policy is developed from the statements of Research Libraries UK (RLUK – see www.rluk.ac.uk) which in turn derives its policy from the International Federation of Library Associations and Institutions (IFLA – see www.ifla.org); and in light of the relevant statements of the Chartered Institute of Library and Information Professionals (www.cilip.org.uk).

8.2 POLICY

It is the policy of St John's College Library to acquire print sources that support the full breadth of research and teaching on the college's own programmes, as well as the undergraduate and some MA needs for students on Durham University courses. The Library will thus acquire any publication that is legally published, is of academic standards and/or relevant ministerial focus, and relevant to these courses. The Library does not censor any requests for purchase that meet these criteria, and if complaints are received these are evaluated on a case by case basis (see below).

In particular the Library endorses the following points drawn from the RLUK and IFLA statements on 'Libraries and Intellectual Freedom', that within budget constraints:

- We have a responsibility both to guarantee and to facilitate access to expressions of knowledge and intellectual activity. To this end, we shall acquire, preserve and make available the widest variety of materials, reflecting the plurality and diversity of society.
- We shall ensure that the selection and availability of library materials and services is governed by professional considerations and not by political, moral and religious views.
- We shall acquire, organize and disseminate information freely and oppose any form of censorship.

We also endorse the clarification offered by the American Library Association regarding 'selecting materials on controversial topics':

- It is the responsibility of all libraries to serve every member of their designated communities. It is not the responsibility of a library to promote one point of view over another. This requires that libraries collect material that represents majority beliefs as well as minority beliefs. ... In providing access to a diversity of materials, some material may be offensive and/or controversial to some patrons. Libraries cannot reject and remove a resource because an individual or a group has found the material objectionable. Libraries must provide access to material that may be controversial to some patrons, while also providing a process by which individuals or groups may formally request reconsideration of material they find offensive or inaccurate.

(see <http://www.ala.org/tools/challengesupport/selectionpolicytoolkit/controversial> with omitted text being only a reference to American legal frameworks)

8.3 REVIEW AND COMPLAINTS

The above policy is maintained under the oversight of the College Library Committee, to which all complaints should be addressed via one of the people named in section 2 of this handbook (above). All complaints will be considered, but no guarantee can be given to withdraw stock solely on the grounds of offence, for the reasons cited above.

9 SUGGESTING BOOKS FOR THE LIBRARY

Suggestions for purchasing new books are always welcome. Please contact the librarian with the details or add them to the notebook that is kept on a shelf near the Catalogue Search computer on the lower floor of the library.

Theology books:

Books are ordered under subject-specific budget headings by Cranmer tutors. If you recommend a book then the suggestion will be passed to the appropriate tutor for confirmation. Another way to request a book is to speak to the Cranmer tutor concerned.

Books on other subjects:

Books are ordered using the Bill Bryson Library's lists of most frequently borrowed books as well as recommendations from users of our library. If your subject is under-represented it may be because no relevant recommendations have been made to us recently.

We are grateful for all help that students can give in keeping our library stock up to date and appropriate.

10 OTHER USEFUL INFORMATION

The library is sometimes given private donations or other collections, and may hold book sales of excess or duplicate stock. All proceeds go towards library funds.

While the college is happy to receive donations of books, by arrangement with the librarian, this is always on the understanding that (a) the books are delivered to the library and (b) that we have discretion to dispose of unsuitable stock as we wish. This would usually be done through a book sale or charity shop. It is not possible for the library itself to act as a bookshop, collector of books, or location for selling other people's books.