

# 5 tips for making the most of your College Library

## 1. Ask us!

Find **Suzanne, Amanda or Gill** in the Library foyer. Drop in, call (01223 332183/766984) or email ([library@lucy.cam.ac.uk](mailto:library@lucy.cam.ac.uk)) anytime with your questions. **We're here to help!** Alternatively, bring your Library and basic IT enquiries to the **Virtual Library and Information Helpdesk** on Tuesdays and Thursdays from 2 pm to 4 pm when we will be standing by to solve your information problems!

## 2. Keep up to date

Get the latest Library news, updates and information about forthcoming training and events via the **LCC Library Moodle page** <https://www.vle.cam.ac.uk/> (Raven login required). You should be enrolled by the start of term, but if not, let us know and we'll give you access. Follow us on Twitter [@LucyCavLib](https://twitter.com/LucyCavLib) or Facebook (<https://www.facebook.com/LucyCavLib/>) for Library news, events, recommendations and helpful hints and tips.

## 3. Make the most of other Libraries

There are over 100 libraries in Cambridge. Go to the **Cambridge Libraries Gateway** (<https://www.libraries.cam.ac.uk/libraries-directory/libraries-a-z>) for further information and help including:

- **Cambridge Libraries Directory** details of each library's opening hours, who can use them, the subjects they cover and contact details
- **Cambridge LibGuides** online help for using libraries, electronic resources and doing research
- **Cambridge LibAnswers** an online service for finding answers to your queries about library resources, services and spaces
- **CamGuides** an online resource of information and study essentials especially for new students

**Spacefinder** (<https://spacefinder.lib.cam.ac.uk/>) is a useful tool to help you find a study space that suits you. It contains key information about faculty and departmental library and UL opening hours, space booking and access arrangements.

## 4. Know how to find it

The University's search engine, **iDiscover**, will help you find all resources in Lucy Cavendish Library and at all Cambridge libraries.



You can search on iDiscover (<http://idiscover.lib.cam.ac.uk>) for **print and electronic books, print and electronic journals, articles, newspapers, databases, and even anatomical models** held at Lucy Cavendish Library

You can also log in to iDiscover to **view your loans, place a recall on items and to see what you have on loan** from all University of Cambridge libraries.

## 5. Give us your feedback and book recommendations

Add your comments and suggestions anonymously to the **Feedback Wall** found in the foyer and help us to continue developing and improving **your** Library for you. If we don't have a book you need or it's already out on loan, tell us! We can often buy a copy or find an alternative source.

## Group Study Room

The reading rooms are for College members and quiet study only. If you would like to work in a group, you can book the Group Study Room. Use the sign-up sheet on the door or email [library@lucy.cam.ac.uk](mailto:library@lucy.cam.ac.uk) to make a booking. The room is laid out to support socially distanced study, so please do not rearrange the furniture.

## Virtual Elevenses

Thursday mornings at 11:00 am via Zoom. Join us with a cuppa, take a break from your work and get to know other members of College. Link to be circulated at the start of term. We hope to see you there!



## Library Rules

Please help us to maintain a safe, clean and comfortable working environment for everyone by following these simple rules.

- The Library and its facilities are for the use of Lucy Cavendish College members only.
- Food is not allowed in the reading rooms or group study room but can be enjoyed in the foyer.
- Drinks in covered cups or containers can be taken into the reading rooms but drinks in open cups are only allowed in the foyer.
- Keep noise to a minimum and do not use mobile phones in the reading rooms or in the stairwells.
- When leaving the Library, please use the shelves next to each individual study space to clear the desktop for others to use.
- Check items out using the self-issue computer in the foyer before removing them from the Library. If you're unable to use the computer please complete a paper borrowing slip instead.
- Return Library items promptly, especially if they have been recalled by another student.
- If you lose, damage or mark any Library items the replacement costs may be charged to your College bill. Marking items includes underlining, highlighting, folding down page corners and inserting post-it notes. If you discover any markings please let us know.