

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) 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 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.