

PETERHOUSE LIBRARIES GUIDE



2023

The Ward Library

The Ward Library is the working Library of Peterhouse.

Access to the Library on weekdays from 9am to 4.45 pm is through the main entrance in Little St Mary's Lane. At evenings and weekends, access is through the side entrance behind Fen Court (via the Theatre Lobby). Your University card is required to open either door.

Access is strictly confined to members of the College.



The Perne Library

The Perne Library is situated on G Staircase. The Perne Librarian is Mr Scott Mandelbrote.

The Library is a research collection for the use of the Master, Fellows and accredited visiting scholars. Guided visits for junior members of the College are arranged from time to time.



Ward Library opening hours (subject to change)

Full Term	Daily, 9am to midnight
Vacation	Usually Monday to Friday 9am – 5:00 pm

Staff

Ward Fellow Librarian: Mr Scott Mandelbrote
Librarian: Ms Sarah Anderson
Assistant Librarian: Dr Roz Green

To make contact with the Library, e-mail library@pet.cam.ac.uk, or telephone (01223) 338218.

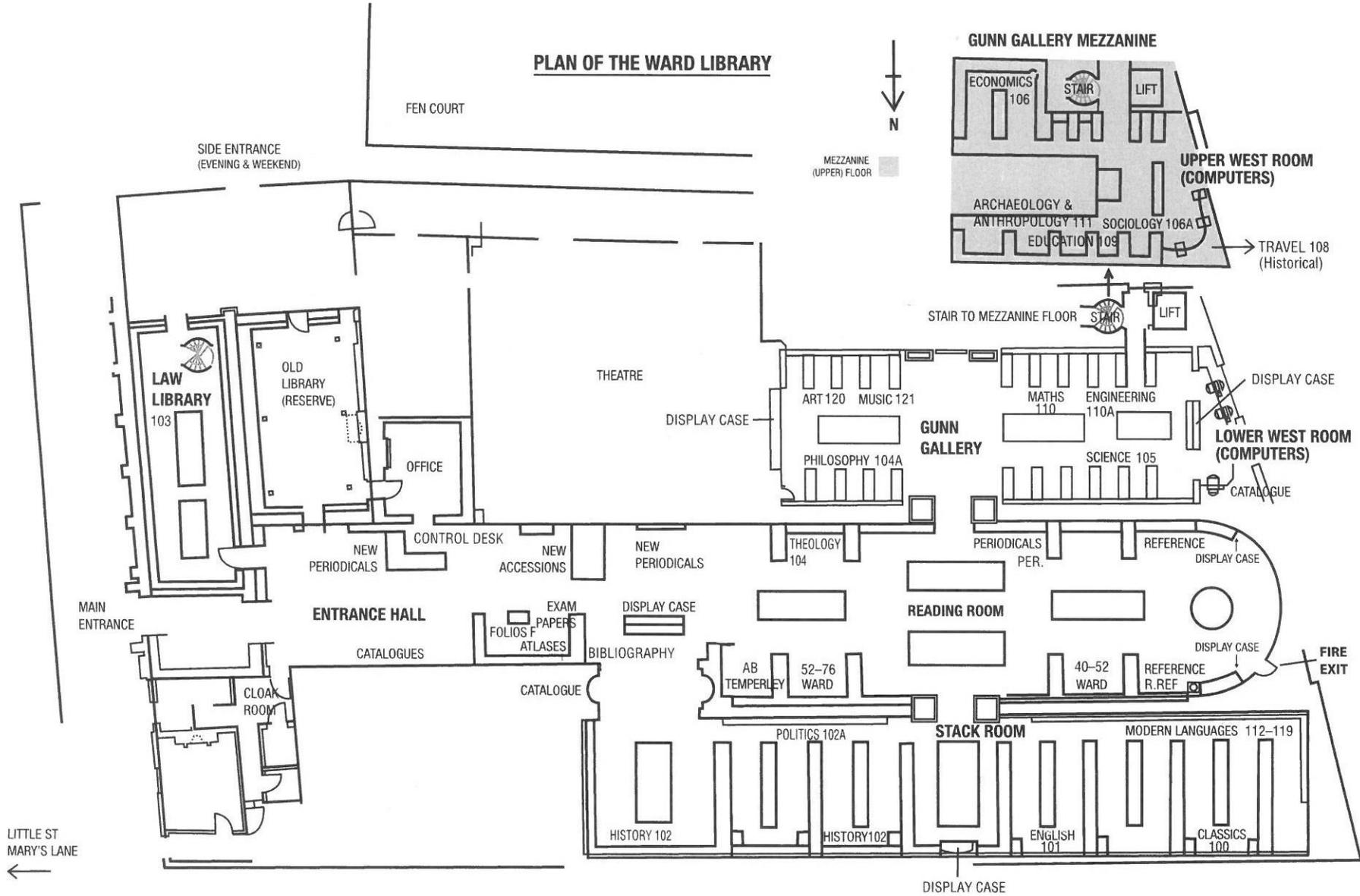
Further information on the libraries can be found at www.pet.cam.ac.uk/libraries.

The Perne and Ward Libraries blog

Keep up to date with our latest archival and library discoveries via the Libraries blog at perneward.wordpress.com.

The Ward Fellow Librarian is always happy to discuss with readers any aspect of the Library's provision and of its working arrangements. You can get in touch with him either in the Library or, by appointment, in his rooms.

PLAN OF THE WARD LIBRARY



Searching the collection

Use iDiscover (<https://idiscover.lib.cam.ac.uk/>) to search for resources across all Cambridge Libraries, including books, e-books, journal articles and more. If multiple libraries (or “locations”) hold a title, you will need to click on the record to see the list. You can limit your search to the Ward Library by selecting ‘Peterhouse’ in the drop down menu next to the search bar. The default is ‘All libraries’.

Your Library account

From the iDiscover homepage, click ‘Login to iDiscover’ in the top right of the navigation bar. You log in with your Raven ID. From the drop down menu in the top right navigation bar, click on ‘My Library Account’ and you can view your loans, requests, and fines. For more details on how to use iDiscover, please see <https://libguides.cam.ac.uk/idiscover>.

Borrowing

Students may borrow up to 10 items from the Ward Library at any one time*. You can keep them for up to 14 days initially.

You can borrow items via the self-issue system in the Front Hall. If the system is not working, please take your books to the staff member at the Front Desk.

Out of term, books can be borrowed for the duration of the vacation. Details of vacation and term-time borrowing dates will be publicised by library notices and email. These are usually the first and last Wednesday of term.

All books on the open shelves may be borrowed except Reference books, most Periodicals, and any other item with “not to be taken out” labels. Users may read works in the Reserve collections on application to the Librarian.

*Students who qualify for extended loans can borrow up to 15 books for 28 days initially.

Renewals

Unlike some Cambridge libraries, **we do not automatically renew books**. This keeps items in circulation and helps prevent them going missing.

You can renew your books online by logging into your library account on iDiscover (with your Raven ID) or by bringing them to the Library self-issue terminal. You cannot renew a book that has a recall on it.

Recalls

If the book you want is on loan to someone else, you can place a recall via iDiscover. Once you are notified by email that the book has been returned, you may collect it

from the Front Desk and then borrow it as usual via the self-issue machine. Books on hold will be kept for 2 days before being returned to the open shelves. Recalls are switched off during the vacation period.

Returning books

Items should be **returned via the self-issue system** and then placed on the nearby trolley for re-shelving. If you do not return the book on the system, it will remain on your account and accrue fines. If you are returning a book because it has been recalled, please hand it to a member of staff at the Front Desk.

Fines

Late returns incur a fine of 25p per item per day, or, if requested by another reader, 50p per item per day. Fines and fees will be added to your termly College Bill.

Requesting books

If you would like to recommend a book for purchase, you can either fill in a paper form in the Library (kept next to the Front Desk) or email us at library@pet.cam.ac.uk. Requests can take between 72 hours and 2 weeks to arrive, and sometimes longer if the book is out of print. Please provide as many details about the book as you can. College libraries are geared towards supplying core texts for Part I of the Tripos, so we may recommend that specialist requests from postgraduates are directed to their Faculty/Departmental library.

Library Rules

1. The Library is for the use of Peterhouse members only. Members of other Colleges are not permitted to use the Library.
2. All books must be issued using the self-issue machine. Any reader who removes a book without issuing may be fined £20 per book.
3. You are also asked to remove your possessions when you leave the Library for the day and re-shelve any unborrowed books you have been using. Nothing should be kept in the Library overnight.
4. Bags and umbrellas must be left in the cloakroom.
5. It is forbidden to mark any library book, even in pencil.
6. Food and drink must not be brought into the Library. The exception is water contained in securely-capped, transparent bottles.
7. Keep noise to a minimum so as not to disturb those studying around you. Mobile phones must be turned to silent and no calls can be made or taken in the Library, including in stairways and the Computer Rooms.
8. Smoking or vaping is not permitted anywhere in the Library building, nor directly outside building entrances or windows.

These rules are intended for the convenience of all the Library's users. Anybody who breaks them should expect to be fined or, in certain cases, forbidden the use of the Library.

IT Facilities

Computers: There are two computer rooms in the Gunn Gallery. The Upper and Lower computer rooms host two computers each, connected to the University's Managed Cluster Service, with a full suite of software.

Printing, photocopying and scanning: A multi-function colour printer, photocopier and scanner is available in the lower computer room. Cambridge University Information Services (UIS) charges apply; these are 5p for an A4 black and white print/copy and 20p for an A4 colour print/copy. Scanning is free to your Cam email.

Wireless: Eduroam and Peterhouse wireless services are available throughout the Library.

Further information on computing facilities is available on the College intranet. If you have any computing or printing problems, please contact the IT helpdesk (helpdesk@pet.cam.ac.uk).

DVDs

DVDs may be borrowed for individual private use or study. We have two portable DVD players that can be borrowed at the Front Desk.

Study aids

Model half-skeletons may be borrowed by first year medical students and skulls may be borrowed by second year medical students. We also have a model of the brain and various chemical models.

We have a number of bookstands that can be borrowed for one day. They are only for use in the Library and must be returned before the Library closes.

Please ask at the Front Desk to borrow any of these items.

Magazines and periodicals

The Library subscribes to a number of magazines, including *Private Eye*, *TLS*, *New Scientist* and *The Economist*. These weeklies, together with the current issues of journals, can be found in the Front Hall.

Safety

If the fire alarm sounds, please leave the Library immediately via the nearest fire exit. There will always be two exits open. Monday-Friday 9am-4:45pm the Main door is open; on evenings and weekends it is the Law Library/Theatre Lobby door. There is also a fire exit at the rear end of the Reading Room (next to the round table), with stairs leading to the basement exit.

Report to the nearest assembly point, which is Gisbourne Court.

Fire alarm tests currently take place early afternoon on Tuesdays.

Arrangement of the books

40–76	Ward Collection	Reading Room
000	Bibliography and The Book	Reading Room
100	Classics and Ancient History	Stack Room
101	Literature in English, ASNAC	Stack Room
102	History	Stack Room
102A	Political Thought	Stack Room
103	Law	Law Library
104	Theology and History of Religion	Reading Room
104A	Philosophy, Psychology	Gunn Gallery
105	Natural Science, Medicine, History of Science	Gunn Gallery
106	Economics and Economic History	Gunn Mezzanine
106A	Social Science and Social Theory	Gunn Mezzanine
108	Travel (Historical)	Gunn Mezzanine
109	Education	Gunn Mezzanine
110	Mathematics, Computer Science	Gunn Gallery
110A	Engineering	Gunn Gallery
111	Geography, Anthropology & Archaeology	Gunn Mezzanine
112	Spanish Literature	Stack Room
112A	Portuguese Literature	Stack Room
113	French Literature	Stack Room
114	Italian Literature	Stack Room
115	Russian Literature	Stack Room
116	German Literature	Stack Room
117	Scandinavian Literature	Stack Room
118	Linguistics	Stack Room
119	European Literature	Stack Room
119A	Arabic Literature and Languages	Stack Room
119B	Chinese Literature and Language	Stack Room
119C	Japanese Literature and Language	Stack Room
119D	Persian Literature and Language	Stack Room
119E	Indian Literature and Language	Stack Room

119J	Other Languages		Stack Room
120	Visual Arts		Gunn Gallery
121	Music		Gunn Gallery
Fol.	Folio (oversize books)		Entrance Hall
Per.	Periodicals		Reading Room and Law Library
Ref.	Reference Books:	Prefix R Prefix L Prefix D	Reading Room Law Library Library Desk
Pet.	Peterhouse Collection		Reserve - apply to the Librarian
AB	Temperley Collection		Reading Room