

# Guide to...

## English as a Foreign Language: Library Resources and Services for EFL Students

### Welcome to the University Library!

This guide is designed to introduce students of English as a Foreign Language to the main sources of information in the Cambridge Library. If you need further help, please ask at the Library Enquiries Desk. We also run sessions to help students learn library and information skills and other guides are available to explain library services.

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### 1. Library Opening hours

Check the University Library web-site for opening hours. Opening during semesters is given below.

Semesters	Staffed Service	Self Service
Monday - Thursday	08:30 – 20:50	20:50 – 08:30
Friday	08:30 – 16:50	16:50 – 24:00
Saturday	10:00 – 16:50	16:50 – 24:00
Sunday	Not available	12:00 – 24:00

#### 1.1 Telephone number:

The direct library telephone number is 0845 196 2301 (+44 (0)1223 698301)

#### 1.2 Library Web site:

The library web site is [www.libweb.anglia.ac.uk](http://www.libweb.anglia.ac.uk)

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### 2. How do I join the Library?

Once you have registered for your course, you are automatically registered with the Library.

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### 3. How do I borrow from the Library

Find the items you want to borrow on the shelves upstairs and take them to the self-issue/return machines on the ground floor to borrow them. You must have your university ID card with you. The machine will offer you a receipt which indicates the date the item is due for return.

You can borrow 20 items at one time - these can be books, videotapes, DVDs, CDs or audiotapes.

Most items can be borrowed for 3 weeks (Standard Loan) or for 1 week (7 day Loan) unless another reader wants them. **Items can be renewed** on the Library website computers, via the library web site or by telephone. To renew items, log-in (using your University Login) to the library website and click on **Renew my items page**, or **My Account** links (top right).

**Fines will be charged on all overdue items. Please be aware that the fines are higher for 7 day loans and especially for 24 hour loans.** You can avoid paying fines by returning or renewing your loans on time. Details of library charges and fines are on the library web-site.

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#### **4. How do I return items to the Library?**

Items are returned on the self-issue/return machines on the ground floor of the library. The machine will offer you a receipt; keep this to prove that you returned the item. When the library is closed you can return items to the book drop outside the Library.

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#### **5. How can I make photocopies in the Library?**

We have photocopiers on the ground, 1st, 2nd and 3rd floors of the Library. They work with a card that you can buy from a dispensing machine on the ground floor. The cards cost £1.00 each and include 10 credits or 50p worth of copies. The cards can be re-credited with money in the photocopiers. Any unused credit will be stored on the card for use another time.

Photocopiers in the library can also be used with cash alone. The photocopiers do not give change so if you put in too much money you will lose it. Details of charges are on the library web-site. We have a change machine in the Library (on the ground floor) which will change bank notes into £1.00 coins if you need change for the photocopiers

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#### **6. Group Study Rooms**

Rooms are available in the Library for group study and each room has a DVD/videotape player and most have a PC. You can book a room for two hours at a time on the Library website.

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#### **7. Computers**

There are computers (PCs) and wireless access for laptops throughout the Library and in the Lord Ashcroft Building. Computers (PCs) are available in the Library with access to the Internet, including the online resources on the library website. There are printers on the ground, 1<sup>st</sup> and 3<sup>rd</sup> floors. You will need your University Login (username and password) to use PCs on campus.

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#### **8. Finding resources in the University Library**

Use **Quick Search for book and e-books etc.** to find the resources that you want. During your tour/introduction to the University Library you will be shown how to use **Quick Search for books and e-books etc.** Remember that if you have any problems

in using the library or in finding what you want just ask – library staff are here to help you!

Once you've found what you want in **Quick Search for books, e-books and multimedia** you need to know where to look for it in the Library. Make sure it says **Cambridge** in the Library column, as Quick Search shows items available at all the University library sites. It is important that you read the columns headed: **Due date:** - if the item has a date it means it is on loan and therefore not available to borrow. Look for **On shelf** items – they should be found on the relevant shelf and can be borrowed in most cases. Note the **Location** (make a note of the location number) and **Collection** as these will tell you where to find the item in the library. Details of collections are below.

<b>What the catalogue says</b>	<b>Where I will find it</b>
Main (Book)	In the main subject number sequence on the 2 <sup>nd</sup> and 3 <sup>rd</sup> floors.
Oversize (Book)	This is a small collection of books which are too large to fit on the main shelves. You will find them around the side of the library in subject number order.
Audiotape (audio cassette) & CD (Compact disc)	You will find these in class number order on the 1 <sup>st</sup> floor near the other multimedia resources and nearby there is equipment for you to use to listen to audiotapes/CDs.
DVD & Videotape (Video)	Like audiotapes these are also on the 1 <sup>st</sup> floor and DVD/video players are nearby.
Dictionary (Book)	You will find some dictionaries in the Main (Book) sequence, but we also have a few for reference use in the library in the Dictionary collection on the 2 <sup>nd</sup> floor near the library catalogue computers. Examples: Longman dictionary of contemporary English, Concise Oxford English dictionary.
Journals	Another word for magazine or periodical – the Journals Collection is on the 1 <sup>st</sup> floor. Examples: Economist, New Scientist.
Reference Collection	Encyclopaedias and books of fact, statistics and lists on most subjects and countries. Examples: Encyclopaedia Britannica, Europa World Yearbook

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## 9. Glossary

**Book drop:** a place to return books when the Library is closed.

**Fines:** money that you will have to pay if you are late returning any Library items.

**Issue:** if you want to borrow something, you 'issue' it on a self-service machine before leaving the library.

**Journals/Periodicals/Serials/Magazines:** a publication that is regularly published about a particular subject.

**Library catalogue:** computer that lists all the items the Library has.

**Location:** number given to each book so that it can be found on the shelves.

**Overdue:** when an item has not been returned to the Library on time.

**Renew:** to have an item again for another loan period of 3 weeks or 7 days.  
**Reservation:** to have an item kept for you for a week when it is brought back by the current borrower.

**Return:** to bring an item back to the Library.

**Self-service machine:** a machine that allows you to borrow and return books and other items.

**University Login:** this is a username (e.g. ab1 or abc101) and password which allows you to log-in to the Library website and renew your books, place reservations and access online library resources. It is the same login used for e-mail and to access university PCs.

Find out more about the above by visiting our **Getting Started** pages:  
[www.libweb.anglia.ac.uk/induction/induction.htm](http://www.libweb.anglia.ac.uk/induction/induction.htm)

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## 10. Suggested Reading

There are a number of short story books available from the EFL readers section (428.64) on the second floor. Always check availability of items using **Quick Search for books and e-books and multimedia**.

These are examples of the kinds of books that you can find:

<b>Pre-intermediate</b>		
British Life	A. Collins	428.64 PRE COL
A history of Britain	F. Beddall	428.64 PRE BED
Sherlock Holmes short stories	A. Conan Doyle	428.64 PRE DOY
<b>Intermediate</b>		
The Bourne identity	R. Ludlum	428.64 INT LUD
Gladiator	D. Gram	428.64 INT GRA
Oliver Twist	C. Dickens	428.64 INT DIC
<b>Upper Intermediate</b>		
Ghost stories	R. Border	428.64 UPP BOR
Outstanding short stories	G. Thornley	428.64 UPP THO
Tales from Shakespeare	C. Lamb	428.64 UPP SHA
<b>Advanced</b>		
Notes from a small island	B. Bryson	428.64 ADV BRY
Remains of the day	K. Ishiguro	428.64 ADV ISH
Saving Private Ryan	M.A. Collins	428.64 ADV COL

Your reading skills teacher will help you to choose books if you ask her/him. Try different levels and different authors.

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## 11. Help



Library staff are here to help you use the Library effectively. The **Reception Desk** on the ground floor is for general Library enquiries, **the IT Help Desk** is for computer enquiries and the **Enquiries Desk** on the 2<sup>nd</sup> floor is for subject and training enquiries.



If you need help or advice about using any of our library services, click on the Library website **Ask us** box/link to chat or send a query. Alternatively, contact us via the University Library website: [www.libweb.anglia.ac.uk/askus/](http://www.libweb.anglia.ac.uk/askus/).



**Training Sessions: Skills@Uni** drop-in training sessions are available during semester time. Please ask at the 2<sup>nd</sup> floor Enquiries Desk for details. Students can also ask for individual appointments. In addition, we have an online tutorial called **Pilot** on the library web-site that you may find useful.



Your librarians are:

**Thelma May**            [thelma.may@anglia.ac.uk](mailto:thelma.may@anglia.ac.uk)  
**Karen Ready**        [karen.ready@anglia.ac.uk](mailto:karen.ready@anglia.ac.uk)

### REMEMBER THE RULES!

All users are expected to show respect, courtesy and consideration to fellow users and library staff. Help us to keep the library a pleasant place to work in.

#### You must:

- Have your University ID Card with you to enter the Library and as a means of identification and for borrowing items.
- Leave the library if asked to do so by a member of staff.
- Pay library charges and fines.
- Keep mobile phones on silent mode.
- Keep lids and tops on drinks.

#### You must not:

- Remove stock or equipment not issued or without permission.
- Damage or deliberately misuse library stock or equipment.
- Talk in the **Silent** areas on the upper floors.
- Eat food in the library.
- Smoke.

As a member of the library you must agree to follow the Library Rules.  
People who fail to obey the rules may lose their Library membership.

Revised by TGM 08/2011