



Guide for users of the library

Access: The library is situated upstairs inside Westminster College library, through the wooden archway. It is open from 9.00 am to 4.00 pm on weekdays. If you have a membership card, present it at the college office and the staff will give you a key to the library. Please ensure that you return this key to the office before you leave the building.

Registration: If you have not previously registered with the library, please telephone (741088/741089) or email: jg230@cam.ac.uk to make sure a member of staff will be present. The college office will direct you to the library where you can fill in a registration form; a membership card will then be sent to you. There is no charge for membership for members of Univ or Fed. Otherwise there is £10/£25 charge. Books may be borrowed before you receive your card.

Borrowing: Up to ten items may be borrowed for a period of four weeks, when the loan may be renewed if another reader does not require the books. Reference books, periodicals and archival material may not be borrowed.

Catalogue: Most of the collection is on the University Union Catalogue. Instructions for searching the catalogue and for borrowing are displayed near the computer terminals.

Classification: Books are shelved according to the Dewey Decimal Classification. Each book is given a number (e.g. 276.89 for the Christian church in Malawi) followed by the first three letters of the author's name (so Kenneth Ross: Christianity in Malawi is shelved at 276.89 ROS). When shelving books please make sure you adhere strictly to the numerical and alphabetical order.

Photocopying: If you wish to make photocopies you may borrow a card from a member of staff to use in the photocopier downstairs. There is a charge of 15p per A4 sheet.

Librarian: The librarian, Jane Gregory, (jg230@cam.ac.uk) is usually in the library on Wednesdays, Assistant Librarian on Thursdays and Archivist, Dr Sue Sutton (ses31@cam.ac.uk) on Tuesdays.