



JESUS COLLEGE
CAMBRIDGE

Quincentenary Library guide



Opening times

The library is open 24/7. The Library Office is open:

- Monday-Thursday 9-12pm; 2-5pm
- Friday 9-12pm; 2-4pm

For more details:

- www.facebook.com/QuincentenaryLibrary
- <https://libguides.cam.ac.uk/JesusCollege>
- www.jesus.cam.ac.uk/college/life-jesus/quincentenary-library
- <https://libguides.cam.ac.uk/libraryessentials>

Contacts

Quincentenary Librarian: Rhona Watson
Assistant Librarian: Diana Caulfield
Assistant Librarian (Academic Services):
Sarah Burton

- quincentenary-library@jesus.cam.ac.uk
- Tel: +44 (0)1223 (3)39451
- Librarians and Invigilators help email:
QuinLibAnswers@jesus.cam.ac.uk
- Old Library: old-library@jesus.cam.ac.uk
- IT Support: it-support@jesus.cam.ac.uk
- Archives: archives@jesus.cam.ac.uk

The library provides:

- Most of your undergraduate texts and many postgraduate texts
- Electronic access to books:
<https://libguides.cam.ac.uk/cambridgebooks>
- Journals and databases:
www.libraries.cam.ac.uk/eresources
- Access to non-book materials such as: a photocopier/scanner, stationery materials, a comb binder and DVDs
- Many places to sit, and work in a quiet pleasant environment, including group study rooms and a silent study room
- Access to resources 24/7
- Access to the Kwok Computer Room
- An accessibility collection
- A light reading collection
- Wellbeing collections and books
 - seed library
 - board games
 - jigsaws
 - graphic novels
- Helpful and friendly staff to answer all your queries.



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Rules

The library is a pleasant environment dedicated to quiet work, so please keep noise to a minimum. Conversations on mobile phones are forbidden; please switch them to silent before you enter the library and take calls outside.

Food and drink are not allowed in the library, except non-alcoholic drinks in sealable containers. Food, cans and mugs found in the library will be taken to the library office from where you may retrieve them as you leave. These items will be kept for a reasonable length of time and then they will be disposed of.

The hoarding of books on library tables is not allowed, nor is the reservation of seats. Please use the reservation slip if you are going to be away from your desk for a few minutes. Belongings left on tables will be removed to the Library Office.

All items must be borrowed on a circulation terminal. To return items, place them in the Returned Books slot in the entrance hall, or return large items like board games to the library staff or student invigilator.

The security system has CCTV which records people as they enter/exit the library. You must fill out the alarm incident book every time you set off the security alarm.

If the alarm bell rings when you try to take a book or item out of the library, please re-borrow it, checking that you are following the instructions carefully. If you do not succeed in deactivating the alarm, then you may not borrow the item. Please seek help from a member of staff.

You will be notified by email if a book or item is recalled; it must be returned within three days.

The non-return of a book or item is a disciplinary matter. The Dean of College may impose replacement costs on offenders.

Do not mishandle or deface books in any way. Please look after our books!

The Garden Room is a dry work area, where inks and paint are not allowed. Because of the risk of spillage, bottles of ink are not allowed in the library.

In order to protect carpets and chairs, users are asked not to wear muddy/dirty sports clothing in the library.

You are not allowed to bring in your own extension leads. Avoid trailing leads and cables through the library walkways.

Do not invite guests into the library; only current Jesus members and official guests are allowed in the building. Personal guests can be admitted by arrangement with the Quincentenary Librarian.

Borrowing rights

Term time:

- 15 items with autorenewals - recalls apply.

Vacation:

- 15 items with autorenewals – no recalls.

If an item is recalled, it must be returned within three days.

For further information on loans:

<https://libguides.cam.ac.uk/borrowing/>