Balfour (Zoology) Library Guide

for

Members of the Zoology Department (e.g. postgraduate, post-doctoral, academic and assistant staff)
# Contents

<table>
<thead>
<tr>
<th>Content</th>
<th>Page number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>4</td>
</tr>
<tr>
<td>History</td>
<td>4</td>
</tr>
<tr>
<td>Opening times</td>
<td>4</td>
</tr>
<tr>
<td>Out of hours access</td>
<td>4</td>
</tr>
<tr>
<td>Contact details</td>
<td>4</td>
</tr>
<tr>
<td><strong>Library facilities</strong></td>
<td>5</td>
</tr>
<tr>
<td>Computers</td>
<td>5</td>
</tr>
<tr>
<td>Use of laptops and wireless networks</td>
<td>5</td>
</tr>
<tr>
<td>Printing</td>
<td>5</td>
</tr>
<tr>
<td>Photocopying</td>
<td>5</td>
</tr>
<tr>
<td>Scanning</td>
<td>6</td>
</tr>
<tr>
<td>Scanning software installed</td>
<td>6</td>
</tr>
<tr>
<td><strong>Information for disabled readers and those with special requirements</strong></td>
<td>7</td>
</tr>
<tr>
<td>Books</td>
<td>7</td>
</tr>
<tr>
<td>How to locate books across the university, using iDiscover</td>
<td>7</td>
</tr>
<tr>
<td>Classification of books in the Balfour Library</td>
<td>7</td>
</tr>
<tr>
<td>Loan periods</td>
<td>7</td>
</tr>
<tr>
<td>Registration and the University Card</td>
<td>8</td>
</tr>
<tr>
<td>How to borrow and return a book</td>
<td>8</td>
</tr>
<tr>
<td>How to renew a book</td>
<td>8</td>
</tr>
<tr>
<td>How to see if a book is on loan</td>
<td>9</td>
</tr>
<tr>
<td>How to recall a book on loan</td>
<td>9</td>
</tr>
<tr>
<td>Overdue, lost and damaged books</td>
<td>9</td>
</tr>
<tr>
<td>E-books</td>
<td>9</td>
</tr>
<tr>
<td><strong>Special Collections</strong></td>
<td>10</td>
</tr>
<tr>
<td>Rare books</td>
<td>10</td>
</tr>
<tr>
<td>Eltringham African Collection</td>
<td>10</td>
</tr>
<tr>
<td>Theses</td>
<td>10</td>
</tr>
<tr>
<td>Offprints</td>
<td>10</td>
</tr>
<tr>
<td><strong>Journals – printed</strong></td>
<td>11</td>
</tr>
<tr>
<td>How to locate print journals across the university using iDiscover</td>
<td>11</td>
</tr>
<tr>
<td><strong>Journals – online</strong></td>
<td>11</td>
</tr>
<tr>
<td><strong>Online information resources</strong></td>
<td>12</td>
</tr>
<tr>
<td>Web of Science (WoS)</td>
<td>12</td>
</tr>
<tr>
<td>Scopus</td>
<td>13</td>
</tr>
<tr>
<td>Google Scholar</td>
<td>13</td>
</tr>
<tr>
<td>Zetoc</td>
<td>14</td>
</tr>
<tr>
<td><strong>Online subject information resources</strong></td>
<td>14</td>
</tr>
<tr>
<td>Handbook of the Birds of the World Alive (HBW Alive)</td>
<td>14</td>
</tr>
<tr>
<td>Birds of North America (BNA)</td>
<td>14</td>
</tr>
<tr>
<td>Encyclopedia of Life Sciences (ELS)</td>
<td>15</td>
</tr>
<tr>
<td><strong>Tools are available to help you organize all the citations that you find</strong></td>
<td>15</td>
</tr>
<tr>
<td>Mendeley</td>
<td>15</td>
</tr>
<tr>
<td>Zotero</td>
<td>15</td>
</tr>
<tr>
<td>EndNote</td>
<td>15</td>
</tr>
<tr>
<td><strong>Security alarm and CCTV monitors</strong></td>
<td>16</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Inter-Library Loan service</td>
<td>16</td>
</tr>
<tr>
<td>Library rules</td>
<td>16</td>
</tr>
<tr>
<td>Science Libraries in Cambridge</td>
<td>17</td>
</tr>
<tr>
<td>Research Skills Programme</td>
<td>17</td>
</tr>
<tr>
<td>Library Committee</td>
<td>17</td>
</tr>
<tr>
<td>Cambridge Libraries</td>
<td>17</td>
</tr>
</tbody>
</table>
Introduction

The Balfour Library is a vital resource for the teaching and research community of the Department. It is widely used by both the academic staff and by students in all three years of their study. The Library is located on the first floor of the Department of Zoology building.

Please visit our website for useful, up to date information about the library and its services and collections.

History

The names Balfour and Newton commemorate Francis Maitland Balfour (1851-1882) Professor of Animal Morphology, and Alfred Newton (1829-1907) the first Professor of Zoology. Balfour’s books given by his family to form the nucleus of the Zoological Department Library were housed on the site of the Austin Wing of the Cavendish Laboratory until the Department moved in 1933. The Newton collection, of ornithological importance, was bequeathed in 1907.

Opening times

Full Term

- 0830-1700, Monday to Thursday, 0830-1630 Friday
- 0915-1230, Saturday (valid out of hours access card-holders only)

Vacation

- 0830-1700, Monday to Thursday, 0830-1630 Friday

The Library Office is not always staffed.

Out of hours access

Your University Card will be activated to provide out of hours access to the Department and Library on joining. Cards are non-transferable.

Remember to bring your card with you whenever you use the Balfour Library as you will need to use it to exit from the library outside of opening hours.

Contact details

Senior Library Assistant
Miss Jane Acred
Tel. (01223) (3)36648
Email library@zoo.cam.ac.uk

Academic Librarian
Dr Richard Preece
Tel. 01223 (3)36666
Email rcp1001@cam.ac.uk
Library facilities

Computers

There are five PCs for use in the Library. These provide access to Cambridge University library catalogues, to the Internet and to electronic journals and databases made available to you by the University. The computers operate during normal opening hours only.

The PC nearest the office does not require a login and is intended for searching the library catalogue. You will require a login to be able to use the other four PCs. Your username is your University of Cambridge ID and your password will have been emailed to you by CSCS (Clinical School Computing Service) when you joined the Department. These are the same login details you use to access a Departmental network computer. If you have any problems please contact the Senior Library Assistant or the CSCS staff. Their Helpdesk contact is helpdesk@medschl.cam.ac.uk, tel. (01223) (3)36261.

Use of laptops and wireless networks

There are many sockets for laptops in the Library. The UniOfCam and Eduroam wireless networks can be accessed throughout the Library and Department.

There are also network data points by some of the desks in the Newton Room of the Library (the room where the photocopier is located). You can plug in your laptop and access your personal files etc. on the network using your usual Departmental login and password.

Printing

The photocopier is a multi-function device (MFD) which can print, photocopy and scan. It is located in the Newton room next to the Library Office and runs during normal opening hours only. There is another MFD in the Computer Suite on the 2nd floor which operates 24 hours a day.

In order to print to an MFD you will need to add it as a printer to your computer. Please ask the Senior Library Assistant for details.

PDFs can also be printed from a memory stick or similar device. You will be required to login to the MFD with your Desktop Services/MCS or UIS password in order to print. For information on passwords please see the relevant Information Services website at http://www.ucl.ac.uk/accounts/passwords

You must observe the copyright regulations for printing, which are the same as for photocopying (see below).

Photocopying

The photocopier is a multi-function device (MFD) which can print, photocopy and scan. It is located in the Newton room next to the Library Office and runs during normal opening hours only. There is another MFD in the Computer Suite on the 2nd floor which operates 24 hours a day.

The Department uses the University Information Service’s DS Print service. You should receive an allocation of photocopying credit from the Department.
You will need to present your University Card to the MFD in order to photocopy or scan. No password is required.

Please observe the copyright regulations, which are displayed by the machine.

**Scanning**

An A3 size scanner is available in the domed area of the library, on a desk on the left hand side.

This machine is intended for use by all library readers, especially out of hours when the photocopier is not available, to scan journals etc.

Please obey the copyright regulations which have been provided next to the equipment.

Please switch on the equipment when you want to use it and ensure that you have switched it off after use. Basic instructions on how to do this, and how to scan items, are provided next to the machine.

The PC has been dedicated to the use of the scanner only so you will not be able to use it to access the Internet or the University network.

Therefore you will not be able to send files to a printer and you should save files to a suitable portable storage device for printing elsewhere.

You can save files to the temporary directory on the PC but please be aware that files stored there will be deleted regularly to prevent file space being used up.

Microsoft Office applications have not been installed either.

**Scanning software installed:**

- Use the scanner’s own software package, EPSON Scan, if you want to create a simple image of your item in JPEG, TIFF or PDF format for example.
- Use Adobe Acrobat Professional 8 to create a PDF of your image and to edit any PDF files you have created.
- Use the graphics packages Corel PHOTO-PAINT X3 or Corel DRAW which will allow you to manipulate your image in a much more sophisticated way.
- See the guides provided next to the equipment for basic scanning instructions using these software packages. A print out of the EPSON Scan manual is also provided. ‘Help’ files can be accessed from within each software package.

*The photocopiers in the Library and Computer Suite can be used to scan documents (in colour) and send them to your @cam email address, for free.*

Please ask the Senior Library Assistant for assistance.
Information for disabled readers and those with special requirements


There are several barriers to disabled access to facilities and services in the Balfour Library, but the Senior Library Assistant is of course very happy to help wherever possible. This may be in the form of helping you navigate your way into and around the library, locating and fetching books and journals from the shelves, scanning and photocopying, issuing and returning books and extending loan periods.

Just contact us when you need to use the Library and we will do our best to help.

Books

Important: BOOKS SHOULD NOT BE TAKEN AWAY FROM CAMBRIDGE. All of our books are subject to recall by other readers and so we need to be able to get them back easily if required. Please make sure that you return all books on loan to you BEFORE you leave Cambridge for any period of time.

How to locate books in the Balfour Library and other libraries in the University using iDiscover

All of our books are catalogued online on iDiscover http://www.idiscover.cam.ac.uk
Click on the ‘Help and Contact Us’ link in the bar along the top of the page for help on how to use iDiscover.

The book stock held in the Balfour Library also has an entry in our author / editor card catalogue, with a short subject index, which is located in the Library. The catalogue was discontinued in January 2016 and no new cards have been added since.

Classmarks preceded with a lower case q are quarto size (large size) and shelved separately.

See the map in the Library for a guide to the location of shelves by classmark.

Classification of books in the Balfour Library

The Library uses a modified version of the BLISS Classification scheme, in which letters are used to indicate the main categories of subject matter.

There is a poster on the right hand side of the card catalogue that indicates how books are arranged on the shelves by subject.

Loan periods

Teaching, research and assistant staff members of the Department of Zoology may borrow up to 12 items at any one time which includes a maximum of two Overnight Loan books.

All items are subject to recall by other readers and therefore should NOT be taken away from Cambridge.
Books on the ordinary Open Shelves can be borrowed for the length of term /
vacation alternately.

Overnight Loan books (books listed on lecturers’ reading lists for undergraduates)
can be borrowed after 4:00pm Monday to Thursday and MUST be returned by
11:00am the following day. On Friday, Overnight Loan books can be borrowed after
3:30pm, and MUST be returned on Monday morning by 11:00am. During vacations
they can be borrowed for two weeks. These books are shelved separately near the
domed area of the Library.

N.B. undergraduate students are allowed to borrow books for the duration of the
Christmas and Easter Vacations.

**Registration and the University Card**

You MUST register with the online borrowing system to be able to borrow books.

Please present your University Card to the Senior Library Assistant in the Library
Office any weekday.

**How to borrow and return a book**

There is a ‘self-issue’ machine in the Library, which readers use to issue books to
themselves, and to return books on loan to them, 24 hours a day (N.B. out of hours
access to the library granted for card holders only). You will need to have registered
your University Card with the Senior Library Assistant before you can use this facility.

Simply follow the instructions on the screen. If you are returning books please
remember to leave them on the returns shelf underneath the card catalogue – do not
re-shelve them yourselves.

**How to renew a book**

You can do this online via iDiscover [http://www.idiscover.cam.ac.uk](http://www.idiscover.cam.ac.uk)

- Click on ‘My library account’ in the bar along the top of the page.
- A pop-up ‘My Library Account’ screen appears prompting you to Log in with
  your Library Card Barcode (this is the 5-character code beginning with ‘V’
  printed on the reverse of your University Card or on the front of your
  University Library Card) and Surname, You can also log in with Raven.
- You will see a list of all the books you have on loan from various libraries
- Click on the title of the particular book(s) you wish to renew
- The book(s) should renew
- Click on the Logout button to exit the screen

N.B. Sometimes online renewals may not work because the book you are trying to
renew is already overdue, you may have renewed the book as many times as you
are permitted to, or the book may have been requested by another reader. In these
instances please contact the library concerned for assistance.

You can also call or email to request us to renew your books for you, there is no
need to bring the books in to the Library to do this.
**How to see if a book is on loan**

Search for the book on iDiscover [http://www.idiscover.cam.ac.uk](http://www.idiscover.cam.ac.uk) and open the catalogue record by clicking on the title. A list of libraries that hold copies of the book will be displayed. Click on the name of the relevant library to see how many copies they have, if any are on loan and when they are due for return. If an item is ‘Not Charged’ it is available for borrowing, subject to the individual library’s loan policies.

If you are having problems locating a book on the shelves that you think should be there, please contact the Senior Library Assistant for assistance.

**How to recall a book on loan**

N.B. You can only recall books on loan from libraries that you are registered with.

Search for the book on iDiscover [http://www.idiscover.cam.ac.uk](http://www.idiscover.cam.ac.uk) and open the catalogue record by clicking on the title. A list of libraries that hold copies of the book will be displayed. Click on the name of the relevant library. If all copies are on loan, click ‘Check request options’. The ‘My library account’ pop-up screen will appear asking you to log in if you have not done this earlier (see instructions above in ‘How to renew a book’). Once logged in click on ‘Place a recall’. You can enter a comment and change the date in the ‘Not needed after’ box if necessary before clicking on ‘Place Request’.

You can also ask the Senior Library Assistant to recall a book on loan from the Library.

**Overdue, lost and damaged books**

- Reminder and Overdue Notices will be sent to you automatically via email
- Readers may be asked to pay for the replacement of books lost or the repair of books damaged.

**E-books**

ebooks@cambridge provides access to electronic versions of several hundred of the books most used by undergraduate students. They are available to all current staff and students of the University from any location, 24/7.

The e-books provide online versions of complete texts, allowing readers to search, print and download sections of works (subject to the usual copyright restrictions where you may only copy up to 5% or one whole chapter, whichever is greater, from a book). Additionally, they offer features such as dictionary checking and citation export; electronic notes and bookmarks can be made by creating a personal account. Some e-books can also be downloaded to mobile devices.

You can access the e-books through iDiscover at [http://www.idiscover.cam.ac.uk](http://www.idiscover.cam.ac.uk), i.e. if you perform a catalogue search for a book and there is an electronic book version of it available, you will retrieve a record for it which will contain a direct link to that e-book. Access on-campus does not require a password. To access e-books off-campus you will need your Raven password.

Please see the ebooks@cambridge website for further information on ebooks in the University, and how to make the most of them, at: [http://www.lib.cam.ac.uk/ebooks/](http://www.lib.cam.ac.uk/ebooks/)
Special Collections [http://www.zoo.cam.ac.uk/library/special.html]

**Rare books**

The Balfour Library owns some magnificent special collections of rare books dating from the 15th to 20th centuries. These are catalogued online on iDiscover at [http://www.idiscover.cam.ac.uk](http://www.idiscover.cam.ac.uk). A different book from the collections is displayed regularly in the glass case in the library. The collections are particularly strong in the fields of ornithology, entomology and conchology but a wide range of natural history is covered. All rare books are strictly for reference use only in the library. They are promoted on the Library’s website. Ask the Senior Library Assistant for more information.

**Eltringham African Collection**

Dr Keith Eltringham, a former lecturer in the Department of Zoology, bequeathed a number of his books, journals and theses (written by students that he supervised throughout his career) to the Balfour & Newton Library in 2006. The subjects covered by the collection broadly reflect the work he did throughout his career. The items comprise monographs, wildlife management reports, research reports, policy documents, wildlife park management plans, field guides, journals and Ph.D. and M.Phil. theses written by his students from universities in Africa and Europe. Topics cover ecology, wildlife conservation and management, and deal with African mammals, reptiles, insects and birds, as well as grasslands and forests.

It is hoped that undergraduate students will be able to use the collection for project work in the area of African mammals and related subject fields. It should also be very useful to postgraduate students doing research in similar subject areas. These are catalogued online on iDiscover at [http://www.idiscover.cam.ac.uk](http://www.idiscover.cam.ac.uk) and can be borrowed.

**Theses**

A collection of over 500 theses written by members of the Department of Zoology are kept in the Library Office.

These are for reference only and are catalogued on iDiscover at [http://www.idiscover.cam.ac.uk](http://www.idiscover.cam.ac.uk)

The collection is by no means complete. If you cannot find the thesis you want, please ask the Senior Library Assistant for help in locating a copy.

Please visit our Theses website for more information on how to locate theses from other universities nationally and worldwide at [http://www.zoo.cam.ac.uk/library/theses.html](http://www.zoo.cam.ac.uk/library/theses.html)

**Offprints**

Can't get hold of an older journal article anywhere in Cambridge? Try the Balfour Library's extensive collection of over 60,000 scientific offprints dating from the 19th and 20th centuries. There is an author card catalogue for the collection which is located at the back of the Newton Room, the area of the library where the photocopier is situated.
There is also a collection of offprints, Studies from the Zoological Laboratory Cambridge, that have been written and donated by members of the Department of Zoology since 1880. This is by no means a complete collection of all the articles published by members of the Department of Zoology, since the number of offprints received by the Balfour & Newton Libraries for this collection has decreased dramatically in recent years.

Alternatively, we provide an inter-library loan service for a subsidised fee – ask the Senior Library Assistant for more information or see our Inter-Library Loans website at http://www.zoo.cam.ac.uk/library/ills.html

Journals - printed

Printed journal volumes are for reference only and should NEVER be removed from the Library. Please re-shelve periodicals after use.

How to locate print journals held in the Balfour Library and other libraries in the University using iDiscover

All journals held in libraries in the University are catalogued online on iDiscover at http://www.idiscover.cam.ac.uk

The Balfour Library publishes one alphabetical list of all the journal titles it subscribes to; the volumes held, and the years they cover. This list is updated annually and is distributed throughout the Library, as well as being available on our web page.

The most recent issues of journals are displayed in the centre of the Library on the Current Periodicals Display Shelf.

Back issues are kept at their normal shelf mark, which is given on the printed lists of periodicals the Library takes (and on the front cover of the issues).

There is a map on the doors that lead to the area of the library where the photocopier is located, which indicates where books and journals are situated in the library.

Journals – online

Cambridge University Library has set up access to over 400,000 electronic journals throughout the whole University.

Access is possible without passwords unless you are accessing them from outside the ‘cam.ac.uk’ domain, in which case you need your Raven password.

Access is provided to the full text of journal articles via ejournals@cambridge, which is effectively an A-Z list of journal titles at http://tf5lu9ym5n.search.serialssolutions.com/

- Enter the title of the journal in the Search box OR Click on the letter that the title you are interested in begins with, scroll down the list, and click on the link for your particular title.
- Details on the journal host and coverage is given by each title. Follow the links to find articles.
• (When you are searching for journal articles from off-campus - e.g. from your PC at home or using a laptop or mobile device - you will be prompted to enter your Raven password at the point where you click on the journal title’s link).

You can also search for electronic journals and their content via the iDiscover catalogue http://www.idiscover.cam.ac.uk

• Simply search for the title of the journal or the article title and if there is an electronic version available, you will retrieve a record for it.
• For journal titles, click on the 'Online access' link to check coverage and find the link to the relevant year.
• For articles, click on the 'Full text available' link to access the article.
• (When you are searching for journal articles from off-campus - e.g. from your PC at home or using a laptop or mobile device - you will be prompted to enter your Raven password at the point where you click on the journal title’s link).

Please note that if you access these journals via the publishers’ web pages directly, through scientific internet search engines such as PubMed or Google Scholar, and not through the UL’s A-Z list, you may not be able to get the full text of articles (unless you have your own personal subscription to them). This is because all access for members of the University has been set up to channel everybody via the UL’s A-Z list at http://tf5lu9ym5n.search.serialssolutions.com/ or iDiscover http://www.idiscover.cam.ac.uk

The University also has online access to journals through the ProQuest http://search.proquest.com/index?accountid=9851 platform. These titles cannot be accessed via the A-Z list or iDiscover. Click on the 'Publications' tab and type the journal title in the search box. Details on full text and citation/abstract coverage are provided. Click on the journal title to search for articles within the publication or browse specific issues. You can also perform Basic and Advanced searches to find specific articles.

Online information resources

The Balfour Library also provides access to other online information resources hosted by Cambridge University Library, such as databases, citation indices and subject gateways, via its PCs (and these can be accessed from any PC on the network University-wide), see http://libguides.cam.ac.uk/eresources.

Access is possible without passwords unless you are accessing them from outside the ‘cam.ac.uk’ domain, in which case you need your Raven password.

Here are some you may find useful.

Web of Science (WoS) http://wok.mimas.ac.uk/

• Raven password required to access the database whether on or off the University network
• Core Collection of WoS includes the Science and Social Sciences Citation Indexes, both dating back to 1900, as well as Book and Conference Proceedings Citation Indexes
• Additional databases include Biological Abstracts, BIOSIS Citation Index, MEDLINE and Zoological Record
Over 12,000 journals indexed with more than 1 billion cited references and daily updates

Cited Reference Searching and Related Records tools for finding related citations

Results can be printed, emailed or saved to reference management software

Register with WoS to access saved search histories, create email alerts and RSS feeds

There are guides on how to search the WoS throughout the Balfour Library, and the Senior Library Assistant will be happy to show you how to use it.

WoS will only give you citations and abstracts of journal articles, NOT the full text (BUT if the University has paid for an online subscription to the journal you have a citation for, there will be a link you can click on to go directly to the article online).

Scopus http://www.scopus.com/

Scopus is the world’s largest abstract and citation database of peer-reviewed literature and quality web sources.

- Contains over 60 million records
- More than 21,000 titles from 5,000 publishers worldwide
- Includes over 7.2 million conference papers
- Provides 100% Medline coverage
- Offers sophisticated tools to track, analyze and visualize research

There are guides on how to use Scopus throughout the Balfour Library, and the Senior Library Assistant will be happy to show you how to use it.

Scopus will only give you citations and abstracts of journal articles, NOT the full text (BUT if the University has paid for an online subscription to the journal you have a citation for, there will be a link you can click on to go directly to the article online).

Google Scholar http://scholar.google.co.uk/

Google Scholar provides a simple way to broadly search for scholarly literature. From one place, you can search across many disciplines and sources: peer-reviewed papers, theses, books, abstracts and articles, from academic publishers, professional societies, preprint repositories, universities and other scholarly organizations. Google Scholar helps you identify the most relevant research across the world of scholarly research.

Features of Google Scholar:

- Search diverse sources from one convenient place
- Find papers, abstracts and citations
- Locate the complete paper through your library or on the web
- Learn about key papers in any area of research

Google Scholar aims to sort articles the way researchers do, weighing the full text of each article, the author, the publication in which the article appears, and how often
the piece has been cited in other scholarly literature. The most relevant results will always appear on the first page.

**Zetoc** [http://zetoc.mimas.ac.uk/](http://zetoc.mimas.ac.uk/)

Zetoc provides access to the British Library's Electronic Table of Contents of around 29,000 current journals and around 16,000 conference proceedings published per year. The database covers 1993 to date, and is updated on a daily basis. It includes the following services, to enable you to keep up-to-date with relevant new articles and papers:

- **Zetoc Search**: citations of journal articles and conference proceedings
- **Zetoc Alert**: to set up, modify and delete email alerts
- **Zetoc RSS**: to set up RSS feeds for journals

**Online subject information resources**

The University Library provides an A-Z list of databases that are networked throughout the University at [http://libguides.cam.ac.uk/eresources](http://libguides.cam.ac.uk/eresources) You can search alphabetically by resource name, or by subject area. The Zoology LibGuide at [http://libguides.cam.ac.uk/zoology](http://libguides.cam.ac.uk/zoology) also has details of relevant web resources. Here are some you may find useful.


HBW Alive is an online comprehensive resource for all of the birds of the world. It contains the contents of the acclaimed 17-volume *Handbook of the Birds of the World (HBW)* series.

HBW Alive contains detailed information, illustrations, maps and other material on all the bird species of the world. The contents are constantly updated by professional editors and moderated user participation via "wikicontributions". There are more than 50,000 videos, photographs and sounds which are linked for quick and easy access. Each species account also includes a bibliography of the references used. HBW Alive also has a geographic tree which can be used to see species lists of the birds of every country of the world.

**Access is restricted to computers with a Zoology Department IP-address. A username and password is also required.** Contact the Senior Library Assistant for more information and a password.

**Birds of North America (BNA)** [https://birdsnla.org/Species-Account/bna/home](https://birdsnla.org/Species-Account/bna/home)

BNA is a project of the Cornell Lab of Ornithology. It provides comprehensive life histories for each of the 716+ species of birds breeding in the USA (including Hawaii) and Canada.

Species accounts are updated frequently, with contributions from researchers, citizen scientists, and designated reviewers and editors. In addition, BNA contains image and video galleries showing plumages, behaviours, habitat, nests and eggs, and
more. Most accounts now feature recordings of the songs and calls of their species, recordings selected from the extensive collection of Cornell's Macaulay Library.

On-campus access does not require a password. Off-campus access is via Raven password.


The ELS features more than 5,000 specially commissioned and peer-reviewed articles. The articles within ELS are written by leaders in the field to provide comprehensive and authoritative coverage of each subject area and are aimed at researchers, students and teachers alike.

All articles are accompanied by colour illustrations and tables. Appendix and glossary material provide essential information for the non-specialist, including biochemical and taxonomic information, acronyms, synonyms, units and other technical data. Importantly, since all articles have been peer-reviewed a balanced representation of the literature is ensured.

On-campus access does not require a password. Off-campus access is via Raven password.

**Tools are available to help you organize all the citations that you find**

Please see the UL’s really helpful ‘Reference management tools’ page at [http://www.lib.cam.ac.uk/search-and-find/library-toolbox/reference-management-tools](http://www.lib.cam.ac.uk/search-and-find/library-toolbox/reference-management-tools) for further information on the following resources.

Many software tools are available to help students and researchers collate and manage citations and references. Here are a few recommendations from the Senior Library Assistant:

**Mendeley** [http://www.mendeley.com/](http://www.mendeley.com/)

Mendeley is a research management tool for desktop & web, aiming to transform the way researchers manage reference papers. Billed as an ‘itunes for research papers’, Mendeley allows you to create and store your own personal library, or import an existing set of references and material.

**Zotero** [http://www.zotero.org/](http://www.zotero.org/)

Zotero is a free, fully featured citation collection and management suite that interfaces with Endnote and Refworks via its export feature. It can be used to automatically take lists of results from the iDiscover catalogue display or from numerous online bibliographic resources. Data can be synchronized across a number of devices. Bibliographies are easily compiled and a range of citation styles are available.

**EndNote** [http://endnote.com/](http://endnote.com/)

EndNote is reference management software that enables you to store and manage your references. It will then create bibliographies from these references automatically. The full version of EndNote must be purchased but there is a limited
online version called EndNote basic [http://endnote.com/product-details/basic](http://endnote.com/product-details/basic) which is free.

**Security alarm and CCTV monitors**

An RFID (Radio Frequency Identification) security system is in operation in the Balfour Library, with sensors by the exit. An alarm will sound if a book or journal is attempted to be removed from the library without being desensitised appropriately.

If the alarm sounds upon your exit, and you are in the Library when the Office is unstaffed, please check that you don’t have any Library stock on you. If not, walk back and away from the sensors, and try again.

If it goes off again and you see no reason for the alarm to sound, please leave the Library and report the incident to the Senior Library Assistant the next day.

CCTV cameras are also in operation in the Library 24 hours a day. The footage recorded is monitored daily and all alarm incidents are investigated.

**Inter-Library Loan service**

The Balfour Library can request articles to be copied for you for free if the journal it is published in is held in another library in the University. The exceptions to this are the University Library and the Moore Library - you will have to visit those yourself. Alternatively, the Moore Library has a Scan & Deliver Service. See [http://moore.libraries.cam.ac.uk/scan-deliver](http://moore.libraries.cam.ac.uk/scan-deliver) for more details.

The Senior Library Assistant will request the supply of material (principally books or copies of journal articles) for you that is not available within Cambridge. It usually takes up to four working days to fulfil a request. Ask the Senior Library Assistant for more information or see our Inter-Library Loans website at [http://www.zoo.cam.ac.uk/library/ills.html](http://www.zoo.cam.ac.uk/library/ills.html)

**Library rules**, see also [http://www.zoo.cam.ac.uk/library/rules.html](http://www.zoo.cam.ac.uk/library/rules.html)

- All users must firstly register at the Library Office. Any change of address must be notified to the Senior Library Assistant.
- No book may be removed from the Library unless it has been borrowed legitimately. Users of the Library are responsible for the safe keeping of any book borrowed. They may be asked to pay for the replacement of books lost or damaged. Books must not be taken out of Cambridge, except by undergraduates during the Christmas and Easter vacations.
- Smoking and the consumption of food and drink in the Library are strictly prohibited at all times. (Bottled water is allowed)
- Reading places may not be reserved, but up to four books (except Overnight Loan books) or journal volumes may be reserved for three days if a completed reservation slip is left in them (these are distributed throughout the Library).
- Users are requested to keep silence in the Library.
- Readers may bring a mobile telephone into the library provided it is set to silent mode. However, mobile telephone conversations are NOT permitted. To prevent disturbance to other readers, calls must be answered outside of the library. Readers should not run to the library exit or speak on the telephone until they are outside. Text messaging is allowed.
Science libraries in Cambridge

The Science Libraries of Cambridge University Library provide major working collections in support of the teaching and research of the University in science and technology.

The Moore Library http://www.lib.cam.ac.uk/BGML/ in West Cambridge has collections in Physical Sciences, Mathematics and Technology. It also holds the book stock of the former Central Science Library which closed in June 2015. This includes collections in Biological, Chemical, Earth and Environmental Sciences. Clinical Medicine and related health sciences are supported from the Medical Library http://library.medschl.cam.ac.uk/ at Addenbrooke’s Hospital.

The Moore Library holds over 51,000 books and 72,000 journal volumes covering the complete range of science and technology. The library is open to all members of the University community. In addition to its print collections the library provides science reference services, interlibrary loan for material not held in Cambridge and support for networked electronic information services.

Research Skills Programme http://training.cam.ac.uk/cul/

The Research Skills Programme is designed to support readers working at every level, from undergraduate to researcher, covering a variety of topics. Introductory sessions and tours are run throughout the year for those who are new to the University Library or who would like more information about the building and the collections.

Library Committee

The Library Committee has several formal representatives from the Department’s teaching and research staff so feedback from members of the Department can be obtained and acted upon wherever possible. The list of Committee members is on the Internal section of the Department website http://www.zoo.cam.ac.uk/

The Committee meets once per term but we welcome your feedback at any time via library@zoo.cam.ac.uk or by telephone or in person.


Please visit this website to find information on ALL 100+ libraries in the University of Cambridge, for example mobile apps, a video to help you decide which library you need, links to social media apps, the online catalogue, and much, much more!

If you require any help, please call in at the Library Office. We aim to provide a friendly and knowledgeable service at all times.

We look forward to seeing you in the Balfour Library.