Balfour (Zoology) Library Guide

for

NST Part IA students doing Zoology-taught courses
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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

Vacation

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

The Library Office is not always staffed.

Out of hours access

Part IA students are not eligible for out of hours access to the Library.

Please note that cardholders (Part IB students doing Zoology taught courses, and Part II Zoology/Psychology, Neuroscience and Behaviour/BBS students) cannot use their card to allow people who do not have access to enter, exit, or remain in the Library out of hours. It is for their own personal use only, and this is strictly monitored by library staff.

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. Part IA students should see the Senior Library Assistant during opening hours to be issued with a password. If you have any problems please contact the Senior Library Assistant or the CSCS (Clinical School Computing Service) 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.

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.

The Department uses the University Information Service’s DS Print service. You can pre-pay for printing online using a debit or credit card, or in cash at the UIS Service Desk (Roger Needham Building, West Cambridge site). The charges for printing are:

- Black & white A4: 5p per sheet (whether double- or single-sided);
- Colour A4: 30p per sheet (whether double- or single-sided)

For more information please see the relevant Information Services website at https://help.uis.cam.ac.uk/devices-networks-printing/ds-print/users

You will be required to enter your Raven/UIS password in order to print. Printing is charged at this point but documents will not be printed out until you have presented your University Card to the MFD. Documents must be printed out within 24 hours of being sent or the job will be lost and you will still be charged.

PDFs can also be printed from a memory stick or similar device. You will be required to login to the MFD with your Raven/UIS password in order to print.

For information on passwords please see the relevant Information Services website at https://help.uis.cam.ac.uk/user-accounts-security/accounts-passwords/user-administration/accounts

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.

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- Black & white A4: 5p per sheet (whether double- or single-sided);
- Colour A4: 30p per sheet (whether double- or single-sided)

For more information please see the relevant Information Services website at https://help.uis.cam.ac.uk/devices-networks-printing/ds-print/users

You will need to present your University Card to the MFD in order to photocopy. No password is required.

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

Scanning

The photocopier in the Library can be used to scan documents (in colour) and send them to your @cam email address, for free. You will need to present your University Card to the photocopier in order to scan. No password is required.

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

An A3 size scanner is also 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.

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 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 (except during the Christmas and Easter vacations). 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.

*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](http://www.idiscover.cam.ac.uk). You should login to iDiscover to view full search results (some databases only show results if you are logged in). Click on the ‘Help and Contact Us’ link in the bar along the top of the page for help on how to use iDiscover.

Most of 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

Undergraduates may borrow up to four 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 (except during the Christmas and Easter vacations).

Books on the ordinary Open Shelves are for two-week loan.

Overnight Loan books (books listed on lecturers' reading lists) 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. These books are shelved separately near the domed area of the Library.

Vacation borrowing is possible for the length of the Christmas and Easter vacations only. This applies to books on the Overnight Loan shelves as well as those on the Open Shelves.

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 during opening hours.

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. 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

- 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 into 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 or print up to 10% 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, 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. You should login to iDiscover to view full search results (some databases only
show results if you are logged in). 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://libguides.cam.ac.uk/ebookscam

Special Collections http://www.zoo.cam.ac.uk/about-us/library/special-
collections/special

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. 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.

Other printed resources

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 You should login to iDiscover to view full search results (some databases only show results if you are logged in).

- 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

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.


- 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 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.


This is a great resource for students new to Cambridge!

Please visit this website to find information on ALL 100+ libraries in the University of Cambridge as well as mobile apps, online catalogues, LibGuides on a variety of subjects, LibAnswers, an interactive solution to finding answers to your queries about library resources and services, 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.