



# **Zoology (Balfour) Library Guide**

**for**

**NST Part IB students  
doing Zoology-taught  
courses**



## Contents

Content	Page number
<b>Introduction</b>	3
History	3
Opening times	3
Out of hours access	3
Contact details	4
<b>Library facilities</b>	4
Computers	4
Use of laptops and wireless networks	4
Printing	4
Photocopying	5
Scanning	5
Scanning software installed	6
<b>Information for disabled readers and those with special requirements</b>	6
<b>Books</b>	7
How to locate books across the University, using iDiscover	7
Classification of books in the Zoology Library	7
Loan periods	7
Registration and the University Card	8
How to borrow and return a book	8
How to see if a book is on loan	8
How to recall a book on loan	8
Overdue, lost and damaged books	9
E-books	9
<b>Special Collections</b>	10
Rare books	10
<b>Other printed resources</b>	10
<b>Journals – printed</b>	10
How to locate print journals across the University using iDiscover	10
<b>Journals – online</b>	10
<b>Online information resources</b>	12
Web of Science (WoS)	12
Scopus	12
Google Scholar	13
<b>Security alarm and CCTV monitors</b>	13
<b>Library rules</b>	14
<b>Science Libraries in Cambridge</b>	14
<b>Research Skills Programme</b>	15
<b>Cambridge Libraries</b>	15

## Balfour & Newton Libraries, Department of Zoology

Web <https://www.zoo.cam.ac.uk/about-us/library>

Email [zoo@lib.cam.ac.uk](mailto:zoo@lib.cam.ac.uk)

### Introduction

The Zoology Library is a vital resource for the teaching and research community of the Department. It is widely used by the academic staff, postgraduates, and undergraduates 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 to the Museum of Zoology in 1907. It was transferred in 1938 when the Museum was incorporated into the Department.

### Opening times

#### Full Term, Christmas and Easter vacations

- 08:30-17:00, Monday-Thursday, 08:30-16:30 Friday

#### Summer vacation

- 08:30-16:30, Monday-Thursday, 08:30-16:00 Friday

The Library Office is not always staffed.

### Out of hours access

You can apply for out of hours access to the Library using the grey form available from the Senior Library Assistant who will also give you a brief safety induction. **Priority for access will be given to Part II students if the Library is full.**

Remember to bring your card with you, as you will need to use it to exit from the library outside of opening hours. **This card is strictly for your own personal use only; you cannot use it to allow anyone who does not have out of hours access to the Department to enter, exit, or remain in the Library outside of the opening times.**

## Contact details

### Senior Library Assistant

Miss Jane Acred

Tel. (01223) (3)36648

Email [zoo@lib.cam.ac.uk](mailto:zoo@lib.cam.ac.uk)

### Academic Librarian

Dr Richard Preece

Tel. 01223 (3)36666

Email [rcp1001@cam.ac.uk](mailto:rcp1001@cam.ac.uk)

## Library facilities

### Computers

There are two PCs for use in the Library. These provide access to the Internet, including electronic journals and databases made available to you by the University. Microsoft Office and R have also been installed. You will require a login to use these PCs. Part IB 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 [servicedesk@medschl.cam.ac.uk](mailto:servicedesk@medschl.cam.ac.uk), tel. (01223) (3)36261.

The PC nearest the office is a Non-Print Legal Deposit terminal, which provides access to books and journals received by the University on electronic legal deposit. This is where you can read material designated in iDiscover as 'Online access restricted to designated PCs in the UL and most Faculty and Departmental libraries'. See the Electronic Legal Deposit libguide for further information <http://libguides.cam.ac.uk/e-legal-deposit>

The PC furthest from the office does not require a login and is intended for searching the library catalogue.

All of the computers operate during normal opening hours only.

### 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 may 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 the charge will be refunded.

PDFs can also be printed from a memory stick or similar device.

For information on Raven/UIS 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**

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

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

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**

Please see the Disability Resource Centre's Access Guide at <https://www.disability.admin.cam.ac.uk/access-around-university/access-departments-faculties-research-centres-and-institutes/department-34> for basic information on the Department of Zoology's accessibility for disabled readers, which includes the Library.

There are several barriers to disabled access to facilities and services in the Zoology 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 Zoology Library and other libraries in the University using iDiscover**

All of our books are catalogued online on iDiscover <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.

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 Zoology 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 can be borrowed for seven days and will be automatically renewed until the end of the Easter Term.

Overnight Loan books (books listed on lecturers' reading lists) can be borrowed for one day and must be returned on the following day. If an Overnight Loan book is borrowed on a Friday it must be returned on the following Monday. 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, 24 hours a day (N.B. out of hours access to the Library granted for cardholders 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 see if a book is on loan**

Search for the book on iDiscover <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 has the status 'Item in place' 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> 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 'Login to iDiscover' if you have not done this earlier. Once logged in click on 'Request'. You can enter a comment and change the date in the 'Not needed after' box if necessary before clicking on 'Request'.

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

### **Overdue, lost and damaged books**

- Overdue Notices will be sent to you automatically via email. You may be charged a fine for overdue Overnight Loan or requested items. Please contact the Senior Library Assistant if you have accrued a fine from the Zoology Library.
- Readers may be asked to pay for the replacement of books lost or the repair of books damaged.

### **E-books**

The University of Cambridge has access to over 1.5 million e-books from a wide variety of publishers and platforms. 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 and 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>. If you perform a catalogue search for a book and there is an electronic version available, you will retrieve a record for it, which will contain a direct link to the 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](mailto:ebooks@cambridge) libguide for further information on e-books 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 Zoology Library owns some magnificent special collections of rare books dating from the 15<sup>th</sup> to 20<sup>th</sup> centuries. These are catalogued online on iDiscover <http://www.idiscover.cam.ac.uk>. An image from a book in the collections is regularly displayed 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 Zoology 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 Zoology 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](mailto: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). Select 'Articles and online resources' in the bar over the Search box.

- 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 journal title to check coverage and find the link to the relevant year.
- For articles, click on the 'Full text available' link and click on a provider 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, 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 Zoology 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

<https://www.libraries.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.

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

- Raven password may be 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 BIOSIS Citation Index, MEDLINE and Zoological Record
- Over 20,000 journals indexed with more than 1.4 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 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 75 million records
- More than 24,600 titles from 5,000 publishers worldwide
- Includes over 9 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 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.

## **Security alarm and CCTV monitors**

An RFID (Radio Frequency Identification) security system is in operation in the Zoology Library, with sensors by the exit. An alarm will sound if a book or journal is 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 do not 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.

**Library rules**, see also <http://www.zoo.cam.ac.uk/about-us/library/rules>

- Smoking and the consumption of food in the Library are strictly prohibited at all times. (Bottled water and drinks with secure lids are allowed)
- 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.
- No book may be removed from the Library unless it has been borrowed legitimately. Users of the Library are responsible for the safekeeping 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.
- Users are requested to keep silence in the Library.
- 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).

## **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 Betty & Gordon Moore Library <http://moore.libraries.cam.ac.uk/> 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.

## **Cambridge Libraries** <https://www.libraries.cam.ac.uk/>

Please visit this website to find information on all 100+ libraries in the University of Cambridge as well as online catalogues, CamGuides; a set of resources for students beginning undergraduate degrees at the University of Cambridge, 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 Zoology Library.**