

Balfour (Zoology) Library Guide

for

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



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Balfour & Newton Libraries, Department of Zoology

Web <http://www.zoo.cam.ac.uk/department/library>

Email library@zoo.cam.ac.uk

Introduction

The Balfour 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

- 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

Your University Card will have been activated to provide out of hours access to the Department and Library. **You cannot use it to allow anyone who does not have out of hours access to enter, exit, or remain in the Library outside of the opening times.**

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) if you are using Departmental network computers. 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.

The Department uses the University Information Service's DS Print service. In order to print to an MFD you will need to install DS-Print on your computer, see <https://help.uis.cam.ac.uk/service/devices-networks-printing/ds-print/users/HowCanIprint/ds-printservic> for instructions. You should have an allocation of DS-Print Local Balance credit from the Department. If you have any problems, please contact the Senior Library Assistant.

PDFs can also be printed from a memory stick or similar device. You may also 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. 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. No password is required.

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

Scanning

The photocopiers in the Library and Computer Suite can be used to scan documents (in colour) and send them to your @cam email address. 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 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 and locate books and journals, fetching books and journals from the shelves, photocopying, extending loan periods for books, issuing and returning books.

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 if you will be away for longer than four weeks.

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>. 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

Members of the Department 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.

Postgraduates can borrow books on the Open Shelves for eight weeks. They can renew them for further eight-week periods, up to a maximum of 32 weeks from the date the book was borrowed.

Members of the Department of Zoology (academic staff, research workers, assistant staff) can borrow books on the Open Shelves for four weeks. There will be automatic renewal periods of four weeks, up to a maximum of 28 weeks from the date the book was borrowed.

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, these can be borrowed for four weeks. These books are shelved separately near the domed area of the Library.

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 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 – 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. (You may need to click on the '...' icon to expand the tool bar)
- A pop-up 'Login using:' screen appears. Select 'Current staff and students...' to log in with Raven
- Click on the 'Loans' tab to 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
- To logout, click on your name in the top right hand corner of 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> 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 (see instructions above in 'How to renew a book'). 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

- Reminder and Overdue Notices will be sent to you automatically via email. The Library does not charge fines on overdue items.
- 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 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 <https://www.zoo.cam.ac.uk/about-us/library/special-collections>

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>. An image from a book in 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.

The collection will be useful to staff and students doing research in similar subject areas. These are catalogued online on iDiscover at <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 is kept in the Library Office.

These are for reference only and are catalogued online on iDiscover at <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/about-us/library/special-collections/theses>

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, 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/about-us/library/inter-library-loans>

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

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). 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 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 <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 69 million records
- More than 22,800 titles from 5,000 publishers worldwide
- Includes over 8 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.

Zetoc <http://zetoc.jisc.ac.uk/>

Zetoc provides access to the British Library's Electronic Table of Contents of over 34,500 current journals and more than 55 million article citations and conference papers. 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>. You can search alphabetically by resource name, or by subject area. The Zoology LibGuide at <http://libguides.cam.ac.uk/zoology> also has details of relevant web resources. Here are some you may find useful.

Handbook of the Birds of the World Alive (HBW Alive) <http://www.hbw.com/>

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 96,000 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://birdsna.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.

Essential for Life Science (ELS) (previously Encyclopedia of Life Sciences)
<http://www.els.net/WileyCDA/>

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.

Colour illustrations and tables accompany all articles. 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 Cambridge Libguide on Reference Management <https://libguides.cam.ac.uk/referencemanagement/subjects> for further information on some of the following resources.

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

Mendeley <http://www.mendeley.com/>

Mendeley is a free reference management tool and academic social network for desktop and web.

- Read, organise and cite all of your research from one library.
- Connect and collaborate with millions of researchers worldwide.
- Store, share and cite your datasets with one secure online repository.

Zotero <http://www.zotero.org/>

Zotero is a free, easy-to-use tool to help you collect, organise, cite, and share research.

- Zotero is the only software that automatically senses research on the web.
- Helps you organise your research any way you want.
- Instantly creates references and bibliographies for any text editor.
- Share a library with as many people as you like.

EndNote <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> that 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 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.

Inter-Library Loan service

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/about-us/library/inter-library-loans>

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

- Smoking and the consumption of food and drink in the Library are strictly prohibited at all times. (Bottled water is 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.

Library Committee

The Library Committee has several formal academic and postgraduate representatives so feedback can be obtained and acted upon wherever possible. The list of Committee members is on the Intranet 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.

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, 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.