

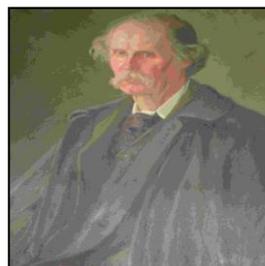
# Marshall Library of Economics Guide



## 2019-2020

### Marshall Library Opening

### Hours & Calendar



	Term	Vacation
<b>Monday – Friday</b>	<b>9 am – 9 pm</b> (Access between 4.30 & 9 pm is by activated University Card)	<b>9 am – 5 pm</b>
<b>Saturday</b>	<b>11 am – 5 pm</b> (access is by activated University Card)	<b>Closed</b>
<b>Sunday</b>	<b>1 – 5 pm (Easter Term only)</b> (access is by activated University Card)	<b>Closed</b>

<b>7 Oct – 6 Dec 2019</b>	<b>Michaelmas Term</b>
08 Oct 2019	All vacation books due
03 Dec 2019	<b>Vacation borrowing starts (Short Loan books)</b>
24 Dec 2019 – 01 Jan 2020	Closed (both days inclusive)
<b>13 Jan - 13 Mar 2020</b>	<b>Lent Term</b>
14 Jan 2020	All vacation books due ( <i>Short Loan only</i> )
10 Mar 2020	<b>Vacation borrowing starts (Short Loan books)</b>
10 Apr – 13 Apr 2020	Closed (both days inclusive)
<b>20 Apr – 12 Jun 2020</b>	<b>Easter Term</b>
21 Apr 2020	All vacation books due ( <i>Short Loan only</i> )
09 Jun 2020	<b>Vacation borrowing starts (Short Loan books)</b>
16 Aug – 31 Aug 2020	Closed (both days inclusive)

## Newspapers

The **FT** (all year), **Daily Telegraph**, **Guardian and Times** (in term time only) are available for consultation. Online access is also available to The Economist and FT.com



## Problems / Suggestions / Recommendations

Please contact us if you have any suggestions for improving the facilities or services offered by the Library. You may also make book and

resource recommendations via the Library web page. Your Student Representative is also available to discuss matters of Library policy.

## Mary Paley Group Study Room

The Mary Paly Room is bookable by students requiring group study space via the [Library web page](#).

## Fire safety

If the fire alarm sounds, **use the nearest fire exit** to leave the Library as quickly as possible and assemble outside Lady Mitchell Hall.

## Library good practice ...

- **Please keep noise levels low**
- **Please consume food only in the designated areas. Bottled water is ok anywhere in the library except the Mary Paley Room**
- **Please don't write in or mark library books**
- **Please consult the Librarian if you want to take library books abroad**
- **Please take care of the books you borrow – you will need to pay for any books you lose, plus any accumulated overdue charges**

## Library Team

Librarian / Deputy Librarian	Clare Trowell / Simon Frost
Senior Assistant	Sue Woods
Assistants	Oksana Chirgadze, Anita Richards, Phil Robins, Simon Morris

## Contacting us / staying in touch

Marshall Library of Economics, University of Cambridge, Sidgwick Avenue, Cambridge, CB3 9DB	Telephone	+44 (0)1223 335217
	Email	marshlib@hermes.cam.ac.uk
	Web	<a href="http://www.marshall.econ.cam.ac.uk/">http://www.marshall.econ.cam.ac.uk/</a>
	Facebook	<a href="http://www.facebook.com/MarshallLib">http://www.facebook.com/MarshallLib</a>
	Twitter	<a href="http://twitter.com/marshalllibrary">http://twitter.com/marshalllibrary</a>
	Blog	<a href="http://marshlib.blogspot.co.uk/">http://marshlib.blogspot.co.uk/</a>

## The main categories of books in the Marshall Library

Book Category	Description	Location
Short Loan	Textbooks on Undergraduate & MPhil reading lists	Shelved on the first and second floors of main library; with orange 'Short Loan' on spine and cover
Open Shelf	Books	First and second floors of main library
	Pamphlets	Opposite lockers
Basement	Books & Working Papers	Request online via catalogue or at Issue Desk. 'Basement' on spine
Reference	Journals – <b>not borrowable</b>	In Gallery on second floor of the Library
	Reference Books – <b>not borrowable</b>	Shelved in main book sequence

### Borrowing Allowances:

Undergraduate, MPhil & Diploma students: 6 books

PhD (Econ & Dev. Studies): 10 books

University Staff: 15 books



### Borrowing periods and fines

Book Category	Loan Duration	Overdue Charges
Short Loan	4 Days (Non-Renewable)	£1 per day
Open Shelf & Basement	You can keep these books as long as you like until requested by another borrower	£1 per day for overdue recalled books

## Placing a request on a book which is on loan

If the book that you want is on loan to another borrower you will need to place a request for it via MyAccount in the iDiscover catalogue. Further information on placing requests on books is available online via the [iDiscover catalogue](#) or by consulting the Marshall Library iDiscover workbook which may be accessed from the Marshall Library web pages. You can also ask staff at the Marshall Library Issue Desk to place requests on books for you.

You will receive an email as soon as the book you have requested is available for you to borrow.

If you do not return a recalled book within 3 days of it being requested you will incur fines of £1 per day.

## Returning books when the Library is closed

Please use the **book drop** outside the main library doors to return books when the Library is closed.

## Computers / WiFi / Photocopier

The Library contains **20 Public Workstation Facility PCs**. Black & white and colour printing are available from these machines.

**WiFi internet access** via the **UniOfCam** service & **Eduroam** and power sockets are available throughout the Library.

**A combined photocopier / laser printer / scanner** is located on the second floor of the Library. Scanning is free.

The Library has one **Bloomberg** & one **Eikon** terminal which must be booked via our home page, or in person at the Issue Desk.

### Photocopying / Laser printing charges

Size	B&W single-sided or double-sided	Colour single-sided or double-sided
A4 or A3	5p	20p

## Electronic resources

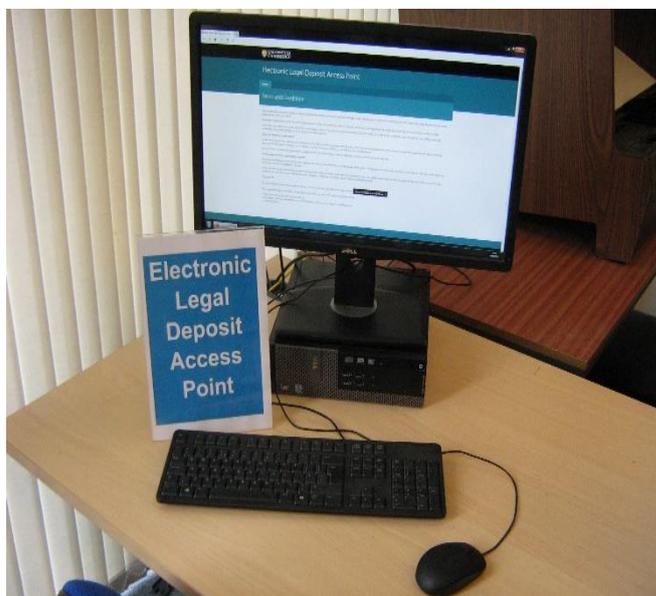
iDiscover and the Marshall Library web pages provide access to ebooks, ejournals, databases & datasets. The Library also makes hundreds of key chapters found on reading lists available online as pdfs on its Moodle site. These may be accessed from the iDiscover using your Raven authentication.

## Electronic legal deposit terminal

Certain ebooks can only be accessed from dedicated terminals located in faculty libraries. These ebooks can be identified on iDiscover by the following message:

**'Online access restricted to designated PCs in the main UL + affiliate libraries'** The

Marshall's terminal is located in the first bay on the left-hand side of the lower library:



The Marshall Library

iDiscover

Workbook provides  
more information  
about searching  
iDiscover and placing  
requests