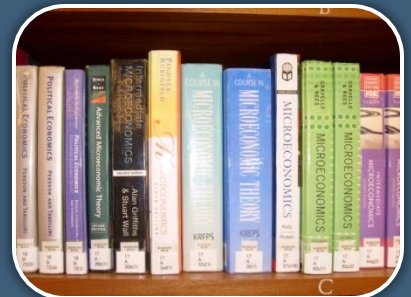


# Marshall Library of Economics

# Diploma Induction



**1. When is the Marshall  
Library open?**

	<b>Term</b>	<b>Vacation</b>
<b>Monday - Friday</b>	<b>9 am – 9 pm</b>	<b>9 am – 5 pm</b>
<b>Saturday</b>	<b>11 am – 6 pm</b>	<b>Closed</b>

**Warning bells ring half an hour and quarter  
of an hour before the library closes**

**Weekday evenings (4.30 –  
9pm) & Saturday is by  
activated University Card  
Access only**





2. What are the 4 main categories of books in the Marshall Library?



Book Category	Description & location
<b>Reserve</b>	Text books in <b><u>very high demand</u></b> which have to be requested at the Issue Desk
<b>Short Loan</b>	Text books in <b><u>high demand</u></b> , shelved on first & second floors of main library with orange Short Loan labels
<b>Open Shelf</b>	Books & Pamphlets on first & second floors of main library
<b>Basement</b>	Books, working papers & pamphlets stored in Basement – may be requested online from library catalogue or at the Issue Desk

**The book category determines how long you can borrow it ... And the overdue charges you pay.**

**3. How many books can  
Diploma students borrow, for  
how long & what fines are  
charged?**

## Diploma students can borrow a total of 5 books ...

Book category	Loan Duration		Overdue Charges	
	Term	Vacation	Term	Vacation
Reserve	<u>2 hours</u> <u>(non-renewable)</u>	1 day (renewable x5)	50p per book per hour	£1 per book per day
<u>Short Loan</u>	2 days (renewable x50)	For vacation (non-renewable)	£1 per book per day	
Open Shelf & Basement	4 weeks (renewable x5)	For vacation (non-renewable)	10p per book per day - <b>£1 if recalled</b>	

**4. Are there exceptions to these loan periods & fine rates? ...**



## **Yes, during the end of term recall of books in the last week of Michaelmas & Lent Terms**

<b>Final Wednesday</b>	<b>All Short Loan books due by 9pm</b>
<b>Final Thursday</b>	<b>Vacation borrowing begins</b>

**Short Loan books not returned by 9 pm on Wednesday will accrue fines at 50 per hour per book from 9 am on Thursday ... So 5 books returned by 3 pm would be very expensive ...**

**9 am  
£2.50**

**12 am  
£10**

**3 pm  
£17.50**

## 5. How do I find books in the Marshall Library?

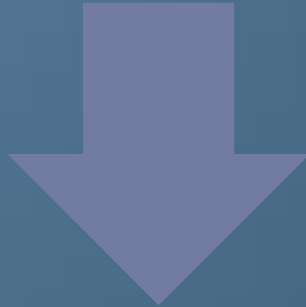
# Firstly, lots of libraries in Cambridge ...



# 3 way of searching for books & e-resources in Cambridge



**NEWTON**  
LIBRARY CATALOGUE

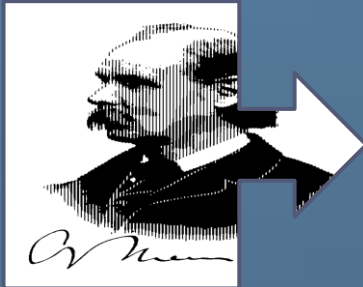


**LibrarySearch**



**LibrarySearch+**

## •‘Traditional’ catalogue / 8 separate databases



•University Library & Dependent libraries

•University theses catalogue

•Dept. & Faculty Libraries A-E

•Dept. & Faculty Libraries F-M

•Dept. & Faculty Libraries O-Z

•Colleges A-N

•Colleges P-W

•Affiliated institutions

# **Macroeconomics, 6<sup>th</sup> ed. / Blanchard**

Example

# LibrarySearch

- Search engine

- Books / Journals

- Searches every library simultaneously

Example

# **LibrarySearch+**

**Searches licenced content from the University's  
ejournal, newspaper and database subscription ...**

- **Online articles from ejournals (JSTOR, ScienceDirect)**

- **Newspaper content (eg. Factiva)**

- **Major academic databases (eg. Web of Knowledge)**



**Crafts, N.F.R. (1979) 'Victorian Britain did fail', *Economic History Review*, 32(4), pp. 533-537**

Example

**6. Can I renew books?**

**Yes, books can be renewed ...**

**Example**

- **At the Issue Desk**
- **Online via 'My library account' in LibrarySearch**
- **Do not use 'Your Newton Account' in Newton**
- **Before library closing time:  
9pm weekdays / 6pm Saturday**

**Books cannot, however, be renewed if ...**

- **You have fines exceeding £5**
- **They have been requested / recalled**
- **You have reached your maximum renewal limit**
- **They are Short Loan books borrowed for vacation**

**Always leave yourself with enough time to  
return your books to the library if ...**

**FOR ANY  
REASON**

**... you cannot renew them online.**

**7. Can I place holds /  
requests on books?**

**Yes, you can place holds on books ...**

- **At the Issue Desk**

- **Online via the *Newton Catalogue* ... Why? / Example**

**Points to note...**

- **Email / text notification when book available**

- **Please cancel requests if no longer required**

- **Books not kept for you indefinitely!**

**Books kept  
until 6.30 pm  
of day  
returned**

**Books kept  
until 12.30  
pm the  
following day**

**9 am**

**1pm**

**6.30 pm**

**9 pm**

**Uncollected books  
are returned to the  
shelves or kept for  
the next person in  
the queue**

**Kept until  
6.30 pm the  
following day**

**8. Can I recall books?**



**Yes, you can recall ...**

- **Open Shelf books**
- **Basement books**

**But you can't recall ...**

- **Reserve books**
- **Short loan books**

**9. Can I return books when  
the Library is shut?**

Yes ...



**Books left in the book drop after the time the library closes on the day that they were due will be considered overdue.**

**The Book drop is open whenever the Marshall is closed or whenever access to the Library is via activated University Card**

**10. What else do I need to know?**

- **ejournals@cambridge**

**On / Off campus access**

**Wireless : UniOfCam / Eduroam (setup required)**

[LibrarySearch+](#)

[Marshall www site](#)

- **ebooks@cambridge**

**Use LibrarySearch NOT Newton**

**Individual publisher's www sites**

[Marshall www site](#)

- **ecounteritems@cambridge (CamTools)**

**Scanned chapters from books on reading lists**

**Newton / LibrarySearch**

**Scanning Suggestion form / reading lists**

**Example**

- **Bloomberg / Datastream**

**1 Bloomberg / 1 Datastream**



**Booking required at Issue Desk / Online via Marshall www page (where you can check availability)**

- **Photocopying / Laser printing / Scanning**

**Combined colour photocopier / scanner / laser printer located in Library Gallery**



**Log-in using your University Card or by entering your PWF / Desktop Services username & password**



**Scanning to email is free & further info is available in your handouts ...**

# Withdrawn books for sale in Library ...





- **Marshall Library Amazon Associates Store**

**Buy your textbooks through our Amazon store & support the Marshall**

- **Software support (Stata / Mathematica etc)**

**All software related books in Marshall & links to online software resources**

**[Marshall www site](#)**

- **Fine payment online**

**Marshall www page**

**Each library has separate fines payment**

- **Dissertation binding**



- **Borrower histories supplied on request**

# Library Rules ...

- Keep noise levels low
- Do not bring food & drink into Library (except bottled water (£3 penalty))
- Do not mark library books
- Do not take Library books abroad without the Librarian's permission
- Lost books will be charged at the cost of replacement, any accumulated overdue charges, plus an administration fee

Finally, any problems... you can always get further information & help by ...

Visiting our www site :

<http://www.marshall.econ.cam.ac.uk>

Emailing us at : [marshlib@hermes.cam.ac.uk](mailto:marshlib@hermes.cam.ac.uk)

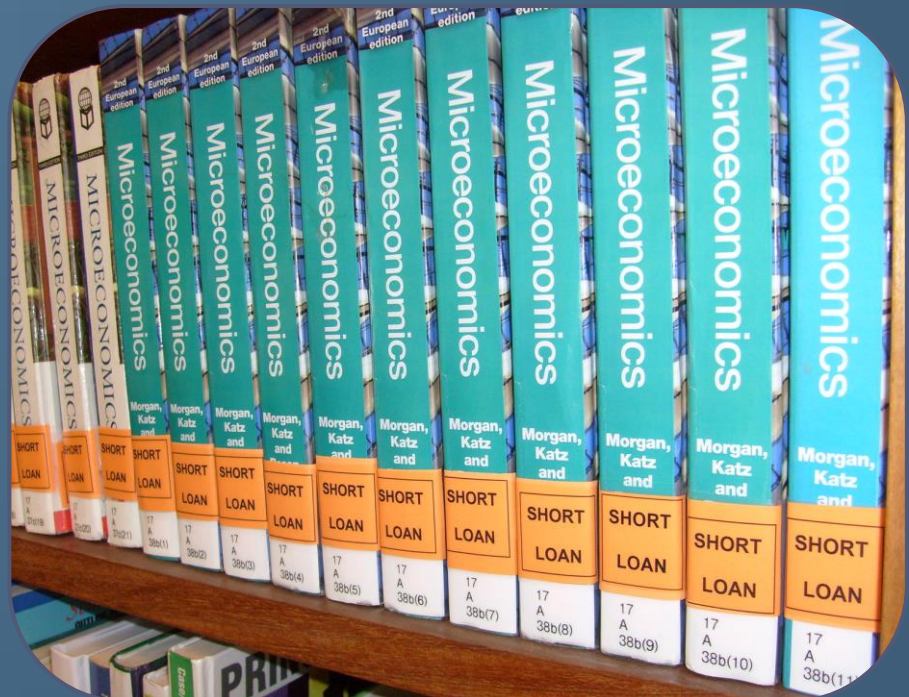
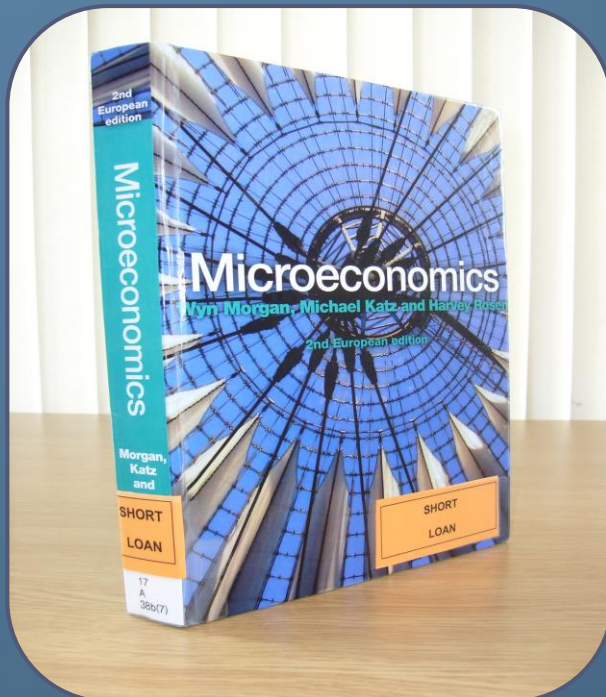
Or going to the Issue Desk ...



<b>Reserve books issued ...</b>	<b>Will be due ...</b>
<b>On weekdays (9am-4pm) / Saturdays (11am-4pm)</b>	<b>Within 2 hours</b>
<b>Monday – Thursday After 4 pm</b>	<b>10.30 am following morning</b>
<b>Friday after 4pm</b>	<b>Saturday morning by 11am</b>
<b>Saturday after 4pm</b>	<b>Monday morning by 10.30am</b>



# Short Loan books are very easy to identify ...





The new LIBRARY SEARCH catalogue ONLY allows COPY LEVEL holds

1 title

Multiple copies

Macroeconomics  
/ Barro



Library Search only allows you to place individual copy holds ...  
**INEFFICIENT ...**  
there is no way for you to know which copy will be returned first!

**Ridiculous!**

**Sensible!**

The old NEWTON catalogue allows you to place TITLE LEVEL holds

1 title

Multiple copies

Macroeconomics  
/ Barro



Newton allows you to place title level holds which means you place your hold on **ALL COPIES**  
**SIMULTANEOUSLY**  
...which means you'll get the next copy returned

# **‘Socialism in many countries : the recovery from the Great Depression’**

**Chapter 3 from *Lessons from the Great Depression* / Peter Temin**



Example