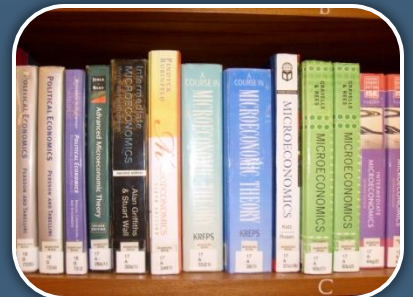


Marshall Library of Economics

MPhil Induction



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

| | Term | Vacation |
|----------------------------|---------------------|------------------------|
| Monday - Friday | 9 am – 9 pm | 9 am – 5 pm |
| Saturday | 11 am – 6 pm | Closed |

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 |
|-------------------|--|
| Reserve | Text books in <u>very high demand</u> which have to be requested at the Issue Desk |
| Short Loan | Text books in <u>high demand</u> , shelved on first & second floors of main library with orange Short Loan labels |
| Open Shelf | Books & Pamphlets on first & second floors of main library |
| Basement | 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
MPhil students borrow, for
how long & what fines are
charged?**

MPhil 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 - £1 if recalled | |

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

| | |
|------------------------|--|
| Final Wednesday | All Short Loan books due by 9pm |
| Final Thursday | Vacation borrowing begins |

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?

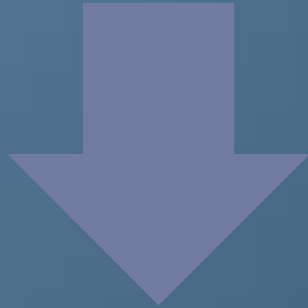
Firstly, lots of libraries in Cambridge ...



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



NEWTON
LIBRARY CATALOGUE

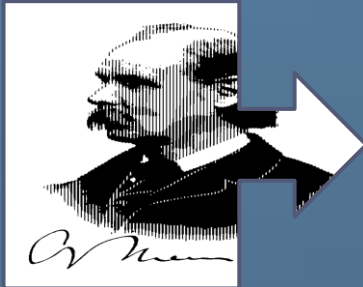


LibrarySearch



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, 6th 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

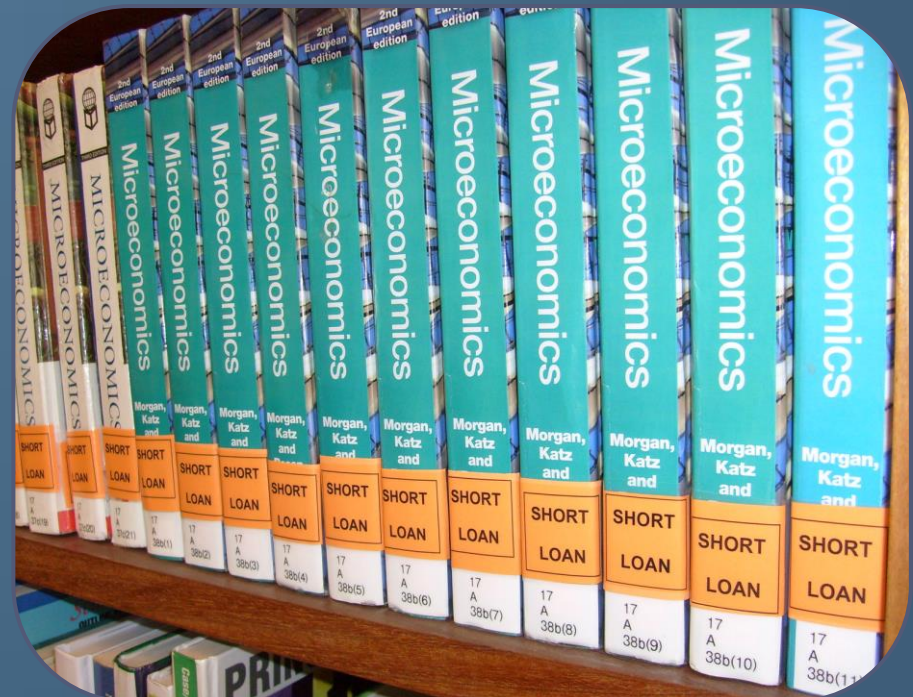
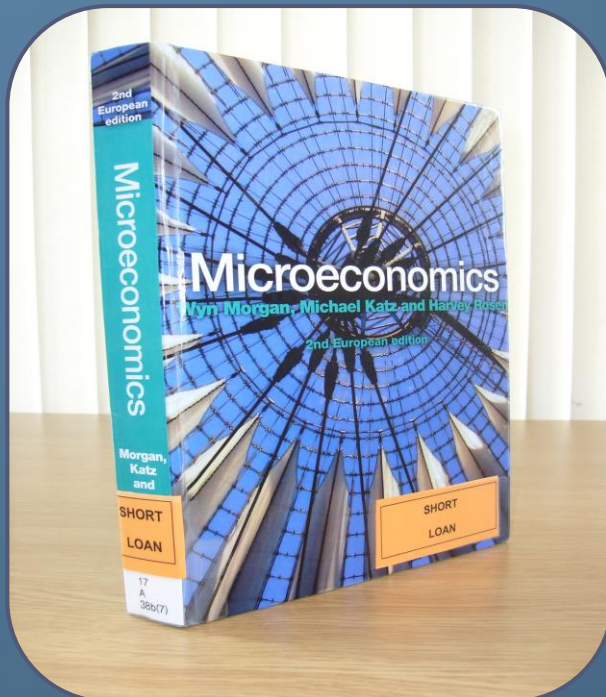
Or going to the Issue Desk ...



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



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