

KING'S COLLEGE



LIBRARY GUIDE

KING'S COLLEGE LIBRARY GUIDE

GENERAL INFORMATION

King's College
King's Parade
Cambridge
CB2 1ST

Telephone: (01223) 331232

Email: library@kings.cam.ac.uk

Website: www.kings.cam.ac.uk/library/

Online catalogue: kcc.sirsiidynix.net.uk/

King's Treasures (special collections blog): kcctreasures.com/

King's College Library, situated in Webb's Court, has been in continuous existence since the founding of the College in 1441. The first catalogue dates from 1452; the present Library building was built by William Wilkins between 1824 and 1828. With approximately 130,000 books, the Library's chief purpose is to provide resources and a study space for members of College. In addition, it holds significant collections of rare books and archives.

The College Library is part of the much wider library system of the university, including the University Library (one of six legal deposit libraries in the UK), and the faculty and departmental libraries. The catalogues of these libraries are accessible via iDiscover (www.idiscover.lib.cam.ac.uk/), which also acts as a gateway to external electronic resources.

Cambridge also has a good public library, Cambridge Central Library, in Lion Yard, which is home to the Cambridgeshire Collection local studies library.

OPENING HOURS FOR MEMBERS OF COLLEGE

Library

Monday-Friday: 24-hour entry via university card;
Library staff are present 09:00-17:30
Weekends/public holidays: 24-hour entry via university card

Archive Centre

Monday-Thursday: 09:30-12:30 and 13:30-17:15
Friday-Sunday: Closed

VISITORS

The Library's primary purpose is to serve the members of King's College, and as such external visitors are only admitted when they need to consult items held by the Library or Archive Centre that are not accessible elsewhere.

All external visitors who wish to access the Library or Archive Centre should make an appointment in advance of their visit. Visitors will need to press the buzzer at the Library entrance for access.

Please note that the Archive Centre is closed for 4 weeks over Christmas and both Library and Archive Centre are closed to external visitors for 6 weeks during the University's examination period in May/June each year.

LIBRARY & ARCHIVES STAFF

College Librarian	Dr James Clements
Senior Assistant Librarian	Miss Anna Cook
Assistant Librarian	Mr Gareth Burgess
Archivist	Dr Patricia McGuire
Assistant Archivist	Mr Tom Davies

ACCESSIBILITY

The Library is up two flights of stairs, and the Archive Centre and Rowe Music Library up a further three. There is a key-operated lift which is not universally available, but if you have a need to use the lift more than occasionally please get in touch with the College Librarian or Archivist as appropriate and access arrangements can be made.

If you need help fetching books for any reason, library staff will be happy to assist.

LIBRARY RULES

The Library is a place for quiet study, and we ask that you respect fellow users by observing the following rules:

- Noise should be kept to a minimum, and if you need to make or receive a phone call you should do so outside the Library building
- Food and drink are not permitted in the Library, with the exception of bottled water; there is a water cooler on the upper first floor that can be used to refill your bottle
- Smoking, including all types of e-cigarette, is forbidden in the Library
- Do not bring non-members of King's College into the Library; if you wish to study with friends from other colleges, please do so in your faculty/departmental library or the University Library

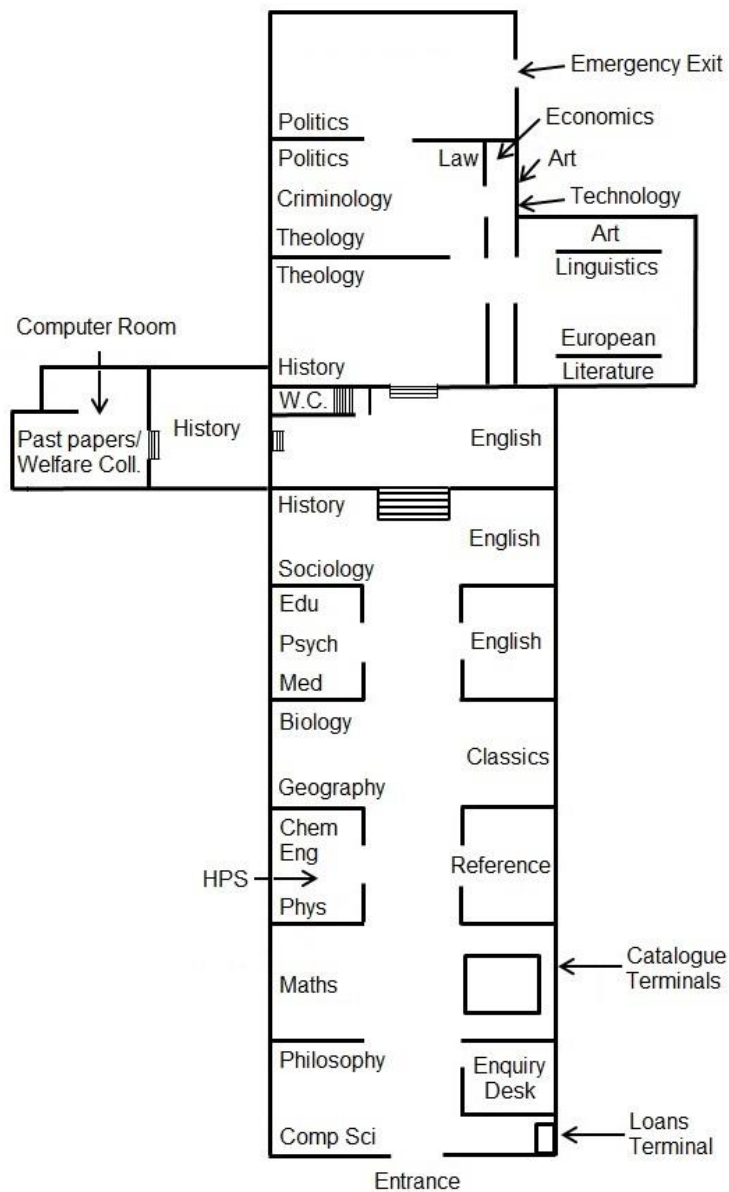
Students found to be in breach of these rules will be referred to the Lay Dean. In order to assist with maintaining the safety and security of College members and visitors, the Library is covered by the College-wide CCTV system.

FINDING BOOKS ON YOUR SUBJECT

Main Library (first floor)

The Library uses the Bliss classification scheme, which assigns a lettered code known as a classmark to each book. The books are arranged in alphabetical sequence starting at the entrance on the left-hand side, going round the Library in a clockwise loop and finishing at the right-hand side of the Library.

7N	Computer Science	O	American/Asian/African History
8	Bibliography	P	Theology
A	Philosophy	Q	Social Welfare and Criminology
AL	Logic	R	Politics
AM	Mathematics	S	Law
AY	Statistics	T	Economics
AZ	History & Philosophy of Science	U	Technology
B	Physics and Engineering	V	Art
C	Chemistry	VV/VW	Music (in Rowe Music Library)
D	Astronomy	W	Linguistics
DH	Earth Sciences	WH	Literature in general
E	Biology	XB	Russian
F	Botany	XM	Italian
G	Zoology	XP	Spanish
H	Medicine	XR	Portuguese
I	Psychology	XS	French
J	Education	XW	German
K	Sociology	Y	English
KZ	Travel	Z	Classics
LA	Archaeology	Ref.	Reference books (not borrowable)
L/M	General and European History	Welfare	Welfare Collection (in Computer Room)
N	British History		
NW	Local Collection (top-floor corridor)		



Rowe Music Library (top floor)

Scores

Rw.11-16	instrumental solos and duets
Rw.19 & 24	trios
Rw.30-31	quartets, quintets and higher
Rw.32	organ
Rw.33-34	piano duets
Rw.38	books of exercises and music lesson books
Rw.49-50	oratorio vocal scores
Rw.51-61	piano solo
Rw.73-75	miniature scores, arranged by composer
Rw.81-3	opera scores (full scores and vocal scores)
Rw.84	secular vocal scores
Rw.101-103	piano solo; vocal music with piano accompaniment
Rw.104	orchestral parts
Rw.105-108	oversize full scores
Rw.109-110	songs: mostly English language
Rw.111-112	songs: musicals and miscellaneous
Rw.113	secular choral music
Rw.114-116	sacred choral music
Rw.117-120	songs: German, Spanish, French, Italian, Russian
Rw.122	facsimiles

Books

VV	Music (general)
VV 6	Study of music
VV 7	History of music (general)
VV 8	Histories and overviews of music (by country)
VV 9	Individual composers: biography and criticism
VWA	Theory
VWB	Composing and producing; techniques
VWC	Musical character
VWD	Elements of music
VWE	Forms of music
VWF-VWW	Music for particular instruments, and for voice
VWX	Folk music in the European tradition
VWY-VWZ	Non-European music

Rowe Reading Room

Catalogues

Rw.25-30

Rw.30-50

Reference

VWA - VWZ

VV 9L - VV 9Z Oversize (ROWE-LARGE)

VV 7 - VV 9L

VV - VV 7 Rw.109-122

Rw.105-109 Boxes XXVI-CI & A-Z

Boxes I-XXV Rw.102-105

Rw.91-102

Rw.83-91

Rw.75-83

Desk

Rw.50-54

Desk

Rw.54-57

Rw.3-25

Entrance

Rw.57-75

Filing Cabinets:
Miniature scores;
Hortus Musicus;
Nagel

Special Locations

Books designated 'oversize' because they are too large to fit on the normal shelves are marked with green dots on their spines and located on the lowest shelves. Books shelved behind the normal sequence are marked with blue dots or labelled 'Behind'. Past examination papers are kept in the Computer Room, which is also the location of the Welfare Collection. The **Local Collection** of books with local interest is located on the top-floor corridor. All music books and printed music are located on the top floor in the **Rowe Music Library**.

LIBRARY CATALOGUES

1. Online Catalogue

The Library's catalogue may be found at kcc.sirsidynix.net.uk/

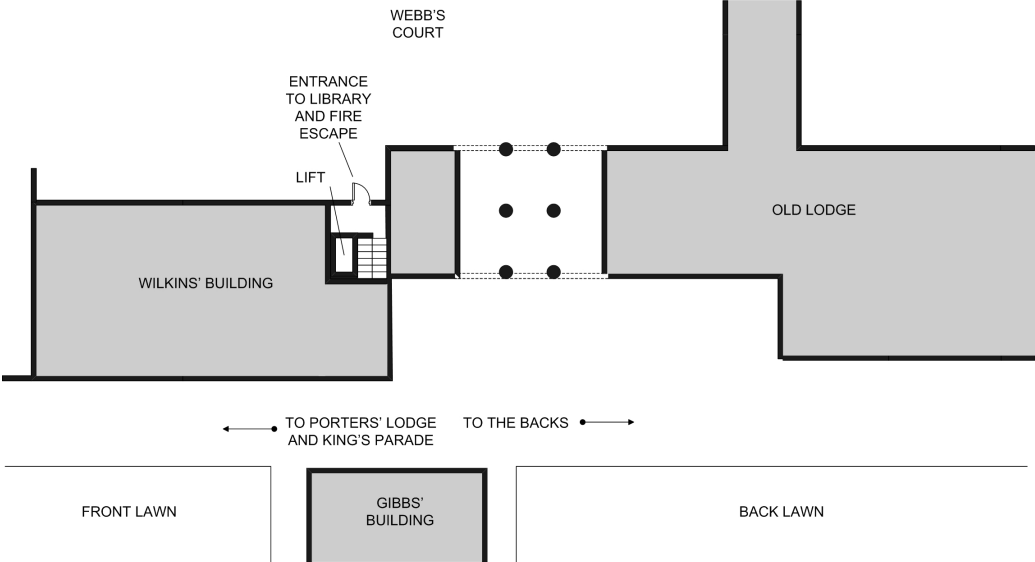
This catalogue includes records for all material on open access in King's College Library and can be accessed either from one of the catalogue terminals at the front of the Library or from any device with internet access. When you search for a book, make a note of the **call number** (i.e. the book's classmark) on the results page, as this tells you where to look for the book on the shelves.

Although King's College Library's books are listed on the University catalogue, iDiscover (www.idiscover.lib.cam.ac.uk/), you should use the catalogue at kcc.sirsidynix.net.uk/ when searching for books at King's, as it is kept more up to date and will tell you whether each book is available or on loan, which iDiscover does not.

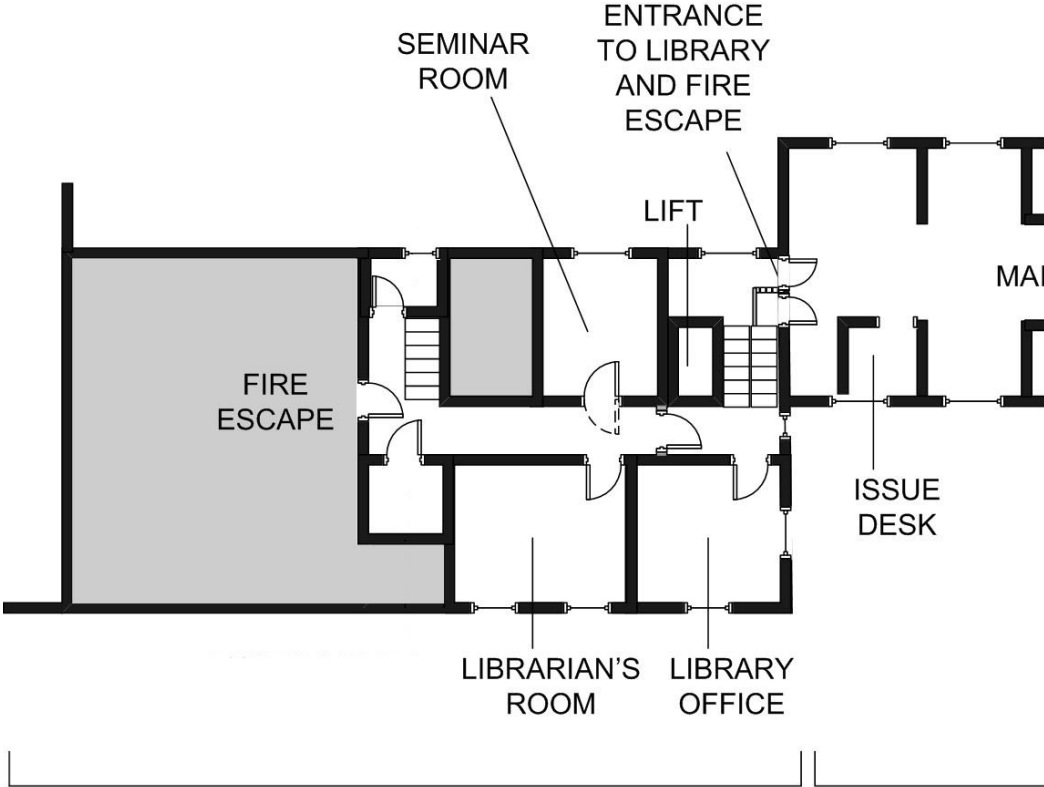
My Account

To log into your account on the online catalogue, type your User ID (the five-character barcode from the back of your university card) into the box in the top right-hand corner and click 'Login to e-Library'. The default PIN setting is blank, though once logged in you can create a PIN to secure your account if you wish. From the 'My Account' page

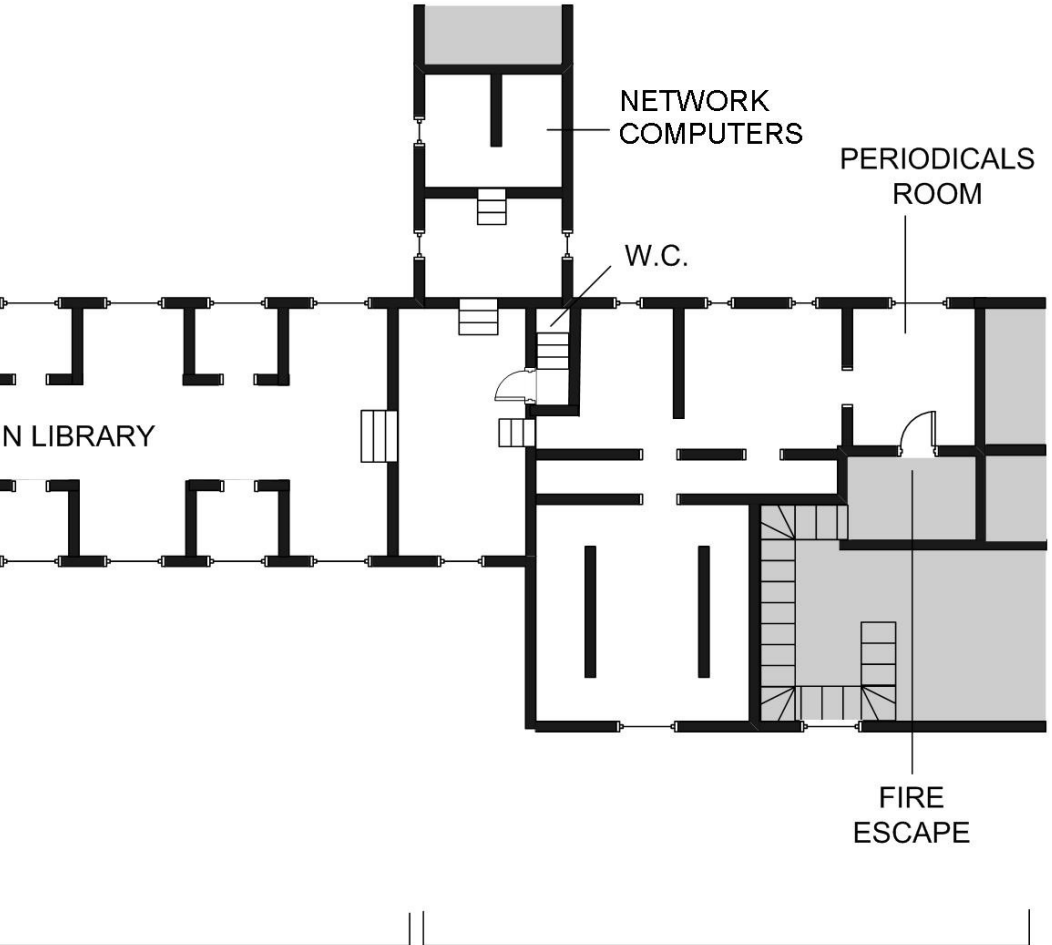
GROUND FLOOR



FIRST FLOOR



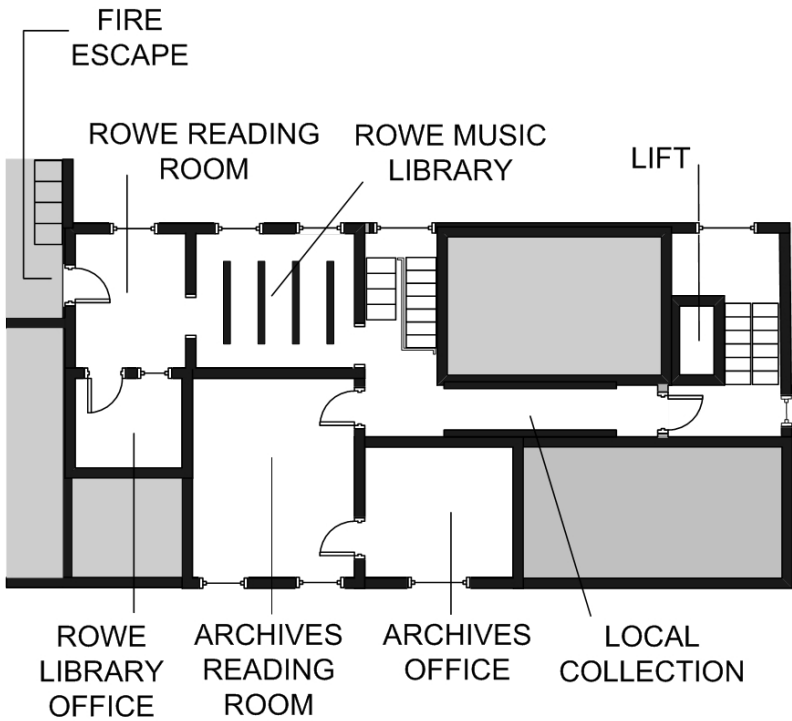
UPPER LEVEL



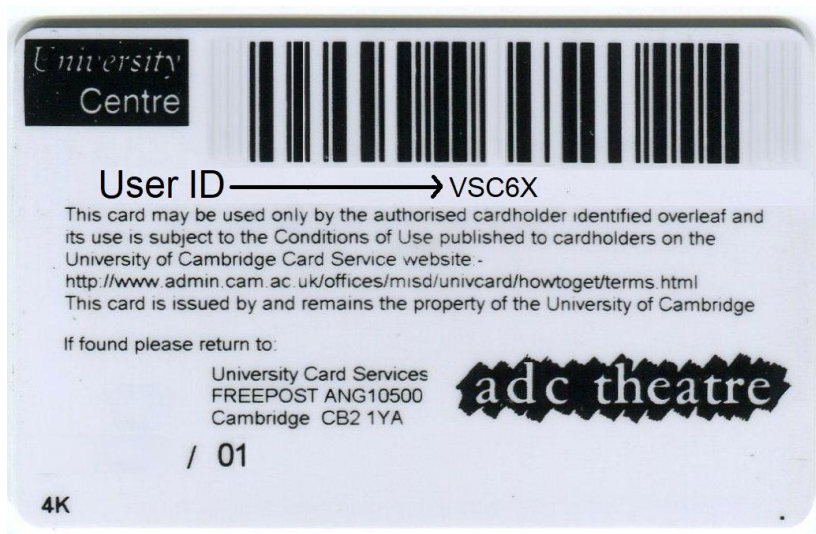
LOWER LEVEL

UPPER LEVEL

SECOND FLOOR



accessible via the link on the purple toolbar you can check which books you have on loan, and renew books remotely at the end of term.



Recalling books

If a book in the catalogue is shown to be on loan and you wish to borrow it, it is possible to recall the book. Click 'Place Hold' from the left-hand menu, enter your User ID and PIN (if you have one), and click 'Place Hold' once more. You will be notified by email when the book is available.

Purchase requests

You can also use the online catalogue to request the purchase of a book for your studies. Click the 'Recommend to Purchase' link on the purple toolbar, then fill in the form that appears. You will be notified by email when the book is available.

2. Handwritten Catalogue

This consists of the handwritten volumes shelved in the catalogue bay adjacent to the Enquiry Desk. You may need to consult this catalogue if you are looking for rare materials that have not yet been catalogued online. Entries are arranged alphabetically by author or editor, or by title in the case of anonymous works. Each entry gives the classmark or shelfmark of the book. A red 'S', or similar symbol, indicates that a book has been placed in store. You should ask one of the librarians at the Enquiry Desk if you wish to access rare books, but please give reasonable notice, as immediate fetching is seldom possible. Most rare books must be read in the Library or Archive Centre when staff are present.

3. Rowe Music Library Catalogue

All open-access music books and some scores have been entered on the online catalogue, and a project to add the remaining scores to the catalogue is ongoing. All items that have been catalogued in this way can be found on the online catalogue and borrowed via the loans terminal in the Main Library.

Scores not yet catalogued online can be found using the series of typed catalogue books in the Rowe Library reading room on the top floor. If you wish to borrow an item that has not yet been catalogued (and so has no barcode for borrowing on the loans terminal), please present it to a librarian at the Enquiry Desk and they will put it on your account.

BORROWING LIBRARY BOOKS

Any current member of King's College may borrow up to **twenty** books from the Library. If you wish to borrow more than this for any reason, please ask one of the librarians first, and permission will usually be given.

The Library operates a termly borrowing system, which means that (with a small number of exceptions) any book borrowed will automatically be due back at the end of term (or, for books borrowed over the summer vacation, at the start of Michaelmas Term) at one of four designated **book return periods**:

In 2024-25, the due dates are:

09/10/2024 – for Summer Vacation loans

04/12/2024 – for Michaelmas Term loans

19/03/2025 – for Lent Term loans

18/06/2025 – for Easter Term loans

During each book return period books on loan to you have to be either returned or renewed until the next book return period. You will be sent email instructions on the Friday before each book return date that explain what to do and how.

If a book is recalled from you please return it immediately, as it will be needed by another student. Books that are not recalled for another user can be renewed at book return periods.

Reference books may not be borrowed without permission from one of the librarians.

BORROWING PROCEDURE

1. Self-service borrowing, returning and renewing

Borrowing

The self-service loans terminal is next to the Enquiry Desk at the front of the Library. You will need your university card to take books out. If the screen is black, move the mouse to bring the computer out of screen saver mode. Start the borrowing procedure by pressing the 'BORROW' key (F2) on the keyboard. Use the scanner to scan the barcode on your university card, and **make sure your name comes up on the screen**. Scan the barcode **inside the front cover** of the

book you wish to borrow. You will see something like this on the screen:

User ID: VSC6Z	Flamel, Nicolas (Mr)	Profile name: UG-3...	
Identify user			
User ID:	<input type="text" value="VSC6Z"/>		
Identify item			
Item ID:	<input type="text"/>		
List of checkouts:1			
Title	Call number	Item ID	Date Due
Astrology, magic, and alchemy ... V	7VP XF Bat	087194	9/10/2024,23:59

The due date should be that of the next book return period.

Press F2 again to clear your name from the screen.

Returning

To return a book, press the 'RETURN' key (F3) on the keyboard, and use the scanner to scan the barcode inside the front cover of the book. You do not need to scan your university card. Repeat the procedure for any further books. Leave all returned books on the shelf to the right of the computer; please do not reshelve returned books yourself. If the book has been recalled for someone else, the message 'Item has holds' will flash up on the screen; in this case, please give the book to a member of staff.

Renewing

It is not necessary to bring books into the Library to renew them at book return periods, and our recommended option is to renew books remotely via the catalogue at kcc.sirsidynix.net.uk/

It is possible to renew books in person at the loans terminal by pressing the 'RENEW' key (F4) on the keyboard, and then scanning the barcode of the book. The book will be renewed for the original

borrower. If the book has been recalled for someone else, the message 'Item has holds' will flash up on the screen, and you will not be able to renew it; in this case, please RETURN the book on the computer and give it to a member of staff.

2. Borrowing items without barcodes

To borrow an item that has not yet been catalogued online and so does not have a barcode (e.g. some music scores), take it to the Enquiry Desk and staff will put it on your account.

Books borrowed by you are your responsibility even if you pass them to another user. The borrower will be charged the cost of replacement for any book that has been lost, seriously defaced or annotated in any way.

BOOK RECOMMENDATIONS

It is Library policy to make acquisitions user-oriented and user-driven, so you are actively encouraged to make recommendations for the purchase of books in your subject. You are welcome to recommend books that we do not hold and extra copies of books we already hold but which are on loan to another user. To recommend books via the online catalogue, click on the 'Recommend to Purchase' link on the purple toolbar, then fill in the form that appears. You must include your user ID (the five-character barcode from the back of your university card) so we know who to contact when the book arrives. The Library will obtain the books for you as quickly as possible, often within a day or two of your request. Don't forget to fill in the 'Date needed by' field so we are able to tell if the book you have requested will come in time or not.

Recommendations for books of reference or general interest may be discussed with the College Librarian.

RESERVING BOOKS ON DESKS

A maximum of 10 borrowable books can be left on the tables in a neat pile for 5 days. Fill in and date a 'Please leave' slip and position it like a bookmark inside the top book of the pile, with one end outside the book, for inspection. Books left without slips, or with undated or out-of-date slips, will be removed and reshelved.

WI-FI AND INTERNET CONNECTION POINTS

There is Wi-Fi throughout the Library. There are also ports under many of the desks to plug in an ethernet cable if required.

NETWORK COMPUTERS AND PRINTING

In the Computer Room there are several network computers, which provide access to a range of software and your personal file store.

There is also a combined printer/scanner/photocopier known as the Multi-Function Device (MFD). You can print to the MFD either from the computers or from your own device. To enable printing from your own device, follow the instructions on the University Information Services (UIS) website at help.uis.cam.ac.uk/service/printing/ or consult the posters in the Computer Room. You can also add print credit to use for printing and copying via the Managed Print Portal at managedprint.uis.private.cam.ac.uk/

STUDY AIDS

There is an articulated skeleton in the Library for the use of medical students, and several artificial skulls, which may be borrowed as 3-day loans. There are also a small number of book stands that may be used in the Library, and pairs of disposable earplugs in case you are bothered by noise. To use these items, please ask at the Enquiry Desk.

SPECIAL COLLECTIONS

1. Archive Centre

The Archive Centre holds two distinct bodies of documents: the College's internal administrative records (the College Archives) and the personal papers of former members and associated individuals (the Modern Archives). Further information about the Archive Centre's collections and about making an appointment to consult materials may be found at www.kings.cam.ac.uk/archive-centre/, and the catalogue may be found at archivesearch.lib.cam.ac.uk/

2. Rare Books and Manuscripts

Donors of major collections of rare books include Kingsmen Jacob Bryant (1715-1804), whose collection contains nearly 150 incunabula (books printed before 1501), Provost George Thackeray (1777-1850), who donated 160 theological books, and Thackeray's daughter Mary Ann (1818-1879), who left most of the residue of her father's book collection to the College, some 3,200 volumes in total.

On his death the economist and Kingsman John Maynard Keynes (1883-1946) bequeathed to the College his collection of books, which is especially strong in editions of Hume, Newton and Locke, and in 16th- and 17th-century literature, along with a collection of manuscripts by Newton, Bentham, Mill and others.

More recent additions include a collection of mainly 19th-century children's books donated by Kingsman George Rylands (1902-1999), a collection of books on Renaissance architecture and the Grand Tour donated by John Bury, and items by or related to Jane Austen donated by Dorothy Warren and David Gilson.

Rare books and manuscripts may be consulted in the Archive Centre by prior appointment with the College Librarian. The Pote Collection of Oriental Manuscripts is on permanent deposit with the University Library. To consult manuscripts from the Pote Collection, contact the Near and Middle Eastern Department of the University Library.

3. Rowe Music Library

The Rowe Music Library was the gift of Kingsman Arthur Cole (1883-1968), who bought the collection of his friend Louis Thompson Rowe, a noted bibliophile, when Rowe died in 1928. The collection is particularly rich in English 18th-century printed music, and also includes 16th- and 17th-century partbooks and manuscripts.

The collection was further strengthened in 1930 by the addition of around six hundred volumes from the library of Arthur Henry Mann (1850-1929), who served as Director of Music at King's College Chapel for over 50 years. Mann was particularly interested in hymn tunes and the music of Handel, and built up a collection of early editions of both. Other notable donations include a small group of 16th- and 17th-century English manuscripts (including the *Turpyn Lutebook*) given by John Maynard Keynes.

4. Audiovisual Resources

The College subscribes to Naxos Music Library, which is a large online classical music streaming service with nearly 3,000,000 tracks of music from hundreds of thousands of albums. Members of College can ask to be put on the Library's list of approved IP addresses so that they can access the service.

The Library holds collections of CDs and of DVDs of mainstream and foreign-language films, which are available for loan. These collections are not on open access, but can be searched on the catalogue. To borrow from these collections, please ask a member of staff.

5. Welfare Collection

The Library houses a small collection of books on subjects such as health, self-help, student life, gender, sexuality, race, religion, travel, accommodation and careers. They are shelved in the Computer Room and can be borrowed. Please feel free to recommend other titles to add to the collection.

September 2024

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Above: Rowe Music Library, MS 113 (Viol part book, ca. 1635-45)
Cover: '2 Partes Fantazia 2 Trebles' by Orlando Gibbons (1583-1625), K.C.C.