New College Library

Library Guide
“When I step into this library, I cannot understand why I ever step out of it.”

– Marie de Sévigné (1626-1696)
**About the Library**
Welcome to New College Library, Oxford. William of Wykeham, the founder of New College, began the Library in the 14th century with a donation of his own collection of almost 250 volumes. The Library’s collections have expanded a great deal over the centuries due to donations and acquisition of books to support New College students.

Today, the total stock of modern and antiquarian collections numbers approximately 100,000 volumes. The collections reflect that there has been a library since the College’s inception, and they include c. 400 medieval manuscripts and some 30,000 antiquarian volumes that include c. 340 incunabula (15th-century European imprints). These, our internationally renowned antiquarian collections, constitute one of New College’s principal assets.

The modern library building was completed in 1939 when the original founder’s library became too small. The Library covers two floors and holds the majority of modern material on open access, while offering a range of comfortable workspaces for library users.

**Access**
The Library is solely for the use of New College members, though external visitors may seek permission from the Librarian to consult certain collections. To access the Library, hold your university card against the silver card reader at the door and wait for the light to flash green.

**Opening Hours**
**Term**
Monday of 0th week – Thursday of 9th week
8.30 am – 2.00 am, every day

**Vacation**
Friday of 9th week – Sunday of 0th week
8.30 am – 8.30 pm, every day
**Library Collections**

The Library staff communicate with tutors and students in order to ensure that the collections are kept up-to-date. New and relevant texts are constantly being acquired, and although some are for reference only (and clearly marked as such), the vast majority can be borrowed. As many items as possible are kept on open access shelves; however, if you would like to consult any items marked on SOLO as ‘restricted access’, please ask one of the Library staff as most are available to view and in many cases can be borrowed.

We welcome any suggestions for books which we do not have, or items where you feel we need more copies. Please email library@new.ox.ac.uk or fill in one of the green slips kept in the Library foyer to suggest new acquisitions.

We have a collection of DVDs, consisting of mainstream Hollywood films and foreign-language titles and a selection of music CDs.

New College has a considerable archive of historical papers, as well as a large collection of antiquarian texts. If you need to consult any of the pre-1850 material, please contact the Librarian.
**Library Services**

**Borrowing:** College members in academic residence may have up to 35 items on loan. Undergraduates may borrow books for two weeks and postgraduates for the whole term. CDs and DVDs may be borrowed for three days. Items that are on loan to someone else can be reserved on SOLO by using the ‘hold’ function, and you will get an email telling you when they are ready to collect. Vacation borrowing begins on Wednesday of 8th week and from that day onwards, all borrowed and renewed books will be due back on Wednesday of 1st week of the following term.

You need your University card to borrow from the Library. Use one of the self-service machines in the Library foyer and follow the instructions onscreen. If you have any problems out of office hours, please email library@new.ox.ac.uk, or leave a note in the folder kept next to the right-hand machine.

**Returning:** Please put returned items in one of the book boxes in the Library foyer. Fines of five pence per item per day are charged for overdue books, and replacement costs plus administrative fees will be charged for any items that are lost or defaced. All charges will go onto your battels at the end of term.

**Renewals:** Renewals are allowed as many times as required, providing the item has not been reserved by anyone else. Loans can be renewed on your SOLO account, or on the self-service machines in the foyer.

**Computers:** There are three computers in the Library that can be used to access SOLO and the internet. There is also access to Eduroam and New College WiFi throughout the Library, and desks with power sockets for laptops.

**Printing, copying, and scanning:** There is a photocopier located on the half-landing of the main staircase on which you can print, photocopy, and scan to email. You can print from your own computer via https://webprint.new.ox.ac.uk:9192/app using your New College credentials (Associate students) or https://webprint.new.ox.ac.uk using your SSO. Printing and copying charges will be added to your battels.
Isaac Newton’s sketch of his experiment with a camera obscura and two prisms (17th century), MS361/2

The Isaac Newton Papers, one of the Library’s special collections

Finding Resources
You can search all New College Library holdings on SOLO at http://solo.bodleian.ox.ac.uk, as well as items held by most other libraries within the University of Oxford.

The physical collection is arranged by subject and each subject is represented by a letter at the beginning of the shelfmark/call number (e.g. J = History).

Books kept downstairs in the open stacks are represented by a double letter, e.g. JJ.

If an item is marked as ‘available’ on SOLO, it should be on the shelf and ready to use.
**Staffing and Security**

The Library Office is staffed between 8.30 am and 5.00 pm, Monday to Friday. Outside office hours during term (evenings and weekends), the Library is opened and closed by the Porters, so students should ensure that they pack up and leave before 2.00 am in order for the Library to be closed down promptly.

If there is an emergency outside office hours, use the red telephone by the self-service machines to contact the Lodge.

All library books, CDs, and DVDs will set off an alarm if removed from the Library without being properly checked out. If this happens to you, please fill in the required details in the alarm folder, kept next to the right-hand self-service machine. Anything that sets off the alarms should not be removed from the Library, and any alarms not accounted for in the alarm folder will be investigated via CCTV.
### Subject Guide

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Upper Floor Plan
Lower Floor Plan

Law Library (L)

Archives Reading Room and Archivist's Office

Group Study Room

General Interest Collection

Classics Room (O)

Closed Stack

Closed Stack

Closed Stack

DVDs (DVD/VI)

Open Stack

Lesser-used books in most subjects can be found here.

Subjects exclusively located in the stacks are:

- Education (TT)
- Human Sciences (QQ)
- Oriental Studies (KK)
- Theology (BB)

Omega
**E-Resources**

The University of Oxford’s extensive collection of electronic resources complements its libraries’ physical collections, and these e-resources are available to New College students and staff.

SOLO searches can be constructed to locate and access e-books, e-journals, and databases ([https://libguides.bodleian.ox.ac.uk/oxlip-plus/finding-eresources](https://libguides.bodleian.ox.ac.uk/oxlip-plus/finding-eresources)).

There is detailed guidance available on how to locate e-journals ([https://libguides.bodleian.ox.ac.uk/oxlip-plus/oxlip-ejournals](https://libguides.bodleian.ox.ac.uk/oxlip-plus/oxlip-ejournals)).

Databases can be located and browsed according to subject ([https://libguides.bodleian.ox.ac.uk/oxlip-plus/subject](https://libguides.bodleian.ox.ac.uk/oxlip-plus/subject)) as well.

SOLO can also search ORA (Oxford University Research Archive) ([https://ora.ox.ac.uk/](https://ora.ox.ac.uk/)), which also has its own dedicated portal.


**Remember**

No food or drink except water in a sealable container may be brought into the Library. A water fountain is available for readers on the Lower Floor. Mobile phones should be set to silent, with vibrate turned off, and all calls should be taken outside.

All the Library staff will be pleased to help you locate and use any of the printed and electronic collections and to assist with any research enquiries you may have. Oxford has the largest and finest academic library system in the UK: Library staff can also advise you of other libraries within the University which may be of use to you.

For Library enquiries, please contact library@new.ox.ac.uk or speak to a member of staff in the Library Office.

For Archive enquiries, please contact archives@new.ox.ac.uk.
Studying in the Upper Floor of New College Library

Aristotle’s Nicomachean Ethics and Politics (15th century)
MS228, New College Library
Library and Archives Staff

Librarian: Christopher Skelton-Foord
Archivist: Jennifer Thorp
Deputy Librarian: Vacancy (recruitment in progress)
Assistant Librarian: Jason Morgan
Library Assistant: Alex Pound
Shelving Assistant: Ursula Steele

New College Library and Archives
University of Oxford
Holywell Street
Oxford OX1 3BN

Tel: 01865 279580

library@new.ox.ac.uk

www.new.ox.ac.uk/library-and-archives

Dominicus de S. Geminiano on Sext
(15th century) MS201