



Emmanuel College Library

Student Guide



Welcome to Emmanuel College Library!

The College Library contains over 60,000 books and welcomes all students, staff, and Fellows of the College. It is open 24 hours a day, 7 days a week, with the exception of the period between Christmas and the New Year when the College is closed.

Students can borrow up to 10 books at a time for a period of 14 days. A maximum of 2 only can be borrowed from the Short Loan Collection. You can borrow books using the self-service machine in the Library Reception. You will need your University card to borrow books, as well as to open the Library door.

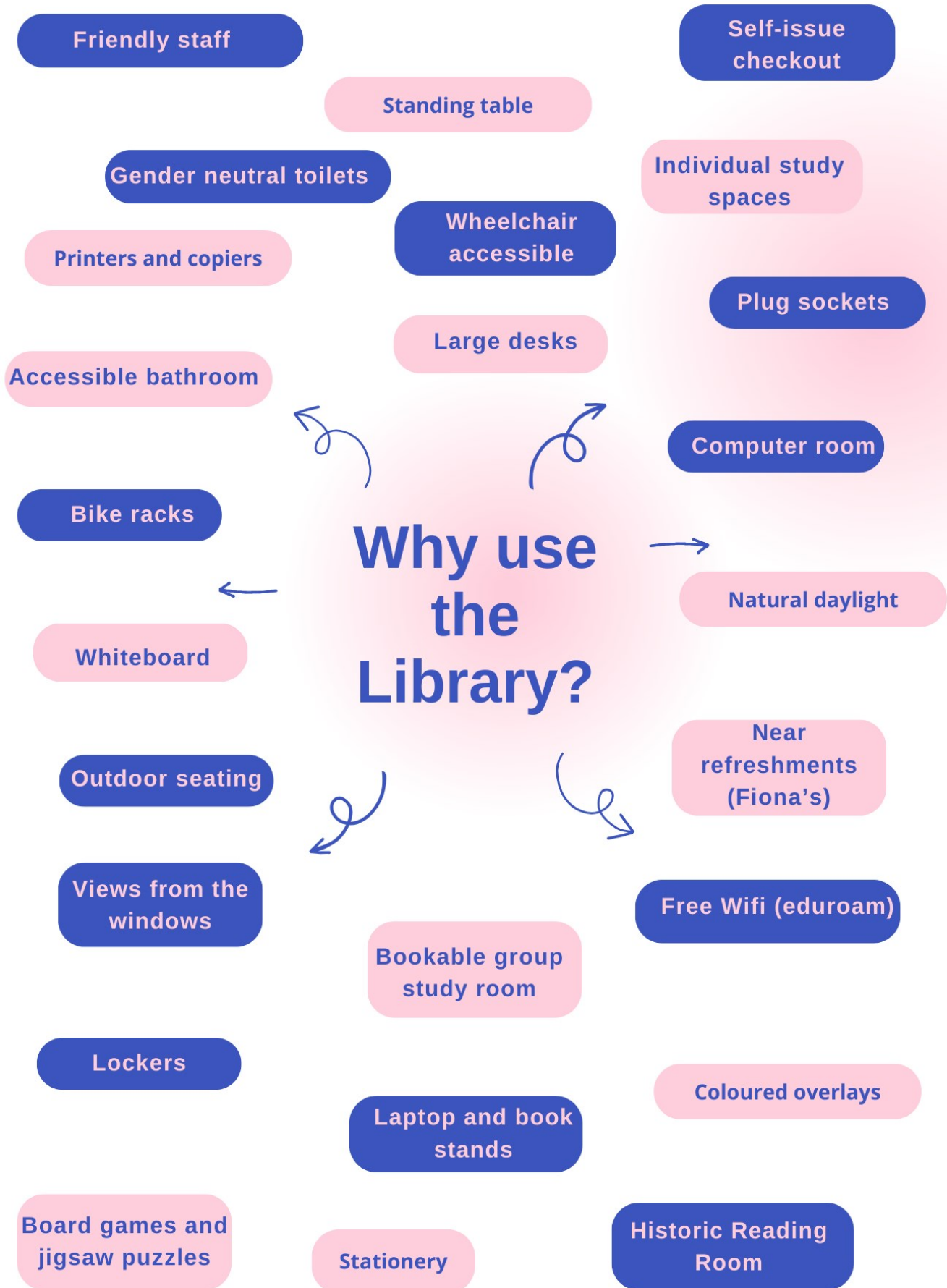


Library staff are available between 9 and 5 on weekdays at the Library Reception to help with any questions you might have. A team of Student Library Assistants work at the Library Reception during term time from 7.30-10pm on weekday evenings and 2.30-5pm on weekends.

You are able to borrow books from Emmanuel College Library, your Department or Faculty libraries, and the University Library. You are not able to borrow from other College libraries. Please contact us if there is a book you need in another College library and we will be able to help you.

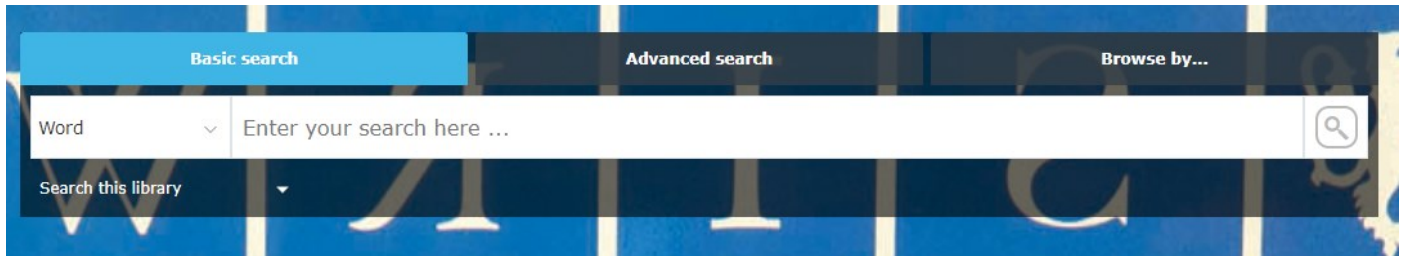
The Library has a range of different study spaces:

- The Reading Room (the Fane Room) has study desks and comfortable armchairs by the windows. The David Williams Room has one study desk seating eight.
- The first, second and third floors each have nine individual desks for private study.
- The computer room (first floor) contains 6 networked PCs, one with an additional monitor screen, and a printer.
- The Wates Room (second floor) has armchairs for relaxing, and a water machine.
- The McDonald Room (third floor) is a bookable conference room for group study or video calls. To book, contact the Library staff or use the calendar outside the room.
- The fourth floor has large desks, each seating six, with some comfortable armchairs.



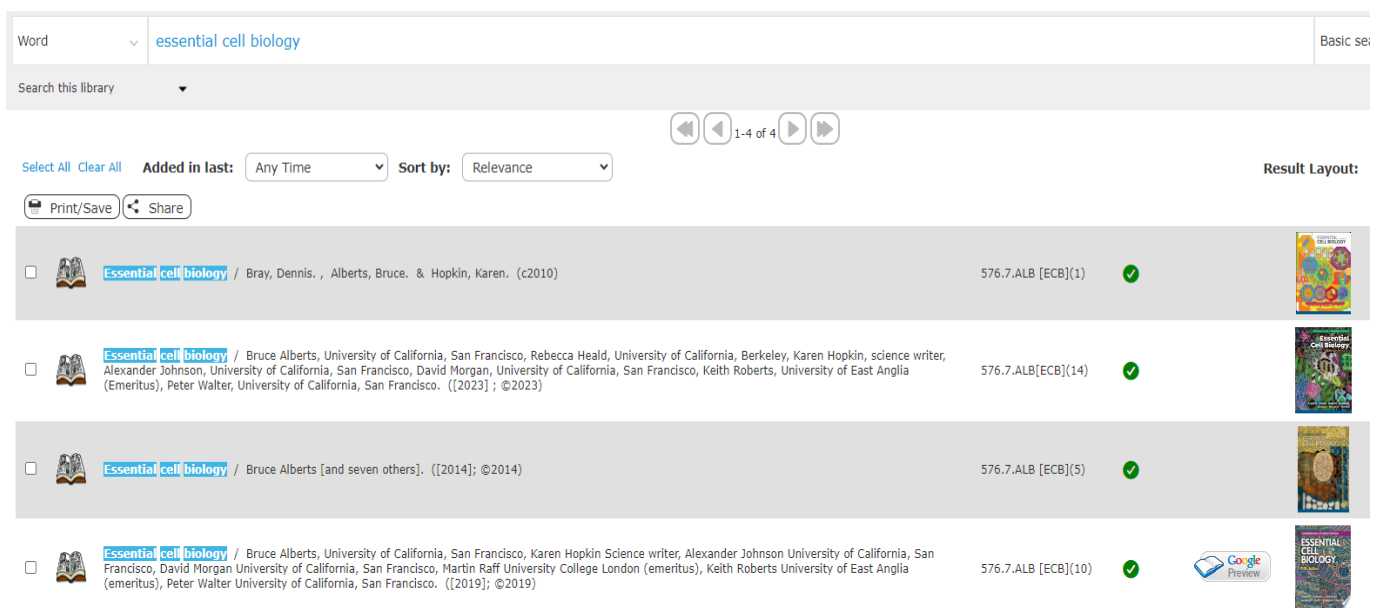
Finding a Book

The Library aims to have all books needed for Part I courses, and as many as possible for Part II. In addition, we hold Fiction, Wellbeing, Academic Skills, and DVD collections. You can also access ebooks and online journals through the Library, if you prefer to read on a screen.



All the Library's modern books are listed on the [Emmanuel College Library Catalogue](#). Use the search box at the top of the home screen to look for a book by title, author, or keyword.

From the results screen, you can see the shelfmark of the books so you can find them in the Library. Please ask a member of the Library staff if you need help to find a book.



The screenshot shows the search results for 'essential cell biology'. The search bar at the top contains 'Word' and 'essential cell biology'. Below the search bar, there are filters for 'Added in last:' (Any Time) and 'Sort by:' (Relevance). There are also buttons for 'Print/Save' and 'Share'. The results are displayed in a table with columns for the book title, authors, shelfmark, and a green checkmark indicating availability. Each result also has a small thumbnail image of the book cover.

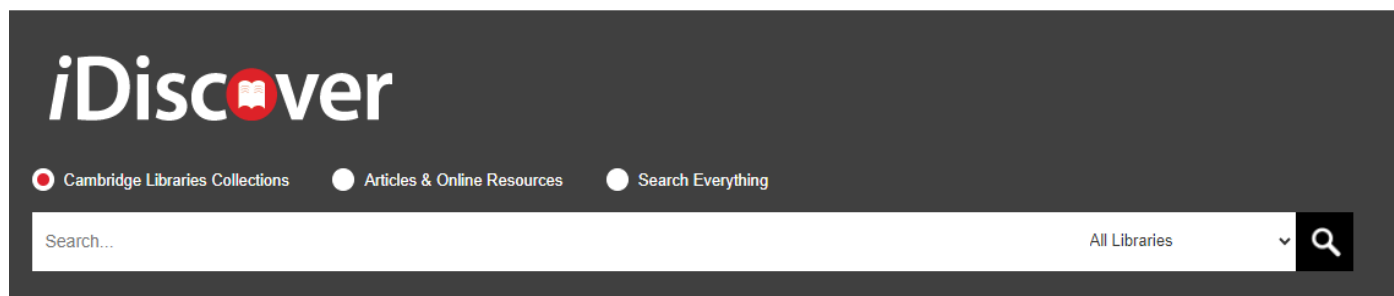
Book Title	Authors	Shelfmark	Availability
Essential cell biology	Bray, Dennis. , Alberts, Bruce. & Hopkin, Karen. (c2010)	576.7.ALB [ECB](1)	✓
Essential cell biology	Bruce Alberts, University of California, San Francisco, Rebecca Heald, University of California, Berkeley, Karen Hopkin, science writer, Alexander Johnson, University of California, San Francisco, David Morgan, University of California, San Francisco, Keith Roberts, University of East Anglia (emeritus), Peter Walter, University of California, San Francisco. ([2023] ; ©2023)	576.7.ALB[ECB](14)	✓
Essential cell biology	Bruce Alberts [and seven others]. ([2014]; ©2014)	576.7.ALB [ECB](5)	✓
Essential cell biology	Bruce Alberts, University of California, San Francisco, Karen Hopkin Science writer, Alexander Johnson University of California, San Francisco, David Morgan University of California, San Francisco, Martin Raff University College London (emeritus), Keith Roberts University of East Anglia (emeritus), Peter Walter University of California, San Francisco. ([2019]; ©2019)	576.7.ALB [ECB](10)	✓

The books are organised on the shelves in an in-house version of the Dewey Decimal Classification scheme, starting with the lowest numbers on the first floor, continuing across the second floor and Fane room, and finishing on the third floor.

Current College members who are registered to use the Library can log in through the catalogue to check their library accounts to find out how many books they have out on loan, when books are due for return to the Library and to renew and reserve books.

iDiscover

You can also search for books in Faculty and Department Libraries, as well as the University Library, via the University's catalogue [iDiscover](#).



Just like in the Emmanuel College Library catalogue, you can search by keyword, such as title or author. You can limit your search to a specific library using the search results sidebar, or via the dropdown menu on the search bar.

You can see your current loans on iDiscover by logging in via the 'Login to iDiscover' link on the top right of the home screen.

Online resources

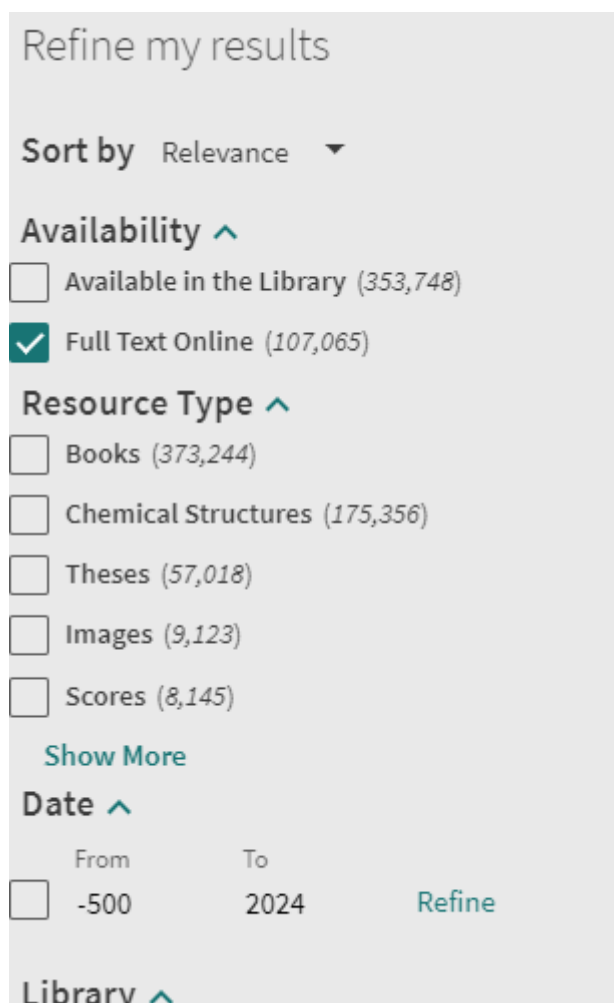
Online resources and ebooks are available through your iDiscover search. If you would like to search only for ebooks, use the filter in the search results sidebar.

If you are a current member of the University, you can access ebooks from anywhere in the world using your Raven username and password.

For more information on eresources, see the Lib-Guide online: libguides.cam.ac.uk/cambridggeebooks

Recommend a Book

If you need a book which you cannot find in the Library, please contact Library staff to recommend it, complete a recommendation form in the Library, or use the online recommendation form here: <https://www.emma.cam.ac.uk/library/catalogue/recommend/>



Special Collections

The Library also holds substantial collections of pre-1900 printed books and medieval to modern manuscripts. The Library's earliest printed book, an illuminated copy of Cicero's *De officiis*, printed on vellum, is dated 1465.

The Special Collections comprise three collections:

- **Rare Book and Manuscript Collection:** Books and manuscripts both purchased by and donated to the Library since the Foundation of the College in 1584. At the core of the Collection are some books given by the Founder, Sir Walter Mildmay.
- **The Sancroft Collection:** The personal library of William Sancroft (1617-1693), Archbishop of Canterbury and a Master of Emmanuel (1662-1664). The library comprises approximately 7,500 items the earliest of which dates from the 15th century.
- **The Graham Watson Collection:** A collection of mainly eighteenth- to nineteenth-century books with hand-coloured plates. The collection was formed by an Old Member of College Graham Watson (b. 1908). He began to collect in 1939 with the purchase of Ackermann's 'History of the University and Colleges of Cambridge' paying £40 for his copy. The bulk of the collection with its glazed mahogany bookcases was presented to the College by Graham Watson in 1975.



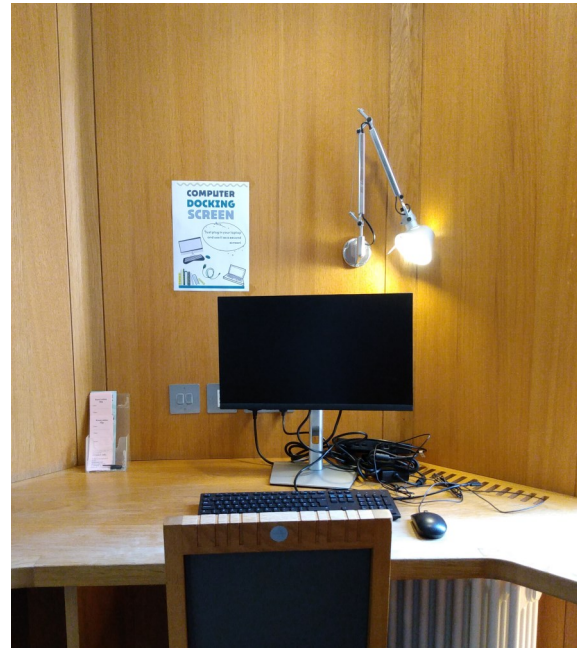
If you are interested in consulting any of the Library's Special Collections, please contact Library staff.

For enquiries about material in the College Archives contact the College Archivist.

Computing Facilities

The Library computing facilities include:

- Six networked PCs, one with an additional monitor screen.
- Two printers, a black and white one in the computer room on the first floor, and a colour printer-photocopier in the reception area.
- Two docking stations (USB-C connection) on the first and second floors.
- Power sockets next to the work spaces.
- Wifi throughout the building.



To contact the College's Information Services department, email is@emma.cam.ac.uk or call (01223) 334942.

The office location is in South Court, opposite the café, and the hours for student enquiries are 10am-12 noon and 2pm-4pm, Monday to Friday.

Things to Know

Taking a break?

You can reserve up to five books on your desk for 24 hours by filling in a pink reservation slip. All belongings left for more than one day at a desk will be removed by Library staff.

Food and Drink

Food and drinks apart from water are not permitted in the Library. There is a water machine available in the Wates Room. Refreshments are available from the café, Fiona's, next door in South Court.

Lost Property

Lost property is kept at the staff reception desk, and is then handed to the Porters.

Library Fines

The fine for the late return of a book is £1 per book per week (or part of a week) for the first 28 days, rising to £5 per week there-

after. Fines will be debited from your College account. The fine for the late return of a short-term loan item is £1 per day (or part of a day). A library user who either loses or does not return a book will be charged the replacement cost of the book.

Vacation loans

Vacation borrowing starts on the Monday of the final week of Full Term. Books borrowed during the vacation must be returned before Friday of the first week of the next Full Term.

Remember...

Please be considerate of others when using the Library. Please put phones on silent, keep noise to a minimum, do not mark the books, and leave your workspace clean and tidy.



Puzzles and Wellbeing

Need a short break from studying? The Library has:

- Jigsaws available to borrow, and a jigsaw on the go on the second floor outside the Fane Room
- Sudoku, puzzles and board games on the second floor
- A collection of fiction books on the fourth floor
- A collection of books on Health and Wellbeing, including mental health, relationships, grief and bereavement, healthy eating, sleep, living well, neurodiversity, and exploring nature. This collection is on the third floor.

Academic Skills

Need to improve your essay writing, develop your dissertation research questions, or become more efficient at revising? We have a collection on books on academic writing and study skills on the third floor. You can also book a one-to-one appointment for help with Library study skills.

Library Lockers

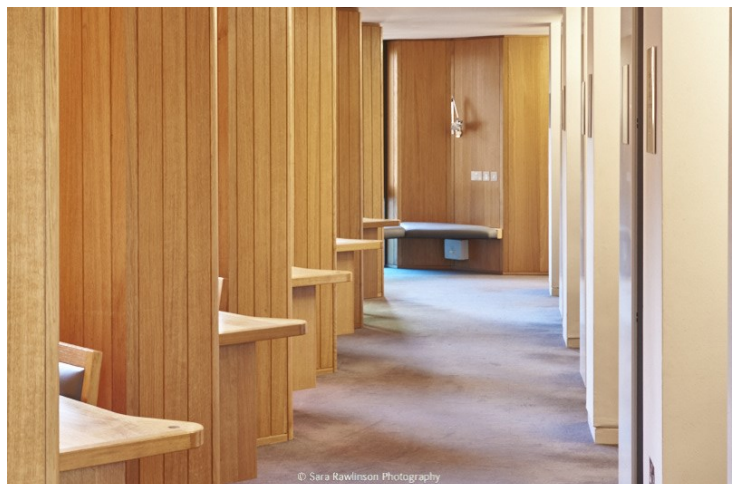
If you would like to store your coat, bag, or other items in a locker, you can borrow a locker key for 24 hours. The lockers are on the ground floor next to the main staircase. Just borrow and return the locker key like a book using the self-service machine.

Contact the Library

The Library Reception desk is on the ground floor, and is open between 9am and 5pm. You can also contact the Library:

- By email at library@emma.cam.ac.uk
- By telephone at (01223) (3)34233
- For Special Collections enquiries, contact rarebooks@emma.cam.ac.uk

For Archive enquiries, contact the Archivist at archives@emma.cam.ac.uk





1-to-1 study skills appointments

with the librarians



e-books

referencing

online reading lists

finding resources

navigating the library



Book via this link:



Or email library@emma.cam.ac.uk

CLOKE FILM COLLECTION

**A maximum of 2 DVDs may be
borrowed at one time**

Loan period 48 hours

**DVD drives are available to
borrow at the front desk**

