



Extended opening hours and borrowing in the New Library

The following rules are in place to make Univ Library available during the COVID-19 pandemic. Before using the Library please familiarise yourself with the information below to ensure your own safety and wellbeing and that of the library staff and other students.

Please note that these rules and regulations may need to change at short notice.

New Library: study space

From 19 October 2020 (Monday of 2nd Week) the New Library, Group Study Rooms, and Law Library in 10 Merton Street will be open for study and borrowing on Monday to Friday from 10am until 10pm.

The New Library Reading Room will have study space for 14 readers on a first-come-first-served basis. Signage will identify available desks.

The two Group Study Rooms and Law Library will accommodate two readers (or one household of up to 6) in each room. These rooms can be booked in advance using the form on the intranet: <https://intranet.univ.ox.ac.uk/form/group-study-rooms-booking>. If the rooms are not booked, anyone can drop in.

In order to facilitate cleaning, please take all of your belongings (including checked-out library books) with you.

In accordance with College guidelines:

1. Wear a mask or face covering when in the library and 10 Merton Street.
2. Maintain a 2m distance from staff and other students.
3. Wash and/or sanitize your hands regularly.
4. Do not congregate in groups in or around the library.

New Library: borrowing and returning books

Borrowing: Search Univcat (the Univ Library Catalogue) <http://library.univ.ox.ac.uk/> to find the material you need. The floor-plan on the door will show you where to find each subject. At the self-issue desk, scan your Bod card and then the barcode inside the book.

Returning: Please return books to the blue crate outside the New Library office. They'll be removed from your account and quarantined before going back on the shelf.

Old Library: study space

The Old Library will remain closed until further notice.

Borrowing: The Old Library will continue to offer a click-and-collect service:

1. Search Univcat (the Univ Library Catalogue) <http://library.univ.ox.ac.uk/> to find the material you need.
2. Please email us with the full details of the book (author, title, and shelf-mark/class).
3. Once the material you have requested is ready, we'll email you to let you know when it can be collected.
4. We will quarantine books on return, in keeping with current guidance for library items.

Returning: Please return books to the Old Library on Wednesdays between 12.15 and 1.15, or at the same time as you're asked to collect books via the click-and-collect service. You can also email us to find a suitable time.

Don't forget:

New books can be requested via the form on the Intranet or by dropping us an email. Please remember that the Library staff are here to help and support your studies. If you have any trouble finding material please contact the Library staff via email: library@univ.ox.ac.uk

These rules and regulations have been put in place for your own safety and for that of the library staff.