The Library
Dept of Materials
Graduate Briefing
2017
Introduction

This is a brief introduction about the Library facilities here in the Department.

The Department has a small but important library dedicated to just Materials related topics.

The library is in constant use by students and researchers alike.

It provides a study area with access to electronic resources
CONTACT

Librarian
Grace Sewell   library@materials.ox.ac.uk
Tel no. (01865) 2-73697

Academic Librarian
Professor Patrick Grant
WHERE IS THE LIBRARY

The Library is on the first floor of the Hume-Rothery building in Parks Road.

OPENING TIMES

Anyone with access to the building will be able to use it at any time.

The Library Office is staffed for 10 hours a week.

During the term (1-8 weeks) Monday 10:30 – 2:30
Tuesday-Thursday 1:30 – 3:30

For the vacation please see notices. If you have any queries or questions outside of these hours do send an email to:

library@materials.ox.ac.uk
Library layout

Main Corridor

Entrance

Stairs

Books

Textbooks

Self-issue computer

Library Office

Reference

Textbooks

Books

Theses

Reference

Returns

Book Box

Journals

Journals

LEGEND

Windows

Shelves

WorkDesks

Wall

Doors

Computers
Book Room
Journal Room
Journal Room
HOW TO FIND RESOURCES

Nearly all the books in the Library are catalogued on SOLO

**SOLO: Search Oxford Libraries Online**

- SOLO is the library catalogue for the major collections of the libraries of the University of Oxford. A search box will bring back results from a number of different sources, as well as searching the University libraries' print and electronic holdings and title links to more than 1150 databases on OxLip+, it also searches ORA (Oxford University Research Archive), the Bodleian Library Allegro Chinese and Allegro Japanese catalogues and the Refugee Studies Cardbox catalogue (mostly grey literature published before 2004).

  To locate an item connect by using the computer terminals in the library, Wi-Fi or via your own work station.

- **http:solo.bodleian.ox.ac.uk**

Instructions on how to use SOLO are kept near the terminals. Additionally, many of our bibliographic and full text databases are cross-searchable through the Articles and databases sampler. From that tab, you can choose a subject category to search a set of selected databases and e-journal packages at the same time. This will give you a sample of results; you can then search the individual databases for more comprehensive coverage. Not all databases can be cross-searched from SOLO, so you will need to consult OxLIP+ for a full listing of databases.
topics in electron diffraction and microscopy of materials
HOW TO BORROW A BOOK

The Library operates an electronic Self-issue system, this means that you will be charging out your own books.

You will need your University card.

Please register with the Librarian on your first visit to the Library.

Registration forms are located by the self-issue machine.

To borrow a book scan the bar-code on your University card and then the barcode on the first page of the book.

There is on screen help and printed notices beside the computer to assist you.
Self Issue
Loan periods are listed below. When the item is due you will receive, via email, an overdue notice.

Please respond by either returning the item or renewing it.

<p>| | |</p>
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<tbody>
<tr>
<td><strong>Senior Academic Staff</strong></td>
<td><strong>three months</strong></td>
</tr>
<tr>
<td><strong>Research Fellows, Visitors, Post-docs</strong></td>
<td><strong>six weeks</strong></td>
</tr>
<tr>
<td><strong>Graduates/4th year students</strong></td>
<td><strong>four weeks</strong></td>
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<tr>
<td><strong>Undergraduates</strong></td>
<td><strong>two weeks</strong></td>
</tr>
<tr>
<td><strong>Readers from other departments</strong></td>
<td><strong>one week</strong></td>
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Books marked with a yellow band are for reference only and must not be removed from the Library.

Bound journals may also be borrowed but single or current issues of journals are for use in the Library only.

The Library Office has a small collection of core collection of Undergraduate textbooks.

These can be borrowed overnight or at the week-end
BORROWING ITEMS

PLEASE USE THE SELF-ISSUE SYSTEM TO CHECK OUT ALL ITEMS THAT YOU REMOVE FROM THE LIBRARY.

When returning items please deposit In the book box located in the book room.

DO NOT LEAVE BORROWED BOOKS IN THE LOBBY, IN THE LIBRARY, RE-SHELVING THEM YOURSELVES OR SWAP AMONGST YOURSELVES

THE ITEMS ARE YOUR RESPONSIBILITY UNTIL THEY HAVE BEEN THROUGH THE BOOK SLOT.
Library etiquette

The following guidelines are to ensure the library runs smoothly and remains a useful resource for all

• Return your loans promptly
• Use the self-issue machine to borrow books, even when you are taking them to the Labs, your office or the Common Room
• Do not eat, or drink anything but bottled water
• Go out of the library for conversations on mobile phones
• Switch the lights off if you are the last person to leave
OTHER LIBRARIES

The Radcliffe Science Library (RSL) in Parks Road is the main University library for the Sciences.

Also check your own college.
Physical Sciences Librarian &
Subject Consultant

Ljilja Ristic

ljilja.ristic@bodleian.ox.ac.uk

URL:
http://ox.libguides.com/materials
Tuesday 3 October 15:20 – 16:15
RSL Tour and Using SOLO

Friday 20 Oct 10.30-12.00
Information skills

Wednesday 22 November 14:00 – 16:00
Patent Literature

both in the Training room at RSL
Interlibrary loans

If material is not available locally, it is possible to obtain it from elsewhere.

For this you will need an inter-library loan voucher which you can get from the Library office.

If you then take the voucher to the RSL, they will process your request.
READER FEEDBACK

SUGGESTIONS AND COMMENTS

We value your opinions
please use the suggestions forms located in the library foyer