



# THE FELLOWS' LIBRARY

## INFORMATION FOR FELLOWS AND LECTURERS

All Fellows and stipendiary lecturers have the right to enter the Fellows' Library during the daytime. Your fob is required to exit: the access point is on a pillar beside bay B, on the right as you leave the Library. Please remind guests to respect this historic room and its contents. **Food and drink (including water) are forbidden.**

**Light switches** are to the left inside the main door. There is a lamp in each bay which can be lit with the round black button on its side. You may also raise the window blinds. When you leave, please switch off all lights, unless another reader is present, and lower the blinds to protect bindings from light exposure.

**Comfort heating** is available in each bay, controlled by a unit on the wall. To activate the heating, press the 'Comfort' button, which will illuminate a yellow light. Hold down the thermometer icon to adjust the temperature.

**Wireless internet** access is available throughout the Fellows' Library. There are power points underneath each bookcase and in the floor along the aisle.

**Photography** of the interior and from the books is allowed for private research and study. Publication requires formal permission from the Librarian.

**Access to the gallery** is restricted for reasons of safety and security. To consult a book from the gallery, please contact the Librarian.

**All books are strictly confined to the Fellows' Library.** Detailed records for most books are available in the University's library catalogue, SOLO. Printed shelflists and reference tools are available in bay C and the complete card catalogue is on the windowsill in bay K. To consult a book, first remove the barrier cord, then grip each side of the spine; never pull from the top.

**For guidance on handling**, please read the leaflet 'Information for using the collections', available in the Library.

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