



Taylor Library: information and rules

PLEASE ATTEND A LIBRARY INDUCTION IF YOU ARE NEW TO COLLEGE
PLEASE COME AND SEE THE LIBRARIANS IF YOU ARE UNSURE OF ANYTHING

Library access and security

- The Taylor Library is open to members of **Corpus Christi College only**.
- The Library has **24 hour access**, seven days a week – you will need your University card to unlock the door in the Library entrance.
- The Library is usually staffed from **9 am to 5.30 pm**, Monday to Friday.
- Please do not let anyone into the Library if you do not recognise them as a member of College. Please speak to one of the librarians or the College Porters if you are concerned (see overleaf for contact details).

Book borrowing

- Books can be borrowed and returned on the **self-issue machine**; you will need your University card for borrowing.
- Library users can borrow up to **12 books** at any one time.
- Books can be standardly borrowed for **14 days** during term.
- Books can be **renewed online**: log on to **My Library Account** via *iDiscover* or send the librarians an email (see overleaf for details).
- Books can be borrowed for the **duration** of Christmas, Easter and summer vacations.

Fines and charges

- We do not charge a daily fine for overdue books, but we will eventually **charge the replacement cost for books that are not returned**. If you are unable to return a book, please contact the librarians.
- If a book is damaged due to deliberate marking or gross carelessness, you will be charged for the cost of a replacement. If you find a book that has been previously damaged, please tell one of the librarians.

[CONTACTS OVERLEAF](#) 

Workspace and library use

- The library has around **100 desk spaces**, including four height-adjustable tables and ergonomic chairs. **Desk spaces are a shared resource**.
- **Personal possessions** (including coats and laptops) are not to be left in the library. Any items that are left may be cleared the following morning.
- Readers are permitted to leave books and papers on **reserve shelves** (on each floor). Books without reservation slips may be cleared away.
- **Food and drink is NOT ALLOWED anywhere in the library**. Bottled water is the exception.
- A limited number of lockers are available for readers who live away from the main College site. Please see the one of the librarians for more information.

Computing facilities

- The Library has a small **computer room** with a printer/photocopier. Printing is charged to your College account. Print jobs are released by swiping your University card on the photocopier to open your print account.
- The Library has **wireless internet** access via **eduroam**; please contact the computer helpdesk if you have any difficulties (email below).

Contacts and further information

Taylor Library enquiries: taylor-library@corpus.cam.ac.uk

(01223) 338052

Computing enquiries: helpdesk@corpus.cam.ac.uk

College Porters: **(01223) 338000**

iDiscover (University catalogue and access to 'My Library Account'):

<https://idiscover.lib.cam.ac.uk>

Taylor Library website (more information and book recommendations):

<https://www.corpus.cam.ac.uk/current-students/taylor-library>

Wireless internet setup via eduroam:

<https://help.uis.cam.ac.uk/service/wifi>

University printing options:

<https://help.uis.cam.ac.uk/service/printing>