

## **Balliol Library Guide**

Welcome to Balliol College Library. The working College Library is on the Main Site; manuscripts and early printed books are housed in the Historic Collections Centre at St Cross Church.

Jeremy Hinchliff  
College Librarian

Anna Sander  
Lonsdale Curator

**The text below, describing the operation of the Library and the rules governing its use, is excerpted from the *College Handbook*.**

### **4.10 THE LIBRARY**

**The Library may be used only by members of the College, except with the permission of the Librarian. Readers are required to observe the Library rules, which are posted in the Library. Balliol members may not borrow Balliol books for members of other colleges, nor may they borrow books from other college libraries.**

**The Librarian is normally available in the Library between 9.00am and 5.00pm on weekdays. He can be contacted on (2)77709, or at [library@balliol.ox.ac.uk](mailto:library@balliol.ox.ac.uk).**

**A brief guide to the Library is available on the College website ([www.balliol.ox.ac.uk/library/](http://www.balliol.ox.ac.uk/library/)) which has a section on the Library's history. The Library aims to provide most books that undergraduates in most subjects will need for tutorials in core areas. The Library is normally open 24 hours a day, except during the College closed period. Opening times are posted on the Library notice board and on the website. Readers should bring their University Card, which acts as a Balliol Library card, to admit them to the Library and allow them to borrow books.**

**All books in the open shelf collection are now catalogued on the automated OLIS (Oxford Library and Information System), which also contains the catalogues of the Bodleian and faculty libraries and records from other libraries associated with Oxford University. OLIS can be consulted from any computer with access to the Oxford network. The circulation system is now automated, and books may be checked out using the reader's University Card at the self issue machine on the Library landing. Removing a book or periodical from the Library without properly checking it out is a serious offence. Loans may be renewed online, or by emailing [library.circulation@balliol.ox.ac.uk](mailto:library.circulation@balliol.ox.ac.uk).**

**All books borrowed must be returned on time or fines will be charged. Any reader losing a Library book will be charge for its replacement; if it is one of a set the reader may be asked to replace the whole set.**

**SOLO (Search Oxford Libraries Online) gives access to major bibliographic and full-text databases, e-journals, the Oxford Research Archive etc. It may be consulted from any computer with access to the Oxford network.**

**Readers may use their own portable computers in the Library. The University wireless service "OWL" is available throughout the Library; to use this you need to set up your laptop with the Oxford University VPN service: see [www.balliol.ox.ac.uk/comp/owl](http://www.balliol.ox.ac.uk/comp/owl). Additionally Ethernet points are available by some desks. Readers are required to abide by the University's rules on computer use.**

**Readers are reminded to observe the Health and Safety recommendations on the use of ladders and kick-steps, and other Health and Safety notices displayed in the Library.**

**The College has important collections of medieval and modern manuscripts and early printed books. Readers may consult printed material by appointment with the Librarian ([library@balliol.ox.ac.uk](mailto:library@balliol.ox.ac.uk)), and manuscripts and archives through the Lonsdale Curator ([archivist@balliol.ox.ac.uk](mailto:archivist@balliol.ox.ac.uk)).**