Library Guide for New Students
The Faculty of Asian and Middle Eastern Studies Library

Michaelmas 2019

Introductory sessions

We shall be running introductory sessions. No booking is required – please attend any session convenient for you.

For undergraduate students

Tuesday 8th October:
11am-12 noon; 2-3pm
Thursday 10th October:
11am-12 noon; 2-3pm
Friday 11th October: 10-11am; 3-4pm
Monday 14th October: 3-4pm
Tuesday 15th October: 3-4pm
Wednesday 16th October: 3-4pm
Thursday 17th October: 3-4pm

Each session covers: our borrowing policies;
- iDiscover
- recall
- our facilities and services

and more!

For graduate students

Monday 7th October: 3-4pm
Tuesday 8th October:
10-11am; 3.30-4.30pm
Thursday 10th October:
10-11am; 3.30-4.30pm

Each session covers:
- subject-specific resources the University subscribes to
- recall;
- 24-hour access to the Library;

- the contact details of the subject librarians in the University Library;
- our facilities and services;
- purchase requests;

and more!

Registration

For those who can attend one of the sessions: please bring your University Card along to register.

For those who cannot attend: please come along with your University Card during our opening hours to register.

iDiscover – online catalogue
www.idiscover.lib.cam.ac.uk

iDiscover – the main online catalogue for the Cambridge libraries – is where you can search print and online resources, including ebooks and ejournal articles. To access these online resources, you may need to log in to your account with your Raven password. You can also manage your loans, requests, and fines here.
On the table next to the issue desk, there are three computer terminals designated for catalogue searching.

Faculty of Asian and Middle Eastern Studies Library
Sidgwick Avenue, Cambridge, CB3 9DA
Tel: 01223-335112   Email: library@ames.cam.ac.uk

Borrowing / Returning / Renewing

- Undergraduate students borrowing allowance 5 items (including DVDs, overnight loans).

- Graduate students' borrowing allowance: 10 items.

There are two types of loan: ordinary loan (28-day or 7-day) and overnight loan (1-day loan). Overnight loans should be returned to the Library by the following day, or on Monday if borrowed on a Friday. Ordinary loans are subject to a recall.

To borrow or return items (except DVDs), please use the self-issue machine. Alternatively, you can bring them over to a member of staff at the issue desk.

All ordinary loans will be auto-renewed at regular intervals. No overnight loans are renewable: they need to be returned to the Library by the following day.

You will receive a statement on the second day of every month which shows a snapshot of what items you have on your account, including overdue items and fines.

Check your library account via iDiscover regularly.

NB All items are due back at the end of each academic year. They must be returned to the Library on the date specified.

Fines and blocks

Fines are charged at a rate of £1 for overdue recalled items and overnight loans, including DVDs. Fines will be accrued up to 60 days. Payment can be made in cash, by cheque, or online via iDiscover.

If you have 2 or more overdue recalled items, your account will be blocked from borrowing at any library until the recalled items are returned.

Recall

Recall is the way of requesting items already on loan to other users.

You may be hesitant to place a recall request, but you are urged to make full use of the recall system if you would like to access all the essential readings for your courses.

To place a recall request, you may need to log in to your account on iDiscover: search for an item you require; click on the item, then you will see the Request button; click on the button to complete the request. You may not request any items available on the shelf or already on loan to you.

When you place a recall request for an item, the current borrower will be asked to return it within 3 days. When it has been returned, it will be reserved for you for 2 days. Please be aware that anyone failing to return their recalled items on or before the specified date will be fined.

You may recall ordinary loans borrowed from the University Library (the UL, the main library of the University), or faculty or departmental libraries.

University Library Book Fetch

We would be more than happy to fetch books from the UL if you do not have time to go there. You may only consult them in the FAMES library. You can place a fetching request in person at the issue desk or online via:
https://www.ames.cam.ac.uk/faculty-library/university-library-book-fetch

Using other Cambridge libraries

You may borrow books from the University Library (UL). At the time of your arrival at the University, you will already have been registered with the UL.

You may also borrow items from the other faculty or departmental libraries. For further details of each library, go to: https://www.libraries.cam.ac.uk/libraries-directory.

Wi-Fi Access

There are two wireless Internet networks available in the Library: UniOfCam and Eduroam. You do not need to set up UniOfCam, but you will need to log in with Raven each time you connect. If you connect using Eduroam, you will only need to enter your password once and you will stay connected to Eduroam around Cambridge. On how to set up Eduroam, go to: http://www.ucs.cam.ac.uk/wireless/eduroam/localusers

If you do not have a Wi-Fi-enabled device, you can use a computer in the IT room. All the computers there have access to the Internet.

Printing, Photocopying, Scanning

Photocopying, printing and scanning are available from the multi-function machine in the IT room. The machine prints and photocopies in black & white or colour and single or double-sided (default setting) on A4 or A3 paper. Scanned materials are sent to your Cambridge email address. You may pay via the cashless payment system Common Balance. You can use your balance to print from other printers across the University including your college library. To replenish your account, go to: https://www.ds.cam.ac.uk/mydsprint/
 (Raven login / debit or credit card required)

Each year graduate students receive £50 printing credit, which they can use to print in the FAMES library. To print, scan or copy in the other libraries, you may need to replenish your Common Balance account.

There are three devices through which you can send print jobs to the machine: a computer in the IT room; your own computer; or your USB memory stick.

To use your own computer, you may need to set up both Eduroam and a connection to the machine before printing for the first time. For further details, go to: https://help.uis.cam.ac.uk/service/devices-networks-printing/ds-print/users.

If you use your USB memory stick, insert it into the USB port on the right-hand side of the machine, and then follow the instructions on the menu screen.

Moodle

https://www.vle.cam.ac.uk/login/index.php

Moodle is the University's Virtual Learning Environment – an online platform for learning and teaching. The Library has its own two sites on Moodle: 'Online Resources' and 'General Information'.

'Online Resources', where we can upload scanned book chapters and journal articles for undergraduate students at their request in order to facilitate online access to heavily used material for an entire class.

'General Information', where you find past exam papers (from 2008 onwards).

CamGuides – information and digital essentials

https://camguides.lib.cam.ac.uk/

Developed by the Cambridge libraries team, CamGuides is intended primarily for students starting a degree. It is designed to assist you in preparing for your studies. You find guidance on academic or information skills that you might need to gain or require.

24-Hour Access to the Library
(FAMES Graduate students only)

Graduate students may have 24-hour access to the Library. To gain one, you may need to attend a Health and Safety session.

Sessions scheduled for Michaelmas Term

Monday 14th October: 11-11.30am
Wednesday 16th October: 11-11.30am
Friday 18th October: 3-3.30pm

To book, please email us at:
library@ames.cam.ac.uk

Please feel free to ask the library staff any questions you may have. We run one-to-one training sessions. If you are interested, please make an appointment with the Librarian.

FAMES Library Website – gateway to your studies
http://www.ames.cam.ac.uk/faculty-library

Also follow us on
🐦 @AMES_Library
ⓕ/Faculty of Asian and Middle Eastern Studies Library