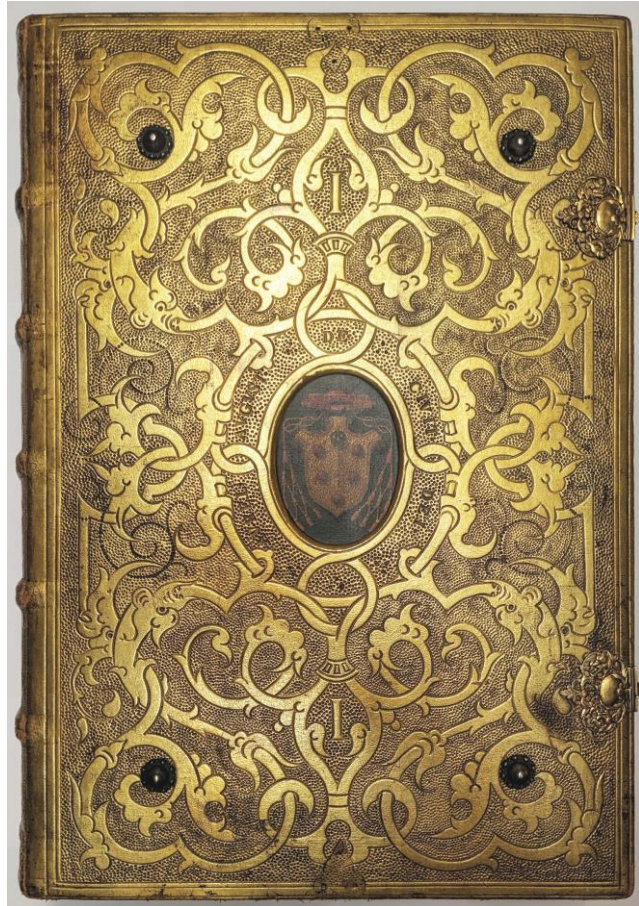


KING'S COLLEGE



LIBRARY GUIDE

KING'S COLLEGE LIBRARY

GENERAL INFORMATION

King's College
King's Parade
Cambridge
CB2 1ST

Tel: (01223) 331232

E-mail: library@kings.cam.ac.uk

Website: <https://www.kings.cam.ac.uk/library/>

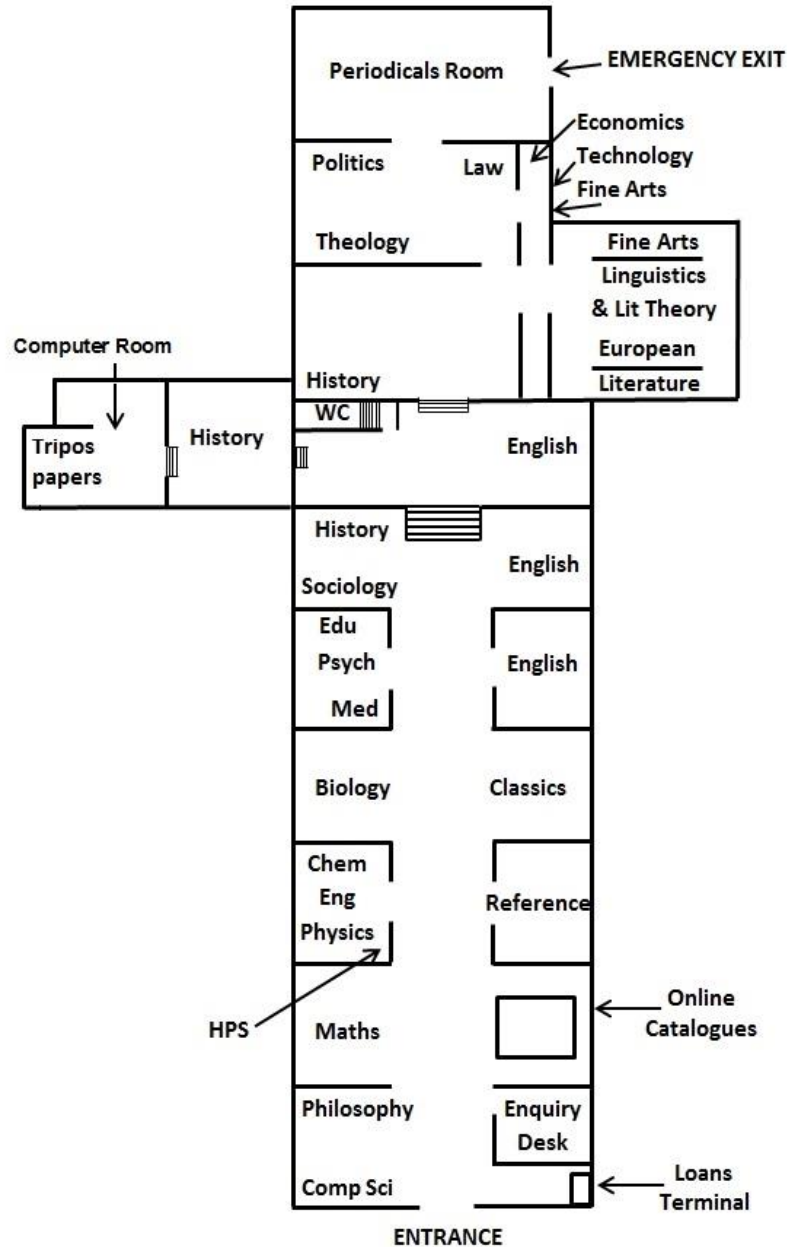
Online catalogue: <https://kcc.sirsidynix.net.uk/>

Blog : <https://kcctreasures.com/>

King's Library, situated in Webb's Court, has been in continuous existence since the founding of the College in 1441. The first catalogue dates from 1452; the present Library building was built by William Wilkins in 1824-8. With approximately 130,000 books, the Library's chief purpose is to provide the books and electronic resources needed by the students of the College. In addition, it holds significant collections of rare books and archives.

The College Library is part of the much wider library system of the University, including the University Library (one of six legal deposit libraries in the UK), and the faculty and departmental Libraries; between them they cover all major subjects and are particularly good for periodicals. Their catalogues are accessible online and from the PCs in King's Library, which is run not merely as a repository of printed material, but also as a gateway to external electronic resources.

Cambridge also has a good Public Library in Lion Yard. Facilities there include a music library, an excellent reference section and the Local Studies library.



USING KING'S COLLEGE LIBRARY

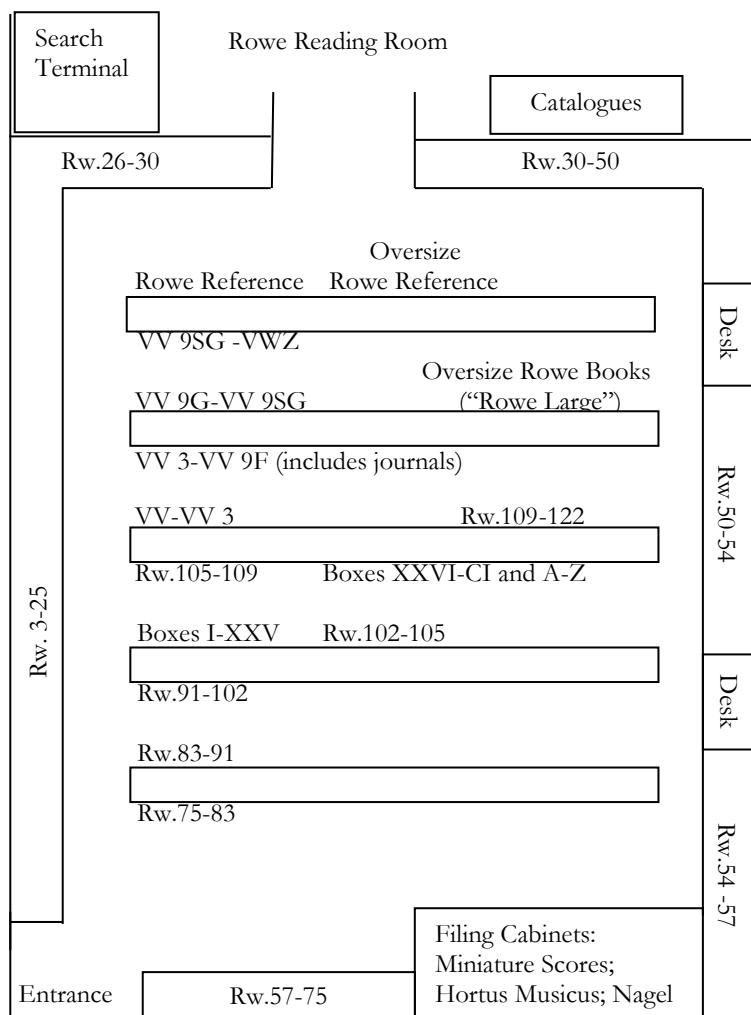
FINDING BOOKS ON YOUR SUBJECT: Main Library

The Library uses the Bliss classification scheme, which assigns a lettered code (known as a 'classmark' or 'call number') to all books. The Main Library book stock carrying these classmarks is arranged in alphabetical sequence starting at the entrance, going round the Library in a clockwise loop and finishing at the right-hand side of the Library.

| | | | |
|-----|---------------------------------|------|----------------------------------|
| 7N | Computer Science | NW | Local Collection |
| 8 | Bibliography | O | American/Asian/African History |
| A | Philosophy | P | Theology |
| AL | Logic | Q | Social Welfare and Criminology |
| AM | Mathematics | R | Politics |
| AY | Statistics | S | Law |
| AZ | History & Philosophy of Science | T | Economics |
| B | Physics and Engineering | U | Technology |
| C | Chemistry | V | Fine Arts, including Music |
| D | Astronomy | W | Linguistics |
| DH | Earth Sciences | WH | Literature in general |
| E | Biology | XB | Russian |
| F | Botany | XM | Italian |
| G | Zoology | XP | Spanish |
| H | Medicine | XR | Portuguese |
| I | Psychology | XS | French |
| J | Education | XW | German |
| K | Sociology | Y | English |
| KZ | Travel | Z | Classics |
| LA | Archaeology | Ref. | Reference books (not borrowable) |
| L/M | General and European History | | |
| N | British History | | |

ROWE MUSIC LIBRARY

Location: on 2nd floor of the Library



Rowe Library - Scores

- Rw.11-13 violin and keyboard
- Rw.15 (cont.) instrumental solos and duets: strings; strings and piano; flute
- Rw.16 instrumental solos and duets: wind/brass and piano
- Rw.19 & 24 trios (mostly with keyboard)
- Rw.30-1 quartets, quintets and higher
- Rw.32 organ
- Rw.33-4 piano duets
- Rw.38 books of exercises and music lesson books
- Rw.49-50 oratorio vocal scores
- Rw.51-4 piano solo: arranged by composer
- Rw.58-61 piano solo: selections and collections: arranged by period
- Rw.73-4 miniature scores, arranged by composer
- Rw.75 orchestral works, arranged by composer
- Rw.81-3 opera scores (full scores and vocal scores)
- Rw.84 secular vocal scores (collections)
- Rw.89 Denkmäler deutscher Tonkunst
- Rw.101-3 piano solo; also vocal music with piano accompaniment
- Rw.104 orchestral parts
- Rw.105 orchestral full scores (outsized)
- Rw.107 operatic full scores (outsized)
- Rw.108 oratorio full scores (outsized)
- Rw.109-110 songs: mostly English language (including single composers)
- Rw.111-2 songs: musicals and miscellaneous
- Rw.113 secular choral music: mainly madrigals
- Rw.114-6 sacred choral music
- Rw.117-120 songs: German, Spanish, French, Italian, Russian
- Rw.122 facsimiles

The following numbers are dedicated to collected editions:

Rw.4-10, Rw.14-15, Rw.17-18, Rw.20-23, Rw.25-9, Rw.46, Rw.88, Rw.90-7.

For specific composers, please see the catalogues.

Rowe Books

- VV Music (general)
- VV 6 Study of music
- VV 7 History of music (general)
- VV 8 Histories and overviews of music (by country)
- VV 9 Individual composers: biography and criticism

| | |
|-------|---|
| VWA | Theory |
| VWB | Composing and producing; techniques |
| VWC | Musical character |
| VWD | Elements of music |
| VWE | Forms of music |
| VWF-W | Music for particular instruments; and for voice |
| VWX | Folk music in the European tradition |
| VWY-Z | Non-European music |

Special Locations

Oversized books are marked with green dots on their spines and located on the lowest shelves. Books shelved behind the normal sequence, i.e. in the back row, are marked with blue dots, or labelled 'Behind'. There is a special area for books of local interest in our **Local Collection** located on the second floor corridor. Past examination papers are kept in the Balfour (Computer) Room. All music books and printed music are located on the second floor in the **Rowe Music Library**. Books with "Welfare" at the beginning of their classmark are part of our **Welfare Collection**, which is located in the Computer Room. Most travel books are kept in the Graduate Suite, and can be fetched if required. Please note that rare books and music will not be found amongst the main sequence, and are not available for borrowing in the normal way. For information about the various collections of rare books, music and archives apply to the Librarian and the Archivist respectively.

LIBRARY STAFF

| | |
|----------------------------|---------------------|
| College Librarian | Dr James Clements |
| Senior Assistant Librarian | Miss Anna Cook |
| Assistant Librarian | Mr Gareth Burgess |
| Archivist | Dr Patricia McGuire |
| Assistant Archivist | Mr Tom Davies |

OPENING HOURS FOR MEMBERS OF COLLEGE

| | |
|------------------------------|--|
| <i>Library:</i> | |
| Monday-Friday | 09:00–17.30: entry via university card. Library staff are present 17.30–09:00 the following day: entry via university card |
| Weekends and public holidays | } 24-hour entry via university card |
| <i>Archive Centre:</i> | |
| Monday-Thursday | 09:30–12:30 and 13:30–17:15 |
| Friday | Closed |

VISITORS

All external visitors who wish to access the Library or Archives Centre should make an appointment in advance of their visit. Visitors will need to press the buzzer at the Library entrance for access. Please note that the Archives reading room is closed for 4 weeks over Christmas and both Library and Archives are closed to visitors for 6 weeks during the University's examination period in May/June each year.

ACCESS

The Library is up two flights of stairs, and the College Archives is up a further three. There is a key-activated lift which is not universally available, but if you have a need to use the library lift more than occasionally please get in touch with the College Librarian or Archivist (as appropriate) and arrangements can be made.

LIBRARY RULES

The Library is a place for quiet study, and we ask that you respect fellow library users by keeping noise to a minimum, not making or receiving telephone calls and not eating or drinking (**only bottled water is allowed in the Library**). Smoking, including all types of e-cigarettes, is of course forbidden in the Library. Students found to be in breach of these rules will be referred to the Lay Dean. In order to assist with maintaining the safety and security of College members and visitors, the Library is covered by the college-wide CCTV system.

LIBRARY CATALOGUES

The Library has three catalogues: the online catalogue, the original hand-written catalogue and the printed Rowe Library catalogue. In addition, the Library's holdings in the online catalogue are also to be found in *iDiscover* (www.idiscover.lib.cam.ac.uk/). For special collections catalogues, see last few pages of this guide.

1. Online Catalogue

The URL of the Library's online catalogue is:
<https://kcc.sirsidynix.net.uk/>

This catalogue includes all material on open access within the Library and can be accessed online without restriction. You can search for a book by author, title, subject, keyword, year, classmark, or series. You can also browse the catalogue under many headings. It is important to use this catalogue, not *iDiscover*, when searching for items in King's Library, as the latter is not as up to date.

My Account

To log into your library account on the online catalogue, type your User ID (the five-character barcode from the back of your university card) into the box in the top right-hand corner and click 'Login to e-Library'. The default PIN setting is blank, so you should not enter anything in

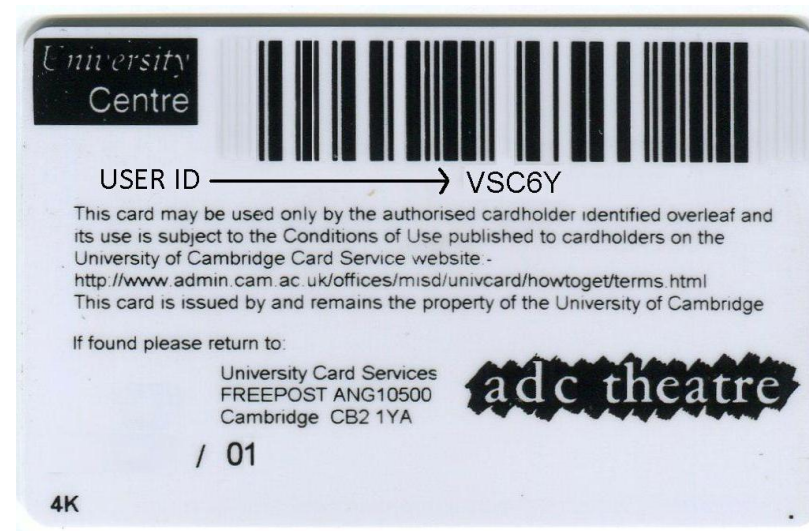
the PIN field. From the 'My Account' page accessible via the link on the purple toolbar you can check which books you have on loan, renew books remotely, and create a PIN to make your account more secure should you wish.

Recalling books

If a book in the catalogue is shown to be on loan and you wish to borrow it, it is possible to recall the book. Click 'Place Hold' from the left-hand menu, enter your User ID and PIN (if you have one), and click 'Place Hold' once more. You will be notified by email when the book is available.

Purchase requests

You can also use the online catalogue to request the library buy a book for your studies. Click the 'Recommend to Purchase' link on the purple toolbar, then fill in the form that appears. You will be notified by email when the book is available.



2. Original hand-written Catalogue

This consists of the hand-written volumes shelved in the catalogue bay (adjacent to the Enquiry Desk). The entries are arranged alphabetically by author or editor, or by the title for anonymous works. Each entry gives the classmark of the book, or the shelf mark for the older (pre 1830) stock. A red "S", or similar symbol, indicates that a book has been placed in store. Please ask one of the librarians at the Enquiry Desk if you wish to access books in store, but please give reasonable notice, as immediate fetching is seldom possible. Most store books must be read in the Library when the librarians are present.

| | |
|---|----------------------------------|
| <i>Fry, Roger Eliot</i> | <i>King's College, Cambridge</i> |
| { <i>Cézanne. A study of his development</i> 4 ^o London, 1927 | Ⓢ D.6.59 |
| { <i>Transformations: critical and speculative essays on art/ by Roger Fry</i> London: Chatto & Windus, 1926 | GR V 7BY 43L Fry 2a |

The online catalogue should be consulted in the first instance for all material, but if you are searching for older or rare material and it doesn't appear there, then the hand-written catalogue should be your next port of call.

3. Rowe Library Catalogue

All open access music books, music journals and some opera scores have been entered on the online catalogue; and the collected works of major composers are currently being catalogued. The online borrowable stock can be borrowed via the loans terminal in the Main Library. The majority of Rowe Library scores have not yet been catalogued online; but they can be accessed in a series of typed

catalogue books in the Rowe Library reading room on the second floor. There is a related classified index.

| | |
|---|------------|
| | 3B |
| BEETHOVEN, (Ludwig van) | cont. |
| Duett mit zwei obligaten Augengläsern. Sonatensatz für Viola und Violoncello. Herausg. von Fritz Stein. | |
| Fol. Leipzig, Peters. | Box LXIII |
| | No. 51. |
| _____ Two further copies. | 13. 72-3. |
| | No. 3. RES |

This record describes 3 copies of a piece of unbound music. The first one is the 51st item in Box LXIII (located in the middle bay of the Rowe), while the second and third copies are reserved items kept in store. Apply to the librarians if you wish to see a reserved item.

BORROWING LIBRARY BOOKS

Most books in the Main Library and in the Rowe Music Library, and some now in store, can be borrowed. Any reader may borrow up to **TWENTY** books from the Library. If you wish to borrow more than this for a special reason, please ask one of the librarians first, and permission will usually be given. Books are divided into four borrowing categories:

- 1) Ordinary loan during term or vacation
- 2) Overnight loan only
- 3) Three day loan only
- 4) 1 week loan only

1) ORDINARY LOAN

Books may be borrowed at any time and kept until the next book-return date unless they are requested by another reader. It is also possible to borrow for vacations.

Book-return periods

There are 4 fixed book-return periods every year: at the beginning of Michaelmas Term for books borrowed over the summer vacation, and two days before the end of each Full Term. In 2023-24, the dates are:

04/10/2023 - for Summer Vacation loans

29/11/2023 - for Michaelmas Term loans

13/03/2024 - for Lent Term loans

12/06/2024 - for Easter Term loans

During each book return period books on loan to you have to be either returned or renewed until the next book return. You will be sent e-mail instructions on the Friday before each book return date which will explain what to do and how.

If a book is recalled from you please return it immediately, as it will be needed by another student. Books that are not recalled for another user can be renewed at book-return periods.

2) OVERNIGHT LOAN

These are marked "OVERNIGHT LOAN" and indicated in the catalogues. They can be borrowed until midnight of the following day. They can also be borrowed over weekends.

3) THREE DAY LOAN

These are marked "3 DAY LOANS".

4) ONE WEEK LOAN

These are marked "1 WEEK LOAN".

REFERENCE BOOKS may not be borrowed without **SIGNED** permission from one of the librarians.

LEAVING BOOKS ON DESKS

A maximum of 10 borrowable books can be left on the tables in a neat pile for 5 days. Fill in and date a "Please leave" slip and position it like a

bookmark inside the top book of the pile, with one end outside the book, for inspection. Books left without slips, or with undated or out of date slips, will be removed and reshelved.

BORROWING PROCEDURE

Take books to the Enquiry Desk at the front of the library to borrow them

1. Self-service borrowing, returning and renewing

BORROWING

The self-service Loans terminal is next to the Enquiry Desk. You will need your University card to take books out. If the screen is black, move the mouse to bring the computer out of screen saver mode. Start the borrowing procedure by pressing the 'BORROW' key (F2) on the keyboard. Aim the red laser light at the barcode on your University card, and MAKE SURE THAT YOUR NAME COMES UP ON THE SCREEN. Scan the barcode inside the cover of the book you wish to borrow. You will see the screen shown below:

| | | | |
|-----------------------------------|----------------------|-----------------------|-----------------|
| User ID: VSC6Z | Flamel, Nicolas (Mr) | Profile name: UG-3... | |
| Identify user | | | |
| User ID: VSC6Z | | | |
| Identify item | | | |
| Item ID: | | | |
| List of checkouts: 1 | | | |
| Title | Call number | Item ID | Date Due |
| Astrology, magic, and alchemy ... | V 7VP XF Bat | 087194 | 4/10/2023,23:59 |

PLEASE NOTE THE DUE DATE.

Press the "BORROW" key again to clear your name from the screen.

RETURNING

To return a book, press the 'RETURN' key (F3) on the keyboard, and focus the laser beam on the barcode in the book. Proceed to the next book. If the book has been recalled, please hand it to the staff.

RENEWAL

To renew a book, press the 'RENEW' key (F4) on the keyboard, and then scan the barcode of the book. The book will be renewed for the original borrower. If the book has been reserved for someone else, a message 'Item has holds' will flash up on the screen, and you will not be able to renew it. Please RETURN the book on the computer and give it to the Library staff. Remote renewal facilities are available via the online catalogue and save you the need to bring the book in.

2. Manual borrowing system

For items in sections not yet added to the online catalogue (e.g. music scores) take them to the enquiry desk and staff will put them on your account.

Books borrowed by YOU are YOUR responsibility even if you pass them to another user. The borrower will be charged the cost of replacement for any book that has been lost, seriously defaced or annotated in any way.

BOOK RECOMMENDATIONS

We wish to make the Library as useful as possible to you: the aim of the Library is to provide you with the books that you need for your studies. You are therefore very welcome to make recommendations for the purchase of books in your subject: indeed, it is Library policy to make acquisitions user-oriented and user-driven. You can recommend books that we do not hold and duplicate copies of books we already have, which have been taken out by somebody else. To recommend books via the online catalogue, click on the 'Recommend to Purchase' link on the purple toolbar, then fill in the form that appears. Please

remember to include your user ID so we know who to contact when the book arrives. The Library will obtain the books for you as quickly as possible; so don't forget to fill in the 'Date needed by' field so we are able to tell if a book we are ordering will come in time or not.

Recommendations for books of reference or general interest may be discussed with the College Librarian.

WI-FI AND INTERNET CONNECTION POINTS

There is wi-fi throughout the Library. Please be considerate in using computers and try not to disturb other library users. There are also places under many of the desks to plug in an ethernet cable.

NETWORKED COMPUTERS and PRINTING

In the Computer Room there are several networked computers, which provide access to a range of software and your personal file store.

There is also a combined printer/scanner/photocopier known as the Multi-Function Device (MFD). You can print to the MFD either from the computers or from your own device. To enable this, follow the instructions on the University Information Services (UIS) website at <https://help.uis.cam.ac.uk/service/printing/> or consult the posters in the Computer Room. You can also add print credit to use for printing and copying on the UIS website.

STUDY AIDS

Medical students can examine an articulated skeleton, and borrow skulls on a short term basis for study. Please ask at the enquiry desk.

SPECIAL COLLECTIONS

1. ARCHIVE CENTRE

The Archive Centre holds two distinct bodies of documents: the College's internal administrative records (the College Archives) and the personal papers of former members and associated individuals (the Modern Archives). Catalogues and indexes to these collections are available for consultation in hard copy in the Archive Centre reading room and online (<http://www.kings.cam.ac.uk/archive-centre/>). Descriptions at collection level are also included in the Library's online catalogue.

2. THE ROWE MUSIC LIBRARY

The Rowe Music Library, the most important college music library in Cambridge, is the gift of an anonymous benefactor who bought the collection of the noted bibliophile Louis Thompson Rowe in 1928. Strong in collected editions and reference works, it is particularly rich in English eighteenth-century printed music. Among the many rarities are sixteenth and seventeenth-century partbooks and manuscripts, a volume of songs engraved by Thomas Cross in a splendid contemporary morocco binding, and a unique group of early Russian printed editions. The collection was further strengthened in 1930 by the addition of around six hundred volumes from the library of the late Arthur Henry Mann, which were presented to the College by his family. Dr Mann had been organist and choirmaster of the College, and was particularly interested in hymn tunes and in the music of Handel. He built up a collection of early editions of both. A sizeable library of Walsh editions, to complement those in the foundation collection, was added in the late 1980s. Notable donations included a small group of sixteenth- and seventeenth-century English manuscripts (including the Turpyn Lutebook) given by John Maynard Keynes, and a collection of books about Mozart presented by Alec Hyatt King. The Rowe Music Library is briefly described in *The Music Review* XII (1951), pp. 72-7. The books and music printed before 1801 are catalogued in the appropriate volumes of *RISM* and in *BUCEM*, and a number of the early manuscripts are described and illustrated in Iain Fenlon (ed.):

Cambridge Music Manuscripts 900-1700 (Cambridge: Cambridge University Press, 1982).

3. FELLOWSHIP DISSERTATIONS

These are indexed and housed in the Archive Centre. They are only available on production of a letter signed by the Fellow concerned, allowing access to the dissertation. PhD dissertations are not available in College. They are housed in the Manuscript Room of the University Library. It is not necessary to produce authorisation to see a PhD dissertation, unless it has been placed on restricted access.

4. RARE BOOKS

With the exception of the collections listed above, the complete holdings of the College Library are listed in the hand-written and the online catalogue. Rare books are not on the open shelves. Many of these are marked in the hand-written catalogue by a red "S". If you wish to see any of them please ask the Library staff, but you will not be allowed to remove them from the Library or work on them when the staff are not present.

The Library holds a collection of children's books, mainly from the 19th century, and a collection of English literature first editions, both bequeathed to King's by the late Dr. George Rylands. In 2005 the College received a generous donation of books from Mr John Bury, mainly focussed on his interests in Renaissance architecture, fortification, and the Grand Tour of Italy and France. The College now has a world-class collection of books in these areas. The process of adding both of these collections to the online catalogue is now complete. Please consult the Library staff for further information.

5. KEYNES LIBRARY

This is J. M. Keynes's collection of rare books illustrating the history of European thought, bequeathed to King's in 1946. It is especially strong in editions of Hume, Newton and Locke, and in sixteenth and seventeenth century literature. About 1300 books in this collection have

been catalogued on the online catalogue and can be searched electronically. There is also a complete card index to Keynes's books above the Main Library Author Catalogue. Keynes's collection of manuscripts by Newton, Bentham, John Stuart Mill, etc., is housed in the Archive Centre (see above); arrangements to consult the books should be made with the Librarian.

6. MEDIEVAL MANUSCRIPTS

The Library's interleaved and annotated copy of M. R. James's *Descriptive Catalogue of the Manuscripts other than Oriental in the Library of King's College, Cambridge* may be consulted on application to the Library Staff. The manuscripts are housed in the Archive Centre, and appointments to see them must be made through the Librarian.

7. ORIENTAL MANUSCRIPTS

E. H. Palmer's Catalogue of the *Oriental Manuscripts in King's College Library* is in the Reference Bay: 8GN ALV JGT 5VD P Pot/2. The Oriental Manuscripts have been on permanent deposit in the University Library since 1970. Please apply to the Manuscript Room of the University Library to see them. It is not necessary to apply to King's.

8. AUDIO-VISUAL LIBRARY

The College subscribes to 3 simultaneous logins to the Naxos Music Library, which is a large online classical music streaming service with nearly 3,000,000 tracks of music from hundreds of thousands of albums. The service includes the complete catalogues or selected recordings of major record labels such as Warner Classics (incorporating EMI Classics, Virgin Classics and Erato), RCA, Sony Classical, Decca and Deutsche Grammophon, as well as independent labels such as BIS, Chandos, ECM, Harmonia Mundi and Naxos. Students can ask to be put on the Library's list of approved IP addresses so that they can connect to the service from their own rooms.

A small CD library belonging to KCSU is housed in the Main Library. There is also a modest collection of mainstream and foreign language films available for loan. Please see the terms and conditions below.

Videos/DVDS

1. Films may be borrowed on a short-term basis by registered Library users for their own individual private study and non-commercial research.
2. Films may be borrowed by registered Library users and shown to an audience of University staff and students. Such a showing must be for educational, instructional purposes only. No fee may be charged for the viewing.
3. Films may not be shown to the general public.
4. No copies of a film may be made in any format or media. Digital rights management measures such as copy control mechanisms embedded in the media may not be removed for any purpose.

9. WELFARE COLLECTION

The Library houses a small collection of books on subjects such as self-help, travel, student life, gender, sexuality, accommodation and careers. These books are normal termly loans. They are shelved in the Computer Room. Please feel free to recommend other titles to add to the collection.

September 2023