

The Queen's Foundation Library

A Guide to Services for External Users

The Library

The library stocks a wide range of resources, mainly - but not exclusively - in the field of religion and theology. It occupies three interlinked rooms on the ground floor of the Old Building. These are the Main Library, the Kingsmead Room, and the Stack Room. Guiding is available to help you locate what you are looking for.

Registration

All external users must register with the librarian before beginning to use the library. When you register, you will receive a swipe card which gives you access to the library. You should bring your swipe card with you on subsequent visits.

Arrangement of books

Books and other monographs are arranged by subject, classified according to the Dewey Decimal Classification scheme in which each subject is represented by a number. The Shelfmark comprises this number followed, in some cases, by a 3-letter filing suffix. When a suffix is not present, it can usually be derived from the first three letters of the author's surname.

Online Catalogue

An online catalogue is available in the library, and can also be searched remotely via the Queen's website (www.queens.ac.uk). Just click on the Library link, and select the Online Catalogue. To locate a book in the library, make a note of the Shelfmark and the Location. The following are the main Locations:

- Main Shelves
- Pamphlets
- Quartos (for A4-size publications)
- Reference
- Reserve Shelf
- Stack (closed access area in the Stack Room)
- Videos

Borrowing & Renewals

Books may be borrowed using the self-issue pc. To use this you will need your 4-digit PIN, which you will receive when you register.

External users may borrow up to 6 books at any one time. The Standard Loan period is four weeks. 7-day loans, which are marked with a bright yellow sticker, are not available for loan to external users. You may renew your books twice, provided they have not been reserved. You may be asked by the librarian to return a book before its due date if it has been requested by another library user.

To check or renew your current loans, go to the online library catalogue, click on Login, and enter your Reader Code and PIN. Then click on Reader Info. To renew a book, click in the box at the end of the line to highlight it, and click on Renew.

Reservations

If a book is on loan to another user, you may reserve it via the online catalogue. First you need to log in using your Reader Code and PIN. Then search for the book. Then click on the title of the book to display the full catalogue record, and click on Reserve. When the book becomes available, it will be placed on the Reservations Table.

Missing Books

If you cannot find a book on the shelf, and it is not on loan, it is worth checking the trolleys where returned books are placed for re-shelving. If you still cannot find it, then please fill in a yellow Missing Books form, and pass it to the librarian.

New Books

New books are put out on display each week, usually on a Friday. You may reserve a new book by placing a slip of paper with your name on it inside the front cover. At the end of the week, it will be placed on the Reservations Table for collection. A list of recent acquisitions is posted on the online catalogue.

Journals

Journals are shelved in alphabetical order. A list of current journal subscriptions is available on the library website.

Back issues of journals to which we no longer subscribe are located in the closed access area in the Stack Room. No list of these is currently available. Please ask the librarian for further details.

Journals are not available for loan.

Photocopying

A photocopier is available. Please ask the librarian to credit your account (min. £1.00). Copies cost 5p each. You may also request individual copies at 20p per page. All users of the service are asked to observe the copyright guidelines posted by the photocopier.

Closed Access area

The library holds a substantial collection of older materials in the rolling stacks at the far end of the Stack Room. These include books which have been withdrawn from the Main Shelves, as well as significant historical collections of Anglican, Methodist and Reformed authors from the 16th through to the 20th centuries. All these can be searched on the online catalogue.

Books in the closed access area are not available for loan.

Contact details

Librarian: Michael Gale, BA (Hons), MLib, MCLIP.
Address: Queen's Foundation Library, Somerset Road, Edgbaston. B15 2QH.
Direct line: 0121 452 2621
Email: library@queens.ac.uk
Website: www.queens.ac.uk