

Applying for admission to the Bodleian Libraries: information for students

We are fortunate, with our location in Oxford, that access to the Bodleian Libraries is possible during Oxford University term time for certain types of Brookes taught student. It is important to realise, however, that this access is a privilege and not a right that automatically comes with admission to programmes of study at Brookes. It is possible that your application may be turned down by the Academic Liaison Librarian where such access is not appropriate or falls outside the terms of the scheme.

The Bodleian Library is the main research library of the University of Oxford. It is also a copyright deposit library, which means that a copy of all British books, papers and journals should be deposited in its collections by the publisher under copyright law. As a source of British publications, therefore, it is an immensely valuable resource.

Who can apply to join?

- Students on degree courses in semester 2 of year 2, and in years 3 and/or 4, engaged on dissertation work
- Post-graduate students
- ERASMUS students
- Research students
- Staff

Membership is not available to students to help with mainstream coursework nor for those looking for study space only.

How to apply for membership

- **Research students and staff** should follow the admissions procedure outlined at <http://www.bodleian.ox.ac.uk/using/getting-a-readers-card> and **apply directly** to the Bodleian Libraries' Admissions Office in the Weston Library, on the corner of Broad Street and Parks Road. It is important that as well as ID you also provide proof of the duration of your current status as a member of staff / research student (eg. contractual letter, Brookes student or staff card). Permanent staff should note that their Brookes staff card does not include an expiry date so additional proof of duration of current status will be required.
- **Other students** should check above that you are eligible to apply for membership. If yes, first obtain an application form from the Help Zone at Headington Library or from the counter at Wheatley or Harcourt Hill Library or online from <https://www.brookes.ac.uk/library/library-services/borrowing/access-to-other-libraries/>
- Section A only should be completed by you in full;

- Ensure that Section B of the form is completed in full by a full time member of teaching staff at Brookes (usually your dissertation supervisor or your personal tutor) in order to confirm your need to use the Bodleian. You must not write in Section B of the form - not even your name;
- Next, take your application form in person to the Library Help Zone / Enquiry Desk where Library staff will complete section C.
- Library staff may recommend that membership of the Bodleian is inappropriate and will try to suggest alternative courses of action to help with your request. Otherwise the form will be retained by the Library;
- A check will be made on your Library record for outstanding fines, overdue books etc. Assuming there are no problems the form will then be signed by the Director of Learning Resources and University Librarian and will be ready for you to collect by 10:30 on the next working day. You can collect your form from the Help Zone at Headington or Wheatley Library or the issue counter at Harcourt Hill;
- Full instructions on how and when to obtain your reader's ticket are detailed on the back of your application form - please take the time to read these fully.
- Please note that there are only certain days and times throughout Semester 1 each year when Brookes taught students may apply for admission at the Bodleian - details will be appended to your form when you collect it. For these group admission sessions you will need to supply a passport sized photograph with your name clearly printed on the back. Also take with you your Brookes student card, an identification document showing your name and home address (e.g. a current U.K. Driving Licence, residence agreement, credit card bill, etc.) and a pen, and you must attend on time.

Vacation access

During Oxford University vacations any Brookes student eligible for the SCOUNL Access scheme may apply directly to the Bodleian Libraries Admissions Office for vacation access. Follow the procedures outlined at <http://www.bodleian.ox.ac.uk/using/getting-a-readers-card>

Which libraries may I use ?

*Access to these Bodleian Libraries is by appointment only.

**Access to the Weston Library is provided year round for all holders of Bodleian Reader Cards.

Undergraduate and postgraduate taught course students are given access only to **Group 1 libraries**

Group 1 Libraries	
(Central) Bodleian Library	Radcliffe Science Library
KB Chen Bodleian China Centre Library	Rewley House Continuing Education Library
Bodleian Education Library	Sackler Library
Bodleian Japanese Library	Taylor Institution Library
Bodleian Latin American Centre Library	Vere Harmsworth Library
Bodleian Law Library	Weston Library **
Bodleian Oriental Institute Library	Alexander Library of Ornithology *
Bodleian Social Science Library	Sherardian Library of Plant Taxonomy *
Leopold Muller Memorial Library	Wellcome Library for the History of Medicine *

Research students and staff are given access to **Group 1 libraries** and also the following **Group 2 libraries in Oxford University vacations only, if no Group 1 library holds the item you want**

Group 2 Libraries

Bodleian History Faculty Library (NB. currently accessible in the Central Bodleian)

Bodleian Music Faculty Library

Bodleian Philosophy & Theology Faculties Library

English Faculty Library

Health Care Libraries

Sainsbury Library at the Said Business School *

Tylor Library (Institute of Social and Cultural Anthropology) *

During Oxford University vacations undergraduate and postgraduate taught course students recommended via Brookes may also use Group 2 libraries.

The Bodleian Libraries Reader's Card **does not** give access to the following libraries:

- Departmental University libraries outside the Bodleian Libraries group
- College libraries

Using the Bodleian Library

All material is available for reference use only and may not be borrowed. Most materials are kept offsite in closed access and are fetched on demand.

Oxford University's catalogue can be accessed at <http://solo.bodleian.ox.ac.uk/>. An automated stack request system is in place and it is advisable to request items in advance of your visit – see more information at <https://www.bodleian.ox.ac.uk/using/closed-stack-requests/delivery-times>

Self service photocopying is available in some parts of the library for a charge. An online system for paying for photocopying, printing and scanning is in operation. More information is available at <http://www.bodleian.ox.ac.uk/using/copy/pcas>

The library operates strict silence policies and no food / drink is allowed except lidded bottled water.

For more information see the Bodleian Library's web pages at: <http://www.bodleian.ox.ac.uk/>

Why the Bodleian may not be the most appropriate Library to use

The predominant focus of the Bodleian's collections is British, although they also contain a large number of non-British publications. In practice, for a variety of reasons, much material (for example some semi-published items, such as material produced by societies and organisations) may not always be deposited with the Bodleian Library; some may not be available at all. Also some types of material, for example market research reports, may not be collected. It is best to check the Oxford University Library catalogue (Solo) to see if the material you are looking for is available.

Often it may be more convenient and quicker to make use of our Interlibrary Loan service to obtain material that is not available at Brookes. For more details see <http://www.brookes.ac.uk/library/library-services/borrowing/interlibrary-loans-service/>

Your Academic Liaison Librarian will be pleased to discuss with you opportunities to use other appropriate libraries and additional sources of information that may help you with your literature search.