

Library Guide



New College Library and Archives



De Brailes Psalter (c. 1240–50)
MS 322, New College Library, Oxford



“When I step into this library, I cannot understand why I ever step out of it.”

– Marie de Sévigné (1626–96)

About the Library and Archives

Welcome to New College Library and Archives, Oxford. William of Wykeham, founder of New College, began the library in the 14th century with a donation of his own collection of almost 250 volumes. Our collections have expanded a great deal over the centuries due to donations and acquisition of books to support New College students and to build on our research strengths. Today, our total book stock numbers around 100,000 volumes. The collections reflect that there has been a library since the college's inception, with over 380 largely medieval manuscripts—the finest collection of any Oxford college—and 30,000 early printed volumes, which include 385 incunabula (15th-century European imprints)—the largest number of any Oxford undergraduate college.

We also administer an extensive archive of historical materials relating to the foundation of the college and the running of college and its estates up to the present day, amounting to well over 100,000 documents. Our collection of maps is particularly fine. The oldest archival documents date from the 11th century, which is nearly 300 years before the college itself was founded. There is also a regular ingress of modern records.

Our internationally renowned special collections and archives constitute one of New College's principal assets. The modern library building was completed in 1939 when the original founder's library became too small. The library covers two floors, and it holds the majority of modern material on open access, while offering a range of comfortable workspaces for library users.

Access

The library is solely for the use of New College members, though external visitors may seek permission from the Librarian to consult certain collections. To access the library, hold your university card against the silver card reader at the door and wait for the light to flash green.

Opening Hours

Aside from the annual college closure over the Christmas and New Year period, the library is open: 7 am – 2 am seven days per week, all-year-round.

Library Collections

Library staff communicate with tutors and students in order to ensure that the collections remain up-to-date and contain required resources. New and relevant texts are constantly being acquired, and although some are for reference only (clearly marked as such), the vast majority can be borrowed. As many items as possible are kept on open access shelves. However, if you would like to consult an item marked 'restricted access' on SOLO, please ask one of the library staff (in the Library Office) as most of these items are available to view and in many cases can be borrowed.

We welcome purchase suggestions for books (and other media), which we do not have, or for any items you feel we need more copies of. Please email christopher.skelton-foord@new.ox.ac.uk to suggest new acquisitions; full details are at: www.new.ox.ac.uk/book-purchase-requests.

Our Film Collection contains mainstream Hollywood films and foreign-language and other course-related titles, listed at: www.new.ox.ac.uk/film-collection. We also provide a selection of music CDs.

New College has a considerable archive of historical papers, as well as a large collection of early printed books. If you would like to consult any of the pre-1850 material, please [contact the Librarian](#).



Upper Reading Room, New College Library, Oxford

Library Services

Borrowing: College members in academic residence may have up to 35 items on loan. Undergraduates may borrow books for two weeks, and postgraduates for the whole term. CDs and DVDs may be borrowed for three days. Items that are on loan to someone else can be reserved on SOLO by using the 'hold' function, and you will get an email telling you when they are ready to collect. Vacation borrowing begins on Monday of 8th week, and from that day onwards, all borrowed and renewed books will be due back on Monday of 1st week the following term.

You need your University card to borrow from the library. Use one of the self-service machines in the library entrance hall, and follow the instructions onscreen. If you have any problems out of office hours, please email library@new.ox.ac.uk, or leave a note in the folder kept next to the right-hand machine.

Returning: Please put returned items in one of the book boxes in the library entrance hall. Fines of five pence per item per day are charged for overdue books, and replacement costs plus administrative fees will be charged for any items that are lost or defaced. All charges will go onto your battels at the end of term.

Renewals: Renewals are allowed as many times as required, providing the item has not been reserved by anyone else. Loans can be renewed on your SOLO account, or on the self-service machines in the entrance hall.

Computers: There are three computers in the library that can be used to access SOLO and the internet. Throughout the library there is access to Eduroam and New College WiFi, and desks with power sockets for laptops.

Printing, copying, scanning, and document binding : The photocopier on the half-landing of the main staircase you can use to print, photocopy, and scan to email. You can print from your own computer via <https://webprint.new.ox.ac.uk:9192/app> using your New College credentials (Associate students) or <https://webprint.new.ox.ac.uk> using your SSO. Staff in the Library Office provide a competitively priced [document binding service](#) and [document lamination service](#), both with a fast turnaround time. Printing, copying, binding, and lamination charges will be added to your battels.

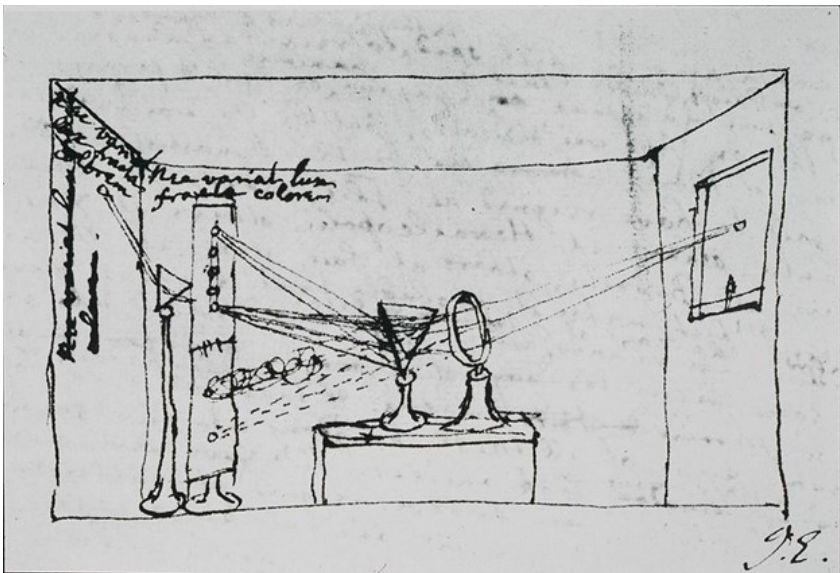
Finding Resources

You can search all New College Library holdings on our library catalogue **SOLO** (Search Oxford Libraries Online) at <http://solo.bodleian.ox.ac.uk>, as well as items held by most other libraries within the University of Oxford.

The physical collection is arranged by subject, and each subject represented by a letter at the beginning of the shelfmark/call number (e.g. J = History). Books kept downstairs in the open stacks (lesser-used books) are represented by a double letter, e.g. JJ. If an item is marked as 'available' on SOLO, it should be on the shelf and ready to use.

Further information about finding items in New College Library can be found beside the SOLO PCs within the library.

You can also search our online archives catalogue at <https://archives.new.ox.ac.uk>. It includes images of some of our archival documents and some series.



*Isaac Newton's sketch of his experiment with a camera obscura and two prisms (1721)
MS 361/2, New College Library, Oxford
The Sir Isaac Newton Papers, one of the library's special collections*



*Ptolemy's Almagest (late 13th century)
MS 281, New College Library, Oxford*

Staffing and Security

The Library Office is staffed between 9.00 am and 5.00 pm, Monday to Friday. Outside office hours during term (evenings and weekends), the library is opened and closed by the Porters, so students should ensure that they pack up and leave before 2.00 am in order for the library to be closed down promptly. Access to both the Special Collections Reading Room and to the Archives & Records Reading Room is by appointment only.

If there is an emergency outside office hours, use the red telephone by the self-service machines to contact the Porters' Lodge.

All library books, CDs, and DVDs will set off an alarm if removed from the library without being properly checked out. If this happens to you, please fill in the required details in the alarm folder, kept next to the right-hand self-service machine. Anything that sets off the alarms should not be removed from the library, and any alarms not accounted for in the alarm folder will be investigated via CCTV.

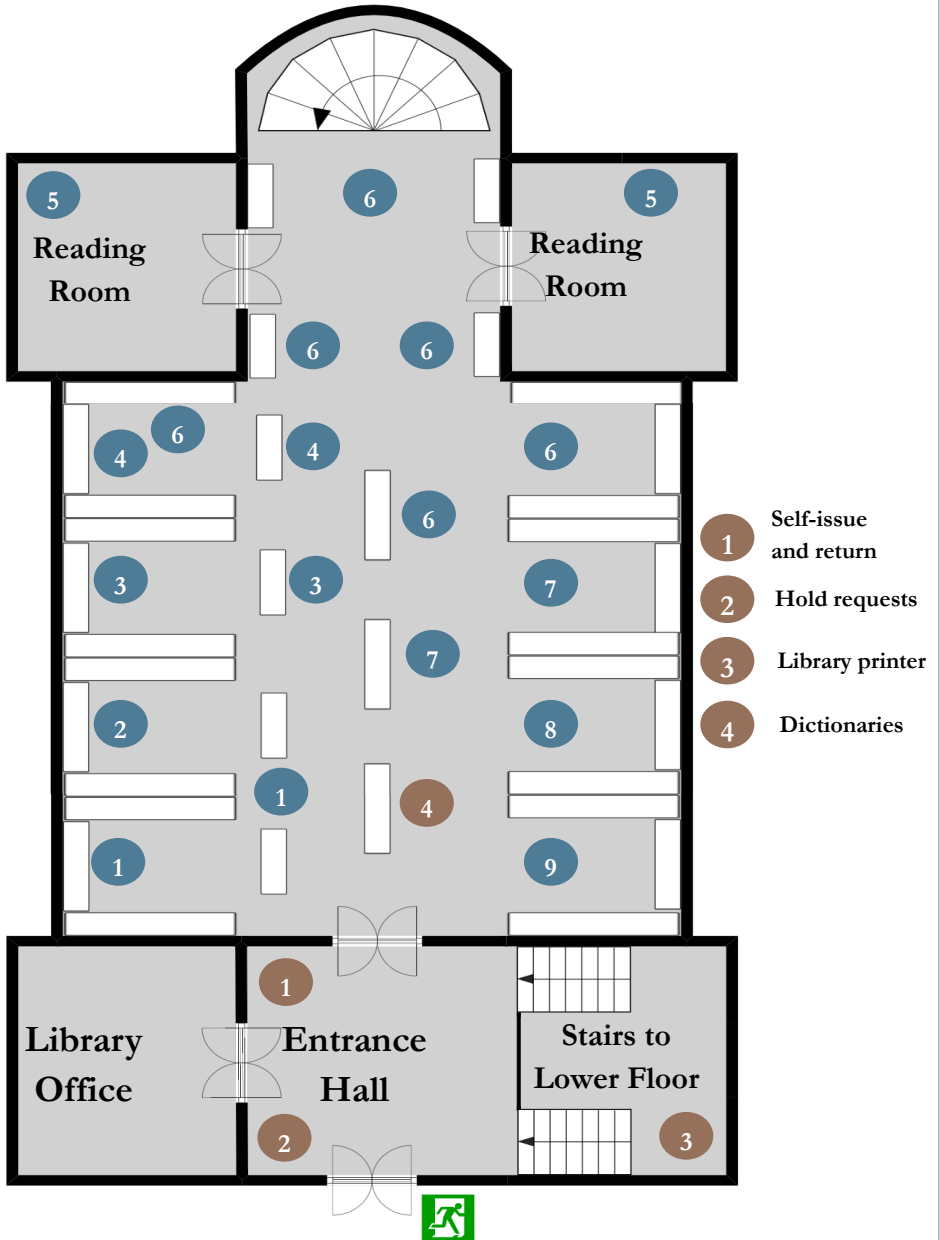
Subject Guide

10	A	Russian	7	KK	Other Languages & Countries
7	BB	Theology	3	L	Law
6	Bib	Bibliography	4	LIT	Literature (General Interest)
2	BIO	Biography	2	M	Economics & Management
3	C	Art & Architecture	1	N	Philosophy
3	CIN	Cinema	6	NC	Alumni Collection
4	D	Music	1	O	Classics
6	E	English	8	OX	Local History
7	F	French	3	P	Politics
7	G	German	3	Q	Gender & Sexuality
2	3	H	8	R	Psychology
3	I	Italian	2	4	REF Reference
5	J	History	8	S	Medicine & Biomedicine

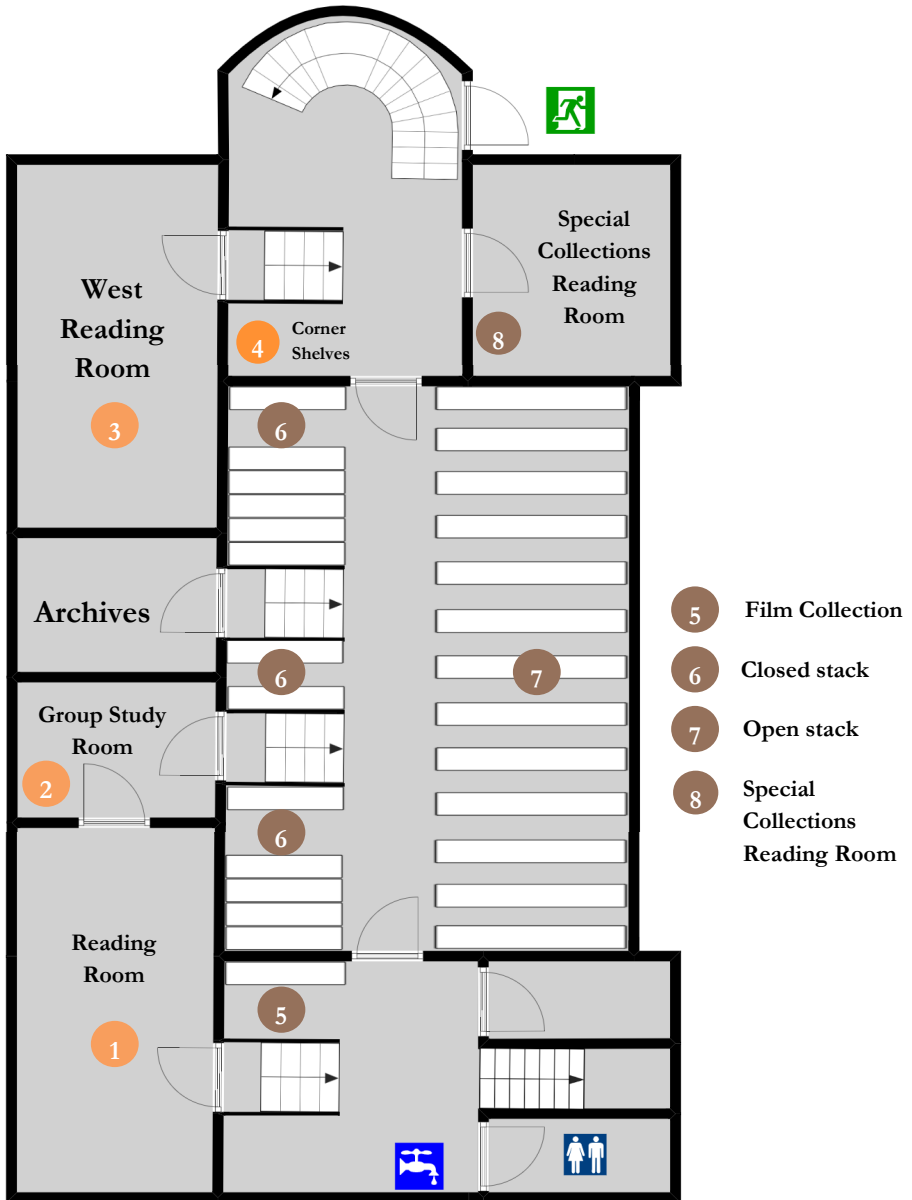
Subject Guide (continued)

4	STU	Study Skills	1	W	Engineering	
2	TG	Travel Guides	4	WEL	Welfare	
7	TT	Education	8	9	X	Mathematics & Computing
8	U	Biology	9	Y	Physics	
3	V	Arabic	9	Z	Chemistry	
2	VSI	Very Short Introductions				

Upper Floor



Lower Floor



E-Resources

The University of Oxford's extensive collection of electronic resources complements its libraries' physical collections, and these e-resources are available to New College students and staff.

SOLO searches can be constructed to:

[access physical and electronic books and journals, and databases](https://libguides.bodleian.ox.ac.uk/solo)

- <https://libguides.bodleian.ox.ac.uk/solo> ;

and there is detailed guidance available on: [discovering e-resources](https://libguides.bodleian.ox.ac.uk/onlinelibraryresources/home)

- <https://libguides.bodleian.ox.ac.uk/onlinelibraryresources/home> .

SOLO can also search [ORA \(Oxford University Research Archive\)](https://ora.ox.ac.uk/)

- <https://ora.ox.ac.uk/> - which has its own dedicated portal too.

Around [1,775 databases](https://libguides.bodleian.ox.ac.uk/az.php) are available:

- <https://libguides.bodleian.ox.ac.uk/az.php> .

These databases are listed alphabetically, by title, and the databases may also be searched by subject (from African Studies to Zoology) and by database type (e.g. full-text; images; maps).



The Reference Section, New College Library, Oxford

Remember

To maintain a clean environment and ensure courtesy to other library readers, no food or drink, except drinks in a sealable container, may be brought into the library. A water fountain is available for readers on the Lower Floor.

Mobile phones should be set to silent, with vibrate turned off, and all calls should be taken outside. New College students only may book the Group Study Room via www.new.ox.ac.uk/library-group-study-room.

Library staff will be pleased to help you locate and use any of the printed and electronic collections and to assist with any research enquiries you may have. Oxford has the largest and finest academic library system in the UK: library staff can also advise you of other libraries within the University which may be of use to you.

For library enquiries, please contact library@new.ox.ac.uk, or speak to a member of staff in the Library Office in the first instance.

For Archive enquiries, please contact archives@new.ox.ac.uk.



View of the Chapel from the Upper Reading Room, New College Library, Oxford



Detail of Constellations in the Astronomicum Caesareum (1540)



Incipit missa beate marie virgis

Antroibo ad altare dei: ad deum qui letificat uenturam meam.

Signare dñe die isto: sine peccato nos custodire. **C**onfitemur dño qm̄ bonus: qm̄ in seculum misericordia eius.

Confiteor deo celi et beate marie uirgini et omnibus s̄c̄is dei uobis p̄r quia ego infelix peccator peccavi nimis contra legem dei mei cogitatione locutione consensu visu uerbo et ope mea culpa mea culpa mea maxima culpa. Ideo precor beatissimam uirginem mariam et omnes sanctos et

*Book of Hours (fifteenth century)
MS 370, New College Library, Oxford*

Library and Archives Team

Librarian	Christopher Skelton-Foord
Archivist	Michael Stansfield
Deputy Librarian	Will Shire
Assistant Librarian	Jason Morgan
Curatorial Assistant	Jess Hodgkinson
Library Assistant	Jess Pascal
Shelving Assistant	Ursula Steele



New College Library and Archives

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www.new.ox.ac.uk/library-and-archives