

# Colman



# Library

Hopkins Building

Department of Biochemistry

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@CamBiochem

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## HISTORY

The Department of Biochemistry in Cambridge was established in November 1914 under the chair of Professor Sir Frederick Gowland Hopkins. However, it was only in 1924 that the department was able to move into its own building, the construction of which was financed by an endowment to the university of £165,000, part of the bequest of Sir William Dunn.

In 1916 'a small but very useful library' had been established for the department (*Annual Report 1916-1917*), financed by a grant of £200 from the Board of Education. However, despite donations from several individuals, money was short and for the first few years the library struggled to survive. On the opening of the Sir William Dunn building on Tennis Court Road the Chairman of the Dunn Trustees, Sir Jeremiah Colman, Bart, M.A., provided £2,000 for the establishment of the Biochemistry library that to this day bears his name.

The Colman Library remains in its original location on the ground floor in what is now called the Hopkins building. Fitted, oak bookcases line the walls from floor to ceiling known as the Reading Room.

## OVERVIEW

The Colman Library has several study spaces available in the Reading Room, for use subject to booking via the Room booking system.

In addition to this, in line with many other University Library spaces, a Click and Collect service is still available.

This booklet provides details on the use of both the Colman Library study spaces and the Click and Collect service as well as some information on other resources which continue to be available.

## COLMAN LIBRARY STUDY SPACES

We are pleased to be able to make the Colman Library available for staff and students. However, as part of our ongoing procedures to keep our staff and students safe, anyone wanting to use this space must book a study space by making use of the Booker Room Booking system.

<https://booker.eventmapsolutions.com/Account/Login>

If you do not have access to the room booking system, the Hopkins Reception team will be able to help.

Spaces are limited so we ask that users are considerate to others when requesting their booking. At this time, we are **limiting bookings to a maximum of 90 minutes**. Personal items must not be left unattended or left after your booking time has been completed. Items left will be retained in the Hopkins Reception and can be collected during the hours noted below.

For the safety of all, the windows must be open to allow the space to be ventilated. We ask that users ensure that the windows are closed as they leave, if they are working in the space outside of usual working hours.

Space sanitizing materials are available in the Colman Library and it is the responsibility of users to sanitise their work space before and after use.

Supplies are checked regularly but if you find any items missing please contact the Hopkins Reception who will organize replenishment.

## CLICK AND COLLECT SERVICE

### Who can make use of the click and collect service?

<b>Members of the Department</b>	All members of the Department of Biochemistry
<b>Undergraduates</b>	Undergraduates taking the Medical, Veterinary and Natural Sciences Tripos
<b>Other University Departments</b>	Members of other Cambridge University Departments whose work and study requires them to use holdings in the Library
<b>Others</b>	Visiting scientists and students by arrangement with Secretariat

## How to use Click and Collect

Please complete the form using this link: [https://cambridge.eu.qualtrics.com/jfe/form/SV\\_a9mrt2eNjwTKy1](https://cambridge.eu.qualtrics.com/jfe/form/SV_a9mrt2eNjwTKy1)

When asked which Library you would like to borrow the item from, please select **Biochemistry – Colman Library** from the drop down selection

## When can I collect my items?

Once you have received confirmation that your requested item(s) is available it can be collected from the Reception desk of the Hopkins Building. The Reception desk is open during the following hours (closed between 13:00 and 14:00 for lunch):

**Monday – Thursday**                      08:30 – 17:00

**Friday**                                        08:30 – 16:00

## How long can I have the book on loan?

During this time, whilst the Reading Room is not available, we have revised our timeframes for the return of a book on loan as follows:

Classified Books:                      Up to five items may be borrowed at any one time. The loan period is for one week.

Part I Reference:                        Up to two items can be borrowed at any one time. The loan period is for one week.

## Return of items

Please return your loaned items to the Hopkins Reception within the timeframe of the loan period.

## COVID precautions

All item(s) will be packed in a paper bag for collection. All books will have been held for 72 hours before reallocation or being returned to the shelf for safety purposes so **please do not use decontaminant on the covers**.

# RESOURCES

## Journals/Serials held in the Colman Library

The majority of the library resources are journals and serials. The Colman Library defines journals as those periodicals that are published on a regular basis throughout the year and are received in paperback format. Serials are defined as periodicals that are received in a hardback format and which are published irregularly or annually.

All journals and serials are on the iDiscover Library Catalogue. To do a search for something in the Colman Library, type the title in the 'Search', click on 'All libraries' and scroll down to 'Biochemistry: Colman Library'.

<http://idiscover.lib.cam.ac.uk/>

## Electronic Resources

The most comprehensive list of electronic journals, for which full text is available, is the University Library's eResources libguides:

<https://www.libraries.cam.ac.uk/eresources>

Access methods vary but the most common are:

- ID/Password controlled: Cambridge University Library and the University Computing Service have been operating a local service of authentication using RAVEN to provide access to electronic services.

Information on RAVEN services can be found at: <https://raven.cam.ac.uk/>

- IP address recognition: the provider will check that your IP address matches those on the site-licence
- Domain recognition: the provider recognises your computer as being in the cam.ac.uk domain

Electronic journals to which the library does not subscribe can generally be accessed to view tables of contents and abstracts. Much of this content can be acquired by interlibrary loan:

<http://www.lib.cam.ac.uk/collections/departments/inter-library-loans>

### **Inter-Library Loans/Photocopies:**

Inter-Library Loans and photocopies of articles can be obtained by the Secretariat ([library@bioc.cam.ac.uk](mailto:library@bioc.cam.ac.uk)) from certain other libraries. This facility is only available for members of the Biochemistry Department and Part II/III Biochemistry students.

### **Information and Research Skills**

Cambridge University Libraries provide training in a range of information and research skills:

<https://www.training.cam.ac.uk/cul/event-timetable>

### **Examination Papers**

Reference copies of the past examination papers are available on your course Moodle Site. Any queries relating to examinations paper should be directed to the Teaching Office at [examtchg@bioc.cam.ac.uk](mailto:examtchg@bioc.cam.ac.uk).

### **Part II/III Information**

Copies of past Part II/III projects are available in the Library.

### **Printing, Photocopying or Scanning**

The Department of Biochemistry has a number of Multi functional devices (MFD) linked to the University wide DS Print service.

You will need a CSRid, a Raven login and have available credit. Credit can be applied by following the instructions on the My DS-Print webpage (<https://www.ds.cam.ac.uk/mydsprint/>)

Please contact the Secretariat Team ([dsprint@bioc.cam.ac.uk](mailto:dsprint@bioc.cam.ac.uk)) if credit is to be charged to a general ledger or grant code. They will process this request as requested.

Charges for using the departmental MFD's can be found at this location: <https://www.ds.cam.ac.uk/dsprint/site/Bioc>

Dependent on your existing configuration you may need to add the DS Print services to your machine. Please take a look at the instructions found at this location:

- <https://help.uis.cam.ac.uk/service/printing/desktop>
- Choose either Windows or Mac version as required.

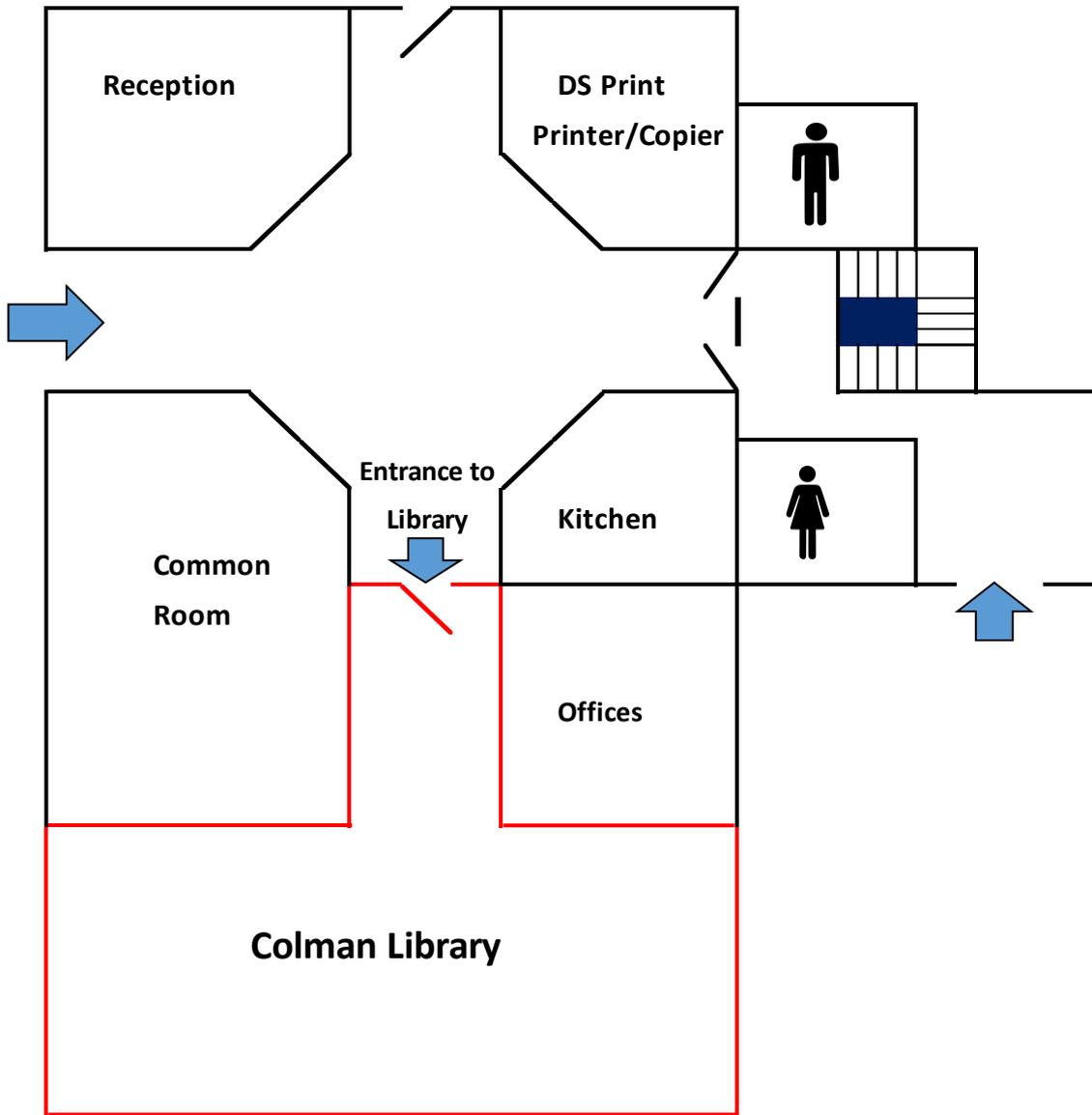
Step by step instructions will be displayed. At the point where the DS Print Set up routine displays the printer choices please select Biochemistry and the Bioc\_FindMe. Once complete Bioc\_FindMe will be seen when you select "Print" from your applications.

Further information on photocopying, including Copyright Regulations, is available in the Library and displayed at each MFD location.

### **DS Print credit allowance:**

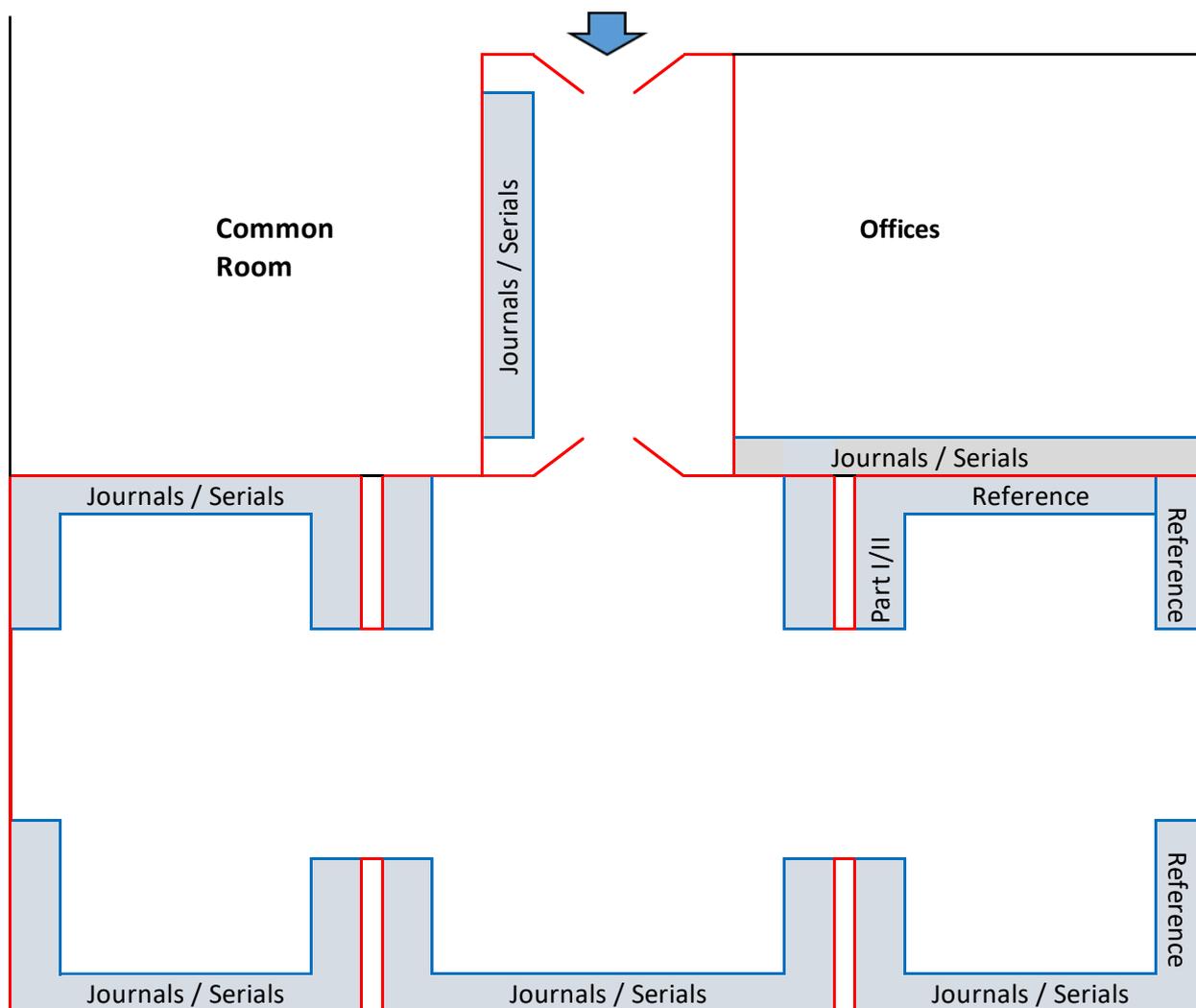
At the beginning of the academic year the Part II/III Students will have a Local Balance credit of £6.00 added to their DS Print account. This is to support a predefined number of pages of Options Course material which may be copied per student without charge. Please note that this credit can only be used on Departmental devices.

**HOPKINS BUILDING – PLAN OF THE GROUND FLOOR**



Colman Library – Reading Room

## PLAN OF THE COLMAN LIBRARY



- Journals / Serials are located around the walls of the Reading Room
- Most recent editions of Journals are now online and QR codes are provided to access these