

Introduction

Greyfriars is a friendly and welcoming library, intended to provide the Capuchin friars, but also members of the University of Oxford and scholars world-wide, with the books they need for their studies. Greyfriars is an integral part of the Oxford University System of Libraries. The main collection has been recently re-organized. Uniquely, Greyfriars houses the largest collection devoted to Franciscan studies. The theology section has been substantially improved due to the generosity of both the friars and of Greyfriars alumni. Also, with the newly integrated McGregor bequest, the library has now an exceptional collection specializing in the history, literature and the arts of the Middle Ages and the Renaissance.



Contact details

Address Iffley Road, Oxford OX4 1SB
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Telephone +44 (0)1865 256 762
Librarian Dr Cristina Neagu
(part-time consultant)
Email cristina.neagu@chch.ox.ac.uk
Website <http://www.greyfriarsoxford.org.uk/>

Opening hours

The Library is open 24 hours a day to Greyfriars members only. For external readers, it is open by appointment. You can make an appointment either by ringing or emailing the Guardian or by emailing the Librarian.

Holdings

All the volumes in the main library can be found on *OLIS*, the *Oxford Library System*, a computerised union catalogue which, apart from providing details about Greyfriars holdings, will also give you information on almost eight and quarter million of the estimated ten million items held by Oxford University libraries. Items are being added all the time. We are currently in the process of cataloguing several newly acquired donations, the McGregor bequest and the Franciscan studies collection.

Classification

Books are classified according to their subject. The system used for the main collection is based on the *Dewey decimal system*. Volumes are arranged on the shelves in a numerical sequence, starting at 100 on the left hand side as you enter the door. The sequence of numbers continues all around the room. Journals are in the right hand side bay behind the Reference section. The old friars library now houses the McGregor bequest. The books are arranged by subject and currently in processing.



Borrowing Books

Greyfriars members can borrow up to twenty books, including bound periodical volumes. Each book taken out must be recorded using the slips provided in the red box by the printer. If you borrow a book you are responsible for it until its return. You must not pass books on to others without informing the library. If a book which is out under your name fails to return, you will be charged the cost of its replacement.

External readers may use the library by appointment but may not borrow books unless they are granted special permission.



Checking out books

When you borrow a book, please always remember to:

1. **Fill-in a slip for each volume** and leave it in the lid of the red box.
2. All fields are important. The shelfmark is particularly needed, as slips are then filed by number.
3. Write down your name as clearly as possible.
4. Filled-in slips are arranged by shelfmark in the red box, so, when you return books, you can easily find the one corresponding to the volume you borrowed.

Note on consulting new acquisitions

The books which have not been catalogued are at the moment placed spine to the back on the shelf. These are **NOT** to be checked out yet. You can consult them but **ONLY in the library**. In order to do this, please fill-in the slip provided for this purpose and leave it on the shelf. The books should be returned in the same place and position as you found them

The McGregor bequest, housed in the old friars' library, has not yet been catalogued. These books should **NOT** be checked out from the library until further notice



Returning books

Returned books should be placed on the table by the door. When you return the library books, please find the slip you filled-in and leave it in the corresponding volume so that it can be seen.

Please leave the books on the table near the entrance. Don't put them back on the shelves.

Regulations of the library

1. All books borrowed must be signed out.
2. All readers must sign in. For this, please use the note book on the table by the door.
3. Readers who lose or damage a borrowed volume or mark it in any way may be required to replace it at their own expense, or to pay the full cost of copying or repairing it.
4. Food and drink may not be consumed in the library.
5. Readers should not engage in conversation while in the library.

Computers

Please, try to restrict your use of the library computers only to library-related work. These are mainly workstations, the main purpose of which is to help you in your bibliographical research.

In order to search and reserve books within the *Oxford University Library System (OLIS)*, please access:

<http://library.ox.ac.uk>.

A selection of network applications is available via the *Oxford Libraries Information Platform (OxLIP)*:

<http://www.bodley.ox.ac.uk/oxlip/>



GREYFRIARS OXFORD LIBRARY

READERS' GUIDE



2009-2010