1. **Admittance to the Library**

The library can be found on the first floor at 1 South Parks Road. All new readers must register with the Academic Administrator, (Room 1.101, email lib@stats.ox.ac.uk). A current University card is required for registering and for entry to the library. Readers from other departments may be admitted but borrowing rights, if granted, will be restricted. Undergraduates, except for Part C Mathematics and Statistics students, are not admitted.

2. **To find a book**

Most of the departmental books and journals are catalogued on OLIS, the University’s on-line catalogue. OLIS can be accessed through the library terminal via the SOLO – Search Oxford Libraries Online search tool.

The library sections are as follows:

- **100. White spine labels**
  Main statistics lending section
  Sections also on introductory statistics; history of statistics; and general study skills.

- **200. Yellow**
  Probability and operational research

- **300. Green**
  Genetics and Biology

- **400. Orange**
  Mathematics and computation

- **700. Gold**
  Reference only – books may not be borrowed

There is also a lending stack area in the smallest room. These books may be borrowed. Copies of a few core text books are held in room 1.101. To borrow these books please contact the Academic Administrator, who will ensure the loan is properly recorded.

Periodicals, dissertations and theses are for reference only.

The books in each of the main sections are in alphabetical order of the surname of the first author or editor.

3. **To borrow a book**

Books are borrowed on a self-issue basis by scanning into the self-issue computer firstly the barcode from the reader’s University card and then the barcode sticker inside the book to be borrowed.

Each book borrowed must be recorded on the self-issue computer in the library. The department is small and so is the library budget. Missing books have to be replaced, reducing the budget for new books even further.

4. **To return a book**

Books should be left in the returns box in the library. If books are overdue, then reminder notices will be sent out by email. If a book is reserved by another reader or needs to be recalled then a reader may receive a notice, again by email.

5. **To reserve a book**

Reservation requests can be made via OLIS, the University’s library catalogue. See [http://www.lib.ox.ac.uk/olis/](http://www.lib.ox.ac.uk/olis/)

6. **Loan periods**

MSc students can borrow books for one week and then can be renewed them on a further three occasions unless recalled by the library. The loan period for DPhil students and academic staff in the Department is four weeks.

Loans may be renewed either by checking them out again, by OLIS or by e-mailing lib@stats.ox.ac.uk

Reference books, journals, dissertations and theses and any items without barcodes may not be borrowed.
7. **Rules of conduct**

These rules apply to all library readers. Breaches of library rules may lead to suspension of borrowing privileges, fines or suspension from the use of the library.

- Eating and drinking are not permitted in the library.
- Personal belongings should not be left unattended in the library. Any such items will be removed. The Department will not be responsible for personal belongings which are lost or damaged.
- The use of mobile phones is not permitted in the library.
- The library door should be kept locked at all times. Only the Librarian or Academic Administrator may give access to non-members of the Department.
- Reference books and journals may only be removed for photocopying within the Department and must be returned immediately.
- Photocopies may only be made in compliance with copyright law. Details are displayed by the Departmental photocopiers.
- Every book borrowed must be recorded on the self-issue computer in the library. Books must be returned by the due date or renewed. Any book recalled by the library must be returned as soon as possible.
- No reader may have more than nine books in their possession. Readers from other departments, who have been granted borrowing rights, may not borrow more than three books.
- Returned books must be replaced in the returns box. A reader is responsible for a book until it is returned to the library.
- Replacement costs will be charged for lost, damaged or defaced books.
- The library computers must not be unplugged or shut down.
- Please be considerate to other users and keep noise to a minimum.