

Statistics Library

Rules and Information

1. Admittance to the Library

The library can be found in the Department of Statistics at 24-29 St Giles', on the lower ground floor.

Members of the Department

Staff – automatically given access to the library.

Graduate Research students – automatically given access to the library.

MSc in Statistical Science students – automatically given access to the library.

OMMS students – can be given access if they are doing a statistics project.

MMath Mathematics and Statistics students – fourth years are given access, other years are not permitted to use the library.

Visitors to the Department – will be given access if requested.

Member of the wider University

All new readers from outside the Department must register with the librarian, please e-mail lib@stats.ox.ac.uk.

Staff - admitted on request, please make an appointment to register by e-mail.

Graduate research students – admitted on request with a letter of recommendation from a supervisor, please make an appointment to register by e-mail.

Master's students – may be admitted on request if they require access to a book that cannot be found in other libraries, please e-mail to ask if admittance will be allowed.

Undergraduate students – not permitted to use the library. MMath Mathematics students may gain admittance if they are doing a statistics-based project.

Visitors – may be given access to books under special circumstances.

2. Finding a book

Most of the departmental books and journals are catalogued on OLIS, the University's online catalogue. OLIS can be accessed through the library terminal via the SOLO (Search Oxford Libraries Online) search tool.

The library is currently undergoing a process of re-shelving using the Library of Congress classification system. These start with letters and the shelves have been marked accordingly.

The other library sections are as follows:

- 100. Statistics
- 200. Probability and operational research
- 300. Genetics and Biology
- 400. Mathematics and Computation

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

Dissertations and theses are for reference only.

3. Borrowing 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. Please check that the book has been correctly taken out before you leave the library.

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.

Reference books, dissertations and theses and any items without barcodes **may not be borrowed**.

4. Returning 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. Reserving a book

Reservation requests can be made via OLIS, the University's library catalogue. See <http://www.lib.ox.ac.uk/olis/>

Reserved books can be collected from Hannah Harrison in G.09.

6. Loan Periods

The loan period is four weeks. MSc and Undergraduate students can renew books for a further four times. Staff and Graduate Research students can renew books for a further nine times.

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

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 may only be removed for photocopying within the Department and must be returned immediately.
- Photocopies may only be made in compliance with copyright law.
- 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 self-issue and catalogue computers must not be unplugged or shut down.
- Please be considerate to other users and keep noise to a minimum.

8. Contact Details

Contact name: Hannah Harrison

Phone: +44(0)1865 (2)82857

e-mail: lib@stats.ox.ac.uk