

left at a seat, but given up at the counter, to be kept for the reader's use, each such volume bearing a slip with the name and date.

In the English Reading Room and the Camera Reading Room all ordinary books which the reader desires to reserve must be placed with a slip (as above described) on the reserve counter; they will then be kept for seven days.

No volumes can be reserved which come from exhibition-cases or Bodleian reference shelves—or (unless with sanction) from similar shelves at the Camera.

Reserve slips are kept on the administrative counters and tables.

All books reserved at the Bodleian will be returned to the shelves during the week September 24-30, when the Library is closed.

Leaving up books. Ordinary books if done with, may be either left at the seat or given up at the counter, on departure. Manuscripts and valuable printed books must be handed in at the counter. Readers who bring books into the English Reading Room or Camera Reading Room are required to show them on leaving to the assistant at the door.

Photographing. No photographs may be taken without permission of the Library authorities, or by any other person than the University Press photographer. A form of application can be obtained from the Library.

Silence must be observed in the Reading Rooms.

The removal from the Reading Rooms of any volume, paper, or other possession of the Library, even for a short time, and also any injury to it by marking, erasure, or mutilation, are absolutely forbidden under severe penalties.

A reader may not carry a library book from the Bodleian to the Camera, nor from the Camera to the Bodleian, nor to or from any dependent library.

No reader may remove a book from another reader's desk.

No book and no note-book or paper on which a reader is taking notes or is writing may be placed on another open book or manuscript.

No book or manuscript may be placed between the reader's pen and the inkpot.

Book and manuscripts must be closed when a reader leaves his seat.

Two readers are not allowed to use the same book simultaneously.

Tracing and painting require special leave in every case.

The Library cannot be responsible for a reader's private books or papers.

Smoking, striking of matches, or the introduction of any light is strictly forbidden in all buildings occupied by the Library.

Additional information is contained in the READERS' MANUAL, which can be obtained gratis on application.

November 1935.

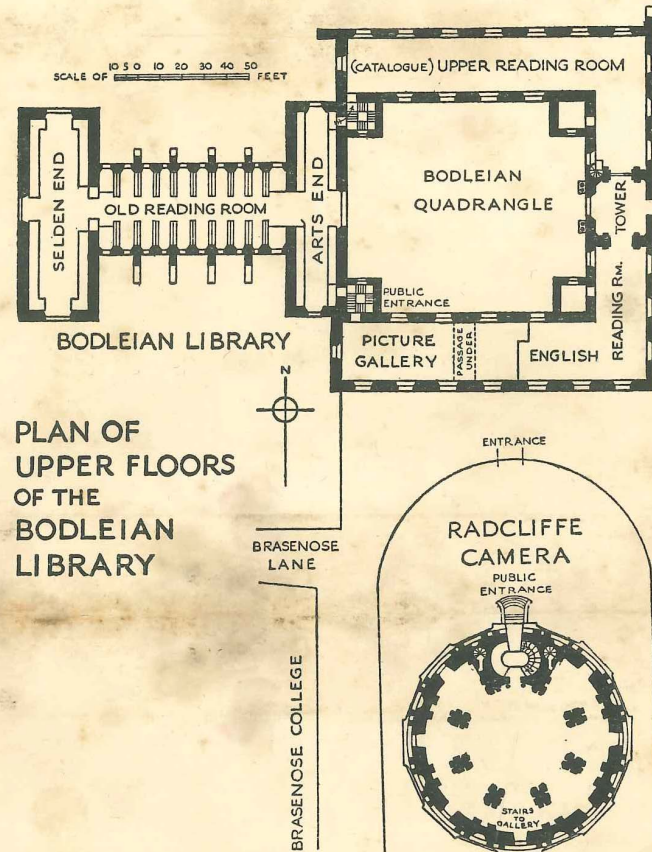
TDV İSAM
Kütüphanesi Arşivi
No 278-437-4

BODLEIAN LIBRARY

INSTRUCTIONS

TO READERS

TDV İSAM
Kütüphanesi Arşivi
No 278-437-1



THE Bodleian Building is open from 9 a.m. till 7 p.m., and the Camera from 10 a.m. till 10 p.m. The Bodleian building is closed on January 1, Good Friday and Easter Eve, the day of the Encaenia, September 24-30, November 8 (November 7 when the 8th is a Sunday), the weekdays preceding Christmas Day, December 25-31, and Sundays. The Camera is closed on the five weekdays next before Easter Sunday, the first four weekdays in October, the three weekdays preceding and the two weekdays following Christmas Day, Christmas Day, and Sundays.

In the Bodleian building, including the basement of the Old Ashmolean, are kept all manuscripts, almost all books printed before 1883, and the modern sections of Bibliography, Palaeography, Bibles and Liturgies, Hebrew, Oriental Literature, Music, British topography and antiquities, and Numismatics. In the Camera and the Underground Bookstore connected with it are most of the books printed since 1883, except Science, Law and Fiction.

Reading Rooms. There are four Reading Rooms. A reader may occupy any seat which is not reserved by the Librarian or in use by another reader.

(1) The Old Reading Room consists of (i) Duke Humphrey's Room, (ii) the Arts End, occupied by the administration, and (iii) the Selden End, in which the seats are reserved. Lists (author and subject) of the reference books (R) in the Old Reading Room are kept in the west window of the Selden End; they do not include the catalogues of libraries kept under the exhibition cases at the Arts End, nor the palaeographical books at the Selden End, which have their own shelf-lists. Manuscripts and early printed books must be read in this room.

(2) The Upper Reading Room, occupying the northern part of the second floor of the Quadrangle, is connected by a staircase with the Old Reading Room. It contains the Transcribed Catalogue, i.e. the general catalogue of printed books published before 1920, the 1920 Printed Catalogue (containing books published in and after 1920), catalogues of Oriental books, a card-catalogue of music, and a card-catalogue of Oxford views, as well as the British Museum Catalogue, and a selection of learned periodicals (Ψ), of which there is an alphabetical list.

(3) The English Reading Room, occupying part of the east and south wings of the second floor of the Quadrangle, is most conveniently entered from the Picture Gallery. It contains a select library of books on English language and literature (E), of which there is a special card-catalogue.

(4) The Camera Reading Room is in the upper part of the Camera. Admission of readers who need modern books only is usually restricted to this room. It contains selected books (S), of which there is a special catalogue, on subjects other than those provided for in the Bodleian Reading Rooms (1-3 above) and in the Dependent Libraries (see below). About one-third of these are accessible to all readers. Graduates of the University may obtain, on application to an Assistant, the use of a key to the locked cases. There are an abridged card-catalogue of books published since 1920 and subject-lists of books published since 1883, except those subjects which are stored in the Bodleian Building (see above) or provided for in the Dependent Libraries.

Books in the Bodleian cannot be sent over to the Camera except

- (i) for use in conjunction with Camera books, *or*
- (ii) for use after Bodleian hours (application to be made before 4 p.m.).

Large folios, works of reference, and books from the English Reading Room cannot be sent over except in very special circumstances and by special leave. Manuscripts and volumes of exceptional value are not sent over at all.

Readers whose admission is restricted to the Camera may be allowed admission to the Bodleian so far as it is necessary to prevent their being inconvenienced by these regulations.

Readers admitted to the Bodleian or the Camera are thereby entitled to read in Dependent Libraries. These are the RADCLIFFE SCIENCE LIBRARY (University Museum); the Library at RHODES HOUSE, which contains books on the history of the British Dominions and the United States; the INDIAN INSTITUTE LIBRARY; and the LAW LIBRARY (Room 6 at the Examination Schools).

Ordering books. A reader who wishes to order any printed book which is not accessible in the reference cases should look it out in one of the two alphabetical Author-catalogues already mentioned, bearing in mind that books published before 1920 will be found in the Transcribed Catalogue, and those in and after that year in the Printed Catalogue. If the book required bears its writer's name it will be found under that name, otherwise under the institution or society issuing it, or, if anonymous, under the first distinctive word of its title. The catalogues of manuscripts are described in the *Instructions* issued by the Department of Western Manuscripts.

The reader should fill up an order-slip in a clear hand and give it in at the counter. The book will be brought as soon as possible to the reader's desk, and will be left there, even if the reader is absent at the time, except that manuscripts and valuable books will in that case be reserved at the counter until the reader asks for them.

At the Bodleian the book-service ceases at 4 p.m. in winter-time and at 4.45 p.m. in summer-time. At the Camera the book-service from parts outside the Reading Room ceases at 6.45 p.m. and from the S. shelves at 9 p.m.

Readers who remove to their seats a reference book are required to leave in its place an order form properly filled in.

Readers who are unable to attend personally in the Library to order books which they may require are invited to send a list of the books to the Librarian, who will endeavour to have the books reserved if sufficient notice is given. There is a box for readers' order-slips on the quadrangle gate facing the Camera. Books ordered in this way will be reserved.

Reserving books. Books left at a desk without a reserve slip bearing the reader's name and the date will be removed; but in the Old Reading Room and Upper Reading Room volumes (not exceeding 20) bearing a slip with the reader's name and the date will not be removed for seven days. At the Selden End books will remain at the desks by arrangement for an extended period. Manuscripts and valuable printed books must never at any time be