**REGISTERING WITH THE PLANT SCIENCES LIBRARY AT CAMBRIDGE**

The Plant Sciences Library welcomes visitors whenever the library is staffed.

Please read the information below, and fill out your details on the registration form, if you are not a member of the University of Cambridge. If you are a member of the University, you do not need to register. All non-University visitors should report on arrival to the librarian (Christine Alexander). She will be pleased to help you find items on shelves, or browse the subject you are interested in.

**Checking what we have.** All books and serials held by the Plant Sciences Library are represented on the University catalogue, which is publicly accessible on the web : <http://search.lib.cam.ac.uk/> so you can check if we currently hold an item. However, the catalogue is not completely reliable : It will not tell you if a book is out on loan, nor does it record gaps in serial runs, for example. Our contact e-mail is library@plantsci.cam.ac.uk . Please do not hesitate to contact us if you need help regarding our holdings.

**Opening times.** The Plant Sciences Library is staffed on Monday, Tuesday, Thursday and Friday mornings; however, it is of course possible to arrange a visit at other times, Monday-Friday.

**Borrowing books.** As an external reader you are welcome to borrow any of the books in the ‘main’ sequence. You may not borrow any of the ‘Reserve’ books with the yellow stickers on the shelves beside the staff desk. Books are borrowed by signing them out in the ring-binder on the staff desk. The most important piece of information we need is the class-mark. This should be visible on the spine; but if not, it is written just inside the book. Please write legibly. Books may be borrowed for one month, by which time they must be returned, or a renewal requested.

**Copying, scanning and photography.** Use of the photocopier is restricted to those members of the department. You may, however, use the scanner and save material to a memory device.

**Working in the library.** You are welcome to stay in the library, and to sit wherever you choose. There is an ‘open’ area where people may work collaboratively, and two computer bays where undergraduates work. If you require a quiet space to work, there is a ‘Quiet study room’.

**Wifi.** You will need to connect via EduRoam or a University Raven password.

You can find out more about the library and the Department on: <http://www.plantsci.cam.ac.uk/library>**REQUEST TO USE THE PLANT SCIENCES LIBRARY AT CAMBRIDGE**

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| Name |  |
| Contact e-mail |  |
| University / Company / Institution |  |
| Full address of company [etc] |  |
| If you cannot give a company [etc] address, please give home address |  |
| If you have a contact in the Dept, please give their name |  |

Please download a copy of this form, fill in the details, and send to:

library@plantsci.cam.ac.uk

Thank you

Note: This information and registration relates to the library in the Department of Plant Sciences only.

If you wish to use the Herbarium library [in the Sainsbury Laboratory, in the University Botanic Garden], please register using the application form available from this page : <http://www.plantsci.cam.ac.uk/library>

If you wish to use the Cory Library [belonging to the Botanic Garden] please contact its librarian, Jenny Sargent, via library@botanic.cam.ac.uk