

# Maryvale Institute

## Guide to the Library and Bookshop

### Location

The Library is on the first floor, above the lecture halls, with lift access available.

### Opening times

The Library is usually open throughout weekend residentials and study days. It may not be manned during the week so, if you wish to visit during the week, please contact the Library staff prior to your visit to make access arrangements [library@maryvale.ac.uk](mailto:library@maryvale.ac.uk).

### Referencing

The Library uses the familiar 18<sup>th</sup> edition of the Dewey classification so the majority of titles are in the 200 class for Religion or the 100 class for Philosophy. Note that the cataloguing is simplified, with sufficient detail to compose citations for “Harvard” or other bibliographical styles. Later catalogue entries include standard Catholic subject headings based on the international Library of Congress Subject Headings.



### What is available

The Institute Library holds approx. 20,000 items, covering a wide range of materials: monographs, dissertations, hard copy and online periodicals as well as encyclopaedias. Many of the books are available for loan, with the agreement of the library staff, seven books being the usual limit at any one time. Items of high demand are kept in the Librarians’ Office for referral purposes only.

The Library’s online catalogues are notably comprehensive; they are sub-divided into **past dissertations** (to search exclusively for previous students’ dissertations and theses), the **abstracts catalogue** (for historic searches in some of our periodicals) and a conventional **library catalogue** (often known as an OPAC) for everything else. The LIBRARY CATALOGUE can be searched under two entries simultaneously, usually “Title” and “Author”, to limit or refine the responses. Title entries disclose if the book is currently out on loan. Books not available for loan are identified by a star [\*] at the end of the entry. Some titles also indicate if the particular item is on a reading list.

We have access to EBSCO and the Cambridge [University Press] ebooks. Generic IDs and passwords for these are issued students during their library induction.

External Library catalogues available online:

British Library (OPAC)

Catholic National Library

COPAC

Newman University College Library Catalogue

UK Public Library catalogues

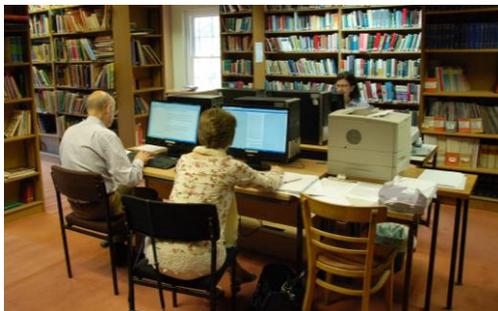
Vatican Library

Questia (This online library contains texts which are accessible on payment of a subscription.

While there is much on this database which is excellent, Maryvale Institute has no control over and takes no responsibility for the contents of this or the above sites or of sites linked to or from them.)

Maryvale Institute is a founder member of ABTAPL (the Association of British [and Irish] Theological And Philosophical Libraries), the highly successful arrangement between theological colleges and specialised department libraries for Inter Library Loans (ILLs) or copying services. Charges may be made for ILLs, dependent on the donor library; Library staff will advise.

St Mary's College, Oscott (the seminary in Birmingham) now permits Maryvale students to borrow as well as browse their material. Students wishing to access other college libraries are strongly advised to take their Maryvale ID cards with them to confirm that they are bona fide students of a UK college.



In the Library there are four computer workstations with internet access available for student use, along with b/w printers and a scanner. A wireless internet connection is also available for users' own laptops.

There is also a photocopier available in the library for student use; all that is asked in return is a small payment per photocopied sheet, as indicated alongside the equipment.

Maryvale Library is popular with students; it is the Institute's main communal area for quiet study, with students sometimes working there for hours at a time, particularly those from overseas. There is also a small room within the Library in which small groups may gather for quiet discussion and group study. Access to this room is by request to the Library staff

Beverages are tolerated providing the crockery is returned to the Students' Kitchen or bedrooms afterwards and any spillages are dealt with immediately and effectively. Students are required to observe the regulations in the "Use of the Library policy" overleaf.



### **Maryvale Bookshop**



Books for study, research and wider general interest are a primary resource for all students, so Maryvale provides a bookshop which stocks a wide range of theological, philosophical and liturgical texts relevant to Maryvale courses, including many in-print US and Irish theological publications.

Apart from the books which are of immediate use for coursework the bookshop holds a generous selection of other religious works including bibles, missals, papal documents, lives of saints, devotional material and CDs and DVDs. In addition we have a good supply of second hand books which have been given to Maryvale for re-use by students and which are on sale at very economical prices.

We now also stock a range of Maryvale merchandise including attractive plaques and scarves.

The bookshop is located on the ground floor, in the foyer area. It is open at convenient times during every residential period.

Books can be ordered by 'phone: Ask for 'bookshop' on 0121 360 8118.

Payment can be made by 'phone using most credit/debit cards, by cheque through the post, or by cheque, cash or card in person at Maryvale.

## Policy for use of the Library

1. The main purpose of the Institute Library is to support its students in their studies and research. The Library staff are available to help students to maximise their use of the Library resources.
2. Students using the Library are expected to respect the right of other Library users to work in peace, without disturbance or interruption. Anyone found to be creating a disturbance will be asked to leave the Library. A report of the incident will be submitted to the Academic Registrar and the student may be subject to disciplinary proceedings.
3. Students are also expected to respect Copyright laws and to follow the instructions of the Library staff when using materials obtained for them, particularly those from other libraries or other outside sources.
4. There are charges associated with obtaining books and materials from outside sources. These charges must be settled by the student on the receipt of the resources.
5. Maryvale Library is primarily a reading library however, where stocks allow, students may borrow books with the agreement of the Library staff. Up to seven books may be borrowed at any one time; on the condition that these are returned on the student's next visit to the Institute (ie. the next study day or residential). Holding on to books for an extended period denies other students access to important and useful resources; therefore failure to return loaned books in a timely manner will result in restrictions being placed on future lending.
6. All outstanding books and materials must be returned before graduation from a programme. Failure to do so may result in the graduate being charged for the cost of replacement(s).
7. A bank of computers and computer points are available in the Library for student use. When making use of these resources students are expected to abide by the general Institute regulations and policies for internet usage.
8. The Library also makes available a photocopier for student use, with the agreement of the Library staff. There will be a small fee per copy sheet to cover the cost of paper and toner; all such fees must be settled immediately.