



Guide to the Edwin Leong Library

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1. Introduction

Welcome to the Edwin Leong Library! Our Library is an open, bright and relaxing space, spread out over two floors, with 66 study spaces and large windows overlooking our tranquil garden. On the ground floor is our reading room and the library office. The first floor has a second reading room as well as networked computers and a photocopier, printer and scanner. There are also printing and copying facilities in the Pavilion Atrium (available at all times).

2. Opening Times and Access

- All current members of the College may use the Library.
- During the COVID-19 pandemic, our opening hours will be more limited than usual and library access will be on a **pre-book basis only** from **Monday 7th September**.
- Please check our Moodle site for more details

- If you have a disability or injury that affects your use of the library, please ask library staff for any assistance you require. We are always happy to help.

3. Library Staff and Contact Details

Librarian:	Kate Arhel (part-time)
Deputy Librarian:	Catherine Munford (part-time)
Email us:	library@hughes.cam.ac.uk
Zoom/Teams:	Email us to arrange an appointment

4. Our Collections

4.1 Main Library

Printed Resources

The College library offers focused provision for the subjects in which the College admits undergraduates and taught MPhil students. Our collection includes textbooks, general reference material and selected periodicals.

We update our stock regularly to make sure students have access to the very latest editions.

Everything is searchable via [iDiscover](#), the University of Cambridge's online library catalogue.

Electronic Resources

The University has access to thousands of ebooks, ejournals and online databases. These are all accessible via our online catalogue, [iDiscover](#). (Login using your CRSid and Raven password to access full online content).

Non-Book Resources

We also have a fully articulated skeleton and collection of bones for use by medical students. Please contact the Library Team if you wish to borrow these.

4.2 The Ohtake Collection

We're particularly proud of our Ohtake Collection, a magnificent collection of rare and often unique books including the school diary of Siegfried Sassoon, the celebrated First World War poet, and first editions by Poet Laureate Ted Hughes, some with his own annotations. The

Collection was most generously donated by Professor Masatsugu Ohtake, Honorary Fellow of Hughes Hall.

The Collection mainly consists of:

First World War poets

First editions of the works of Edward Thomas (1878-1917), Professor Ohtake's particular enthusiasm, and other material relating to Edward Thomas.

Books by Siegfried Sassoon (1886-1967), including Sassoon's school diary which was displayed in the exhibition at Cambridge University Library: 'Dream Voices: Siegfried Sassoon, Memory and War'.

Further books by and about the First World War poets, and generally about the literature and history of the war.

Ted Hughes

First editions, fine press limited editions, and other material relating to former Poet Laureate Ted Hughes (1930–98). Some items have manuscript inscriptions by Ted Hughes himself. Much of this was acquired by Professor Ohtake from Keith Sagar, the bibliographer and friend of Ted Hughes.

Fine print and private press books

These include the exquisitely bound volumes of *Matrix*, and books published by Ashdene Press, Daniel Press, Doves Press, Whittington Press, William Cobden-Sanderson and Rampant Lions Press.

Accredited scholars are welcome to consult the collection by appointment: contact archives@hughes.cam.ac.uk

The College reserves the right to make an administrative charge for access and for authorised copying.

4.3 College Archives

The College maintains a small archive consisting mainly of administrative materials dating back to around 1885 when the Cambridge Training College for Women was founded.

The current (incomplete) listing of the College's archives is an annotated version of a list originally prepared in 1989, most recently revised in 2001. The original list was deposited in the National Register of Archives.

It should be noted that the materials provide limited insight into the daily life of the Cambridge Training College or, until relatively recently, its successor institution Hughes Hall. There are also some gaps, especially from 1949 until the mid-1970s. In particular, holdings

include very limited information concerning Miss Elizabeth Hughes, the first principal, or her celebrated pupil Miss Tetsu Yasui, former president of Tokyo Christian Women's University.

Those interested in such matters are referred to the principal published materials:

Bottrall, M., *Hughes Hall 1885-1985*, (Cambridge, 1985).

Hirsch, P. and McBeth, M., *Teacher Training in Cambridge: the Initiatives of Oscar Browning and Elizabeth Hughes*, (Woburn, 2004).

Lambert, J., 'Japan and Hughes Hall', *Hughes Magazine*, 21 (2014), 26-7.

Martin, G., with an afterword by S. Squire, *Hughes Hall Cambridge 1885-2010*, (London, 2011).

The College reserves the right to make an administrative charge for the provision of access, and authorised copying will be charged at an appropriate fee rate and may require the granting of a licence.

Accredited scholars are welcome to consult the College Archives by appointment with one of the Honorary College Archivists.

Enquiries should be directed to the College Archivists: archives@hughes.cam.ac.uk.

5. How to Find Resources

All our stock is searchable via the University's online Library catalogue, [iDiscover](#).

For tips on using iDiscover, please look at the following useful links:

- Quick guides to using iDiscover: <https://libguides.cam.ac.uk/idiscover>
- How to find things on your reading list:
<https://www.youtube.com/watch?v=KIXK5gk9dro&feature=youtu.be>
- Cambridge LibAnswers (General Library FAQs) <https://answers.libraries.cam.ac.uk/>

6. Borrowing and Returning

To find out how to borrow and return books using our self-issue machine, please watch the videos on our Moodle site.

- You may borrow up to 5 items at a time
- During term-time, the loan period is 1 week
- Outside term-time, books may be borrowed for the whole vacation period
- You may renew your loans up to 3 times
- To return books, please place them in the returns box outside the library

7. IT and other Facilities

Study Desks

- The Library currently has 22 study spaces. These include **two height-adjustable desks**.

Computing

- We also have 5 study spaces with **Managed Cluster Service (MCS) workstations on the 1st floor**. Log in with your **CRSid** and **UIS Password** to access your personal desktop, your DS-Filestore and a wealth of software titles.
- For more information go to <https://help.uis.cam.ac.uk/service/desktop-services>

Printing and Copying

- **Printing and copying facilities** are available **inside the Library** (on the 1st floor) and **outside the Library** (in the Pavilion Atrium).
- To **buy credits** go to <https://www.ds.cam.ac.uk/mydsprint/>
- To see **printing and copying charges** go to <https://www.ds.cam.ac.uk/dsprint/site/Hughes+Hall>
- **Instructions for using the printer-copier machines** can found at <https://help.uis.cam.ac.uk/service/printing/sharp-mfd-guide>

Toilets can be found in the Atrium outside the library.

Lockers

- We have a small number of lockers available for use by Hughes Hall students who live off-campus. The lockers are located just outside the library entrance and in the Pavilion Atrium. They require a key (available from the Library Staff) and a token (which should be left in the locker at all times).

8. Rules for Using the Library

1. The library is for use by current members of Hughes Hall only.
2. Books removed from the library must be issued to you. If the computer self-issue system is not available, complete a loan slip for each item.
3. Return or renew books promptly.
4. Take care of books and do not annotate or mark them in any way. If you use sticky page markers, please remove them all very carefully before returning books.
5. Bottles of water and drinks in sealed mugs with secure lids are permitted. Do not bring drinks without sealed lids into the library. If spills occur, please clean the spillage immediately, and notify staff of the problem.
6. Food, including chewing gum, may not be consumed in the library, but may be eaten in the atrium.

7. Clear the desk when you leave, so that others can use the study space. Books and papers may be left on the table on the right as you enter the reading room.
8. Keep noise to a minimum. Switch mobile phones to silent vibrate when you enter the library. Do not disturb other students.
9. If you should set off the library alarm system, write an explanatory note in the library alarm incident book opposite the self-issue terminal.
10. Keys to the lockers outside the Library entrance and in the Pavilion Atrium are available as one- or two-week loans for students living off site. Contact library staff if you wish to borrow a locker key. Please note that lockers that are improperly used will be emptied from time to time. Students may use only one locker at a time, because demand outstrips supply. Please do not remove locker keys from their metal fobs, and do not take them away from Cambridge.
11. Return all items borrowed from the Hughes Hall library, including locker keys, before you leave Cambridge on completion of your studies here.
12. No smoking, including e-cigarettes and vaping.

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