



HUGHES
HALL
UNIVERSITY OF CAMBRIDGE

Guide to the Edwin Leong Library



Image of the Edwin Leong Library at night by Sara Rawlinson Photography

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1. Introduction



Image of the ground floor reading room by Sara Rawlinson Photography

Welcome to the Edwin Leong Library! Our Library is an open, bright and relaxing space, spread out over two floors, with 60 study spaces and large windows overlooking our tranquil garden.

On the ground floor you'll find the library office, a spacious reading room, our book stock and self-issue machine. On our upper floor (accessible by stairs and lift) you'll find a second reading room containing Managed Cluster Service workstations and photocopying, printing and scanning facilities and the College's IT Office.

2. Opening Times and Access



Image of the ground floor reading room by Sara Rawlinson Photography

- All current members of the Hughes Hall may use the Library.
- The library space is open 24 hours a day, 7 days a week for current members

- Please use your University card to enter by holding it on the square panel to the right of the library entrance
- If you have a disability or injury that affects your use of the library space or its resources, please ask the Library Team for any assistance you require.

3. Library Staff and Contact Details



Kate Arhel,
College Librarian (part-time)
Image by Oscar Langford



Catherine Munford,
Deputy Librarian (part-time)
Image by Oscar Langford

We are here to help! Ask about accessing printed and online resources, using iDiscover, and academic skills.

Office hours: 9am-4pm on weekdays
Email us: library@hughes.cam.ac.uk
Phone: 01223 763908
Zoom/Teams: Email us to arrange an appointment

4. Our Collections



Image of the bookshelves by Kate Arhel

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 fully articulated skeletons and a collection of bones for use by medical and natural sciences 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., 'Hughes and Japan', *Hughes Magazine*, 21 (2014), 26-7.

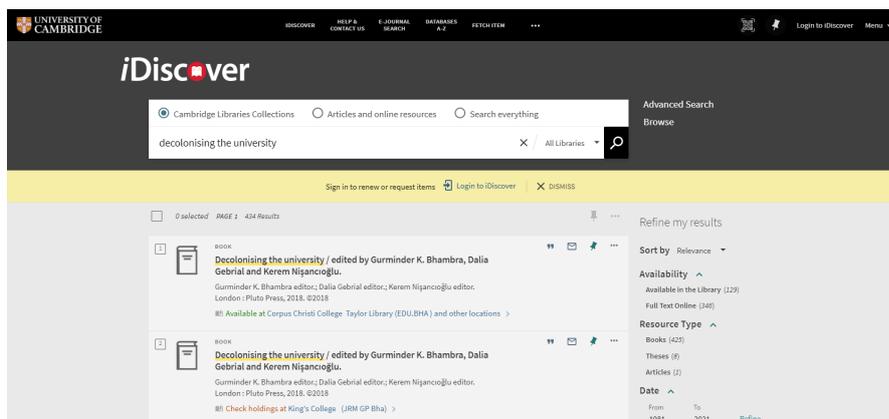
Martin, G., with an afterword by S. Squire, *Hughes Hall Cambridge 1885-2010*, (London, 2011).

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



Screenshot of iDiscover, our online library catalogue

All our printed and online collections are 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>

Top tip: download the University's [Lean Library](#) browser extension to access full-text journal articles wherever you are.

6. Borrowing, Renewing, Requesting and Returning



Image of the self-issue machine by Kate Arhel

- Use our self-issue machine to borrow and return items (instruction videos available on our Moodle site)
- Borrow up to **5 items** at a time
- During term-time, the loan period is **2 weeks**
- Outside term-time, items may be borrowed for the **whole vacation period**
- You may **renew** your loans up to **3 times**
- You may **request** books on loan to other students. Please return requested books as soon as possible. For instructions on renewing your loans and placing requests, go to:
https://www.lib.cam.ac.uk/sites/www.lib.cam.ac.uk/files/requesting_and_renewing_items.v1.4.pdf

7. IT and other Facilities



Image of a Managed Cluster Service workstation by Kate Arhel

Study Desks

- The Library has study spaces available for use in the downstairs reading room and the upstairs. These include 2 **height-adjustable desks**.

Computing

- We have study spaces with **Managed Cluster Service (MCS) workstations on the ground floor and upper 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 upper floor) and **outside the Library** (in the Pavilion Atrium).
- To **connect your device to the printers** see: <https://help.uis.cam.ac.uk/service/printing>
- 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

- Toilets, including an accessible toilet, can be found in the Pavilion Atrium (just outside the library entrance).

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 £1 pound coin.

9. Rules for Using the Library



Image of a skeleton sitting at a library desk by Diana Hutchinson

1. The Library is for use by current students and academic staff of Hughes Hall only.
2. Members of other Colleges who require access to our special collections must contact the Librarian in the first instance.
3. Books removed from the library must be issued to you. If the computer self-issue system is not available, please complete a paper loan slip for each item, and put it in the box next to the self-issue machine.
4. Return or renew books on or before their due date.
5. 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.
6. 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.
7. Food, including chewing gum, may not be consumed in the library, but may be eaten in the Pavilion Atrium.
8. Clear the desk when you leave so that others can use the study space. Hughes Hall books may be left on the trolley next to the Library Office for re-shelving.

9. Keep noise to a minimum: switch mobile phones to silent or vibrate when you enter the library; please do not disturb other students.
10. If you should set off the library alarm system, write an explanatory note in the library alarm incident book on the returns box outside the library.
11. 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. 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. Please note that lockers may be emptied at the end of term if the key has not been returned or renewed.
12. Return all items borrowed from the Hughes Hall library, including locker keys, on completion of your studies.
13. There is no smoking, including e-cigarettes and vaping, in the Library.

Thank you for helping us keep the Library a safe and pleasant study environment for everyone.

Last updated: September 2021