



HUGHES  
HALL  
UNIVERSITY OF CAMBRIDGE

## Guide to the Edwin Leong Library



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

## Contents

1. Introduction
2. Opening Times and Access
3. Library Team and Contact Details
4. Making our Library Accessible
5. Supporting Academic Skills
6. Our Collections
  - 6.1. Main Library
  - 6.2. Ohtake Collection
  - 6.3. College Archives
7. How to Find Resources
8. Borrowing, Renewing, Requesting and Returning
9. IT and other Library Facilities
10. Rules for Using the Library

## 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 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 Team and Contact Details



Kate Arhel

Library Services Manager

[librarian@hughes.cam.ac.uk](mailto:librarian@hughes.cam.ac.uk)

*Image of Kate by Jess Hollerton*



Ellie Greer

Academic Skills Librarian

[academic.skills@hughes.cam.ac.uk](mailto:academic.skills@hughes.cam.ac.uk)

*Image of Ellie by Jess Hollerton*



Jess Hollerton

Library Assistant

[library.assistant@hughes.cam.ac.uk](mailto:library.assistant@hughes.cam.ac.uk)

*Image of Jess by Ellie Greer*

**Office hours:**

9am-5pm Monday-Thursday and 9am-4pm on Fridays

**General enquiries:**

[library@hughes.cam.ac.uk](mailto:library@hughes.cam.ac.uk)

**Academic Skills support:**

[academic.skills@hughes.cam.ac.uk](mailto:academic.skills@hughes.cam.ac.uk)

**Website:**

<https://www.hughes.cam.ac.uk/library>

**Facebook:**

[www.facebook.com/HughesHallLib](https://www.facebook.com/HughesHallLib)

**Phone:**

01223 763908

**Zoom/Teams:**

Email us to arrange an appointment

### 4. Making our Library Accessible



*Image of a height adjustable desk by Kate Arhel*

We want our Library to be as easy and comfortable as possible for you to access and use.

As standard we provide 24/7 access, two height adjustable desks, a hearing loop, cream paper for use in our printers, and online renewals - and we don't charge overdue fines.

If you live with a disability or have a long-term health condition and you would like to explore tailored Library support (for example longer loan periods, increased loan limits, reserved seating, and book fetching) do contact us and we'll be happy to discuss your individual requirements.

## 5. Supporting Academic Skills



Image from unsplash.com

We're passionate about supporting you in developing the skills that will help you succeed at Cambridge and beyond. We offer group teaching and individual mentoring for undergraduate and postgraduate students. Topics covered include time management, using the library catalogue, doing a literature search, revision skills, exam-writing skills, note taking, avoiding plagiarism, academic writing, and more. We host weekly drop-in 'surgeries' where students can ask questions in person. Our Academic Skills Librarian, Ellie, is happy to arrange one-to-one sessions on any topic for students with specific queries or for those who would benefit from an individual session. You can reach her on [academic.skills@hughes.cam.ac.uk](mailto:academic.skills@hughes.cam.ac.uk) to make an appointment, or drop by the Library Office Tuesday to Friday 10-4.

## 6. Our Collections



Image of the bookshelves by Kate Arhel

### 6.1 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. If you would like to request we buy a book, please fill out the request form [here](#).

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.

## 6.2 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 Ohtake Collection by appointment. Enquiries should be directed to the Library Services Manager: [librarian@hughes.cam.ac.uk](mailto:librarian@hughes.cam.ac.uk).

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.

## 6.3 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).

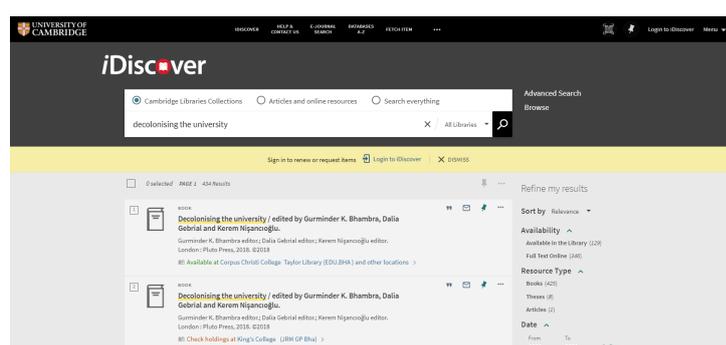
Lambert, J., 'Hughes and Japan', *Hughes Magazine*, 21 (2014), 26-7.

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

Accredited scholars are welcome to consult the College Archives by appointment. Enquiries should be directed to the College's Honorary Archivist: [archives@hughes.cam.ac.uk](mailto:archives@hughes.cam.ac.uk).

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## 7. 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](#).

iDiscover brings together the library catalogues of nearly all the libraries in Cambridge University.

Tips for getting the most out of iDiscover:

- **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.

Questions? Come and ask the Library Team.

## 8. Borrowing, Renewing, Requesting and Returning

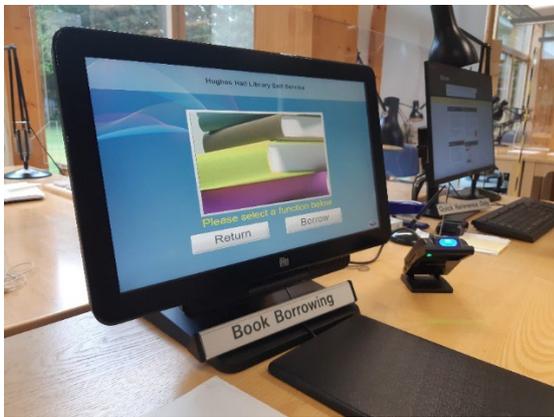


Image of the self-issue machine by Kate Arhel

- Use our self-issue machine to borrow and return books (instruction videos available on [YouTube](#))
- 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**
- During term-time you may **request** books that are on loan to other students. Please return requested books as soon as possible.
- For instructions on renewing your loans and placing requests see: [Requesting and Renewing Items](#)

## 9. 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 ground floor reading room and the upper floor reading room. These include 2 **height-adjustable desks**.

### Computers

- We have **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):

- **Connect your device to the printers:** <https://help.uis.cam.ac.uk/service/printing>
- **Buy credits:** <https://www.ds.cam.ac.uk/mydsprint/>
- **Printing and copying charges:** <https://www.ds.cam.ac.uk/dsprint/site/Hughes+Hall>
- **Instructions for using the printer-copier machines** can be 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 and/or live with a disability. The lockers are located just outside the Library entrance and in the Pavilion Atrium. They require a key (available from the Library Office) and a £1 pound coin.

## 10. 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; members of other Colleges and researchers external to the University may only be admitted by prior arrangement with the Library Team
2. 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.
3. Take care of your books and do not annotate or mark them in any way.
4. Return or renew books on or before their due date.
5. Clear the desk when you leave so that others can use the study space. Hughes Hall books may be left on the trolleys provided for re-shelving.
6. Bottles of water and drinks in sealed mugs with secure lids are permitted in the Library
7. Food and chewing gum may not be consumed in the Library
8. There is no smoking, including e-cigarettes and vaping, in the Library

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. The lockers outside the Library entrance and in the Pavilion Atrium are available as one- or two-week loans for students who live off-site and/or live with a disability. (Please note that lockers may be emptied at the end of term if the key has not been returned or renewed).
11. Return all items borrowed from the Hughes Hall Library, including locker keys, before you graduate.

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

*Last updated: August 2022*