



## Tyndale House Library Guide

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## FAQs

### How do I contact the library?

The librarians can be contacted via email at [library@tyndalehouse.com](mailto:library@tyndalehouse.com) or by phone on +44 1223 566604

### What are your opening hours?

Private Desk users can access the library from 8.00am-10pm, Monday to Saturday.

Hot Desk users may access the library from 9am-5pm on weekdays.

We are usually open to Private Desk users for more than 300 days a year.

### Can I borrow books?

The library is reference only, which means all the books you need are always here.

### What if I can't find the book I need?

The library staff are happy to help you locate resources. If you want to recommend a book for purchase please email the details to [library@tyndalehouse.com](mailto:library@tyndalehouse.com).

## Library guidelines

- Please help us to keep the library as a silent study zone.
- Personal belongings are the responsibility of their owner and are not covered by Tyndale House insurance.
- Food and drink are not permitted in the library with the exception of bottled water.
- When you leave your desk for the day please close your window and blind and switch off your lamp and radiator.
- Please return your access card to reception at the end of your visit.

## Library floor plan

## IT facilities

### How do I connect to the internet and network?

There are two WiFi SSIDs available to connect to the internet: using the **Tyndale-FREE** service allows you full internet access and access to Tyndale House subscriptions, printing and other networked resources; using the **UniOfCAM** service allows you to access the University's full range of electronic resources.

### Wifi (library)

Connect to "UniofCam". Members of Cambridge University can use their Raven ID; Members of other academic institutions can use their EduRoam ID; other visitors can request a wifi ticket from the library office.

### Wifi (common room)

Connect to "Tyndale Free Wireless". The current password is on the notice board.

### Anti-virus and security

It is strongly advised that all readers install anti-virus software.

The following alternatives are available free:

Anti-virus software: [AVG for PC](#), [AVAST for PC](#), or [Sophos for Mac](#)

Anti-spyware: [Spydot Search & Destroy](#)

PC users should classify both the Tyndale-FREE network and UniOfCam network as 'public' which will prevent any network user from connecting to your computer using scanning software. [Windows Firewall](#) is compatible with the Tyndale House network.

### Copying and scanning

**Please refer to page 11 for our copyright policy and details of what you may and may not copy.** We have an all-in-one photocopier, printer and scanner for use by readers and staff, located near the library entrance. Library materials may be taken out of the main library for the purposes of copying/scanning and must be returned immediately afterwards.

If you encounter any problems with printing, scanning or photocopying please ask the library staff or IT Officer for help.

### Costs and payment

	<b>Printing or photocopying</b> (buy a copy card from reception)	<b>Digital scanning</b> (no copy card needed; pay-as-you-go by cash)
Black and white A4	1 credit per page	2p per scan
Black and white A3	2 credits per page	2p per scan

Colour A4	2 credits per page	2p per scan
Colour A3	4 credits per page	2p per scan

There are three copy card types available:

10 credits	£1.00
40 credits	£3.00
100 credits	£5.50
500 credits	£27.50

## Printing

The printer/copier/scanner is located just outside the library entrance. You can print via the Tyndale-FREE network or using a USB stick.

### *Printing via the network*

Please send any documents you would like to print via email to [print@tyndalehouse.com](mailto:print@tyndalehouse.com), a shared email account which can be accessed from the library computers near the library entrance. Once you have opened your document from this inbox, please select “print” and a box will pop up asking you to set an ID and Password in order to retrieve your document at the printer. This will happen each time you print a document. The ID and Password can be anything you choose – they can be as simple as your initials. Both the ID and Password are case-sensitive.

### *To print your document*

- Insert your copy card into the EMOS reader next to the printer.
- On the control panel screen tap “User box”.
- Tap the “Secure print” option.
- Type your “ID”.
- Tap “Password” and type your password.
- Tap the image of your document to select it.
- Tap “Print”.
- Press the illuminated oval blue button

### *Printing via USB stick*

Only .pdf files and Word .docx files can be printed directly from a USB stick.

- Insert your copy card into the EMOS reader next to the printer.
- Insert your USB stick in the slot on the right-hand side of the unit (just around the corner from the control panel screen).
- On the control panel screen tap the “External Memory” option.
- Select the file that you wish to print.
- Tap the “Print” option.
- Press the illuminated oval blue button.

## Comb binder

If you wish to use the comb binder for your printed document, please ask the library staff. We can supply a comb and two covers for a flat fee of £1.

## Library facilities

### Remote reading

If you are off-site and require a book chapter or journal article we can scan it and email it to you for a small fee.

- Please use the order form to make your request:  
<https://academic.tyndalehouse.com/library/remote-reading>
- You may request up to five items per order.
- Please give as much information as possible about the item. If in doubt, please check the catalogue.
- Email your completed form to [scans@tyndalehouse.com](mailto:scans@tyndalehouse.com).
- We aim to complete your order within one week. Please let us know if you need the item(s) urgently.

### Cost

- The cost is £5 for the first item and £4.50 for subsequent items on the same order.
- A discount is available for those living and working in the Majority World.
- The librarian reserves the right to add a surcharge for articles and chapters over 40 pages.

### What if Tyndale House doesn't have the book or journal I need?

- Journal articles not held by Tyndale House library are often available via the British Library's [On Demand](#) service.
- Alternatively, if you live in the UK you may be able to request the item through your local public library. Please make your payment online (there is a PayPal link on the form).

### How do I find out what's been published on a particular subject?

You can search our library catalogue to browse the latest titles which we've purchased but for a comprehensive overview of what's been published in your field consult:

**Old Testament Abstracts** and **New Testament Abstracts** (print and online)

The online editions can be accessed on-site via our library catalogue.

## Using the library catalogue and classification scheme

### Library catalogue

Our library catalogue is freely accessible online [here](#). It is updated continuously by our library staff who are trained in bibliographic description. All books are entered on the catalogue at the point of purchase, so you can check what is on order as well as what is in stock.

### Classification scheme

We use a specially tailored version of the Dewey Decimal Classification Scheme which provides greater detail in the subjects we focus on in order to serve the needs of our readers. Key class marks include:

220	General works on the whole bible
220.092	Dead Sea scrolls
221-224	Old Testament
225-228	New Testament
229	Apocrypha and Pseudepigrapha
230s	Theology
270s	Patristics
290s	History of Judaism and Jewish literature
400s	Linguistics
800s	Biblical languages
900s	History of and texts from the ancient Near East

### Our collections

Tyndale House library contains one of the world's most outstanding collections of academic works on biblical studies. We specialise strictly in the biblical text, interpretation and historical background, and aim to collect virtually all important academic works within these disciplines.

#### *Printed books*

The collection includes more than 45,000 monographs. We buy about 800 titles every year, focusing on biblical exegesis but also expanding our collections on Jewish literature and Judaism, ancient languages and linguistic studies, and the history of the Near East. We collect titles in many academic series but also welcome recommendations from readers.

#### *Printed journals*

We have around 400 journal titles, of which around 200 are current subscriptions. The latest issues are displayed near the library entrance. The most recent 1-4 years are stored in Bay 1; after binding, older volumes are stored on the uppermost shelves in the library starting in Bay 1 and moving clockwise round the library.

### *Pamphlet collection*

We have a substantial collection of journal off-prints and pamphlets. Please ask the library staff if you wish to access this collection.

### *Microfiche reader*

If you wish to use the microfiche reader please ask the library staff.

## Online resources

All our online resources are accessible via our library catalogue. Subscription resources may only be accessed on-site.

### *Online databases and useful websites*

Our main subscription databases are: **Old Testament Abstracts Online** and **New Testament Abstracts Online**. We also catalogue high-quality open-access databases and websites.

### *Online journals and ebooks*

Where available, we subscribe to the electronic as well as print editions of journals. We currently have access to the full text of 50 journal titles and this number is constantly growing. Our catalogue also contains links to over 8,000 open-access journal articles and we are adding open-access ebook titles all the time.

### *OpenAthens*

We offer readers the chance to access most of our subscription e-resources off site through OpenAthens, the single sign-on platform and authentication system. Please contact [library@tyndalehouse.com](mailto:library@tyndalehouse.com) if you would like to register for an account. (Within the library, you may access e-resources via our WiFi (see p. 4), including the large number of subscription e-resources provided by Cambridge University Library.)

## Archival material

The collection of the Tyndale House library archive includes the archives of Tyndale House itself as well as the personal papers of various people associated with Tyndale House. These items are not included in our library catalogue. Please speak to the library staff for more information.

## Policies and useful documents

### Collection development policy

#### *Library Collections Management, Development and Disposals*

##### Introduction

This statement outlines the general policies and priorities by which Tyndale House Library will select, maintain and manage its holdings and access provision in order to fulfil its mission to support research.

The statement's chief aims are to assist in systematic collection development and management, to ensure the cost-effective and relevant selection of resources and to inform readers of the basis of decisions made pertaining to the collections.

#### 1. Purpose of the collection

Library sources of information are seen as a valuable strategic resource to be acquired and managed efficiently and to be readily accessible and relevant to potential readers. Systems will be in place to manage information resources so that they can be effectively accessed and retained, and their content disseminated.

#### 2. Subject Collection Development Policy

This policy covers the areas below and is regularly updated. Its aim is to state the current level and extent of collecting activity appropriate for research needs; possible alternative access to material from other collections in Cambridge University; criteria for selection, acquisition, and withdrawal.

#### 3. Users of Tyndale House Library

All researchers, either attached to an Institution or independent, working in the subject area of Biblical Studies and related fields covered by the purpose and mission of Tyndale House. Approved readers will have access to all resources available within the Library, including e-resources as covered by licensing agreements and other media. A small collection of professional literature is maintained for Library staff.

#### 4. Budget allocation

Funds for the purchase resources are allocated annually. Selection responsibility: selection of resources is the shared responsibility of academic and Library staff.

##### Criteria for selection and acquisition:

The following factors will influence the decision to acquire (or purchase licensed access to) resources:

- Scope and relevance of the content to post-graduate research on Biblical studies

- The known or anticipated demand from users
- Paperbacks or hardbacks are acceptable according to availability

The Tyndale House Librarian controls the budget for the purchase of resources and upkeep of the collections.

## 5. Conservation

Items in need of conservation are prioritised by the Librarian according to use and condition.

## 6. Future Development

To acquire material relating to the focus of the collection. This focus includes printed books and journals as well as electronic content and other media as appropriate.

Additions to the collections will be assessed on their relevance to and enhancement of the existing collection and existing or planned research within Tyndale House.

## 7. Donations

Donations of printed material are accepted at the discretion of the Librarian.

When deciding whether to accept donations of printed material, the following factors will be considered: whether the material the physical condition of the material; the cost implications of processing and cataloguing the material; the cost of accommodating and providing appropriate access to the material.

Donations of printed materials are accepted on the understanding that they become the property of Tyndale House. The Library will organise and locate donated materials according to its collection management criteria and will appropriately dispose of unwanted material.

Those considering donating collections of more than 20 printed volumes should contact the Librarian in the first instance. In the case of unannounced or anonymous donations the Library will assume that the owners are aware of the guidelines above.

## 8. Alternatives to acquisition

Visiting other libraries, such as Cambridge University Library may provide satisfactory access to material. Forms for access to and use of the Cambridge university Library are available for private Desk readers from the Library Office

## 9. Stock withdrawal and disposal

Items which have ceased to be used, or are used very infrequently, and are not relevant to the focus of the collection may be withdrawn from stock and disposed of, in consultation with academic staff.

Withdrawn stock may be disposed of by sale or as gifts to other institutions or charities; or destroyed using environmentally friendly means.

## 10. Management of archives

As the Organisation holds archives, including photographs and printed ephemera, its management will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd ed., 2002).

<http://www.archivesandmuseums.org.uk/scam/code.pdf>

## 11. Policy Review

Policy to be reviewed and revised annually by the Deputy Librarian and the Vice Principal of Operations

**Latest revision: September 2018**

## Copyright Policy

For information on Intellectual Property Rights please see our Intellectual Property Rights policy. Please contact the library for a copy.

Tyndale House upholds Copyright Law in respect of copying and scanning works within the Collections of Tyndale House Library.

### *What is copyright?*

- Copyright is mainly based on the Copyright, Designs and Patents Act 1988, and subsequent revisions including the Copyright and Related Rights Regulations 2003, Copyright Rights in Performances Regulations 2014, previous Copyright Acts (1911 and 1956), and Directives, Treaties, Conventions and Case Law.
- Copyright is an exclusive economic right granted to the creator of original work to permit or prevent other people from copying it.
- Copyright does not protect an idea, only the material expression of the idea.
- Works are protected regardless of artistic merit, although they need to be original and/or show skill and judgement.

### *What does copyright protect?*

- Copyright only protects certain things specified by the Copyright Act - if it does not fall within one of the eight categories – it will not be protected
- These categories are: Literary works, Dramatic Works, Musical Works, Artistic Works, Broadcasts, Sound Recordings, Films and Typographic Works

### *How are works protected?*

- There is no need to register copyright in the UK: it exists automatically as soon as a work in one of the above categories is created

- There is no need to use a copyright symbol in the UK, if a work is protected by copyright, it will be protected anyway
- For most works, copyright protection in the UK lasts 70 years from the end of the year in which the person who created the work dies. When the creator dies, copyright normally passes to their estate unless they specify otherwise.
- As a general rule, the first owner of copyright in a Work(s), the “Copyright Holder” will be the person who produced the work unless it was made by an employee in the course of his or her employment
- A Copyright Holder is able to transfer the legal ownership of that copyright to a third party (also called an "assignment") or grant permission to use it under licence.

### *What are “Moral Rights”?*

- Moral Rights relate to the creator’s honour or reputation. They give the creator:
  - The right to be named as the creator of the work (paternity right)
  - The right to object to someone wrongly named as the creator of his/her work (false attribution right)
  - The right to object to derogatory treatment of the work (derogatory treatment right)
- Moral rights can’t be assigned to anyone else (unlike copyright), but they can be waived.

### *Copyright Restrictions*

In respect to copying, scanning, or photographing/filming a printed work: Under UK law, the concept of “Fair Dealing” allows the lawful reproduction of a work without having to seek permission from the copyright owner.

#### *Fair Dealing permits making a copy:*

- if the use is for private study or research or
- if it is used for the purposes of quotation, criticism or review Under Fair Dealing you may make a single copy of:
  - up to one chapter or 5% - whichever is greater - of a published book
  - up to 10% of a short book (up to 200 pages long)
  - one poem or short story of up to 10 pages long
  - one article from any single issue of a published journal

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## *Creative Commons Licences*

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## *Filming and Photography Policy*

Anyone wishing to film or take photographs within the Library needs to seek permission from the Library Staff.

Filming/photography activities should not impact on silent study or cause any disruption to others using the Library. The Library will try to accommodate requests wherever possible, although some requests may be refused or modified to meet the needs of all users.

### *Times*

Filming/photography should take place during fully staffed opening hours 9.00 – 17:00 hours on weekdays.

### *Locations*

Filming/photography should not block any fire exits. This requirement is for health and safety reasons since stairwells and fire exits must be kept clear at all times in the event of an emergency evacuation.

### *Crews*

Crews may come in ahead of time to quietly to determine the area and plan their shoot. If the filming/photography involves a lot of equipment, a risk assessment should be carried out by the person/people undertaking the work and the member of staff in charge of Health and Safety will check that the set-up is safe (e.g. no trailing wires or obvious H&S concerns).

### *Library Property*

Film crews must respect Library property, and not move, rearrange or remove any materials, furniture, equipment etc. without consultation and permission to do so.

Please provide the following information:

- Date and time of the proposed shoot

- Exact location of the proposed shoot within the Library
- Number of people involved
- Nature of the shoot - if anyone is to be captured in the film/photograph, the filmmaker/photographer needs to obtain written consent from those persons in advance of the shoot.
- Reason for the shoot

### *Approval*

Filming and photography requests can be considered and approved by contacting: Mr Simon Sykes (Vice Principal operations) vpo@tyndalehouse.com Tel. 01223 566604

Please note that the Library does not commit to organising or arranging filming or photography, it simply acts as a venue for it to take place in.

Photography of library materials using a digital or SLR-lens camera, is permitted only under the following conditions and at the discretion of the Librarian:

- You must read and sign a copyright declaration form.
- You must NOT use flash photography.
- Items to be photographed must be handled with due care, using foam supports and weights as necessary, and avoiding any unnecessary stress to the item, such as bending book spines or removing file fastenings, etc.
- Photography may only be carried out in the area designated by the Librarian.
- Photography may only be carried out on condition that it does not disturb other readers. In circumstances where this is likely to be the case an appointment may have to be made to photograph items at another time.
- You may only take 10% of any image or map owned by Tyndale House in total.
- Scanners, camcorders, digital camcorders and mobile phone cameras are not permitted.

If you wish to publish images, please speak to the Librarian. A fee may be applicable for the commercial use of images taken at Tyndale House, the amount being dependent on the nature of the publication and the intended print run.