

Tyndale House Library Guide

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1. FAQs

How do I contact the library?

The librarians can be contacted via email at library@tyndalehouse.com or by phone on +44 1223 566604

What are your opening hours?

Private Desk users can access the library from 8.30am-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.

2. 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.

3. Library floor plan

See the library floor plan [here](#).

4. IT facilities

How do I connect to the internet and network?

There are two ways to connect to the internet: using the ***ethernet connection*** allows you to access Tyndale House's networked resources; using the ***wireless connection*** allows you to access a greater number of electronic resources.

Ethernet

Connect to the "UniofCam" network using the IP address and other settings on the small notice at your desk.

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 reception.

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. Readers at Tyndale have access to free anti-virus software with continuous automatic updates while they are here, thanks to Cambridge University. You can download the software here [for PC or Mac](#).

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 also use a firewall, which prevents people from connecting to your computer using scanning software. [Windows Firewall](#) is compatible with the Tyndale House network, but [ZoneAlarm](#) and [Norton Firewall](#) need configuration because they stop the network traffic.

4.3 Copying and scanning

Please refer to our policy document on [Copyright licensing](#) for full 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

	Printing or photocopying (buy a copy card from reception)	Digital scanning (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

4.4 Printing

The printer/copier/scanner is located just outside the library entrance. You can print via the network (ethernet or UniofCam wifi), or using a USB stick.

Printing via the network

To print over the network you will need to connect to the internet ([how do I do this?](#)) and install the printer drivers.

PCs (Windows 7, Vista or XP):

- Press and hold the Windows key and “R”.
- In the Run box that pops up, type \\193.60.91.120 then press Enter.
- Double-click on **KONICA MINOLTA C364SeriesPS**.
- Wait for drivers to install.

Macs:

- Please see this instructional video: [Connect your Mac to the printer](#).
- If you would like assistance, please talk to the library staff or IT Support.

When you select “print” on your computer, a box will pop up asking you to set an **ID** and **Password** so that you can retrieve your document on 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.

5. Library facilities

5.1 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/storage/files/remote_reading_request_form.pdf
- 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.
- 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).

5.2 Microfiche reader

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

6. 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.

7. Using the library catalogue and classification scheme

7.1 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.

7.2 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

8. 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.

8.1 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.

8.2 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.

8.3 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 online as well as print editions of journals. We currently have access to the full text of 30 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.

8.4 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.

8.5 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.

9 Policies and useful documents

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