

Oxford University Language Centre  
12 Woodstock Road  
Oxford OX2 6HT



## LANGUAGE CENTRE LIBRARY GUIDE

### LOCATION

The Library is located on the second floor of the [Language Centre](#).

### OPENING HOURS (as for the Language Centre)

Term: weeks 1 to 8: Monday – Thursday, 08:45 – 20:00 and Friday 08:45 – 18:00

Vacations: Monday - Friday, 08:45 – 17:00

Please refer to the Language Centre [website](#) for fixed closures.

### REGISTERING

The library is open to all University members. It is a lending library, with the exception of class textbooks and reference books. You may register at the library during staffed hours. At other times, please email [librarian@lang.ox.ac.uk](mailto:librarian@lang.ox.ac.uk), giving your name and the bar-code number of your University Card, and using your ox.ac.uk email address. We aim to process registration requests within 1 working day. You will not be able to borrow until registration has been completed.

If you want to register and borrow in a single visit, and cannot attend during staffed hours, you may go to the [Philosophy and Theology Faculties Library](#) (at Radcliffe Humanities, across the road from the LCL), and staff there will process your registration request so that you can then return to the LCL and borrow.

### FACILITIES

The library holds some 10,000 books, CDs, and DVDs, and some magazines and newspapers.

There are two self-study rooms where you may use our audio-visual resources.

There are no photocopying facilities at present.

A PC with access to SOLO and the Universities e-resources is located at the back of the library.

Log-on with your Bodleian log-in (your University Card bar-code number and your Bodleian Libraries pass-word (NOT your single-sign on)). The default password is your dob.

### WI-FI

Eduroam and OWL are available throughout the Language Centre. Oxford University staff and students will find guides on how to connect to Eduroam on the IT Services website: <http://help.it.ox.ac.uk/network/wireless/services/eduroam/index>

### FINDING WHAT YOU ARE LOOKING FOR

All LCL books are catalogued on the University of Oxford's Libraries Search and Discovery tool [SOLO](#)

You can restrict your search to the Language Centre Library only. Sign in to SOLO with your University Single Sign On in order to place holds and access your borrower record.

SOLO provides:

- **The item shelfmark**, so that you can locate it in the library
- **loan status** – *Available* means you can borrow, a *due back date* means it has been borrowed. *Reference* may not be removed from the Centre.

All library material is classified **alphabetically by language** and most shelfmarks start with the first two letters of the name of the language in English. For example, AR for Arabic, FR for French, GE for German, EFL for English (English as a Foreign Language). There is more information on the collections on Page 3 of this guide.

## GETTING HELP

The library does not have full-time staff. During term-time, the library is staffed from 16:00 – 20:00 on Monday and Wednesday evenings, and from 14:00 – 17:00 on Friday afternoons.

For help at other times, please email [librarian@lang.ox.ac.uk](mailto:librarian@lang.ox.ac.uk). For urgent inquiries/problems with resources such as the self-issue machine, please ring 01865-276927 (help-line for the Philosophy & Theology Faculties Library at Radcliffe Humanities).

## BORROWING

Once you have registered, you may borrow from the library, using the self-issue machine. You can borrow up to 10 items at a time. Books and CDs for 4 weeks and DVDs for 2 weeks. You can renew up to 4 times. Vacation-long loans are automatically given between 8<sup>th</sup> and 0<sup>th</sup> week.

To borrow an item:

- Scan the barcode of your university card
- select *issue* on the screen
- Place each item you want to borrow on the plastic square: the title as well as the return date should appear on the screen.
- Select the screen option for receipt or no receipt
- If the item is not approved for borrowing, please read it in the library, To consult a staff member- email [librarian@lang.ox.ac.uk](mailto:librarian@lang.ox.ac.uk) if no staff member is available at the time.
- If the self-issue machine has frozen, turn the PC off and then on again. Please wait for it to reset.
- Reference material taken from the library for use within the building must be issued via the self-issue machine.

## RETURNING

- Using the self-issue machine, select *return* on the screen
- Place each item on the plastic square: their titles should appear on the screen
- Select the screen option for a receipt or no receipt
- Open the drawer on the right-hand side and place your items there.
- If the self-issue machine has frozen, turn the PC off and then on again. Please wait for it to reset.

## LIBRARY ETIQUETTE

Only items issued for 2-weekly and 4-weekly loan may be removed from the building.

Readers remain responsible for the material borrowed until it is returned and checked-in.

Reference material should not be removed from the library, unless issued via the self-issue machine for use during a class. It should be returned the same day.

Food and drink should not be brought into the Library except for bottled water.

No user may engage in conduct which infringes the regulations of the University in respect of the use of its materials, facilities or copyright, including the use of computers and audio-visual resources.

The marking or defacing of items belonging to the Language Centre (for example, writing in workbooks) is forbidden. Readers may be asked to replace the materials.

## DETAILS OF THE COLLECTIONS

### BOOKS AND AUDIO-VISUAL MATERIAL

#### 1. REFERENCE

##### 1.1 DICTIONARIES, GRAMMARS, VOCABULARIES

The reference collection is at the beginning of the book collection, consists of dictionaries (bilingual and monolingual), grammars in English and in the target language, grammars with exercises, vocabulary builders, subject vocabulary builders and books on writing style.

##### 1.2 CALL (Computer Assisted Language Learning)

CALLs are installed on the networked computers. Most CD-ROMs will be on the CD shelves. Some, not yet catalogued, will be in the Librarian's Office.

#### 2. TEXTBOOKS/LITERATURE/READING/PHONETICS/GENERALITES

##### 2.1 TEXTBOOKS

The second part of the book collection which is found after the reference collection, starts with textbooks which are classified **alphabetically by language** and then **alphabetically by title**. It is then followed by listening and reading material, literature (bilingual English-target language and monolingual), music, video scripts and introduction to the culture of the country.

Most textbooks are accompanied by CDs, sometimes also video and CALL (Computer Assisted Language Learning, see 1.3). The shelfmark on the textbook will indicate whether or not the textbook works alongside other material.

For example the textbook **Sueños world Spanish**, which you will find under the letter **S** in the textbooks collection, will have the following shelfmarks:

**SP** Shelfmark for **Spanish**  
**CCU** Shelfmark for **CDs** (starting with C) **1-8**

**SP**  
**VBE** Shelfmark for **Videos**  
**1-20** (starting with V)

The textbook **Sueños world Spanish** is accompanied by **8** CDs and **20** videos.

Tapes and videos accompanying textbooks are shelved alphabetically by shelfmark (and not by title like the textbooks). For example the tapes for Sueños are placed at SP CCU which one would find after SP CCT, the videos will be after SP VBD.

##### 2.2 LITERATURE & OTHER MATERIAL ON READING

After the textbook section, you will find a literature section. Most languages taught at the Language Centre will have a literature section with books in the target language, bilingual books (English-target language) and books about reading in general.

##### 2.3 GENERALITIES

After the textbook section, you will find a generalities section. Here you will find books on the general culture of the country.

##### 2.4 PHONETICS

The phonetics books will help you with your pronunciation. The shelfmark is going to be PH + Language shelfmark, for example SP for Spanish. Most of the books are accompanied by CDs which you will find at the end of each language CDs section.

### 3. DVDs

#### 3.1 FILMS

DVDs are shelved alphabetically by language. At the beginning of each language section you will find the film collection, classified alphabetically by director's name, for example: SP V ALM for a film by Almodóvar.

#### 3.2 EURECAP COLLECTION

The collection consists of same-language subtitles for French, German, Italian and Spanish. The collection is available on the carousel, next to the CD collection.

#### 3.3 DOCUMENTARIES AND TEXTBOOK DVDs

The second section will be for documentaries and DVDs linked with textbooks. The classification is alphabetical by shelfmark, for example: FR VA will be followed by FR VB etc.

### 4. NEWSPAPERS AND JOURNALS IN THE LIBRARY

**ENGLISH**      **Society Now** (every three months)

**FRENCH**      **Le Monde** (daily during term time, week-end edition during vacation) **Le Monde Diplomatique** (monthly) **L'Obs** (weekly) **Le français dans le monde** (every two months) **Le Monde Diplomatique** (monthly)

**GERMAN**      **Der Spiegel** (weekly) **Deutsch perfekt!** (monthly)

**ITALIAN**      **L'Espresso** (weekly) **Oggitalia** (6 times a year) **Tutto Italiano** (every two months)

**RUSSIAN**      **PyckKasI MhlcJu/La pensée russe** (weekly, term time only)

**SPANISH**      **Carta de Espana** (monthly) **El Pais** (Sunday edition term time only) **Muy Interesante** (Monthly) **Puntoycoma** (every two months)

### 5. OTHER LIBRARIES AND RESOURCES

#### 5.1 The Bodleian Libraries of the University of Oxford

Members of the University and Bodleian card-holders have access to the extensive resources of the Bodleian Libraries, both print and electronic, using SOLO. See <https://www.bodleian.ox.ac.uk/> Only University members have remote access to electronic resources.

For resources in a particular subject, select from the subject list at: <https://www.bodleian.ox.ac.uk/subjects-and-libraries/subjects>

For e-journals, go to <http://oxfordsfx-direct.hosted.exlibrisgroup.com/oxford/az?embedded=ml&lang=eng>

For Databases, including newspapers, go to <https://libguides.bodleian.ox.ac.uk/az.php>

#### 5.2 Oxfordshire Central Library

<https://libcat.oxfordshire.gov.uk/web/arena>

Very good choice of language learning material including BSL (British Sign Language).

#### 5.3 AULC (Association of University Language Centres) <http://www.aulc.org/members.html>

A list of all the other language centres in the UK and Ireland.