College Library Guidance for Self-Isolating Students

This guidance outlines the library provision and support for those students who are self-isolating whilst in residence. This relates to students waiting for a test, test results and those who have tested positive for COVID.

Access to electronic library resources

Self-isolating students are able to use library items that are available electronically via iDiscover, such as electronic books and electronic journals.

Access to college library items in print

Zero contact services: Scan and Deliver and Click and Collect are also available to access book chapters or items that are not available electronically, including library equipment.

Scan and Deliver

One chapter or 5% of a library item can be scanned and emailed to you using this service. Please email the details of the required item to library@murrayedwards.cam.ac.uk and library staff will check if the item is available. Library staff will email you a copyright declaration form to complete. This must be received before library staff can scan your item. Library staff will then scan the item and send a copy to your email address.

Details of items scanned will be kept on spreadsheet for legal compliance with the Copyright Act for the time you are at college. After you leave college the details will be securely destroyed.

Click and Collect

If library items are not available electronically you may request a print copy of the item from the college library, if available. Please email the details of the items you require to library@murrayedwards.cam.ac.uk and library staff will issue the items to your library account. Items will then be placed in the Click and Collect area, located opposite the library office on the ground floor of the library. Your self-isolation supporter or a friend can then collect these items for you and deliver them to your household.

Access to departmental and UL library items

Details of zero contact services for departmental libraries and the University Library can be found on the following web page: https://www.lib.cam.ac.uk/using-library. Your self-isolation supporter or a friend may be able to collect items for you.

Access to printing during self-isolation

Printing required by self-isolating students has now been added to the college library's Click and Collect service. Please email the documents you require printing to library@murrayedwards.cam.ac.uk and library staff will print them for you. Your printing will be left in a named envelope for your self-isolation supporter or friend to collect on your behalf. Library staff will email IT Support with the cost of printing and this will be added onto your college bill.

Library items on loan requested during self-isolation

If an item you have on loan has been requested during your self-isolation period, please email the relevant library to let them know as soon as possible. Library staff can then contact the student requesting the item to let them know the situation. Library staff will try to arrange for the request to be placed on another copy if possible. You will not be charged for overdue requested items and library staff will waive the fines.

Please do not return the requested item yourself or ask a self-isolation supporter to return them for you. Keep the items in your room and return them to the relevant libraries after the self-isolation period has ended.

Returning library items during self-isolation

As per college guidance, no items should be removed from your room during the self-isolation period. Please keep all library items until the self-isolation period has ended. As soon as the self-isolation period has ended, college library items can be returned to the book return bins in the library. Library items from other libraries can be returned at the relevant departmental libraries if available, the Sidgebox return bin by the English Faculty Library or the return bin outside the UL.

Please do not ask self-isolation supporters to return requested items to library book return boxes whilst you are self-isolating.

Help available

Remote support is available for anyone struggling to access electronic resources via iDiscover. Please email library@murrayedwards.cam.ac.uk to arrange a Teams/Zoom meeting. Library staff and students will be able to share their respective screens to help resolve any problems.