The Haddon Library is an important collection of published material in the field of archaeology and anthropology. The library holds around 80,000 items – books, journal volumes, pamphlets – and it serves the staff, research students and undergraduates of the University, together with members of the Cambridge Antiquarian Society.

Term-time opening is Monday–Thursday 08:45-17:15, Friday 09:15-17:15. Saturday opening hours vary – check the library’s web pages for current information. We have wifi access [http://bit.ly/2d5IICE](http://bit.ly/2d5IICE), and travel adapters available to loan. For most things you might need to know about the Haddon, see the library’s web pages, starting at [http://bit.ly/aNi6i9X](http://bit.ly/aNi6i9X).


Cambridge has plenty of other libraries you might find helpful – the college libraries, the faculty and departmental libraries, the central Cambridge University Library (always called the UL). A basic rule of thumb is this:

- college libraries are for college members only
- faculty and departmental libraries admit most Cambridge University members, but have a variety of regulations and opening hours
- the UL admits all members of the University. Undergraduates may borrow there -- five items at one time, with a loan period of two weeks.


If the web pages don't take you to what you’re looking for, ask a member of the Haddon team: Aidan Baker or Tom Hawthorn. Ring 01223 339374 or email haddon-library@lists.cam.ac.uk

AB
1 October 2017
FINDING THINGS ONLINE

Some of the places you get to using these links may be used only by holders of Raven passwords. For more about Raven passwords, go to https://raven.cam.ac.uk/.

1. First port of call
iDiscover – books and journals held by Cambridge libraries
http://idiscover.lib.cam.ac.uk/

2. To find online publications held by Cambridge libraries
   Electronic journals
   http://tf5lu9ym5n.search.serialssolutions.com/
   Scopus -- articles within electronic journals
   http://www.scopus.com/scopus/search/form.url
   Apollo – research materials produced in the University and deposited online
   https://www.repository.cam.ac.uk/

3. To find print-on-paper books and journals
   iDiscover – books and journals held by Cambridge libraries
   http://idiscover.lib.cam.ac.uk/
   COPAC – academic, national and specialist libraries in the UK & Ireland
   http://www.copac.ac.uk/
   Worldcat – libraries worldwide
   http://www.worldcat.org/

4. To find material on a particular topic, online or as print-on-paper, use all of the above, plus these archaeology and anthropology specials:
   Archaeology Data Service (Archsearch)
   archaeologydataservice.ac.uk/
   Ancient World Online (AWOL) -- list of open-access journals in ancient studies
   http://ancientworldonline.blogspot.co.uk/2015/12/alphabetical-list-of-open-access.html
   ProQuest Social Sciences
   http://search.proquest.com/socialsciences?accountid=9851
   ProQuest Health and Medicine
   http://search.proquest.com/health?accountid=9851

5. To get updates on newly-published journals by email
   ZETOC (British Library)
   http://zetoc.mimas.ac.uk/
   JournalTOCS (Heriot-Watt University)
   http://www.journaltocks.ac.uk/
1. Bliss

Below is an outline of the Bliss classification scheme, as used in the Haddon. If you are eager to browse at the shelves rather than look for books by way of catalogues, here is a wheeze that you may find helpful: **think of the place**.

In Social Anthropology and Archaeology, most of the time, we shelve books first and foremost according to geographical area.

In Social Anthropology, for example, a book about the press in India is going to be somewhere in the range KVO-KVT (Asia and the Pacific); a book about amateur music-making in England is going to be somewhere in the range KVD-KVN (Europe). In Archaeology, a book about Stonehenge will be in the range LAE-LAN (places in Europe [prehistory]); a book about the Zimbabwe ruins will be in OX-OZ (Africa).

**Think of the place** is not an absolute rule. Some books can’t be tied down to particular places. In Soc. Anth., you’ll find most of those books in the range K-KU. In Arch., they’ll be at L-LAD.

Then there are the anomalies. In Soc. Anth., we stick by the decision of the previous Haddon Librarian, that books on women’s studies go at KNW rather than by country. In Archaeology, we have to grit our teeth at the complexities which period divisions and country divisions have done to each other.

With those caveats in mind, however, we reckon that the arrangement is both simple and sensible.

If you have any questions or comments, please contact a member of Haddon staff – at the issue desk, or by phone to 01223 333505, or by email (haddon-library@lists.cam.ac.uk).

AB
1 October 2017

*The Haddon's reclassification to Bliss was supported by the Thriplow Trust, the John and Ruth Howard Trust, and many alumni. Thanks are also due to Liz Russell for her work on this project, and to Heather Lane, the Secretary of the Bliss Classification Association, for valuable suggestions. And let us remember Martin Joy (1949-1999), who raced ahead with the project through a summer and an autumn, and died too soon.*
2. Ancient Near East Classification

This is used for the books in Egyptology and Assyriology stored in the McBurney Room.

100-199 Egypt, Nubia, Sudan
200-399 Egyptian literature
500 Graeco-Roman world: general history
540 Nubia: language, grammars & dictionaries
600-610 Assyria, Mesopotamia
620 History of western Asia
650-690 Archaeology and art of western Asia
700-770 Ancient language and literature of western Asia
BORROWING FROM THE HADDON

Entitlements

<table>
<thead>
<tr>
<th></th>
<th>Staff</th>
<th>Graduate students</th>
<th>Undergraduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open shelf</td>
<td>10 books for 4 weeks</td>
<td>8 books for 2 weeks</td>
<td>6 books for 1 week</td>
</tr>
<tr>
<td>Restricted</td>
<td>10 books for 1 week</td>
<td>8 books overnight (till close of business on the day following the loan)</td>
<td>6 books overnight (till close of business on the day following the loan)</td>
</tr>
</tbody>
</table>

Fines

- 50p per item per day
- Maximum £10 per item

To renew loans

- Open iDiscover
- Click on “My library account”
- Login using your Raven password or the barcode on your library card
- Click on the titles you want to renew
- Log out if using a public terminal

To recall books that other readers have on loan

- Find the book on iDiscover
- Drill down to the record for a particular copy in a particular location
- Click on “Check request options”
- Login using your Raven password or the barcode on your library card
- Click on “Place a recall”
- Click on “Place request”
- Click on “OK”
- Log out if using a public terminal
PHOTOCOPIER/PRINTER/SCANNER INSTRUCTIONS

If you already have a Desktop Services account, please register to use the Haddon device at the Issue Desk. Credit can be added at the Issue Desk or at https://ecredit.ds.cam.ac.uk/. If your University card is not recognised, please ask at the Issue Desk.

PHOTOCOPIER

- Swipe University card across card reader on the front of the device.
- Press “Copy” on main device display.
- Ensure all settings are as required on main device display.
- Select paper size & orientation, using the “Applications” tab.
- Press large blue button on front control panel to start photocopying.
- Retrieve copies & originals.
- Logout by pressing “Logout” on the control panel and then press “Yes”.

PRINTER

- Select document for printing on computer.
- Select “File / Print”.
- Select “Haddon_FindMe” as the printer.
- Check “Properties” dialogue box to set paper size, colour / grayscale and single / double sided.
- (NB: For PDF files only, tick / untick “Print in grayscale (black and white)” in the “Print” dialogue box, click the “Properties” button, click the “Quality” tab, set the colour option preferred under “Select Colour”).
- Click “Print”.
- Login using CRSID and Desktop Services password.

- Swipe University card across card reader on the front of the device.
- Press “Release” on main device display.
- Select document(s) to be printed.
- Press large blue button on front control panel to start printing.
- Retrieve printing.
- Logout by pressing “Logout” on the control panel and then press “Yes”.

SCANNER

- Swipe University card across card reader on the front of the device.
- Press “Scan / Fax” on main device display.
- Select email address(es) to send the scanned document(s) to.
- Select paper size, using the “Applications” tab or the main control panel.
- Select “Separate Scan”, using the “Applications” tab.
- Press large blue button on front control panel to scan each page.
- Press “Finish” on main device display.
- Press large blue button on front control panel to send email(s).
- Retrieve originals.
- Logout by pressing “Logout” on the control panel and then press “Yes”.