Welcome to the Cambridge Theological Federation Library Services

The library team

[We are a small and friendly team of two](#):

Dr Chris Grogan, Head of Information Services (full time)
Dr Jane Sinnett-Smith, Digital Library Assistant (4 days a week)

If you have further questions, please do always feel free to get in touch with us at library@theofed.cam.ac.uk. We are also very happy to arrange an introductory chat in person or on Zoom.

Your library services

Our libraries

- [See the guide to all the CTF libraries for a map, opening hours, and contact details](#)

Your library card

Staff members employed by the CTF or CTF houses are entitled to a Cambridge University staff card. This card also functions as your library card.

- Borrowing rights at all CTF libraries
- Up to 20 books at once
- Books auto-renew

CTF staff can also register with the Cambridge University Library (UL). Present your Cambridge ID card at the front desk on your first visit to register.

How to borrow

Borrow books at the self-service circulation computers using:
- Your surname
- Your library card barcode (e.g. VABC1)

- The book's barcode: a 5-digit code stuck in the front of every book (e.g. 8ABC1)

Searching for print books

Search our print catalogue, iDiscover, here: https://idiscover.lib.cam.ac.uk/.

The CTF shares iDiscover with all Cambridge libraries. Ensure you are only retrieving results from CTF libraries by following this guide:

- How to search CTF libraries via iDiscover.

Visiting the libraries

Most CTF libraries are unstaffed. Access is usually available during house reception opening hours.
- See the guide to all the CTF libraries for a map, opening hours, and contact details

When visiting CTF libraries, please bring **photo ID** to present to reception.

Digital resources

The CTF's principal e-resources are available via Hedwig. Digital resources are searchable separately from iDiscover, which the CTF uses **only** for print resources.

CTF e-resources on Hedwig
- For all CTF staff
- Browse all e-resources available here
  - Search the CTF ebook catalogue eDiscover
  - Search ebooks on the Hub (provided by the Church of England)
  - Search journals on EBSCO and ATLA
  - Search journals on JSTOR
- Please contact it-support@theofed.cam.ac.uk for support logging into Hedwig.

Cambridge e-resources are licensed for Cambridge University students and staff only. Some staff may also have access to Cambridge Cambridge e-resources on iDiscover.

- CTF staff with an additional affiliation to Cambridge University (i.e. teaching at the Divinity Faculty) **only**
  - On-site and remote access
  - Login via Raven. Please contact it-support@theofed.cam.ac.uk for Raven support.
- Other CTF staff
  - No remote access
  - On-site access only: in a Cambridge library, connected via Cambridge network

Library services for teaching

Your students

CTF students have different access to print and digital resources according to their course. Make sure you recommend resources they can access by browsing the curated library pages for each course:

- ARU
  - Access to all CTF print/digital resources
  - Access to most ARU print/digital resources
  - No access to Cambridge e-resources
  - Read-only access to UL print resources
- Cambridge
  - Access to all CTF print/digital resources
  - Access to all Cambridge print/digital resources
- Durham
  - Access to all CTF print/digital resources
  - Borrowing access to UL and Divinity Faculty print resources
  - No remote access to Cambridge e-resources
- Independent courses run by CTF Houses
  - Access to most CTF print/digital resources
  - No access to Cambridge print/digital resources

Live Reading Lists

The library team creates and maintains Live Reading Lists for **every taught module**.
- Provides direct links to print and digital copies of all available texts: see example
- Helps students navigate the complex different search routes for CTF's library resources
- Based on reading lists and bibliographies submitted by teaching staff as part of **module guides** every Easter term
- New titles purchased, subject to approval by course oversight groups in Easter term
- Checked for broken links over the summer vacation for start of Michaelmas term
- Library team is happy to edit/add titles outside this schedule, please just get in touch.
- Due to the scale of modules, the library team are only able to verify links on Live Reading List pages. Maintaining links elsewhere on modules pages is tutors' responsibility.

Weekly readings and chapter extracts

Setting weekly readings (journal article or ebook chapter) for students? The library team can create verified, copyright-checked chapter uploads.

Why is this helpful?

- Most CTF ebooks are single-user licence only. This means only 1 person can read them at a time. If lots of students are trying to access an ebook at once for a weekly set reading, they can be turned away from the ebook. Licensed uploads allow unlimited users access at once.
- Due to the way access to e-journals is authenticated, it is usually not possible to create permalinks to journal articles. A licensed upload solves this problem.
- We can also upload scans of limited extracts of print-only books held in CTF libraries.

Please contact the library team with a list of your weekly set readings or chapters you would like uploading. We will add them to the Live Reading List.

Scanning documents yourself? Please follow [guidelines for creating accessible scans.](#)

Please do not upload extracts yourself, as this may be a copyright violation.

For further details on what can be uploaded using this route, see the following section.

Copyright

The library team ensures the CTF's **copyright** compliance by using the Copyright Licensing Agency's Digital Content Store for all uploads of copyright material (e.g. scans of book chapters, journal articles).

What can be uploaded?

- Only extracts from items owned by the CTF may be uploaded. You cannot use pages copied from your own books or those belonging to the Divinity Faculty, the University Library or Tyndale House.
- Must not exceed 10% of the complete text or a single chapter or article, whichever is the greater.
- Please note that our licence does not allow us to scan or otherwise disseminate extracts from newspapers.

For information on using copyright material in teaching, please see guidance on [the Hedwig staff page.](#)