Opening Hours
Monday-Friday from 9.00 am to 5.00 pm whenever the building is open during the semester or vacation.

Coverage
The Philosophy Library, Room 107, Edgecliffe, contains books and periodicals for the use of staff and students of the Philosophy Department. It is administered by the Postgraduate Secretary/Librarian from the Departmental Office, Rm G09.

Registration
Philosophy staff, undergraduates and postgraduates are automatically registered as users of the Philosophy Library. Non-Philosophy readers should see the Librarian about obtaining borrowing rights.

Library Arrangement
Books are shelved in order of classmark. The classmark represents the subject of each item. It appears beside the catalogue entry and on the spine of each volume. A description of the Philosophy Library classification is on the Library noticeboard. Please ask in the Departmental Office if you need any assistance.

Finding Materials
First look in the appropriate catalogue:

THE CARD CATALOGUE is to the left as you enter the library. All material is listed in the card catalogue, by Author (on the left) or Classmark (on the right). The Philosophy Library has its own classification scheme, which is not the same as that used in the Main Library. This means that although some material will appear on SAULCAT, the Card Catalogue must be consulted to find the local classmarks.

SAULCAT is the online catalogue. It gives details of Main Library material and most departmental library material published after 1972. It contains recent Philosophy Library material, but the Card Catalogue must be checked to find the local classmark – see above. There is no loan information for Philosophy Library books on SAULCAT.

PERIODICALS are listed at the end of the classmark sequence in the Card Catalogue. These are not listed on SAULCAT.

Find the catalogue entry for the item you want and note the classmark. Signs on each section of the bookshelves will identify the precise classmark location. If you cannot find the book, first check the ‘Can’t Find a Book?’ section in this leaflet; if you need further help, please ask the Librarian.

How to Borrow
Fill in a borrowing slip from the table opposite the card catalogue. Please ensure that all the details, especially the classmark and copy number, are completed. Please press hard with your pen so that top and bottom copies of the slip both receive the information. Do not separate the copies. Leave the slips in the box provided.

Books may be borrowed over the summer vacation only with the permission of the Librarian.

Journals and reference books on the open shelves are for consultation only.

How to Return
The Librarian will separate and file slips. The top copy is filed in the borrowing slip file in author order in the Library, and the bottom copy in a reader file locked in a cabinet. There are two ways to return material:

1. Remove the author slip from the file, cancel it by drawing a line through it, and leave it in the box provided. **DO NOT THROW IT AWAY, TAKE IT AWAY OR TEAR IT UP.** These returned slips are used to cancel the reader file. Put the book back on the shelf in classmark order.
2. Leave the book in the book drop in the corridor outside the Library.
Can’t Find a Book?
*Not in the Library:* it may be held by the Main Library or by another departmental library. SAULCAT contains details of all Main Library and most departmental library material published *after* 1972, and also some earlier material.

*Not on the Shelf:* check in the borrowing slip file under Author to see if the item has been borrowed. Bring the slip to the Librarian in the Departmental Office to see if she is able to recall the book.

*Not in the Catalogues:* check the Main Library and if necessary enquire there about inter-library loan.

St Andrews staff and students may also be able to borrow books from the Dundee and Abertay University Libraries. SASP students can obtain access to the Stirling University Library.

Loan Periods
- Books borrowed by Philosophy undergraduates and postgraduates from other departments are due for return at the end of each semester, but please return items as soon as you have finished with them, and as soon as possible if they are recalled for another reader.
- Philosophy Staff and postgraduates are required to return their loans annually.

Borrowing Entitlements
Philosophy Department: undergraduates 6, staff 30, postgraduates 15

Behaviour
Please remember that the Library is a place for study. Food and drink are expressly forbidden.

Please avoid disturbing other readers: mobile phones must be switched off, and music played on headphones must be inaudible to other library users.

Please do not leave your possessions on chairs or tables when you leave the library for an extended period, as the library is heavily used at times.

Staff
Laura Newman, the Postgraduate Secretary, is the Librarian. Please feel free to contact her on extension 2487 or email sasp@st-andrews.ac.uk if you need assistance.