UNIVERSITÉ
DE GENÈVE

BIBLIOTHÈQUE

UNIGE Library
Uni Bastions
English Collections

Table of Contents

1 Library Team

This booklet is designed to help you find your bearings in the library. The whole library team are very happy to help you at all stages of your studies at UNIGE. So do not hesitate to ask questions!

There are two subject librarians you can contact for English.

For literatures in English:

Hélène Vincent

biblio-bastions-angl@unige.ch

+41 (0)22 379 70 17

and for English linguistics:

Talal Zouhri

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2 Location of English Collections

The English collections of the UNIGE library are spread over several locations. The bulk of the collections is located in the **espace Jura**, which is part of the Uni Bastions site of the library. Details including full address and access by public transport are available here:

http://www.unige.ch/biblio/fr/infos/sites/bastions

Until the end of renovation works (scheduled for 2027) in the main building of Uni Bastions, a part of the collections is held in the **espace Battelle**, route de Drize in Carouge. Additional books are held in closed stacks at the **DBU** (Dépôt des Bibliothèques Universitaires).

The **BGE** (Bibliothèque de Genève) is not affiliated with UNIGE but nonetheless allows you to borrow books. It is located opposite the espace Jura in the parc des Bastions and houses a rich collection of books on cultures and literatures of the English-speaking world.
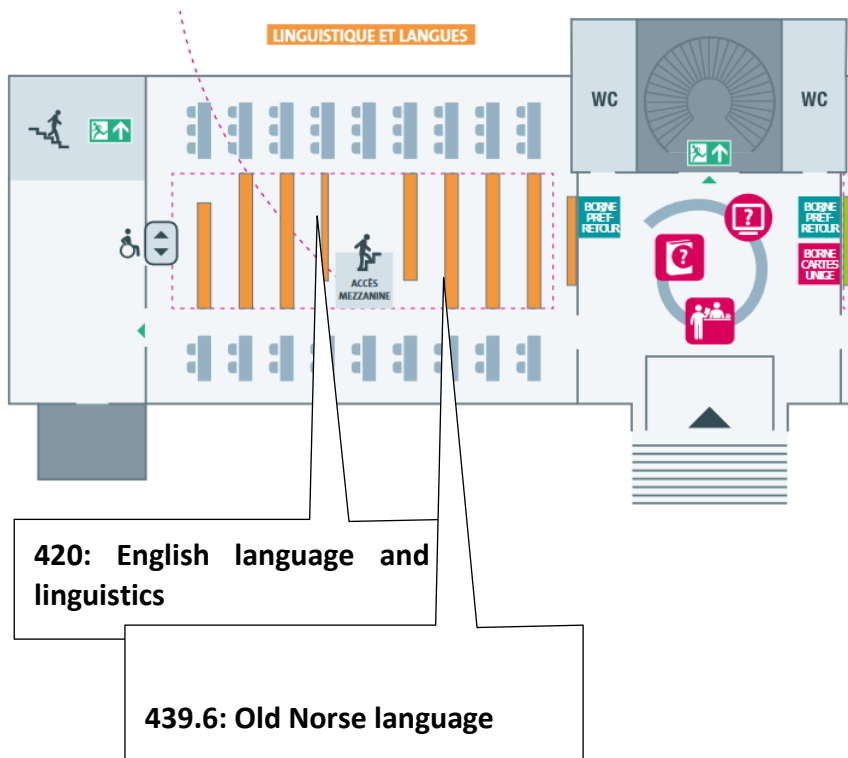
2.1 Espace Jura Collections

In the **espace Jura**, the **English collections** are spread **over three floors**: the upper and lower ground floors, and the underground floor.

On the **upper ground floor**, you will find books on linguistics, philosophy, and religion. On the **lower ground floor**, you will mainly find reserve shelves and general literary studies: works dealing with two authors or more, with a literary period or movement, or a particular theme.

On the **underground floor**, you will find the **author corpuses** – that is, shelves holding, under the name of *one* author (a writer, theologian, or philosopher), **texts written by this author as well as studies on this author**.

Maps

Upper ground floor, left of main desk: language and linguistics

LINGUISTIQUE ET LANGUES

WC

WC

ACCÈS MEZZANINE

BORNE PREF RETOUR

BORNE PREF RETOUR

BORNE CARTES UNICE

420: English language and linguistics
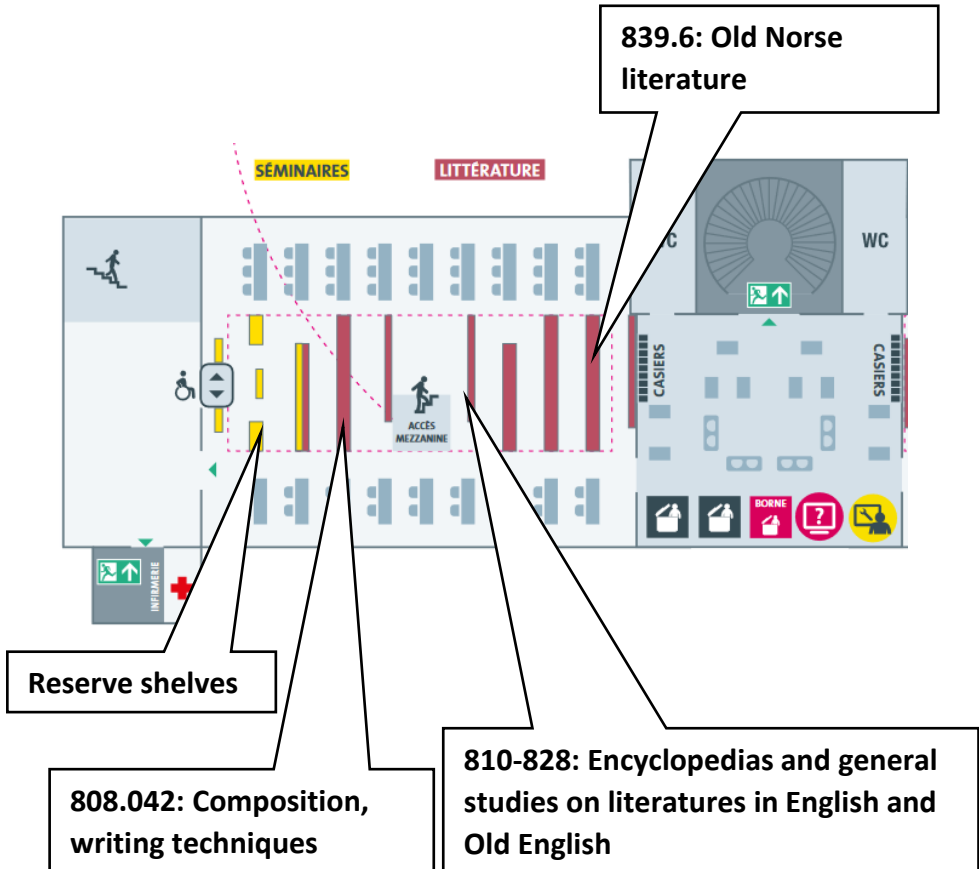
439.6: Old Norse language

Upper ground floor, right of main desk: philosophy and religion
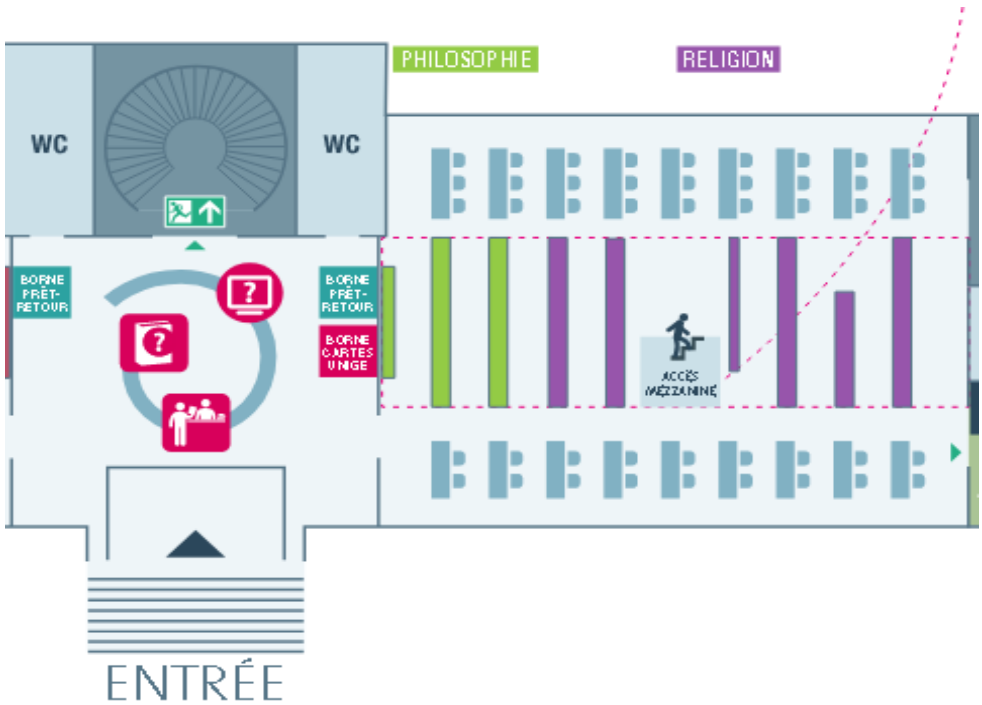
Lower ground floor: reserve shelves, encyclopedias, and general studies on literature in English

839.6: Old Norse literature

Reserve shelves

808.042: Composition, writing techniques

810-828: Encyclopedias and general studies on literatures in English and Old English

Underground floor: author corpuses (literary texts **by**, and studies **on**, **ONE** author)

818: authors of literature in English from the American continent

828: authors of literature in English from other continents

839.68: authors of literature in Old Norse (or anonymous titles)
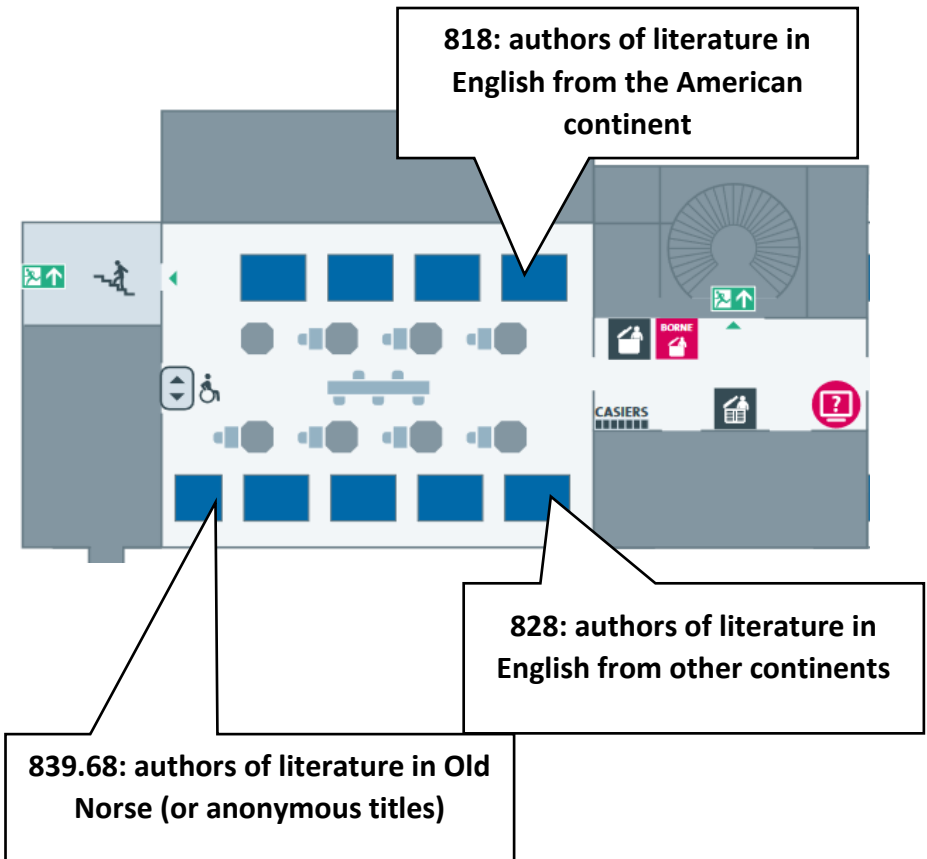
3 Classification: The Dewey Decimal System

The library's books have been classified using the Dewey Decimal System, which arranges books into the following ten subject areas:

Dewey number	Subject
000	Edition, digital humanities, journals
100	Philosophy
200	Religions
300	Society and culture
400	**Languages and linguistics**
500	Science
600	Technology and medicine
700	Art (art history and musicology)
800	**Literature**
900	History, geography and archeology

Most books of the English collections are classified under **two broad subjects** (or *classes*): **Languages and linguistics (400)** and **Literature (800)**. So the *classmarks* – the identifying numbers on the spines of books– of the majority of books for English studies will be in the 400 and 800 classes: e.g., 410, 828.

Each class is further subdivided. Within the 400 class, for instance, 420 stands for English language and linguistics; within the 800 class, 810 stands for Literature in English of the American continent.

In addition to subjects and sub-sections, classmarks for author corpuses feature information on a book's author(s), title, as well as book **type** (e.g., collected works, correspondence, study and criticism).

Here is a list of the **types** of books used in our library's system:

Type number	Type of work
1	Complete works
3	Collected works
6	Correspondence
7	Single title
79	Translation of a single title
8	Study and criticism
87 (only applies to Shakespeare)	Study and criticism focused on a single title
9	Biographies, bibliographies, concordances

Anonymous texts are also part of the author corpuses. They can be found under the first letters of the title.

The following title illustrates how all the above information is organized into classmarks.

The Swan Book by Alexis Wright has the following classmark: **828.999 WRIG 7 Swan**.

Dewey number (the one for authors of the Oceanian continent)	Name of the author (first letters)	Type of book (single title)	Work title (first letters)
828.999	**WRIG**	**7**	**Swan**

The classmark is one of the key pieces of information to look out for in the library catalogue:

3.1 Main Dewey Numbers for English collections

Upper ground floor: language and linguistics

420	**English language and linguistics**
421	Writing techniques. Spelling, and pronunciation
422	Etymology
423	**English language and linguistics. Dictionaries of standard English**
423.1	Specialized dictionaries
423.12	Dictionaries of synonyms and antonyms
423.13	Dictionaries of idioms (proverbs, phrasal verbs etc…)
423.41	French-English bilingual dictionaries
423.9	Other bilingual dictionaries
425	**English language and linguistics. Grammar**
427	**English language and linguistics. Historical and geographic variations**
428	**English language and linguistics. Standard usage**
429	**English language and linguistics. Old English. Dictionaries, grammar**
439.6	**Old Norse language and linguistics. Dictionaries**

Lower ground floor: encyclopedias and general studies on literature

810		Literature in English. United-States and American continent
810.016		**Bibliographies**
810.1		**Literary theory and criticism**
810.3		**Dictionaries and encyclopedias**
810.8		**Anthologies**
810.9		History and criticism. **General studies**
810.9001		History and criticism. **Colonial period, 1607-1776** [U.S. only]
810.9002		History and criticism. **1776-1829** [U.S. only]
810.9003		History and criticism. **1830-1861** [U.S. only]
810.9004		History and criticism. **1861-1899** [U.S. only]
810.9005		History and criticism. **1900-1999** [U.S. only]
810.90052		History and criticism. **1900-1945** [U.S. only]
810.90054		History and criticism. **1945-1999** [U.S. only]
810.9006		History and criticism. **2000-** [U.S. only]
810.93538		History and criticism. **Themes. Sexuality**
810.9358		History and criticism. **Themes. Colonialism, postcolonialism**
810.936		History and criticism. **Themes. Ecocriticism, nature and environment**
810.98		History and criticism. **Different ethnic groups**
810.9868073		History and criticism. **Hispanic-Americans**
810.9895073		History and criticism. **Asian-Americans**
810.9896073		History and criticism. **African-Americans**
810.9897		History and criticism. **North American Native peoples**
810.99287		History and criticism. **Women**

811		Literature in English. United-States. Poetry
811.008		**Poetry.** Anthologies
811.009		**Poetry.** History and criticism
812		Literature in English. United-States. Drama
812.008		**Drama.** Anthologies
812.009		**Drama.** History and criticism
819.1		Literature in English. Canada
819.108		**Anthologies**
819.109		**History and criticism**
819.8		Literature in English. Caribbean region
819.808		**Anthologies**
819.809		**History and criticism**

820		Literatures in English and Old English. Great-Britain and other English-speaking countries (except books exclusively on countries of the American continent)
820.016		**Bibliographies**
820.016001		**Bibliographies. The Middle Ages**
820.1		**Literary theory and criticism**
820.3		**Dictionaries and encyclopedias**
820.5		**Series**
820.8		**Anthologies**
820.8001		**Anthologies. The Middle Ages**
820.9		History and criticism. **General studies**

820	Literatures in English and Old English. Great-Britain and other English-speaking countries (continued)
820.90011	History and criticism. **450-1066 (Old English)** [G.B. only]
820.90012	History and criticism. **1066-1400 (Middle English)** [G.B. only]
820.9002	History and criticism. **1400-1558** [G.B. only]
820.9003	History and criticism. **1558-1625** [G.B. only]
820.9004	History and criticism. **1625-1702** [G.B. only]
820.9005	History and criticism. **1702-1745** [G.B. only]
820.9006	History and criticism. **1745-1799** [G.B. only]
820.9007	History and criticism. **1800-1837 [**G.B. only]
820.9008	History and criticism. **1837-1899** [G.B. only]
820.90091	History and criticism. **1900-1999** [G.B. only]
820.900912	History and criticism. **1900-1945** [G.B. only]
820.900914	History and criticism. **1945-1999** [G.B. only]
820.90092	History and criticism. **2000-** [G.B. only]
820.93538	History and criticism. **Themes. Sexuality**
820.9358	History and criticism. **Themes. Colonialism, postcolonialism**
820.936	History and criticism. **Themes. Ecocriticism, nature and environment**
820.99287	History and criticism. **Women**
821	Literatures in English and Old English. Great-Britain. Poetry
821	**Poetry.** Metrics and classification
821.008	**Poetry.** Anthologies
821.009	**Poetry.** History and criticism
821.0091	**Poetry.** History and criticism. **The Middle Ages**
822	Literatures in English and Old English. Great-Britain. Drama
822.008	**Drama.** Anthologies
822.009	**Drama.** History and criticism
822.0091	**Drama.** History and criticism **The Middle Ages**

828.991		Literature in English. Ireland
828.991008		Anthologies
828.991009		History and criticism
828.995		**Literature in English. Asia**
828.995008		Anthologies
828.995009		History and criticism
828.996		**Literature in English. Africa (other than South Africa)**
828.996008		Anthologies
828.996009		History and criticism
828.997		**Literature in English. South Africa**
828.997008		Anthologies
828.997009		History and criticism
828.999		**Literature in English. Oceania**
828.999008		Anthologies
828.999009		History and criticism

839.6		Old Norse literature
839.60016		Bibliographies
839.603		Dictionaries and encyclopedias
839.605		Series
839.608		Anthologies
839.609		History and criticism

Underground floor: author corpuses

818	Literature in English. United-States. Author corpuses
818.1	Colonial period, 1607-1776
818.2	1776-1829
818.3	1830-1861
818.4	1861-1899
818.52	1900-1945
818.54	1945-1999
818.6	2000-
819.18	Literature in English. Canada. Author corpuses
819.88	Literature in English. Caribbean region. Author corpuses

	Literature in English. Great Britain. Author corpuses
828.11	Old English. 450-1066
828.12	Middle English. 1066-1400
828.2	1400-1558
828.3	1558-1625
828.4	1625-1702
828.5	1702-1745
828.6	1745-1799
828.7	1800-1837
828.8	1837-1899
828.912	1900-1945
828.914	1945-1999
828.92	2000-
828.991	Literature in English. Ireland. Author corpuses
828.995	Literature in English. Asia. Author corpuses
828.996	Literature in English. Africa (other than South Africa). Author corpuses
828.997	Literature in English. South Africa. Author corpuses
828.999	Literature in English. Oceania. Author corpuses

839.68	Old Norse literature. Author corpuses

4 Library Services

Access to all UNIGE library books, online resources, and search tools is available free of charge for the academic community (i.e., for students and instructors). A software called **VPN** (for *Virtual Private Network*) allows you to **access from off campus** all electronic resources that the UNIGE library subscribes to.

To set up a VPN, go to https://catalogue-si.unige.ch/vpn

To fully register as a library user (and borrow books) you must enrol here: www.unige.ch/biblio/en/services/registration

Registration is in **two steps**: to be able to register as a student at UNIGE you have created a **SWITCH edu-ID account** and have completed the first step by default; as a second step you must **register on the platform of Swiss academic libraries called SLSP** (Swiss Library Service Platform).

In addition, access to two key online resources (Project Muse and Brepolis) is only possible after enrolling online with the BGE: www.unige.ch/biblio/vge

Two websites feature important information on the library. Visiting them on a regular basis is recommended.

- ➢ The UNIGE library web site: www.unige.ch/biblio
- ➢ The library main web pages dedicated to literature in English: www.unige.ch/biblio/fr/disciplines/anglais/accueil

Both the espaces **Jura and Battelle** are open **Monday to Friday from 8 a.m. to 10 p.m.** and **Saturdays and Sundays from 9 a.m. to 6 p.m**. (except during public and academic holidays, when the library might be closed or opening hours might differ).

You can also check opening hours, access swisscovery UNIGE, and view in real time the number of available work spaces in reading rooms on the UNIGE mobile application (https://www.unige.ch/mobile/: find the library under the slanted books on the bottom menu) or on the library website. You can use the same application (thumbnail "Ma carte") to scan your UNIGE multiservice card and create a digital version of it that will allow you to borrow books should you forget your plastic card at home.

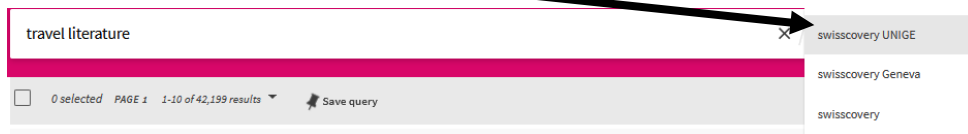## 4.1 Searching for Documents: The Swisscovery UNIGE Catalogue

The swisscovery UNIGE catalogue (https://unige.swisscovery.slsp.ch/) shows you how to access both print and online resources held by the University's library. Easily recognizable by its pink top banner and UNIGE logo, the swisscovery UNIGE catalogue can be found on all the library web pages. By default your search will be within the **(1) swisscovery UNIGE scope**; i.e., you will search the resources of the **UNIGE library only**. If you want to widen your search so as to include the catalogues of other institutions, all you need to do is **change the scope** in the search box to either

- **(2) Swisscovery Geneva**, which will search the collections of the BGE, the BAA (Bibliothèque d'Art et d' Archéologie) and the Graduate Institute (International relations and development issues)
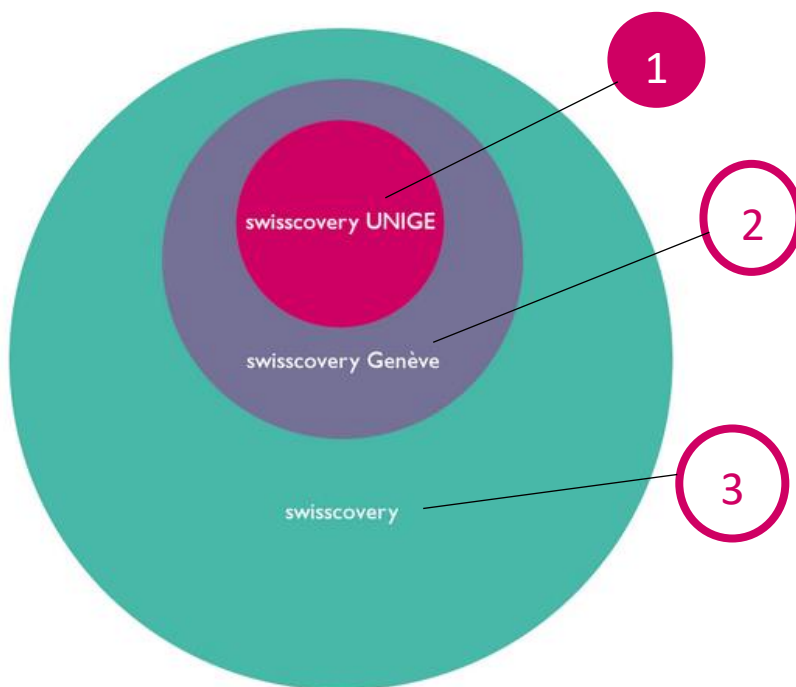
or

- **(3) Swisscovery**, which will search the holdings of some 490 Swiss libraries, including academic libraries like those of the Universities of Geneva, Basel, Fribourg, or Zurich.

To change the scope of your search, open the drop-down list at the far right of the search box

travel literature	✕	swisscovery UNIGE
		swisscovery Geneva
☐ 0 selected PAGE 1 1-10 of 42,199 results ▼ 📌 Save query		swisscovery

This diagram shows how you can broaden your search by changing scopes:

4.2 Requesting and Borrowing Books

Books at the espaces Jura and Battelle can be borrowed onsite. Additionally, if you wish, you can have books held at both Battelle and the DBU delivered to the espace Jura using our library's daily **shuttle service**; you can activate this service from swisscovery UNIGE (https://unige.swisscovery.slsp.ch/)

Documents from the UNIGE library can be returned to any site (e.g., CMU, Mail) regardless of where they were borrowed from. A full range of guides and tutorials on swisscovery UNIGE is available here: www.unige.ch/biblio/fr/formation/aide-swisscovery-unige

⚠ Requesting books held by libraries outside Geneva is **free** (within Switzerland or abroad) for the academic community **provided that you request** them from the **swisscovery UNIGE interface** (with its trademark pink banner). It is strongly recommended that you use swisscovery UNIGE (rather than another institution's interface) for any search or request in order to avoid charges.

Also, please note that UNIGE students and staff cannot access electronic resources from other institutions remotely (except for those resources in open access).

Most documents can be borrowed for 28 days; loans are renewed 5 times automatically unless a reservation has been made by another reader.

It is strongly recommended that you check your account regularly on swisscovery UNIGE. Once the loan period has expired you will receive an email informing you that your documents are overdue. From the moment the email is sent you have 6 days to return your books. After that, fines will start being charged to your account: www.unige.ch/biblio/en/services/borrowing

4.3 Web Pages for Literature in English

Resources on literature in English can be found here: www.unige.ch/biblio/fr/disciplines/anglais/accueil

This main page contains quick links to databases such as the **MLA International Bibliography** as well as journal portals like **JSTOR** or **Project Muse**. On the same page you will find lists of books on reserve shelves for different courses or seminars. On other pages you will find links to publications by UNIGE teachers and researchers, as well as to training sessions organized by the library.

4.4 Training Sessions

The library offers a range of training sessions on information skills. These sessions are aimed at students and researchers who wish to master bibliographic management software or learn more about Open Access publishing.

Sessions can take place on Zoom or in class. **Registration** is compulsory. The sessions focus on the following:

- ➢ Methodology of document retrieval
- ➢ Tools for information retrieval
- ➢ Bibliography, citation, plagiarism
- ➢ Open Access and publication
- ➢ Research data

(for more information: www.unige.ch/biblio/en/training).

Training sessions on swisscovery UNIGE are also available: www.unige.ch/biblio/en/training/rendez-vous-info-scientifique/swisscovery

InfoTrack, the e-learning platform on information skills managed by the library, allows you to pick and choose topics you wish to work on (e.g., finding and evaluating sources, drafting a research plan, plagiarism, writing and communicating). You can follow Fred and Anna in their quest for reliable sources and ways to avoid plagiarism in their slightly offbeat videos: https://infotrack.unige.ch/en

Zotero is a free open-source bibliographic management software that saves you time by collecting references as you conduct research or work on assignments requiring a bibliography. Training sessions are on offer each semester:

https://www.unige.ch/biblio/en/training/rendez-vous-info-scientifique/zotero/

4.5 The Research Service (*Service d'Aide à la Recherche* – SAR)

If you need help finding documents, are intrigued by either swisscovery UNIGE or the way our collections are organized, our librarians will be happy to assist you in person at the desk, by email (biblio-bastions-info@unige.ch), or by phone (+41 (0)22 379 13 13).

The Uni Bastions research desk is located next to the main desk in the espace Jura, by the entrance. A subject librarian is at the desk Monday to Friday from 11 a.m. to 5 p.m. to answer your questions.

4.6 Open Science

One of the services provided by the library to the scientific community is the promoting and supporting of Open Access publishing, mainly through training sessions and workshops:

www.unige.ch/biblio/en/openaccess

The University of Geneva has its own institutional repository: Archive ouverte. All UNIGE researchers must deposit their publications in the Archive ouverte and decide to what extent these can be shared: https://archive-ouverte.unige.ch/

4.7 Practical Information

Equipment / Facilities	Location
Lockers	Lower ground floor (main hall)
	Underground floor (main hall)
Multi-service printers (colour and black and white)	Lower ground floor (main hall)
	Underground floor (main hall)
PCs with ISIs login	Upper ground floor (mezzanine in room left of main desk)
PC with access to swisscovery UNIGE	Upper ground floor (main hall)
	Lower ground floor (main hall)
	Underground floor (main hall)
Book scanner	Underground floor (main hall)
Work spaces	All three floors
Toilets	Upper ground floor (main hall)
	Lower ground floor (main hall)

For help on Information technology (IT) issues, you can use the online FAQs or ask an IT coach. At certain times of the day a coach is available on the lower ground floor (main hall) of the library. Links to the FAQs and hours when IT coaches can be consulted are listed on the web pages "Informatique étudiants" of the Faculty of Humanities: www.unige.ch/lettres/fr/espace-etudiants/informatiqueetudiants