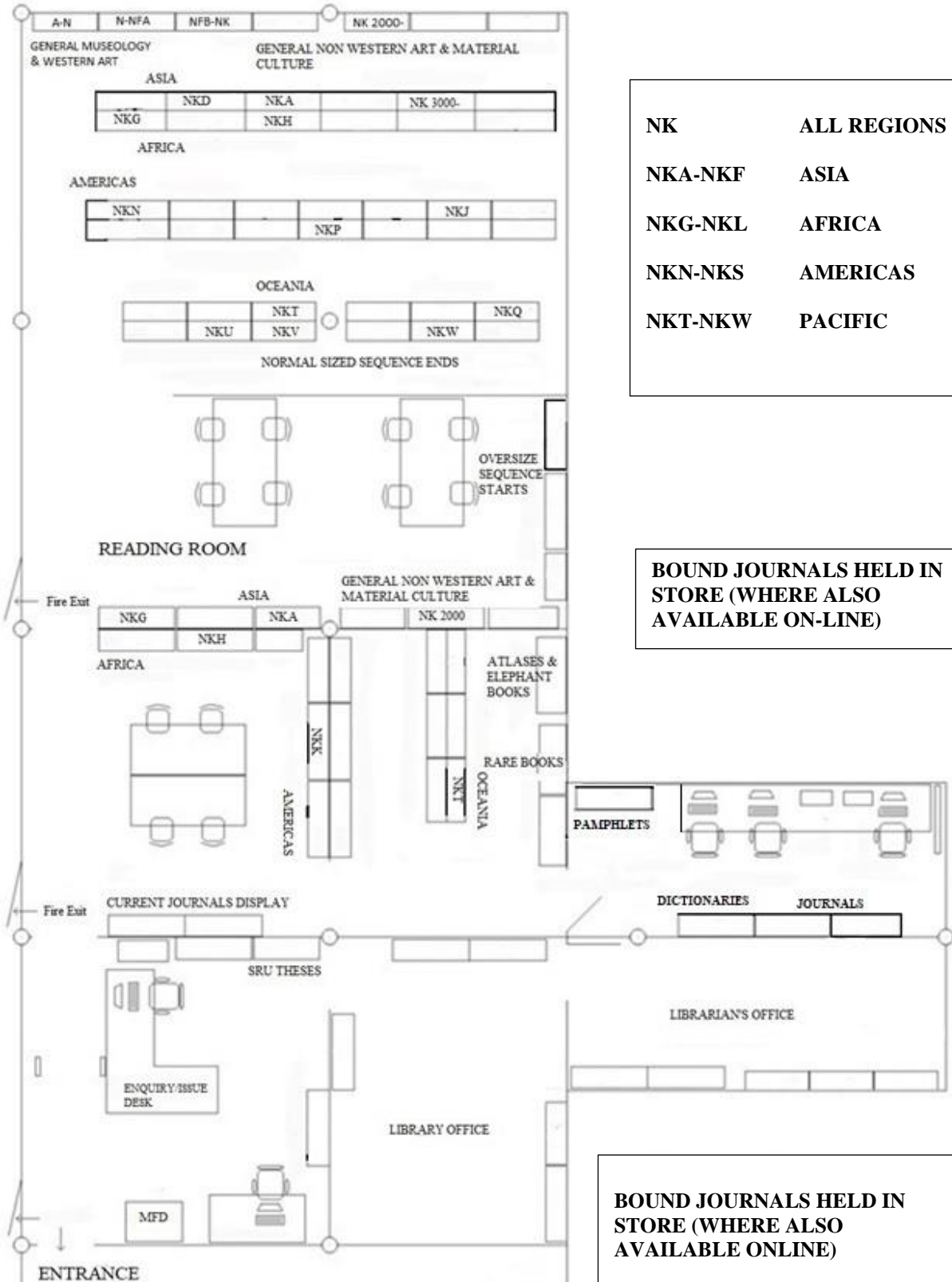


Robert Sainsbury Library

Sainsbury Research Unit for the Arts of Africa, Oceania and the Americas

Library Guide



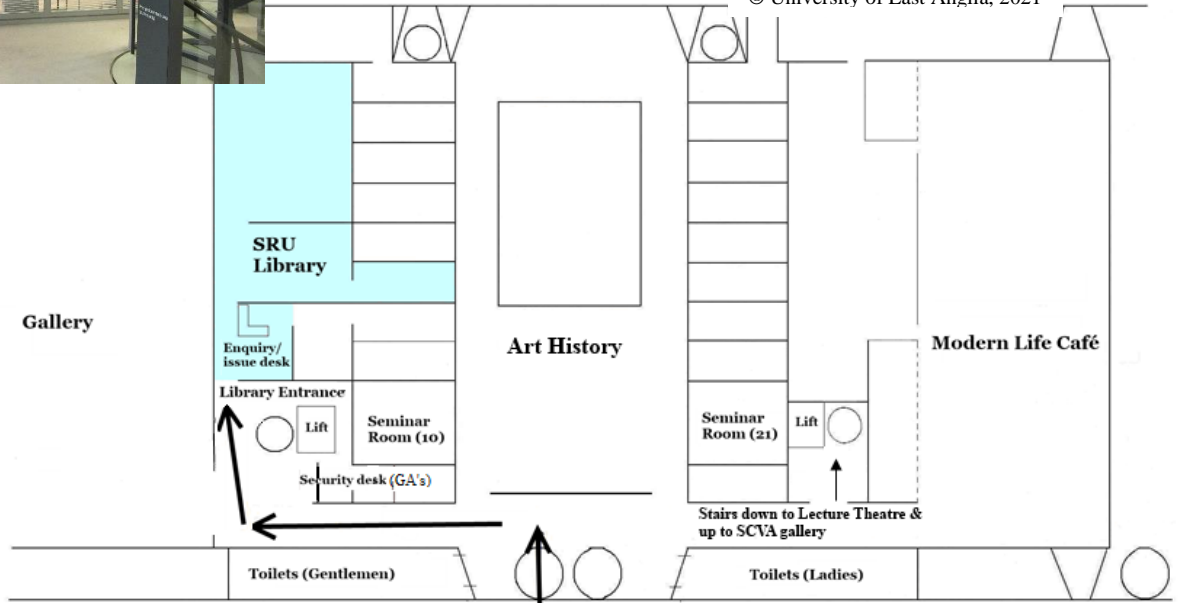
NK	ALL REGIONS
NKA-NKF	ASIA
NKG-NKL	AFRICA
NKN-NKS	AMERICAS
NKT-NKW	PACIFIC

BOUND JOURNALS HELD IN STORE (WHERE ALSO AVAILABLE ON-LINE)

BOUND JOURNALS HELD IN STORE (WHERE ALSO AVAILABLE ONLINE)



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Art History and World Art Studies & SRU Library entrance
Sainsbury Centre for Visual Arts

← To Sainsbury Centre Gallery entrance ← Disabled parking ← Norfolk Road (one way for car traffic)

Opening hours:

Semesters:	
Monday, Wednesday, Friday	9.30 – 17.00
Tuesday, Thursday	9.30 – 18.00
Saturday, Sunday	Closed

Vacation opening hours:	
Monday - Friday	9.30 – 13.00; 14.00 – 17.00
Saturday, Sunday	Closed

Vacation opening dates vary, these will be posted on the website as vacation periods approach.

Although Government guidance has changed to 'Living with Covid', please check the website regularly in case of changes to current policy which may affect our hours at short notice:
<https://www.uea.ac.uk/web/groups-and-centres/sainsbury-research-unit-arts-africa-oceania-americas/robert-sainsbury-library>

Sainsbury Research Unit (SRU) Library Contact details:

Librarian: Pat Hewitt
Library Assistant: Laura Armstrong

Telephone : (01603) 592659 (external), 2659 (internal)
00 44 1603 592659 (international)

e-mail: sru.library@uea.ac.uk
website: <https://www.uea.ac.uk/web/groups-and-centres/sainsbury-research-unit-arts-africa-oceania-americas/robert-sainsbury-library>

If you have any problems finding books and articles, need assistance or guidance in using on-line/print resources or require help with your research, do not hesitate to ask for help.

If you would like this guide in an alternative format please contact the SRU Library.

Covid-19 safety measures:

The Government has removed remaining Covid restrictions in England but all users of the SRU Library (and all services and facilities on campus) should be careful of both their own and others health. Government guidance can be found at <https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19>. For registered staff and students UEA webpages are also still available on Covid guidance <https://my.uea.ac.uk/departments/communications/covid-19-information-and-guidance> (Intranet).

- Whilst the requirement to self-isolate if tested positive was removed from Thursday 24 February 2022, we strongly advise you stay at home for at least five days.
- You can contact us on sru.library@uea.ac.uk or telephone 01603 592659 if you are worried that books are overdue and you have tested positive for Covid. The need to return items should only happen if a book out is requested by another user or your campus card is due to expire (as books now renew automatically).

Introduction

The Robert Sainsbury Library (also referred to as the SRU Library), is primarily a research collection established to support the research and teaching needs of Sainsbury Research Unit. It is a specialised library, concerned with the indigenous art and material culture of Africa, the Pacific region and the Americas, but including related areas, e.g. island South East Asia (particularly Indonesia), and related subjects, e.g. cultural anthropology, religion, and museum studies. There is a selection of Western art titles for comparative purposes and/or where artists or periods are represented within the Robert and Lisa Sainsbury Collection, Sainsbury Centre for Visual Arts (SCVA). Any UEA registered user whether staff, postgraduate or undergraduate can use the SRU Library and borrow books. Members of the public are also welcome to use the Library for reference purposes.

The Library is situated alongside the main gallery of the Sainsbury Centre, underneath the East Mezzanine postgraduate study area. On Mondays, when the Sainsbury Centre is closed, access to the Library is from the Art History and World Art Studies entrance only.

See <https://sainsburycentre.ac.uk/visit-us/> for guidance on visiting the gallery.

This guide is specific to the Robert Sainsbury Library, for information on the Main Library, see:

<https://my.uea.ac.uk/library> (UEA registered users)

<https://www.uea.ac.uk/library> (external users)

Library users with disabilities

Some book stacks and shelves are not easily accessible for those with visual and mobility impairments. If you have difficulty in finding or collecting books and other materials, Library staff can fetch them for you in advance (please email sru.library@uea.ac.uk with your requests) or at the time of your visit. There is a hearing loop positioned at the Enquiry/Issue desk.

The Library is on ground level and there is level access from both the Gallery and School entrances. There are disabled parking bays opposite both entrances as well as in the Sainsbury Centre car park close by the Gallery entrance <https://sainsburycentre.ac.uk/visit-us/#getting-here>.

Borrowing facilities

We have moved to an automated renewal service (rather than fixed loan periods). This means all standard loans will be renewed automatically after one or two weeks, depending on your patron status, e.g. undergraduate (one week), staff and postgraduates (two weeks). Automatic renewals will stop if another user 'requests' the book ('Request' buttons appear on the catalogue record of issued books). When this happens, the items requested item(s) must be returned by the due date (to avoid the borrower's account being blocked from further loans).

All SRU short loan books will be borrowable for three days, with one renewal (unless requested by another user).

Closed periods such as weekends, Bank Holidays and university vacations are ignored, e.g. a book borrowed during week one of the Summer vacation will have a renewal date of week one of the new academic year.

For external readers from the higher education community, the SRU participates in the SCONUL Access scheme. The initial process is managed by the home university and, once approved, borrower registration at the Main Library. Similarly, borrowing may be possible from other libraries registered

with the scheme (although limited for undergraduates). Please check the following links for information:

<https://www.uea.ac.uk/library/explore-the-library/visit-our-library> [click on the ‘SCONUL Access’ or ‘External Borrower Access’ options as appropriate]

<https://www.sconul.ac.uk/sconul-access>

The Main Library also offers membership to external users (with borrowing) subject to a fee. Once an external user is registered, borrowing also extends to material in the SRU Library.

<https://www.uea.ac.uk/web/library/explore-the-library/visit-our-library> [by opening up section ‘External Membership of UEA Library’]

Loan Periods by user group:

Research postgraduates and Staff

Up to twenty books may be borrowed for two weeks with auto-renewals.

Taught postgraduates

Up to fifteen items may be borrowed for two weeks with auto-renewals.

Undergraduates

Up to five books may be borrowed for one week with auto-renewals.

Associates and external borrowers registered at UEA

Up to five books may be borrowed for one week with auto-renewals. No Short-loan items

Sconul Access borrowers and External UEA registered users

Up to five books may be borrowed for one week with auto-renewals. No Short-loan items

Short-Loan titles are borrowable for three days and can be renewed once

SRU auto renewals jump weekends, vacations and other closed periods, e.g. Bank Holidays.

Borrowing entitlements and loan services with the Robert Sainsbury Library are separate from Main Library entitlements, e.g. a master’s student undergraduate can borrow both fifteen titles from the SRU Library and twenty five titles from the Main Library (see <https://my.uea.ac.uk/library/using-the-library/borrowing/what-can-i-borrow-and-for-how-long> for Main Library borrowing details). Any queries on returning books, or on borrowing facilities within the SRU should be raised with SRU Library staff. Books taken out from the Robert Sainsbury Library should be returned to the Robert Sainsbury Library and not the Main Library. Books are issued at the SRU Enquiry/Issue desk with the user’s campus card used to confirm registration so please remember to bring this with you.

Unlike the Main Library, the SRU Library does not have self-service borrowing machines so all issues are via the enquiry/issue desk.

If you have any problems with returning items, please contact us via email or telephone to discuss how we can help sru.library@uea.ac.uk or 01603 592659.

How to use the SRU Library's open access and closed access service

It is good practice to check the UEA catalogue (a union catalogue to UEA libraries) ahead of a Library visit in order to come well prepared. Select the 'Books+' to restrict the search to physical items in stock and electronic books). The images in this guide are from Books+ searches rather than the default 'Search everything'.

<https://my.uea.ac.uk/library> (UEA registered users/Intranet)



<https://www.uea.ac.uk/web/library/explore-the-library/guest-library-search> (external users)



Check the catalogue to ensure a book is not out on loan or for where it is located, e.g. the SRU Library or Main Library.

If an item is already issued and shows as 'Unavailable', click the 'Request' button. This will mean the automatic renewal will be prevented and the item will need to be returned. It may also be that the title may be in one of the closed sequences (in which case send details to sru.library@uea.ac.uk for SRU Library staff to collect on your behalf or click the 'Request' button if this option is provided). You can use the 'Save' function within UEA Library search to build a list of titles required which can then be sent to the SRU Library in advance or if there is a query on a title.

Two screenshots of the UEA library search interface. The top screenshot shows search results for "An introduction to the art of life" and "African art". The "My Items (2)" button is highlighted with a red box. The bottom screenshot shows the "My Items (2)" list with a "Saved" button highlighted with a red box.

Books marked on the catalogue as ‘In Acquisitions’ or ‘In Processing’ will also need to be retrieved by Library staff. Please request these at the enquiry/issue desk or email or telephone us in advance sru.library@uea.ac.uk or 01603 592659. Note that request buttons do not appear on the catalogue for these items.

Whilst books in closed access can be requested on the day, there may be a delay if there is only one member of staff on duty such as over lunch.

Shelf arrangement and availability status of stock

Books are arranged on the shelves in classified order, i.e. by subject and, within subject, progressing from general to specific topics. Books are labelled on the bottom of the spine, or the bottom left of the front cover if the spine is narrow. The classmark consists of one or more letters followed by one or more numbers and books are arranged by order of the letters and then by the number within the same alphabetical sequence. In addition, there is a filing suffix (usually the first three letters of the author’s surname) which allows books with the same classmark to be arranged alphabetically by the suffix, e.g. NKH 8390 ANO will precede NKH 8390 SMI.

Books are further divided into sequences by size or collection type, e.g. Oversize, Pamphlet, Elephant, Special collections (rare books). These will appear on the ‘Access Options’ box and on the bottom of retrieved records on UEA Library Search.

The screenshot shows a library record for the book 'Te Maori: Maori art from New Zealand collections' by Sidney M Mead. The record includes a title card, author information, physical description, subjects, genre, and bibliographic details. On the right side, there is an 'Access Options' box and a table showing the availability of the edition at the University of East Anglia.

Access Options: Available. University of East Anglia, Sainsbury Research Unit Library, SRU Oversize - Normal loan, NKT 2020 MEA. [2 Available at 1 Location](#)

Availability of this Edition at University of East Anglia:

Shelving Location	Call Number	Status
SRU Oversize - Normal loan	NKT 2020 MEA	Available
SRU Oversize - Short loan	NKT 2020 MEA	Available

Annotations:

- 'Access Options' display the location of a title (if more than one copy, scroll to bottom of record for details or click the link displaying availability)
- Check the sequence to know where to look on the shelves, e.g. Oversize.
- Two copies; one normal loan, one short loan

If a book is held in more than one library location, check the availability option by scrolling to the bottom of the reference or clicking the availability link in the ‘Access Options’ box. The ‘Access Options’ box will only show the first location.

Main Library classmarks do not match the classmarks used within the SRU Library.

The screenshot displays a library record with the following details:

- Genre:** Aufsatzsammlung; Essays (texts)
- Bibliography:** Includes bibliographical references and index; "The published work of Alfred Gell (1971-1998)"; pages 283-285.
- Use and Reproduction Note:** Current Copyright Fee: GBP20.000.
- Additional Physical Form Entry:** Online version: [Arts of anthropology: \(00057724-0\) Gell, Alfred](#); Online version: [Arts of anthropology: \(00050772-0\) Gell, Alfred](#).
- Database:** WorldCat
- ISBN:** 0485195674, 9780485195675, 0485196003, 9780485196000
- OCLC Number/Unique Identifier:** 40693911
- LCCN:** 99017817

Access Options: Available at 2 Locations (highlighted in a red box).

Availability of this Edition at University of East Anglia:

Shelving Location	Call Number	Status
Floor 3: Main shelves - Normal loan	GN29 GEL	Available

Sainsbury Research Unit Library: Available at 2 Locations

Shelving Location	Call Number	Status
SRU Shelves - Normal loan	NK 86 GEL	Available
SRU Shelves - Reference	NK 86 GEL	Available

The ‘Access Options’ box will also indicate if a book has been borrowed or ‘Checked Out’.

The screenshot shows a library record with the following details:

- Access Options:** Checked Out, Due 28/09/2023
- University of East Anglia**
- Sainsbury Research Unit Library**
- SRU Shelves - Normal loan**
- NKH 15 RIC**
- [View All Availability](#)
- Request** (button)

Click ‘Request’ to prevent the item automatically renewing. The borrower will need to return the book by the due date. If not returned by the due date the borrower’s ability to borrow from the library of issue may be blocked.

Pamphlets can be found in the IT Area.

Whilst both the Main Library and the SRU Library have automatic renewals, the length of the renewal period will differ for some categories of users, e.g. postgraduates.

Electronic titles

As a specialist research Library, we favour the purchase of print over electronic copies of titles. Nonetheless, we are increasingly purchasing e-titles and, when books are recommended, we check availability for both print and electronic format. Records retrieved will clearly show if an e-book is available and will display a link button. If print is preferred, always check to see if the title is available in another format by clicking ‘Details’ within the ‘Other Editions and Formats at University of East Anglia’ section of the record. In some cases different formats of the same title may appear as a separate record on the catalogue system, check all records of the same title just to be sure.

The screenshot shows a library catalogue record for the book 'Distributed Objects: meaning and mattering after Alfred Gell'. The record includes the following information:

- Title:** Distributed objects : meaning and mattering after Alfred Gell
- Authors:** Liana Chua (Editor), Mark Elliott (Editor)
- Format:** eBook 2013
- Publisher:** New York: Berghahn, 2013.
- Summary:** One of the most influential anthropological works of the last two decades, Alfred Gell's Art and Agency is a provocative and ambitious work that both challenged and reshaped anthropological understandings of art, agency, creativity and the social. It has become a touchstone in contemporary artifact-based scholarship. This volume brings together leading
- Availability:** Available (checked) at University of East Anglia
- Buttons:** View eBook, Report a Broken Link, Notes & License Terms

Below the main record, there is a section titled 'Other Editions and Formats at University of East Anglia' which lists:

- Format:** © 2013 Print Book edition
- Availability:** Available (checked) at Sainsbury Research Unit Library SRU Shelves - Normal loan NK 68 CHU
- Button:** Details (circled in red)

Most of our journal holdings are available in electronic as well as print form. Where journals are available electronically, back print issues are kept in the SRU Library Store rather than open access and can be requested.

Computer Facilities

A computer is available in the Enquiry/issue desk area for quick reference, e.g. checking the online catalogues, checking books borrowed, etc. This is linked to the MFD for printing. To use, you will need to enter your UEA username and password. Library users not registered at UEA can be provided with a temporary visitor account. These can be issued at the enquiry/issue desk subject to completion of a form (to establish identity and to confirm agreement to adhere to UEA conditions for computer use). A copy of the 'UEA conditions of computer use' can be found alongside the quick reference computer. Access to the UEA intranet and some electronic library resources is restricted depending on the licensing agreements.

For longer periods of research, other computers are provided on a study table in the Library and the IT area. Log on using your UEA registration name and password or your temporary visitor account.

WiFi is available in the Library and throughout the building. UEA registered users are advised to use EduRoam as this enables WiFi connectivity on campus and when visiting other HE participating institutions:

<https://my.uea.ac.uk/divisions/it-and-computing-services/it-how-to-guides/connect-to-wireless>

Similarly, users registered with other HE institutions will be able to use their institutional EduRoam within UEA.

Outside users with laptops can connect by WiFi to the Internet through ‘_The Cloud’, You will need to register online on first use – a straightforward and free service. Instructions will appear to help you setup an account on The Cloud or to login if you are already registered. There are a number of electric sockets within the Library should you need to plug in your laptop, ask at the Issue/Enquiry Desk where best to work as it is important to avoid trailing wires.

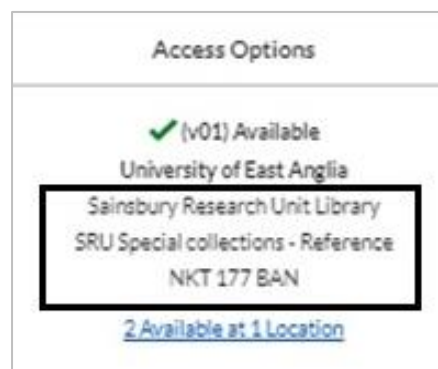
As indicated, anyone using the computers and network facilities should understand that in doing so they must abide by the UEA ‘Conditions of Computer Use’. This policy document governs all aspects of computer use at UEA and can be viewed at:

<https://www.uea.ac.uk/about/university-information/university-governance/academic-calendar/section-3/general-regulations/conditions-of-computer-use>

If you plan to work at a computer for long periods, take sufficient breaks. Frequent, short rests are more beneficial than longer breaks at less frequent intervals. If possible, you should break for five minutes after 30 minutes of computer use or for 10 minutes after one hour’s continuous use. Take the opportunity to vary your posture and try to focus your eyes on a more distant view.

Special collections

A collection of early travel books together with other rare or fragile items, are housed in the Rare Books Cabinets or in the Library store. A small number of high quality facsimiles are also held in these collections, e.g. pictorial manuscripts from Mesoamerica. These special items are distinguished in the catalogues by the term ‘SRU Special Collections – Reference’ or ‘SRU Store Special collections ask at Enquiry Desk - Reference’ in the Access Options/location box. Request these at the Enquiry/Issue desk (where a request form will need to be completed). For special collections items in store, these can be requested by clicking the ‘Request’ option on retrieved records.



An archive collection, mostly relating to the Sainsbury Centre, is held in closed storage. Although work has now begun to catalogue the collections, it remains largely uncatalogued. Researchers will need to consult with Library staff regarding content and access to this material. For this reason, arrangements to view any archives must be made well in advance sru.library@uea.ac.uk.

Particular care must be taken with these items; readers will be asked to sit in a supervised area and pencils must be used if taking notes (laptops can also be used for note taking). These items cannot be borrowed.

Audio-Visual material

The SRU Library collection contains VHS and DVD resources including a limited number of commercial films as well as off-air recordings (recorded for educational use of copyright material under licence from the Educational Recording Agency (ERA)). These off-air recordings are discontinued since UEA subscribes to Box of Broadcasts (BoB) which covers material from 2007 <https://learningonscreen.ac.uk/ondemand/>. Registered staff and students can use BoB to record and view TV and radio programmes from ca 75 participating channels. Online access is from any networked computer within the SRU Library. In addition, the Main Library also subscribes to Ethnographic Video Online, Vol.3. Indigenous Voices.

The majority of AV material in the SRU Library are for UEA teaching and for research purposes only, they are not available for loan or for viewing by external users. A short loan may be possible where member of faculty is preparing for a seminar or lecture internal to UEA. This should be arranged in advance or at the Enquiry/Issue desk. Programmes recorded under the ERA licence can only be viewed by UEA members (in order to comply with the licensing agreement). Similarly, Box of Broadcasts and Ethnographic Video Online are only available to UEA registered users.

The material can be viewed using one of the SRU Library networked pcs (headphones are available as they must be used where sound included).

Commercially purchased material is listed on the UEA library catalogues, but a separate database provides details of all the items in this collection including off-air recordings. The SRU AV database is available through the SRU website by clicking the 'Online Resources' section <https://www.uea.ac.uk/web/groups-and-centres/sainsbury-research-unit-arts-africa-oceania-americas/robert-sainsbury-library>.

The AV collection is stored in the Library Office and staff on the enquiry/issue desk will fetch material as requested.

Teaching Collection

Some objects are held by the Sainsbury Research Unit for use in teaching. They are part of a handling collection and consist largely of low value ethnographic and tourist trade material. Items for viewing can be requested at the SRU Library enquiry/issue desk. As they are held in store, material will need to be ordered in advance. The SRU AV database is available through the SRU website by clicking on the 'Online Resources' section <https://www.uea.ac.uk/web/groups-and-centres/sainsbury-research-unit-arts-africa-oceania-americas/robert-sainsbury-library>.

The screenshot displays the Sainsbury Centre Teaching Collections Database interface. On the left, there is a search form with the following elements:

- Search Bar:** Labeled 'Any words:' with a text input field.
- Options:** A checkbox for 'Words as phrase'.
- Search Button:** A button labeled 'Search'.
- Instructions:** A note stating 'Please contact the Robert Sainsbury Library for information on the copyright of any images on the database.'

The main content area shows search results for the query 'Seated figure, South America, Ecuador: Le Toluza-Tumaco culture: 200 BC-400. h. 34. cm. UEA 774'. The results are displayed in a grid format:

- Item 1:** Seated figure, South America, Ecuador: Le Toluza-Tumaco culture: 200 BC-400. h. 34. cm. UEA 774. Includes an image of a seated figure.
- Item 2:** Object name: face-like object decorated with a face - possibly a larva mask. Registration number: SRU1951-20. Region: Oceania. Main materials: Wood, fibre, black and white pigment. Includes an image of a face-like mask.
- Item 3:** Object name: nose ornament. Registration number: SRU2004NK109. Region: Oceania. Main materials: tortoiseshell. Includes an image of a nose ornament.
- Item 4:** Object name: face with black weave. Registration number: SRU2004NK109. Region: Oceania. Main materials: pandanus, palm fronds, dye. Includes an image of a face with black weave.
- Item 5:** Object name: face with feathers. Registration number: SRU2004NK110. Region: Oceania. Main materials: natural fibre, dye, raffia, feathers. Includes an image of a face with feathers.

At the bottom of the page, there is a footer: 'Database content and programming by Sainsbury Research Unit Library. Page design by Access'.

A small display of objects, which include items from the Teaching Collection selected by SRU MA students, can be seen in the exhibition case in the SRU Library.

Library store

Store items are indicated by the term 'SRU Store ask at Enquiry Desk' on the catalogues. Books that are damaged or fragile are also put in store in preparation to be sent to binding. As with special collection items in Store, these can be requested using the 'Request' button on the catalogue record. Alternatively, ask at the enquiry/issue desk. An immediate fetching service cannot be guaranteed, but most items can be brought up from store within an hour of the request (except lunchtimes).



Printing, Photocopying & Scanning

The SRU MFD is completely separate to PrintPlus+ so staff and students wishing to use this service are directed to these machines elsewhere on campus. For AMA users, there is a PrintPlus+ machine situated in the ART area of the Sainsbury Centre.

It is essential that any copying is legal (for an overview, see the poster alongside the SRU Library MFD). For information on copyright, see <https://my.uea.ac.uk/divisions/it-and-computing-services/information-compliance/copyright>. Please ask for advice at the enquiry/issue desk on copyright regulations if unsure.

Printing/photocopying: Charges will be made per single sided sheet as follows:

A4 Black & white	5p;	A4 Colour	25p
A3 Black & white	10p;	A3 Colour	50p

With both printing and photocopying options, double-sided copies will be charged as two sheets.

The printers and copier are not coin or campus card operated. On finishing a session, users should count the number of prints/photocopies made and present them and total to staff for payment at the Enquiry/Issue desk where there is a card reader available (UEA has moved to a cashless campus).

Scanners: The MFD can be used to scan material to your email (registered UEA users only as scans are sent to UEA email accounts). There is no charge for use of this facility.

General notes and rules

When finished with, leave books and periodicals used in the Library on the returned books trolley in the Reading Room. Library staff will re-shelve all items.

Bags should be left in the lockers provided elsewhere in the building. Whilst some bags can be left at the Enquiry/Issue desk, space is limited.

Other books can be brought in the Library, but you may be asked to show them to Library staff on entering or leaving the Library.

Food and drink cannot be consumed in the Library. There is a coffee outlet open for light refreshments at the Terrace Café at the East end of the Sainsbury Centre (alongside the shop, gallery hours only) and the Modern Life Café West end for a broader range of drinks and food <https://www.sainsburycentre.ac.uk/eating-drinking/>. The Sainsbury Centre galleries are closed to the public on Mondays so these catering facilities are only available Tuesdays – Sundays.

Portable media players cannot be used within the Library. If this is a problem, e.g. if transcribing a recorded fieldwork interview, check with Library staff who will arrange a suitable space to work away from general library users. Mobile phones should be switched off when studying in the Library or set to silent if required for checking resources online.

Unauthorised removal of stock from the Library will be treated seriously, and may result in disciplinary action being taken.

If you have difficulties finding material, whether on the shelves or online or need some advice on our resources, please to not hesitate to ask for help.