

Photocopying, scanning and printing services

Self-service photocopying, scanning and printing require registration to *Pin and Print*, a service active in the libraries of Florence, Pisa and Siena

www.sba.unifi.it/CMpro-v-p-1497.html.

Library rules

Library rules can be found at www.sba.unifi.it/CMpro-v-p-252.html.

Users are requested to behave responsibly and respectfully.
They are reminded in particular that:

- eating and drinking are not allowed (only a small bottle of water);
- belongings must not be left unattended;
- mobile phones must be switched off;
- silence must be kept.

Additional study areas

Study areas for students are available at building D14 of Polo delle Scienze sociali, open Monday-Friday 9 am - 7 pm and Saturday 8 am -12 pm.

Information

For information about Library services and resources, please ask the Library staff at each floor of the Library or write to the digital reference service "**Chiedi in biblioteca**" ("Ask a librarian")

www.sba.unifi.it/CMpro-v-p-149.html.



European Documentation Centre (EDC)

On the first floor the library houses the European Documentation Centre that collects the European Union official publications and provides an information service about all the European subjects.

For further information or appointments see www.sba.unifi.it/CMpro-v-p-1563.html

Other information

Reference service

The **Reference service** helps users in their bibliographic searches and in the choice of the most efficient strategies for the retrieval and the evaluation of information resources.

The service, available by appointment, can be booked in the library, through the online form www.sba.unifi.it/CMpro-v-p-437.html or calling the number 055 2759866.

Newsletter

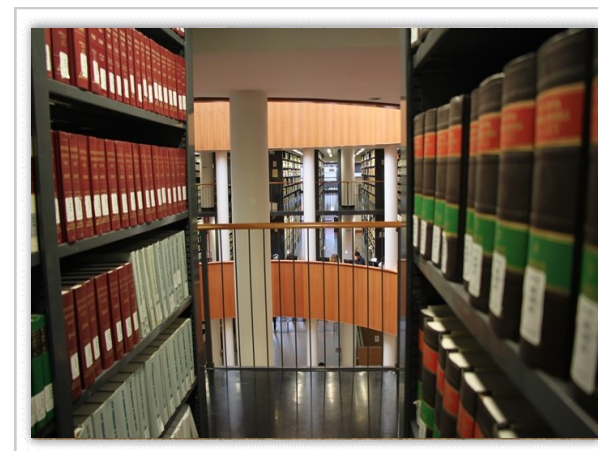
The Library provides an information service about library activities, events and services through the e-mail **Newsletter** "Notizie dalla Biblioteca di Scienze sociali". To register see www.sba.unifi.it/CMpro-v-p-256.html.



UNIVERSITÀ
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SISTEMA BIBLIOTECARIO DI ATENEO

BIBLIOTECA DI
SCIENZE SOCIALI



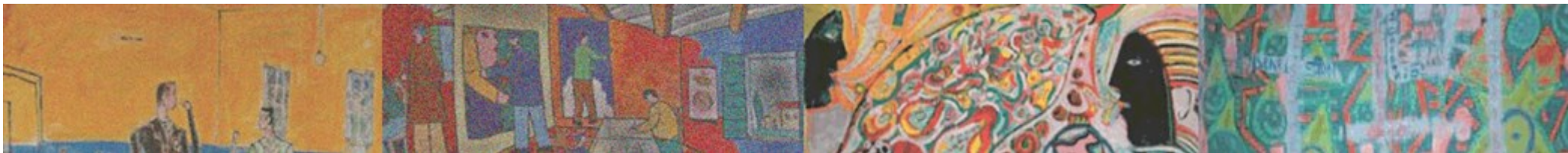
Guide to foreign students

Via delle Pandette, 2- 50127 Firenze
Tel. 055 2759879 Fax 055 2759877
E-mail scienze sociali@sba.unifi.it
Web www.sba.unifi.it/scienze sociali

Opening hours:

Monday-Friday 8.30 am-7 pm
Last entrance: 6.45 pm

Saturday 8.30 am-1.30 pm
Last entrance: 1.15 pm



Access to the Library

A library card is required to enter and exit the Library. Foreign students must apply for it at the ground floor circulation desk showing their student identification card.

The library card will be ready in a few days at the library entrance desk.

If the library card is lost, a form must be filled in at the library entrance desk.

Documentary resources (book storage)

The most valuable collections, the historical collections and the less recent documents are located in the book storage.

These documents can be requested through OneSearch and are delivered from Monday to Friday at 10.30 am, 12.30 pm and 4.30 pm; Saturday at 10.30 am and 12 pm.

Electronic resources

Several social sciences electronic resources (e-journals, databases, e-books) can be accessed from the University Library System website www.sba.unifi.it/. Authentication with username (student identification number) and password is required.

From outside the library, before authentication, users must set up their browser's configuration enabling internet access through the proxy www.sba.unifi.it/CMpro-v-p-1507.html.

Documentary resources

The Library's documentary resources can be searched for through OneSearch onesearch.unifi.it/.

All the didactic materials (including textbooks) are available at the ground floor.

Journals are available at the first floor (Italian) and at the first floor mezzanine (foreign).

Monographs are available at the second floor and at the second floor mezzanine.

Users can read the last issues of Italian and foreign newspapers and magazines in a special area on the first floor called "Emeroteca".

Loan services

Standard loan: Students can borrow up to 20 volumes for 1 month. Loans are automatically renewed unless another user has reserved them.

Short loan: Students can borrow up to 2 textbooks from 5 pm (Saturday from 12 pm) to 9.30 am of the following day.

Electronic document delivery: Free electronic copies of print journal articles held by the University of Florence can be requested (up to three a day) via authentication in OneSearch.

Interlibrary loan: The books or journal articles not held by the University of Florence can be requested to other libraries by the interlibrary loan service, via authentication in OneSearch.

Computers and wireless

Around **100 computers** are available for internet access subject to authentication and for study use.

Laptops, notebooks or other mobile devices can be connected to the internet network, either by cable or also by Wi-Fi.

For the **wireless connection** users must set up their browser's configuration enabling internet access through the proxy (address: proxy-auth.unifi.it; gate: 8888)

www.sba.unifi.it/CMpro-v-p-1496.html.