

B — S — R

BRITISH SCHOOL AT ROME

STAFF

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OPENING HOURS

The Library is open **Monday–Friday, 9.00-18.45** and is closed during the month of August and on all Italian public holidays. The annual inventory takes place at the end of July and the Library will be closed. Please see the website (<http://www.bsr.ac.uk/library>) for details.

Readers are requested to switch mobile phones to silent mode or, preferably, to leave them switched off with their bags, cases and helmets in the lockers in the Librarians' office.

READER'S CARD

Readers are required to take out a BSR Library Membership of € 30.00 per annum and should provide the following:

- letter of introduction from a University or Academic institution
- passport-size photograph
- passport/document

Temporary readers and Archive users will be issued with a one-month Membership card, € 10.00.

The Membership card must be swiped on entering and leaving the Library. A desk will be assigned by the Librarians on arrival to new readers.

ON-LINE CATALOGUE

The library is a member of the URBiS network of research libraries in Rome (www.urbis-libnet.org/vufind)

The terminals distributed throughout the Library give access to the URBiS integrated on-line catalogue.

The four terminals in the Catalogue room have Laccess, a program used to download data from Jstor and other electronic resources including on-line journals. For further information please read the guides found next to the four terminals.

PERIODICALS

Current issues of some periodicals can be found in the Periodicals room. **Please replace them on the relevant shelf after use.** New issues can be found in the Catalogue Room for a week. Back issues are located in the Extension (see plan) where a card catalogue of all periodicals held by the Library can also be found.

BOOKS

Readers can take books directly from the shelves. Plans of the Library indicate where the various sections (e.g. art history, archaeology etc.) can be found. The *Scheme of Classification* is available in the Catalogue Room to assist readers in locating sections by subject. On no account should books be removed from the Library.

BOOKMARKERS

Bookmarkers replace books which have either been borrowed by a resident (indicated by name and table number) or removed for binding. **Non-residents should not use bookmarkers.**

RESERVED BOOKS

A maximum of 5 books can be reserved for 5 days. *Book Reserve Forms* should be completed and inserted in one of the books to be reserved which should then be left on the trolleys in the Main Reading Room. **New arrivals and current periodicals cannot be reserved.**

RE-SHELVING

After use books should be left on the 'Books to be re-shelved' trolley in the relevant section.

PHOTOCOPIES

Readers can photocopy using their reader's card which can be charged with photocopying units of 10, 20, 30, 50, 100 or 200 copies (€1.50/€ 3/ € 4.50/ € 7.50/ € 15/ € 30). **Please consult the list beside the photocopier for books that must not be photocopied.** A copy stand is available for photographing (**without flash**) material that cannot be photocopied, with the exception of rare books.

SCANS

Readers can scan items after purchasing a card: 10 = 1€, 50 = 5€, 100 = 10€.
You must provide your own usb memory stick.

RARE BOOKS

Books printed before 1800 are indicated in the card catalogue by **ASK LIBRARIAN** and in the on-line catalogue by **Closed access material**. A *Rare Book Request Form* should be completed and given to a Librarian between 9.00 – 17.00 only.

These books must not be photocopied, photographed or scanned.

Rare books must not be scanned by readers. Please consult the Librarians.

WIFI

Wireless connection to the internet is available in the Library. Please ask the Librarians.

SMOKING IS STRICTLY FORBIDDEN

PLEASE DO NOT BRING FOOD OR DRINK INTO THE LIBRARY

