

INTERLIBRARY LOAN

Institutional Users are entitled to request books belonging to Italian or foreign libraries, by filling out the appropriate form available on the web. Professors, researchers and collaborators collect the books at the library; students collect the books at the UCPI (Central office for interlibrary loan), c/o the Biblioteca di Scienze statistiche, Via Cesare Battisti 241-243. External users make their requests and pick the books directly at the UCPI. For further information, please see <http://bibliotecadigitale.cab.unipd.it/en/> > Interlibrary loan.

DOCUMENT DELIVERY

In case (for study or research reasons) it is necessary to collect parts of books or articles published on journals not owned by the library, Document delivery service (DD) is available at national and international level.

Institutional Users make their request using the service NILDE, available at the following address: <https://nilde.bo.cnr.it/>. The *External users* make their request at the library.

The service requires a possible reimbursement of the sustained expenses; in addition, for external users a payment of 3 euro is requested independently from the outcome of the request.

The service is free of charge for professors, researchers and students working on their final dissertation, provided that they belong to the Department of Historical and Geographic Sciences and the Ancient World.

INTRA-UNIVERSITY DOCUMENT DELIVERY

Professors, researchers and disabled students can request the delivery of

documents available in the Library System of the University. The requests must be submitted using the service NILDE.

WIFI

Wi-fi service is available inside the Library.

DATABASES AND INTERNET

The Library provides 8 computers for the consultation of the University's electronic resources and internet; they are available to students, post-graduates and external users with a library card. The PCs are accessible using your email address @unipd or @studenti.unipd.it as a login.

The main databases for historical-bibliographic requests are:

- Historical Abstracts
- JSTOR – Journal storage project
- Periodical index online (PIO) and
- Periodical Archive online (PAO)
- Monumenta Germaniae historica
- Patrologia Latina
- Patrologia greco-latina
- Vetus latina database
- Brepolis databases
- Web of science

TRAINING WORKSHOPS

The Library periodically organizes courses for the use of electronic resources. Dates and information can be found on the Library's website and posted at the *bacheca*. Individual assistance for bibliographic research and database browsing is also available, by appointment.



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

LIBRARY OF HISTORY

Polo bibliotecario di Lettere

Opening Hours

**Monday-Friday
09.00 - 19.45**

Opening hours may change during holidays, please check the library homepage.

PALAZZO LUZZATO DINA
Via Vescovado 30, 35141 Padova
Tel. 049 8278510
Fax 049 8278511

E-mail: biblio.storia@unipd.it
<http://bibliotecastoria.cab.unipd.it/>

ACCESSING THE LIBRARY

The Library is open to everybody, provided that they get the entrance card at the Information Desk.

Disabled people needing to use the lift should ring the bell at the front door, and will be attended to by the library staff.

In the Library there are 93 seats, spread over the six reading rooms.

CATALOGUES

The Library owns about 90.000 books, 300 current subscriptions to periodicals, 300 periodicals out of print or whose subscription has been cancelled, microfilms, CD-ROMs, and old books.

The University OPAC can be browsed at the following address:

<http://catalogo.unipd.it/>

The OPAC (On line Public Access Catalogue) provides information about the books and acquisitions of all the university libraries and other important libraries of Padua. Specialized catalogues may be accessed through the library website: periodicals, old books, dissertations, digitized material and data base with the analytical titles of periodicals and miscellaneous works. The Library has 3 PCs available for bibliographic research.

Please ask the library staff for any further information.

PHOTOCOPYING

The Library provides two self-service photocopiers, to be operated with the university badge through MyPrint service (you can also print or scan your documents from PC, smartphone, tablet, etc.).

LOAN

Institutional and *External Users* are allowed to borrow books from the Library. In order to borrow books, students have to show their university badge or 'libretto'. External users can borrow books by purchasing a card giving access to library services.

Loan conditions for the Humanities Libraries are:

- Professors, Researchers, Postgraduate Students and University Staff can borrow up to **20 books for 60 days**;
- Students can borrow up to **10 books for 30 days**;
- External users can borrow up to **5 books for 30 days**.

Graduate students of Padua University can borrow books for one year after their degree.

The loan is personal. Users are contacted by email before the expiration of the loan. The renewal of the loan is possible only if the item has not been already booked. The loans may be renewed 5 times for institutional users and twice for external users.

The renewal can be made in person, by phone, email, or through the OPAC and starts from the moment it is requested.

After the expiration, users that have not given the books back are contacted with SMS and email reminders.

Students and external users may return materials up to three days after the due date; after this period, their borrowing and renewing privileges in the Humanities Libraries will be suspended. After the return of the loan, those users will be kept suspended for a number of days equal to the number of the days of delay.

The books out on loan can be booked by other users.

The books must not be underlined or damaged in any way.

Dictionaries, encyclopaedias, some manuals, old books, microfilms, periodicals, and textbooks cannot be borrowed, and must be used inside the library.

INTRA-UNIVERSITY LOAN

For professors, researchers and disabled students the loan service is provided under the same rules.