

You can also:

- bring in your own laptop and have access to the wireless network in all campus libraries.
- use photocopiers to reproduce the publications that you need, according with Copyright Regulation.

Please check with the library staff if particularly valuable works can be photocopied. If they cannot, alternative solutions may be found.



Need help? Please ask to:

Desk: is it hard to find your way around or do you want to know what services are on offer? Staff will be glad to answer your questions.

Reading Room Support: can't you find any book on shelf or don't you know how to use the online catalogue? Staff in the reading room will help you.

Reference services: do you need help in finding texts and relevant references for your dissertation or paper? Are you looking for articles but you don't know where to find them? Qualified staff will show you how to get the most out of our library collections.



Opening Hours

Humanities Library:

Monday - Friday 8:30-22:00 Saturday 8:30-12:30

Economics and Law Library:

Monday - Friday 8:00-19:30 Saturday 8:30-12:30

Engineering Library:

Monday - Friday 8:00-19:30



Respect the Library Rules of Behaviour :

- observe silence in the reading rooms.
- mobile phone may be switched to silence all time;
- don't bring drinks or food into the library:
- use the lockers outside the library to keep your bags safe; the University cannot accept responsibility for personal property left in the libraries;
- don't clutter the seats with books and others objects so as not to stop other people from using them.

If you find books or journals in a damaged state (pages missing, underlining, broken bindings) or machinery out of order (terminals, photocopiers, light bulbs) bring it to the attention of the staff at the desk.

Humanities Library

P.le S. Agostino 2– 24129 BERGAMO

Desk tel: 035-2052977 e-mail: bibuma-desk@unibg.it

Reference Services and Interlibrary Loans

tel: 035-2052981 e-mail: bibuma-ill@unibg.it

Economics and Law Library:

Via dei Caniana,2—24127 BERGAMO

Desk tel: 035-2052527 e-mail: bibeco-desk@unibg.it

Reference Services and Interlibrary Loans

tel: 035-2052532 e-mail: bibeco-ill@unibg.it

Engineering Library:

Via Pasubio - 24044 DALMINE (BG)

Desk: tel: 035 -2052304 email: bibing-desk@unibg.it

Reference Services and Interlibrary Loans

tel: 035-2052331 e-mail: bibing-ill@unibg.it



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**Libraries Services
Survival guide**



Economics and Law Library



Humanities Library



Engineering Library

Three libraries one system

The University of Bergamo's three libraries (Humanities Library, Economics and Law Library, and Engineering Library) are the service points of a single library system.

Go to your Department's Library in order to find subject collections for your courses, but remember that you can also apply other libraries for resources or services.

Web site

Keep tabs on the Libraries Sistem web site at <http://servizibibliotecari.unibg.it> so as to be updated on news and resources.

Your University ID Card is your Library ID card. So bring it with you to the library to make use of the services we offer.

In the library you can:

- read books and journals available on open shelves in the reading rooms;
- find reading lists books;
- borrow and reserve books;
- make suggestions for acquisitions;
- make copies of what you need in accordance with copyright regulations;
- ask for books and articles from other libraries;
- get help with bibliographical research and information search and retrieval;
- search on databases, catalogues, electronic publications and other internet resources;
- connect your laptop to the university network and to the Internet.

How do I find the books I need?

You can search for a book in the online catalogue by title, author, subject or keyword. You can also check whether it is available and find its library call number.

How can I get hold of the books I need?

Most of the books you are looking for will be on the shelves in the reading rooms. The call number indicates where to find them. Once you have the book you need, you can ask to borrow it at the desk. If the book you are looking for is in closed stacks, you have to fill in a request form at the desk.

For how long can I borrow a book?

Loans last 30 days, except for course reading texts, which can be borrowed for 15 days. Don't keep books beyond their return dates, otherwise you risk having your borrowing rights temporarily suspended. If no-one has reserved the book, you can renew the loan by taking the book with you to the library. In the alternative, you can connect to the online catalogue, identify yourself and renew the loan in to make your reservation online.

Recommendations, claims and suggestions

Use the online form to submit your recommendations for books, suggestions for improving library services or claims.

Reading List:

Books in course reading lists are available in more than one copy so as to ensure that at least one is in library for instant use. Select the online **Reading List**, choose your course, and look for the books that you need. In addition you can find references, journals, databases or web resources that librarians have selected for you in order to help you to go deeper into the subject you are studying.



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About BiGsearch?

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-All resources: to search across the Online Public Access Catalogue (OPAC), databases, electronic journals, e-books, free on-line contents ;

-Libraries OPAC: Search print collections - books, journals, papers - and subscribed ejournals and databases titles ;

-Aisberg. To search research materials from the Bergamo University institutional repository.

Electronic Resources

Most online resources the libraries subscribe to can be accessed remotely, from outside the University. Identify yourself to create your user account for electronic resources remote access service.



If I can't find what I'm looking for?

Ask in the Interlibrary Loan (ILL-servizi interbibliotecari) Office for help in searching for and finding the documents you are looking for. Even if your library does not have a copy of the book or article you are looking for, it can get it for you by borrowing it or getting a copy from other libraries in Italy and abroad.

