

Finding your way around the European University Institute and Florence

Arrival in Florence, initial moves

Transportation, retail, restaurants

Counselling & medical services

Other services

Telephone directory

Library

Academic publications

Library

Research at the Institute is supported by a top class Library and a team of experienced librarians and information specialists, who provide in-depth and personal services.

In the collections, users find approximately 3,000 print journals, over 8,500 e-journals and over half a million volumes in law, economics, history and political and social sciences, with European issues being particularly well represented. Most of the Library's holdings are on open access.

Users have a range of services at their disposal, all of which aim to put information within easy reach: on-demand acquisition of books, generous lending policies, fast document delivery services and interlibrary loan facilities, access to electronic text and data, remote login, photocopying, printing, scanning, downloading, reference and personal instruction. Users may consult the library catalogue via Public Access PCs in the Library as well as from any PC connected to the EUI campus network, using the network cables, or wireless connection.

Opening hours

Monday to Saturday: 08.30 – 22.30

Sunday: Closed.

For-up-to date information on opening hours related to EUI holidays and seasonal changes, please consult the library website <http://www.eui.eu/LIB/>

Catalogue

The Library Catalogue (<http://www.eui.eu/LIB/Catalogue/>) is the central starting point:

- Reserve material already on loan, by placing a hold/reservation.
- Links to available electronic versions are embedded in the catalogue entry.
- Although the Library is for the most part open access, lesser used material is increasingly being placed in storage. This is indicated in the Catalogue. To obtain an item from storage, users are requested to fill in a storage request form.
- Each month, the Library posts its latest acquisitions on the web.

Borrowing

All items should be registered on loan at the loan desk or by using the self check out machine, at the entrance of the Library. Users are responsible for items as long as these are checked out in their name. No item may be borrowed on behalf of another person without the permission from the user in whose name the loan is to be recorded and that user's EUI card. It is a serious offence to write in, damage, lose or refuse to return library material. In these cases a replacement copy will be charged to the offender and other sanctions may be applied.

- EUI members are allowed to borrow up to 50 items, i.e. books, working papers, etc. for up to one month, renewable twice if no hold is placed on the item.
- Short-time EUI visitors may borrow up to 10 items at the time.

- The due date of borrowed items can be viewed using “View your loan record” and ‘My Reading History service’ can be activated to keep a full list of borrowed items <http://biblio.eui.eu/patroninfo>
- The EUI Library charges fines for borrowed items which are not returned in time.
Unpaid fines may lead to suspension from certain library services.
- Periodicals, reference material and most European documentation are not available for borrowing.

Interlibrary loan (ILL)

EUI members can use the ILL Service. Up to eighty items, books and articles may be requested in one academic year.

Users must make their ILL requests using the on-line form. Complete and accurate information which can be found in the bibliographical databases, will speed requests. Users are particularly requested to respect the return date of ILLs. Some lending libraries stipulate that the material they send may only be consulted in the Library. Users should inform the ILL staff before leaving the EUI for a longer period of time, so that ordered material does not arrive during their absence.

Suggesting books for purchase

Suggestions regarding important new books are welcome and should be directed to the relevant information specialists, or by using the on-line suggestion form.

Electronic resources

The EUI Library subscribes to a wide range of materials in digital format: full-text periodicals, bibliographical databases, statistical databanks, etc. Direct links to the most important resources can be found on the library web pages.

Where licensing agreements permit, EUI members may also access electronic resources off-site for the duration of their contract / grant.

European Documentation Centre (EDC)

The EUI Library hosts a comprehensive European Documentation Centre.

Microforms

The EUI Library has a sizable collection of microforms. Since its founding in 1976 much out-of-print and archival material has been acquired in this format. Today the collection contains more than 250.000 documents, and it is still growing even though some of the material which was traditionally published in microform is now accessible on-line. A library within a library, the collection contains material relevant to all topics of research at the Institute.

Reader/copier machines in the microform consultation area (ground floor) can be used for viewing and for printing from microfilm and microfiche plus a machine that also allows for scanning of microform images to computer files

Assistance and reference

For advanced research questions, users should contact the information specialists. General reference queries may be addressed to the Information desk during its opening hours or via e-mail.

Reshelving

Consulted items should not be reshelved, but be left on the dedicated trolleys.

Working spaces and lockers

There are 170 lockers and 144 work spaces in the library, most of which are allocated by the academic service.

IT services and equipment

In the library there are 29 access points for internet / catalogue search, 17 PCs, 9 Copier/scan and printers available. Users can access the Library resources on-site using the public access PCs available throughout the Library.

Laptop users can access the network using network cables, or the wireless network. A wireless-free and a silent zone (only reading) were created in the library in 2008. EUI-members can access the entire campus network also off-site.

General library rules

- All users of the EUI Library should respect generally accepted norms of good behaviour towards their fellow users, the library staff, and library property;
- Library users should carry a valid EUI card to be shown at the request of the Library staff.

Library access

Internal users

- All EUI members have access and borrowing rights for the duration of their contract or grant;
- Partners of EUI members may request access to the library for the duration of their partner's grant or contract. They have no borrowing rights.

Alumni

- Former EUI members are considered alumni;
- Alumni may use the library after registration. Only those resident in Florence may have borrowing rights, with a maximum of 10 loans.

External users

- External users may request access to the library but have no borrowing rights.

Address

EUI Library

Badia Fiesolana

Via dei Roccettini 9

I-50014 San Domenico di Fiesole (FI)

Italy

www.eui.eu/LIB

Contact details

Director

Veerle Deckmyn

Library staff

<http://www.eui.eu/LIB/About/LibraryStaff.shtml>

Secretary

Lotta Svantesson

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Tel: (+ 39) 055 4685 340

Fax: (+ 39) 055 4685 283

Computing & Printing

Library@eui.eu

E-access

euiref@eui.eu

Form: <http://www.eui.eu/LIB/RequestForms/>

[OnlineResProblem.html](#)

Economics Information Specialist

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European Information Specialist

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Fines: problems and/or suggestions

euiref@eui.eu

History and Civilization Information Specialist

Serge Noiret

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+39 055 4685 348

Information desk

euiref@eui.eu

+39 055 4685 430

Monday - Friday : 13.00 - 18.00

Interlibrary loan

reqill@eui.eu

+39 055 4685 365 / 418

+39 055 5003 323 fax

Law Information Specialist

Machteld Nijsten

machteld.nijsten@eui.eu

+39 055 4685 259

Loan desk

euiref@eui.eu

Tel: (+39) 055 4685 358

Periodicals Service

periodicals@eui.eu

Tel: (+39) 055 4685 445 / 396

Political and Social Sciences Information Specialist

Peter Kennealy

peter.kennealy@eui.eu

Tel: (+39) 055 4685 278

Reference Librarian / Microform collection

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Request Forms

<http://www.eui.eu/LIB/RequestForms/>

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Education and Culture (EC)

Lifelong Learning Programme