



Welcome to Europe's Social Science Research Library

Access

- Opening hours:
Monday to Saturday 8.30-22.30
- Use your Library card to enter the Library, keep it with you at all times
- Library desk assistance:
Monday to Friday 9.00-19.00



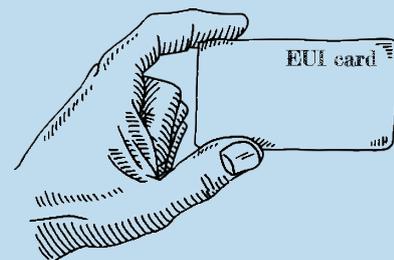
Find books

- Consult the catalogue (opac.eui.eu) to find and locate material
- Most of the Library holdings on open shelving
- Requested material from storage delivered Monday to Friday - material requested before 13.00 will be available later in the afternoon



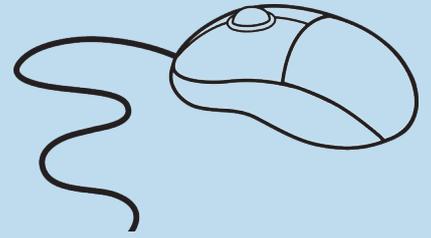
Borrow books

- Up to 60 books renewable 12 times if not requested by another user
- 2 self-checkout machines
- Book-drop boxes around EUI to return books
- Fines are charged for overdue items
- Keep an eye on your Library account and your eui email for notifications



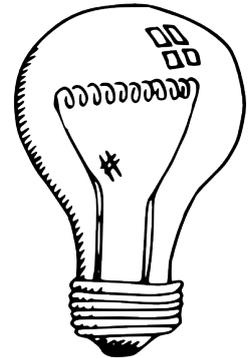
Use facilities

- PCs on all floors with access to internal network - do not lock them
- 8 wall-mounted PCs in theLibrary for Catalogue and Internet consultation
- WiFi (both EUI-WiFi and eduroam)
- Copy, scan and print from multifunction machines
- Default print/copy quota of about 4000 A4 BW prints per academic year
- Binder free to use - ring binder and plastic covers for sale at the Issue Desk



Share space

- Around 200 first come, first served workspaces available to all users cleared of all material each morning
- Do not reshelve books
- Lockers allocated by Academic Service - allowed checked out books only
- Phones in silent mode, no taking calls
- Discussion room for group work
- No food, only bottled water
- Social room for eating, talking, Skyping...



Contacts

email: library@eui.eu
tel.: +39 055 4685 340

Badia Fiesolana
Via dei Roccettini 9
50014 San Domenico di Fiesole
Italy



Borrowing books, requesting purchases & InterLibrary loans

1 Find your item on our Catalogue opac.eui.eu - if it's not a journal or a reference-only book, you may borrow it.



2 Pick it up from the shelf and come to the Issue Desk or check it out yourself with a self-check out terminal.

Alternatively, have it delivered in Salviati, Schifanoia or La Fonte: pick it up from the porter when you get the email. See tinyurl.com/EUIdelivery



2bis Part of our material is kept in storage. In this case, click on "place hold" to have it delivered (book), or fill in a Request a Periodical Form at tinyurl.com/EUIperiodical

3 EUI users may borrow up to 60 books for 30 days; Short-term visitors may take up to 10 books for 30 days. DVDs are on loan for 7 days.



4 Renew your items up to 12 times on opac.eui.eu > My Account. User ID: Library code on your EUI card; default PIN: the last 5 digits of the Library code.

Renewal is not possible if someone else has requested the same book.



5 Overdue books accrue fines, keep an eye on your account!

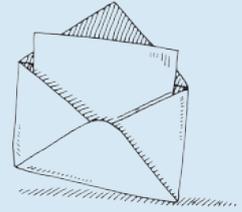


6 Return books at the Library Issue Desk or in one of the book-drop boxes at the Badia, Salviati, Schifanoia, La Fonte.



If we don't have the book you need..

...and you would like us to buy it, fill in a Purchase Request Form. Our Information Specialists will reply directly to you. See tinyurl.com/EUIpurchase



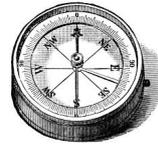
If we can't buy it, request an InterLibrary Loan

- Open the Library Catalogue opac.eui.eu
- Log into My Account
- On the top right-hand corner, click on "Send an ILL request"
- Fill the form
- Contact: reqill@eui.eu
- Please note that: * ILLs are strictly personal: the documents obtained may not be made available to others * 80 requests available per academic year * Loans should be returned within the due date stated by the lending library, without fail * ILLs may not be renewed and will be subject to fines as soon as they become overdue



Electronic resources

Where



opac.eui.eu

...is much more than a simple catalogue. Switch between two tabs:

- **Catalogue:** find print and online resources by title.
- **Articles+:** find individual chapters and articles from our eJournals and eBooks.

Search eJournals and eBooks

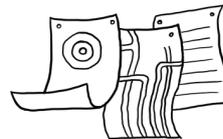
Browse thousands of eJournal and eBook titles via the Search eJournals and eBooks button.

Find this tool on our homepage and on opac.eui.eu

Databases A-Z

At tinyurl.com/euidatabases look for databases by name, subject, resource type, geographic focus.

What



Databases

Our subscriptions to specialised databases are more than 350

eJournals

More than 60,500 titles

eBooks

Nearly 500,000 titles

How to access

On campus

Access to Library e-resources is available from any EUI computer or from any device connected to EUI Wi-Fi and EUI eduroam.

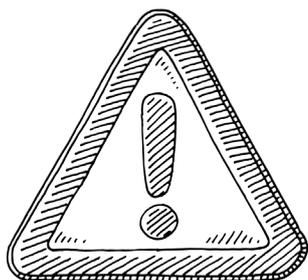
Off campus

Remote access to e-resources is restricted to current EUI members. Login with your Library code (on EUI card) and password (default: last 5 digits of the Library code).

EUI members' remote access is suspended when the overdue fines limit has been reached or when the Library account has expired.

Restrictions

Access to the electronic resources listed on the EUI Library website and catalogue is restricted to current members of the EUI for the purposes of research, teaching and private study. Under EUI Library's license agreements for electronic resources, users may not:



- Allow anyone other than an authorized user to use the licensed materials
- Modify or create a derivative work of the licensed materials without the permission of the licensor
- Remove, obscure or modify any copyright or other proprietary notices included in the licensed materials
- Use the licensed materials for commercial purposes
- Systematically download, distribute, or retain substantial portions of information

Tools and guides:

Visit tinyurl.com/euilibe to find out how to set up:

- Google Scholar
- Zotero
- Endnote
- VPN remote connection

Report a problem:

Fill the form at tinyurl.com/euieproblem to report problems you have accessing Library databases, eJournals, eBooks, or other electronic resources.

Support is provided 24/7.

Open Access & Cadmus



What is Open Access?

An Open Access (OA) publication is immediately and freely available online, to read, download, copy, print, disseminate or search. As a publicly-funded institute, our aim is to increase the proportion of research publications in Open Access. The EUI Open Access Policy encourages its members to facilitate the dissemination of their published research by depositing it with Cadmus.



International Open Access week is on 23-29 October 2017 - join us!

Cadmus

The EUI institutional repository, Cadmus, registers EUI members' academic publications produced during their time at the Institute and those based on research carried out here.

- Total records: more than 20,000
- Total OA publications: nearly 6,000 (30%)
- Cadmus yearly growth: approx. 2,200 records added
- EUI yearly research output: around 1,000 publications
- Yearly usage statistics: 300,000 visits and 700,000 page views

Why?

- Immediate visibility and accessibility and increased possibility to be cited
- Cadmus attributes unique and persistent identifiers: a handle and a digital object identifier (DOI)
- Strong guarantee for claiming your work

Contacts

cadmus.eui.eu

Write to cadmus@eui.eu

Twitter @CadmusEUI

OrcID, author identifier

Provides a persistent identifier that distinguishes you from other researchers, providing automated linkages between you and your work. Orcid.org

Submit your publication to Cadmus

How

Send details and, when possible, the full-text PDF via email to cadmus@eui.eu, as described below:

Article description:

Author(s)/Editor(s): BRAUN, Daniela; HUTTER, Swen

Title: Political trust, extra-representational participation and the openness of political systems

Journal details: International political science review, 2016, Vol. 37, No. 2, pp. 151-165

DOI: 10.1177/0192512114559108 -- **ISSN:** 0192-5121; 1460-373X

Abstract

Sponsor information: (required where EU/ERC funded)

Attachment(s): Full-text PDF in the version allowed

Book description:

Author(s)/Editor(s): DEUTSCHMANN, Moritz

Title: Iran and Russian imperialism : the ideal anarchists, 1800-1914

Citation details: Abingdon ; Oxon : Routledge, 2016, Iranian studies ; 30

ISBN: 9781138937017 -- **DOI:** (where available)

Abstract

Table of Contents

Version information: Published version of EUI PhD thesis, 2013

Sponsor information: (required where EU/ERC funded)

Attachment(s): Full-text PDF of a sample chapter, Book cover in .jpg

Who

- EUI Professors and Fellows
- EUI Researchers
- EUI Research Assistants
- EUI Visiting Professors, Fellows and Researchers

Cadmus staff can advise on author rights and correspondence with publishers.

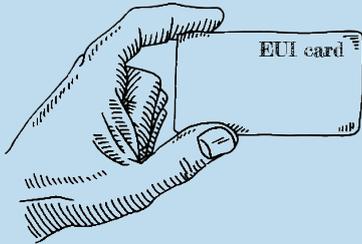
What

Academic publications of EUI members:

- Articles
- Books/eBooks
- Book chapters
- Special issues of Journals (edited by EUI members)
- Working papers (and similar series)

and also EUI-sponsored publications, EUI series, EUI Project publications...

Printing, scanning & photocopying



The Library has 7 multifunction machines. Hover your EUI card on their readers (right-hand side) to print, photocopy and scan. If you have forgotten your card, you can insert your user ID and password manually.

Printing & photocopying Scanning

A print quota is automatically assigned at the beginning of each academic year. The yearly quota freely available to researchers is €180.00, which allow, for example:

- over 4,600 B/W A4 pages; or
- 4,200 B/W A4 pages and 200 A4 colour pages

Topping up your credit

- Cash: pay at the CRF desk (office BF036 in the bank corridor at the Badia)
- Via credit card: visit EUI's ePayments portal at apps.eui.eu/ePaymentsForms/ICTPrints/Prints

The multifunction machines allow free scanning in several scan destinations:

- Shared folder
- Your home folder (G: drive)
- Your personal EUI or other email address (only documents up to 10Mb). Your own EUI

email is automatically the destination address. You can change the address manually by tapping on the "to" field.

If you choose an editable format such as Word or Excel, the machine will automatically perform Optical Character Recognition (OCR) and the resulting file will be immediately editable.

Mind the copyright!

Be aware of the Library Copyright Rules before photocopying and scanning.

Find them here:

tinyurl.com/euicopyright

Do you need help?

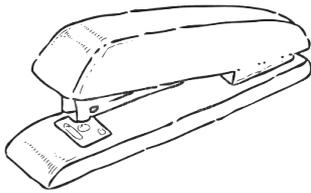
If technical assistance is needed call ext. 2600 or open a ticket on the EUI Helpdesk: helpdesk.eui.eu

Office hours:

Monday to Saturday (except for official EUI and Library closures)

8:30 to 22:30

Useful tips for everyday printing



Your document can be stapled by the multifunction machines: remember to add this function when you launch your print.



Printing can be as easy as sending an email:

- Write or forward an email to myprint@eui.eu with the document you want to print in attachment and make sure to send it from your EUI email address
- Allow a few minutes for myPrint to analyse the attachment and apply proper printing settings
- Retrieve the print job from any multifunction machine