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## Real Estate & Facilities Service (REFs)

### PRACTICAL INFORMATION FOR VISITING FELLOWS

**Academic Year 2023-2024**

## PRACTICAL INFORMATION FOR VISITING FELLOWS

**Responsible Unit:** EUI4U Welcome Unit, Real Estate & Facilities Service

### Aim of the instruction

The aim of this document is to provide practical information for new members of the EUI, to help them to plan their arrival and stay in Florence.

## Table of Contents

<a href="#">Registration</a> .....	page	4
<a href="#">EUI Cards &amp; EUI Partner Cards</a> .....	page	5
<a href="#">Research Tools</a> .....	page	6
<a href="#">Facilities at EUI</a> .....	page	9

## Registration

On arrival, new fellows register with the EUI4U Welcome Unit at the Badia Fiesolana. During registration, we will provide you with your EUI card and other useful documents and information for your stay in Florence.

**Please inform the EUI4U Welcome Unit of the date and time of your arrival at the Institute as soon as you know it. Registration is arranged by appointment.**

## European University Institute Card

### European University Institute Card

Upon registration, fellows receive a EUI identity card with their photograph and matriculation number. This is used to access the EUI campus, the Library, and it can be used in the canteens.

EUI cards are prepared beforehand. As such, you should email a **passport photo in electronic format (.jpg)** to [EUI4U.Welcome@eui.eu](mailto:EUI4U.Welcome@eui.eu) at your earliest convenience, and always before your start date.

### Partner Cards

Postdoctoral fellows may apply for a EUI card for their partner. It grants partners access to the same buildings as the fellows, as well as access to the Library (without any print or photocopying quota). For further information, and to apply for a partner card, please consult the [EUI Partner Card page](#).

## Research Tools

### The ICT service

The ICT Service provides the information technology resources for the work and activities of the EUI members. The ICT offers and maintains a wide range of services, including: computing accounts with a EUI email address, personal network storage area (G: drive), support for personal devices, printing services, A/V equipment, on campus access via LAN and Wi-Fi, as well as off campus intranet access via VPN. The ICT service also provides a wide range of research software for personal use.

For more information see <http://www.eui.eu/ICT-Flyer> or visit ICT's homepage <http://www.eui.eu/ICT>

### Library

The Library supports the high-level research, teaching and training activities of the EUI scholarly community, and aims to provide the best possible collections, services and information tools in the social sciences and humanities, with a particular emphasis on Europe. The resources include over half a million books and almost 610,000 eBooks in law, economics, history and civilization, and political and social sciences. In addition, the Library provides access to an extensive collection of databases, full text eJournals, and working papers.

The Library also maintains a Data Portal for licensed and open access, micro and macro-datasets.

The Library has the status of European Documentation Centre (EDC), an official depository of EU publications and documents.

Users have a range of services at their disposal: on-demand acquisition of books and eBooks, generous lending policies, daily book delivery service to the main EUI villas, fast document delivery

services and interlibrary loans, personal assistance and numerous training sessions. Opening hours, workspaces and library PCs are always updated on the library website. Users can access the EUI network with their personal laptops via WiFi connections.

Please note that library fines are charged for overdue items. It is your responsibility to manage your library borrowing and to renew or return your books on time.

Further information on Library rules can be found here:  
<https://www.eui.eu/Research/Library/AboutTheLibrary/LibraryRules>

Further information on Library fines can be found here:  
<https://www.eui.eu/Research/Library/Services/Borrowing-and-renewals/Fines>

You can read more about the available Library services and resources on the Library website:  
<http://www.eui.eu/Library>

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### **Cadmus, EUI Research Repository and Open Access**

Cadmus is the EUI Research Repository. It contains EUI-members' academic publications and datasets issued during their time at the EUI and/or based on research carried out at the EUI. Cadmus also includes all publications from academic series sponsored by the EUI, such as working paper series and theses written by EUI researchers. Cadmus contains Open Access publications at an increasing proportion. Cadmus is searchable in, and harvested by, several European and international networks and portals.

All members of the EUI are required to submit their publications to [cadmus@eui.eu](mailto:cadmus@eui.eu) and to add the full-text where possible; datasets should be submitted to [resdata@eui.eu](mailto:resdata@eui.eu). EUI members should also connect their ORCID to Cadmus [<https://cadmus.eui.eu/ORCID/>] in order to allow for the automatic population of their ORCID profiles.

Every year the Library organises events at the EUI, in February, during the international Love Data Week and in October during the International Open Access Week.

### **Language Centre**

The EUI Language Centre provides various language and academic literacies courses and workshops, as well as group and individual support in English, Italian, French, German and Spanish. .

For more information on courses, timetables and contacts please see:

<http://www.eui.eu/ServicesAndAdmin/LanguageCentre/Index.aspx>



## Facilities at the EUI

### Photocopying

Fellows have an annual quota of roughly 4,000 pages for both black and white or colour photocopies and printouts, free of charge.

### Coffee Bars and Canteens

The Coffee Bars and the Canteens are open from Monday to Friday, except on EUI holidays.

#### Coffee Bars

Badia Fiesolana	08:30 – 18:00
Villa Schifanoia	08:30 – 15:30
Villa La Fonte	08:30 – 17:00
Villa Salviati	08:30 – 16:30

#### Canteens

Badia Fiesolana	12:00 – 14:30
Villa Schifanoia	12:00 – 14:00
Villa La Fonte	12:00 – 14:00
Villa Salviati	12:00 – 14:00

## Fiasco Social Club

*Fiasco Social Club* ([Fiasco.Socialclub@eui.eu](mailto:Fiasco.Socialclub@eui.eu)), managed by EUI Researchers, is located at the Badia Fiesolana. It has a TV and games room (pool table, table football, and darts).

*Fiasco Social Club* is open every weeknight from 18:30 until late for all members of the Institute. It offers international beers, wines, and spirits, as well as varied Italian food. It is a good place to meet faculty, staff, fellows, and researchers.

*Fiasco Social Club* runs on a purely voluntary and non-profit basis. Every EUI member, be it researcher, faculty, or staff, can join the team and contribute to the functioning of the Club by volunteering to keep the common room open on a chosen weekday, or by organising events.

For more information, see <https://www.eui.eu/ServicesAndAdmin/ExtracurricularActivities/Fiasco-Social-Club>

## Newspapers

The Library offers broad access to news media online. Among the individual subscriptions, the Library holds: The Economist, Financial Times, New York Times, Times Higher Education. EUI members have also access to news aggregators such as Factiva and Westlaw. Find them on the Library catalogue <https://opac.eui.eu>

In addition to these, the Library subscribes to PressReader.com, which provides access to same-day editions of international publications such as Corriere della Sera, Le Figaro, Gazeta Wyborcza, The Guardian, I Kathimerini, The Irish Times, Libération, El Mundo, El País, De Standaard, The Washington Post and many more.

Find out more at [www.eui.eu/newspapers](http://www.eui.eu/newspapers)