



THE BRITISH SCHOOL AT ROME LIBRARY

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STAFF

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OPENING HOURS

The Library is open **Monday-Friday, 9.00-18.45**; and is closed for the months of July and August and all Italian public holidays.

Readers are requested to switch off mobile phones and leave them with their bags, cases and helmets in the lockers in the Librarians' office.

READER'S CARD

Readers are required to take out a BSR Library Membership of € 30,00 per annum and should provide the following:

- letter of introduction from a University or Academic institution
- passport-size photograph
- passport/document

Temporary readers and Archive users will be issued with a one-month Membership card at a cost of € 10,00.

The reader's card must be swiped on entering and leaving the Library. A desk will be assigned by the Librarians on arrival.

CARD CATALOGUE

The card catalogue has not been updated since 1992. It is arranged by author (there is no subject catalogue) and includes the titles of periodicals held. Volumes published after 1985 can also be searched under title. The pink cards indicate articles in journals, while the green cards indicate papers from congresses, festchrift etc.

ON-LINE CATALOGUE

The Library was a founding member of the network **URBS** (Unione Romana Biblioteche Scientifiche www.reteurbs.org) which was set up in 1992. All new accessions from that date have been catalogued on-line and the retrospective conversion is on-going. Ten terminals are available for readers: four in the Catalogue Room, two in the Periodicals Room, two in the Main Reading Room, one in the Extension and one in the new Basement.

PERIODICALS

Current issues of periodicals can be found in the Periodicals room. **Please replace them on the relevant shelf after use.** On arrival new issues can be found in the Catalogue Room for a week. Back issues are

located in the Extension (see plan) where a card catalogue of all periodicals held by the Library can also be found.

BOOKS

Readers can take books directly from the shelves. Plans of the Library indicate where the various sections (e.g. art history, archaeology etc.) can be found. The *Scheme of Classification* is available in the Catalogue Room to assist readers in locating sections by subject. On no account should books be removed from the Library.

BOOKMARKERS

Bookmarkers replace books which have either been borrowed by a resident (indicated by name and table number) or removed for binding. **Non-residents should not use bookmarkers.**

RESERVED BOOKS

A maximum of 5 books can be reserved for 5 days. *Book Reserve Forms* should be completed and inserted in one of the books to be reserved which should then be left on the trolleys in the Main Reading Room. **New arrivals and current periodicals cannot be reserved.**

RE-SHELVING

After use books should be left on the 'Books to be re-shelved' trolley in the relevant section.

PHOTOCOPIES

Readers can photocopy using their reader's card which can be charged with photocopying units of 10, 20, 30, 50, 100 or 200 copies (€1.50/€3/ €4.50/ €7.50/ €15/ €30). **Please consult the list beside the photocopier for books that must not be photocopied.** A copy stand is available for photographing material that cannot be photocopied.

RARE BOOKS

Books printed before 1800 are indicated in the card catalogue by **ASK LIBRARIAN** and in the on-line catalogue by **Closed access material**. A *Rare Book Request Form* should be completed and given to a Librarian between 9.00 – 17.00 only.

**SMOKING AND THE USE OF MOBILE PHONES IS STRICTLY FORBIDDEN.
PLEASE DO NOT BRING FOOD OR DRINK INTO THE LIBRARY**

