Study areas for students are available at building D14 of Polo delle Scienze sociali, open Monday-Friday 9 am - 7 pm and Saturday 8 am - 12 pm.

Library rules

Library rules can be found at https://www.sba.unifi.it/p71.html.

Users are requested to behave responsibly and respectfully. They are reminded in particular that:

- eating and drinking are not allowed (only a small bottle of water);
- belongings must not be left unattended;
- mobile phones must be switched off;
- silence must be kept.

Additional study areas

Study areas for students are available at building D14 of Polo delle Scienze sociali, open Monday-Friday 9 am - 7 pm and Saturday 8 am - 12 pm.

Library rules

Library rules can be found at https://www.sba.unifi.it/p71.html.

Users are requested to behave responsibly and respectfully. They are reminded in particular that:

- eating and drinking are not allowed (only a small bottle of water);
- belongings must not be left unattended;
- mobile phones must be switched off;
- silence must be kept.

Information

For information about Library services and resources, please ask the Library staff at each floor of the Library or write to the digital reference service “Chiedi in biblioteca” (“Ask a librarian”)

Library Promotion Service, Library of Social sciences, August 2019
**Access to the Library**

A library card is required to enter and exit the Library. Foreign students must apply for it at the ground floor circulation desk showing their student identification card. The library card will be ready in a few days at the library entrance desk.

If the library card is lost, a form must be filled in at the library entrance desk.

**Documentary resources (book storage)**

The most valuable collections, the historical collections and the less recent documents are located in the book storage.

These documents can be requested through OneSearch and are delivered from Monday to Friday at 10.30 am, 12.30 pm and 4.30 pm; Saturday at 10.30 am and 12 pm.

**Electronic resources**

Several social sciences electronic resources (e-journals, databases, e-books) can be accessed from the University Library System website www.sba.unifi.it/. Authentication with username (student identification number) and password is required.

From outside the library, before authentication, users must set up their browser's configuration enabling internet access through the proxy https://www.sba.unifi.it/p1507.html.

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**Documentary resources**

The Library's documentary resources can be searched for through OneSearch onsearch.unifi.it/.

All the didactic materials (including textbooks) are available at the ground floor.

Journals are available at the first floor (Italian) and at the first floor mezzanine (foreign).

Monographs are available at the second floor and at the second floor mezzanine.

Users can read the last issues of Italian and foreign newspapers and magazines in a special area on the first floor called "Emeroteca" https://www.sba.unifi.it/p219.html.

**Loan services**

**Standard loan:** Students can borrow up to 20 volumes for 1 month. Loans are automatically renewed unless another user has reserved them.

**Short loan:** Students can borrow up to 2 textbooks from 5 pm (Saturday from 12 pm) to 9.30 am of the following day.

**Electronic document delivery:** Free electronic copies of print journal articles held by the University of Florence can be requested via authentication in OneSearch.

**Interlibrary loan:** The books or journal articles not held by the University of Florence can be requested to other libraries by the interlibrary loan service, via authentication in OneSearch.

**Computers and wireless**

Around **100 computers** are available for internet access subject to authentication and for study use.

Laptops, notebooks or other mobile devices can be connected to the internet network, either by cable or also by Wi-Fi.

For the **wireless connection** users must set up their browser's configuration enabling internet access through the proxy (address: proxy-auth.unifi.it; gate: 8888)

https://www.sba.unifi.it/p1496.html.