

Guide to **Library Services**



Polo Bibliotecario
Parlamentare

**Biblioteca del Senato
“Giovanni Spadolini”**

Library card

**Browsing and using
the collections**

Getting copies

Other services

**Useful information
and code of conduct**



Info

**Biblioteca del Senato
Giovanni Spadolini**
Piazza della Minerva, 38
I - 00186 Rome

Library website
senato.it/biblioteca

Opening Hours
Monday-Friday:
9:00 - 19:30
Saturday: 9:00 - 12:30
Closed in August

ph. +39.06.6706.3717
bibliotecaminerva@senato.it

Reference service
“Chiedi al Polo bibliotecario
parlamentare”
[polobibliotecario@
parlamento.it](mailto:polobibliotecario@parlamento.it)

**Information
on Italian local history**
fondispeciali@senato.it

Guided tours and events
bibleventi@senato.it

Getting a Library card

In 2007, the Senate Library merged with the Library of the Chamber of Deputies to form the Joint Parliamentary Library. After obtaining your Senate Library card, you will gain access to all services and collections offered by the Joint Parliamentary Library.



In order to access the Library, you must bring a valid ID and apply for a Library card, which is valid six months and may be renewed. The Senate Library card also gives access to the Library of the Chamber of Deputies (main entrance at Via del Seminario, 76).

Browsing the collections

The Senate Library has the following catalogues:

Joint Parliamentary Library catalogue

opac.parlamento.it

To search all Senate and Chamber of Deputies collections.

Special Collections catalogues

From the Library homepage into the box “Cerca in”

- ▶ **Cataloghi di diritto comune:**
Fondo Cortese e Fondo Vassalli
- ▶ **Banche dati di statuti e storia locale**

Providing access to the catalogues of statutes, ancient books from the 13th to the 19th century on Italy's local history, and special collections in *jus commune* and legal history.

Digital resources

From the Library homepage into the box “Cerca in”

Available in their full versions only from the library workstations – can be accessed through:

- 1) Biblioteca digitale del Polo bibliotecario parlamentare (Digital Library)
parlamento.it/921
- 2) Re@IWeb.

Portale delle risorse elettroniche del Polo bibliotecario parlamentare (Portal of digital resources)
realweb.parlamento.it

Asking for assistance

The Joint Parliamentary Library provides an on-demand reference service, “Chiedi al Polo bibliotecario parlamentare”. Please email polobibliotecario@parlamento.it and explain the object and purpose of your request (dissertation, publication, etc.). Please leave your telephone number.

For research on local history, write to:
fondispeciali@senato.it



Using the collections

The Joint Parliamentary Library houses over 2 millions books and periodicals, specializing in law, political science and history. Volumes are stored partly on open shelves and partly in closed stacks.

Volumes

Open-shelf volumes are freely accessible. Please leave these books on the reading desks after usage.

In order to obtain **volumes from the closed stacks**, please look up in the catalogues, fill in a request slip and leave it in the appropriate tray. Volumes must be returned to the service desk before leaving the library.

If you are planning to use the books for more than one day, you may request the Library staff not to return them to storage for a maximum of 15 days, renewable once.

Volumes from the Chamber of Deputies Library must be requested at and returned to the Library desk of the Chamber of Deputies.

Periodicals and newspapers

Following the establishment of the Joint Parliamentary Library. Most current periodicals are held by the Chamber, while newspapers are to be found at the Senate Library.

All the newspapers are listed in the Annual Catalogue **I Giornali. Catalogo annuale** available in the Library Homepage.

Print newspapers are mainly stored off-site. All the collections stored in outbuildings are delivered everyday.

Before requesting bound collections of newspapers and periodicals, you may

- check if a digital version is available;
- use the microfilm collections.

Getting copies Other services

The photocopying service operates in full compliance with copyright laws. Each A4 B&W copy costs 10 eurocent.

In order to make copies of printed newspapers, you may either:

- take pictures with your own camera (remember to fill in the proper form at the reference desk or through the library website); or
- save images to personal devices from microfilms (if available).

Taking photographs and saving files is free of charge.

Studying on personal books

Library users can request authorization to introduce up to a maximum of two volumes for study activities. To be authorized, volumes must be relevant to the subjects in which the library specializes. In addition, the use of the room “Pensiero politico” for studying in small groups can be authorized.

Booking a seat

Library users can reserve some seats in advance, both for study and for consultation. Interested users may ask the Library staff for more information.

Internet access

Several workstations are available for public use through a personal one-day password.

Library workstations are not connected to printers.

A Wi-Fi connection is also freely available through a one-day password.

Training and courses

Twice a year, the Joint Parliamentary Library offers training courses on bibliographic, legal, parliamentary and current issues research. For further information, please visit the Joint Parliamentary Library website

parlamento.it/942

or email

polobibliotecario@parlamento.it



Useful information and code of conduct

Admission

Requirements Library users should be over 16 years of age, carry a valid personal ID and fill in the application form.

Rules of conduct

Dress code Appropriate clothing is required to enter the Library.

Personal bags For security reasons, personal bags must be stored in lockers. Personal effects can only be introduced into the Library if carried in the see-through bags provided at the entrance.

Personal books Personal books other than printed legal codes shall not be allowed into the Library unless authorized.

Tablets and laptop computers Portable computers and mobile devices may be introduced without authorization.

Cameras Cameras and visual recording devices may only be used if authorized by the Library staff.

Temporary exits Are not allowed.

Food and drinks For security reasons, it is forbidden to introduce food and drinks into the Library.

Conduct Personal items should not be left unattended. The Library may not be held liable for personal belongings left in reading rooms. Seats and workstations must be vacated if a user is going to be absent for more than 15 minutes. Silence should be observed at all times in all reading rooms.

Book care Users marking or anyway damaging Library material are subjected to sanctions. If you notice any damage in the books given to you, please inform the Library staff.

Internet Access

Library workstations You can access them through a personal one-day password.

Wi-Fi A Wi-Fi connection is available using a daily password.

Lost and found

Ask the Library staff at the reference desk.

Reading rooms

