



## Computers and Wi-Fi

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 by Wi-Fi.

For the **wireless connection** users must set up their browser's configuration enabling internet access through the proxy (for Internet Explorer: address: [proxy-auth.unifi.it](http://proxy-auth.unifi.it); gate 8888; for other browsers see <http://www.csiaf.unifi.it/CMpro-v-p-680.html>).

## Library rules

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.

## Photocopying and printing services

Self-service photocopying and networked printing machines are located on each floor of the Library.

Prepaid rechargeable cards can be purchased at all floors of the Library.

## Information and contacts

For information please ask the Library staff at each floor of the Library or write to the digital reference service "Chiedi in biblioteca" ("Ask a librarian") <http://www.sba.unifi.it/CMpro-v-p-149.html>.

# Guide for Erasmus students

## 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 pm- 12 am.

ERASMUS

Website: <http://www.sba.unifi.it/scienzesociali>

E-mail: [scienzesociali@biblio.unifi.it](mailto:scienzesociali@biblio.unifi.it)

Polo delle Scienze sociali – building D10  
Via delle Pandette, 2 - Florence

Monday-Friday 8.30 am – 7 pm  
Last entrance: 6.45 pm

## Access to the Library

A **library card** is required to enter and exit the Library. Erasmus students must apply for it at the ground floor circulation desk by 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 at the library entrance desk.

## Documentary resources

The Library's documentary resources can be searched through the University of Florence's online catalogue <http://opac.unifi.it:8991/F>.

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 landing (foreign).

**Monographs** are available at the second floor and at the second floor landing.

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

Information about the access to these collections can be asked at the ground floor circulation desk.

## Loan services

**Standard loan:** Erasmus students can borrow up to 6 volumes for 1 month and renew their loans up to twice, via authentication in the online catalogue.

**Short loan:** Erasmus students can borrow up to 2 textbooks from 5 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 (up to three a day) via authentication in the online catalogue.

**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 the online catalogue.

## Electronic resources

All the electronic resources (databases, e-journals, online catalogues, portals, etc.) available to the University of Florence's users can be searched and accessed through **Metalib**, via <http://www.sba.unifi.it/>.

**Authentication** with username (student identification number) and password is required.

**From outside the library**, users must set up their browser's configuration (Internet Explorer) enabling internet access through the proxy (for Internet Explorer: address: [proxy-auth.unifi.it](http://proxy-auth.unifi.it); gate: 8888; for other browsers see <http://www.csiarf.unifi.it/CMpro-v-p-680.html>).

Erasmus

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