

How to get access in the university libraries?

This tutorial will present you all the information you will need to use and access the libraries of UniFI (The University of Florence) during your exchange period.

Access mode.

The access to the Library is made through the use of your personal **matricola number** that must be shown at the front desk office. You will receive a temporary library card to have access to the building.

→ **Your behavior within the library.**

Users are required to maintain decent, correct and respectful behavior, in accordance with the provisions of Article 17 of the [Regulation of the university library system and services](#).

In particular, it is not allowed to:

- Disrupt study activity
- Use the cell phone
- Consume food and drinks; only a bottle of water is allowed
- Damaging library materials and equipment
- Mark or write on books and documents in the library
- Occupy study places, leaving objects behind. They will be considered free
- Use the drop boxes outside of Library opening hours. It is forbidden to keep the keys after this period.

→ It is recommended not to leave books and personal items unattended.

The Social Sciences Library, created in 1999 and originally composed of 5 libraries in Florence and one library in Prato.

In our campus, there is the Social Sciences Library, inaugurated on February 9, 2004 its unique location within the Novoli campus. The establishment serves the fields of economics, law, sociology and politics.

→ Which is located at the following address:

➤ Via delle Pandette, 2 - 50127 Firenze · [Map](#).

- **Tel.** 055.2759879 - **E-mail** : scienze-sociali@sba.unifi.it

- **Loan service:** 055.2759826 / 7 - bssloan@sba.unifi.it

- **Interlibrary loan:** prestito@unifi.it

→ OTHER LIBRARIES

Check further information about Biomedical Library, Sciences Library, Technology Library, Humanities Library and Prato Campus Library on the page: <https://www.sba.unifi.it/p1537.html#>

[ABOUT US](#) [LIBRARIES: OPENING HOURS AND LOCATIONS](#)

Libraries: opening hours and locations

The University Library System groups together all **five Subject Area Libraries**: [Biomedical](#), [Sciences](#), [Social Sciences](#), [Technology](#), [Humanities](#).

Some of them comprise sub-branches.

The same services are offered by the library of the [Prato Campus](#).

→ And with the following schedules:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:30-23:30	08:30-23:30	08:30-23:30	08:30-23:30	08:30-23:30	08:30-19:00
Services until 7 pm	Services until 7 pm	Services until 7 pm	Services until 7 pm	Services until 7 pm	Services until 1:30 pm

The library has a heritage of around 900,000 volumes, widely usable over a thematic open shelf of 16 km, and guarantees access to numerous collections and digital resources. These collections, which also consist of significant historical units and special collections, are all described in the [Collections Charter](#).

The library also houses the [University newspaper](#) and the [European Documentation Center](#).

It offers around 1000 study posts and is equipped with special rooms and an equipped classroom used for research training. The library organizes guided tours and promotes educational, cultural and social [events](#) and [projects](#) in collaboration with other institutions.

What is OneSearch?

[OneSearch](#) is the new interface that allows you to search for **books, magazines, articles, electronic books** (e-books), **digital objects** belonging to the libraries or accessible online, free or by subscription, from several

systems such as catalogs, archives in open access, in several databases as well as in publishers' platforms.
[Download the short guide.](#)

→ **Tutorial on Youtube**

- [How to search for a book](#)
- [Examples of search for an electronic books](#) (e-book).

→ **Don't forget to connect to:**

- Log in to your profile
- Book or make requests
- Improve your search: If OneSearch knows who you are and what your target disciplines are, the results will be more relevant.