

## 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 the personal **magnetic card**, which is given to all students registered at the University of Florence (the "[student card](#)") and to all the campus staff.

Please note that anyone who gives their card to others will be disabled for 72 hours.

#### → **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 7 libraries. 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](mailto:scienze-sociali@sba.unifi.it)

- **Loan service:** 055.2759826 / 7 - [bssloan@sba.unifi.it](mailto:bssloan@sba.unifi.it)

- **Interlibrary loan:** [prestito@unifi.it](mailto:prestito@unifi.it)

→ And with the following schedules:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8.30-19.00	8.30-19.00	8.30-19.00	8.30-19.00	8.30-19.00	Closed

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.

## Library system of the University.

Because of the Covid-19 pandemic, now the access to the university libraries, it is necessary to make a reservation with the unique university system. You can now book only for the next two days, not for the current day.

- Do you want to reserve a place to study in the library?  
Select the service "**Study location in the library**", then the desired **reading room**.
- Do you want to collect reserved books, request a book on loan, request information?  
Select **Loan service and information**.
- For the return of books only, it is not necessary to reserve

### Remember!

- **It is compulsory:** the use of a mask and hand hygiene thanks to the devices made available in the halls, keep the distance of at least 1 meter (recommended 1.80 m) and avoid gatherings.
- It is imperative to occupy only the assigned seat, in order to facilitate the follow-up.
- If you change your mind or cannot come, [cancel or modify your reservation](#) to give access to other students.

→ To learn more about [How to Access](#) – Read the [frequently asked questions](#).

## Reservation to access the library.

For the academic year 2020-2021, the University of Florence has adopted a new interactive system called "Reservation of places and services", which can be consulted to identify the timetables and study rooms available in the various libraries of the university.

To access the "Reservation of places and services", you must first go to the following website:

<https://kairos.unifi.it/portalePlanning/BIBL/BIBL/index.php>

Change the language of the page as you wish between Italian, English and Spanish.

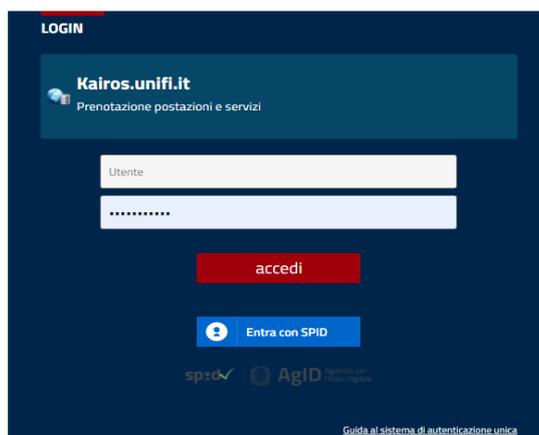
The screenshot shows the 'Prenotazione servizi' (Service Reservation) page of the University of Florence. At the top left is the university logo and name. At the top right, there is a link 'Acceso al sistema di gestione' and a language selection menu with 'IT', 'EN', and 'ES' options. The main content area is titled 'Informazioni iniziali' and includes a welcome message: 'Benvenuto nel portale unico di prenotazione dei servizi della tua Università.' Below this are three main service cards: 1. 'Nuova prenotazione' (New reservation) with a calendar icon and a plus sign, with the text 'Clicca qui per verificare la disponibilità degli sportelli e richiedere un appuntamento.' 2. 'Le mie prenotazioni' (My reservations) with a calendar icon and checkmarks, with the text 'Clicca qui per consultare e gestire le prenotazioni effettuate con il tuo utente.' 3. 'Gestisci prenotazione' (Manage reservation) with a gear icon and a checkmark, with the text 'Clicca qui per modificare oppure annullare una tua precedente prenotazione.'

## Reserve your place:

Due to the ongoing COVID-19 emergency, if you want to access the library, you must first reserve your post. There are 2 steps you need to follow.

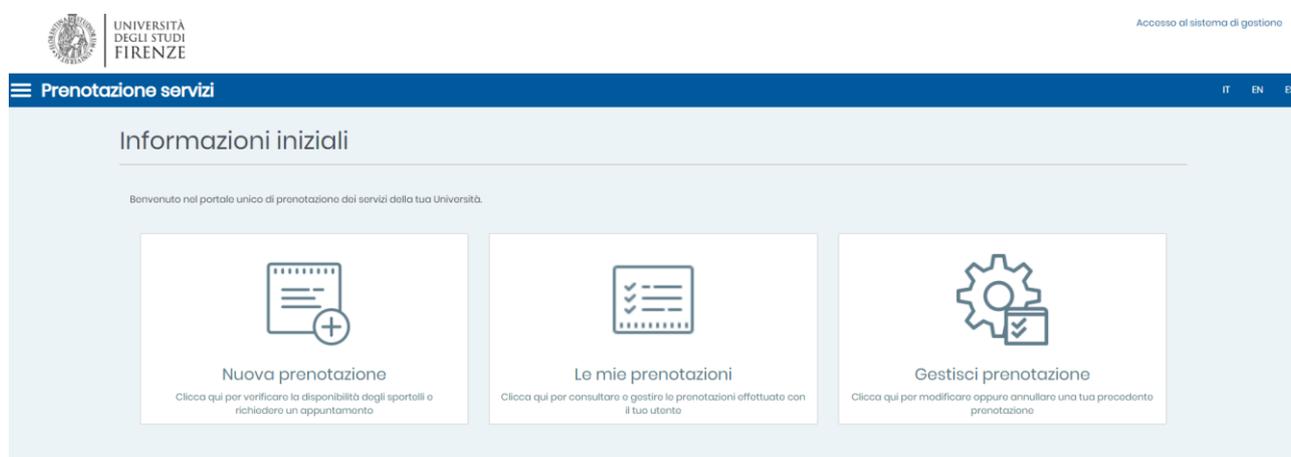
- Seat reservation.
- Access to the library.

Before accessing any phase, you must first "Log in", for your identification (insert the user ID and password).



- **First step:** Seat reservation.

From the home page, click on "New reservation".



Then you will have the option to make a seat reservation. Click on the **"New reservation"** tab, a new page will appear with a series of small cells.

Each small cell is made up of a **group of services, the service for which you want to request an appointment, the place and date of the appointment.**

### Nuova prenotazione

Informazioni prenotazione

Scegli il raggruppamento di servizi	Servizi bibliotecari
Scegli un servizio per il quale vuoi richiedere appuntamento *	Posto studio in biblioteca <small>N.B. La prenotazione vale per l'INTERA GIORNATA. Vedi in dettaglio l'orario delle singole biblioteche su <a href="http://www.sba.unifit">www.sba.unifit</a></small>
Scegli il raggruppamento di sedi	Biblioteca di Scienze Sociali
Scegli la sede dell'appuntamento *	Biblioteca di Scienze sociali - Sale Secondo piano Via delle Pandette, 2 - 50127 Firenze
Scegli la data dell'appuntamento *	26-05-2021
Scegli la durata dell'appuntamento *	Durata massima disponibile

By clicking on the **"Check availability"** link.

Informazioni utente

Matricola *	
Email *	@stud.unifit
Cognome e Nome *	

[VERIFICA DISPONIBILITÀ](#)

You will be able to choose the time that suits you, then reserve your place.

<< Giorni Precedenti

### MAGGIO 2021

mercoledì 26 nascosti orari

08:30-11:00	08:30	09:00	09:30	10:00	10:30
11:00-13:30	11:00	11:30	12:00	12:30	13:00
13:30-16:00	13:30	14:00	14:30	15:00	15:30
16:00-18:30	16:00	16:30	17:00	17:30	18:00
18:30-19:00	18:30				

Giorni Successivi >>

ANNULLA

Then the confirmation window will show you the correct insertion of the reservation.

### Riepilogo della prenotazione

Se confermi la prenotazione ti invieremo una mail con il riepilogo dei dati e un codice con il quale la potrai cancellare fino al giorno stesso della data della prenotazione.  
Se non confermi, entro 30 minuti la tua prenotazione sarà automaticamente eliminata.

Informazioni prenotazione	Informazioni utente
Servizio: Servizio prestito e informazioni	Matricola:
Sede: Biblioteca di Scienze sociali - Bancone	Email:
Indirizzo: Via delle Pandette, 2 - 50127 Firenze	Cognome e Nome:
Sportello: Bancone	
Data e ora: 26 maggio 2021 11:00	
Durata dell'appuntamento: 30 minuti	

[CONFERMA PRENOTAZIONE](#) [ANNULLA](#)

→ Following the booking confirmation:

You will receive a summary email to your institutional email address - indicated in your profile, with additional information for accessing the library.

After completing the seat reservation process, you will be able to view and manage your reservations through the "**Manage Reservation**" tab.

### La tua prenotazione è stata confermata!

Codice della prenotazione: **123456789**

Sede: **Biblioteca di Scienze sociali - Bancone**

Indirizzo: **Via delle Pandette, 2 - 50127 Firenze**

Sportello: **Bancone**

Data: **26 maggio 2021 11:00**



Presentati qualche minuto prima dell'appuntamento ricordando di portare con te il codice assegnato alla tua prenotazione.  
Puoi salvare i dati della tua prenotazione in formato PDF cliccando [qui](#).  
Puoi esportare la prenotazione sul tuo calendario personale in formato ics cliccando [qui](#).  
Potrai gestire la tua prenotazione dal livello 'Gestisci prenotazione' di questa piattaforma.

[NUOVA PRENOTAZIONE](#) [GESTISCI PRENOTAZIONE](#)

By clicking on the "**Manage reservation**" tab, another page will be open on which you can consult the complete list of reservations made.

Following a confirmation, you will have the possibility to modify, delete or cancel the reservation previously made, under the same conditions as the reservation procedure, an e-mail confirming the cancellation or the modification will arrive at your institutional e-mail address.

## La tua prenotazione

### Informazioni prenotazione

Servizio: Servizio prestito e informazioni

Sede: Biblioteca di Scienze sociali

Indirizzo: Via delle Pandette, 2 - 50127 Firenze

Sportello: Bancone

Data e ora: 26 maggio 2021 13:30

### Informazioni utente

Matricola

Email

Cognome e Nome

Puoi salvare i dati della tua prenotazione in formato PDF cliccando [qui](#).

Puoi esportare la prenotazione sul tuo calendario personale in formato ics cliccando [qui](#).

MODIFICA LA TUA PRENOTAZIONE

ELIMINA LA TUA PRENOTAZIONE

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- **Second step:** Access the library.

- The student can access the libraries at the time and place he has reserved, thanks to the use of his personal **magnetic card** ([student card](#)).

Or,

- With the QR code. The student can access the following address to get his own QR code: <https://qrcode.unifi.it/> using the credentials of the personal account.

← → ↻ [qrcode.unifi.it](https://qrcode.unifi.it/) ⊕ ☆ ⚙ A ⋮

### QR Access

L'app QR Access rilascia un QR Code che permette, a tutte le persone autorizzate, l'accesso alle strutture universitarie dotate di tornello. [Maggiori Informazioni](#)

Matricola

Password

 👁

Login

[Password Dimenticata?](#)

