

ONLINE LIBRARY SERVICES

The Library provides through its website detailed information and regular updates about services and news. You can also consult the “Bulletin of new acquisitions” or you may contact the librarians.

ONLINE CATALOG (OPAC)

The electronic catalog - updated in real time - is available online for free public access, 24 hours every 24 days including holidays. Go to the library section of the university website (www.pust.it) or Google the keywords “Angelicum” & “OPAC”

DOCUMENT DELIVERY

This Service allows delivery of photocopied materials (journals articles and/or chapters of monographs) to researchers and libraries.

The reimbursement rates will be shown before the requested document are sent you.

ASK THE LIBRARIAN

The online reference service provides remote assistance and support in research. In addition to information on library services and use of its assets, we respond to questions relating to the retrieval of bibliographic information on specific topics and information on research strategies. Library users are welcome to suggest purchases at the reference desk. Whenever any library service is not functioning, or any other problems with library materials emerges, users are kindly requested to indicate this to the library staff.

MAILING LIST

By requesting membership to the service you will receive your e-mail the “Bulletin of the New Acquisitions” and news.

**Library Reading Room
opening hours on days of lessons
Monday - Friday
8.00 a.m. - 6.00 p.m.**

**Any extraordinary hours will be displayed
on the Library bulletin board**

**Pontifical University St. Thomas Aquinas
Largo Angelicum, 1 - 00184 Rome (Italy)
Tel. +39.0667021 // 066702348
www.pust.it**



Using the University Library: A Guide for Students

<http://www.pust.it>

Contact us:
biblio@pust.it



ACCESSIBILITY

WHO CAN USE ANGELICUM LIBRARY?

The Library serves the Pontifical University of St. Thomas Aquinas community, our alumni and researchers., as well as professor and students of other pontifical faculties in Rome (URBE), and researchers from other universities (Italian or international). **Library access is free of charge.**

- **Students and Professors from Pontifical or Ecclesiastical Institutions.** Document request: University ID Card.
- **Researchers. Prerequisites for admission:** a referral letter documented and attested by an accredited academic institution; readers are also requested to indicate the nature of their research project. Researchers who are admitted received the "Library ID Card"

UPON ENTERING THE LIBRARY

Upon arrival *at the Reception Desk, please:*

- present your ID Card and enter your name in capital letters on the daily register;
 - declare if introducing your own books in the Reading Room
 - place in the locker all personal belongings which are not pertinent to study;
- Please do not leave your personal items unattended:** the Library disclaims any liability.

IN THE READING ROOM (OR REFERENCE ROOM):

It is **not** permitted:

- to bring bags, backpacks, overcoats, umbrellas, food, beverages, audio devices of any kind;
- to damage or modify any library materials (e.g., underlining parts of a book or making notes in the margins);
- to make improper use of the Library's furnishings and equipment;
- it is strictly forbidden to use the library computers for anything other than bibliographical research, to tamper with the software or hardware, or to introduce any software or file into the library computers (public computer terminals for personal Internet searches and email are available just outside the library's main entrance).
- Cell phones must either be turned off or be turned to the "buzzer/vibrate" function. The library reading room and reception area are not a place for cell phone conversations.

Out of respect for others, all library users are kindly requested to observe strict silence.

HOW TO CONSULT BOOKS AND PERIODICALS

- Books and Periodicals in the Reading Room may be taken directly from the open shelves;
- Books and Periodicals from the stack may be requested at the reference desk by filling out the appropriate form (It is important to correctly write: Author, Title and Shelfmark (books) - title, year and volume (periodicals), as well as the student's first and last name and his or her university identification number (found on the ID Card);
- No more than five items may be requested per day: three in the morning (before 12.00 noon) and two in the afternoon;
- Book distribution takes place every 30 minutes until 5.30 p.m., except at 1.00 p.m., 1.30 p.m., 2.30 p.m. and 3.00 p.m.
- The items, once requested, will be available on the special shelf according to the time-table
- It is forbidden to give the consulted volumes to another reader without the authorization from the Reading Room Staff.

RETURNING BOOKS AND PERIODICALS

- Please **leave** on you desk the Books and Periodicals taken from the Reading Room shelf. The library staff will place them back on the appropriate book shelf;
- Please **return** to the Reception Desk the volumes requested from the stack.

It is forbidden to take books and periodicals out of the library. Anyone found to be guilty of theft, mutilating or damaging in any way the materials entrusted to him/her will be referred to the Academic Authority for the appropriate sanctions, including the possible loss of future access to the library. Such actions also result in the legal and moral obligation to finance the purchase of a replacement copy of the damaged item.

LEAVING THE LIBRARY

Before exiting, library users are kindly requested to pass by the *Reception Desk* in order to:

- show any books of your own that you are carrying with you;
- remove personal belongings from the locker;
- return the library PASS;

SERVICES

RESERVING BOOKS

Books and Periodicals requested from the stack may be reserved for the subsequent days.

You may request this service at the distribution desk.

A maximum of five volumes may be reserved for one user until the subsequent Friday, or, in certain cases, for a longer period.

CONSULTING UNPUBLISHED DISSERTATIONS

Only PhD students with a referral letter from their dissertation director may consult dissertations that have not yet been printed.

CONSULTING ANCIENT BOOKS AND SPECIAL FUNDS

Manuscripts, antique books and special Funds may be consulted only for research. Any kind of reproduction is forbidden.

CONSULTING NON PRINT MATERIALS

For the consultation of microfilms, microfiches, CD-Roms, etc. please ask the reading room staff. Special reading equipment is reserved for this consultation.

CONSULTING DATA BASES

Database access is available from the computers in the receptionist area. Starting in November of 2014, the library's new catalog software will grant easy access to the databases from any computer that is linked to the internet within the property of Angelicum University.

WI-FI CONNECTION

In the reading room, wireless internet connection is available. It is a free service offered and managed by Angelicum University.

REPRODUCTION (PHOTOCOPIES)

Any permitted reproduction of library materials should be made at the Angelicum Bookshop. Reproductions may be requested at the distribution desk by filling out the appropriate form. Any reproductions must be in accordance with applicable law and assure the preservation of library materials.

SERVICE-ORIENTATION

The Library offers - for a minimum of 10 users - introduction and orientation courses aimed to grant the basic knowledge for finding and using library resources (the card catalog, electronic resources, etc.)

BOOK BORROWING SERVICES ARE NOT AVAILABLE

FOR MORE INFORMATION, PLEASE ASK A LIBRARIAN
IN THE RECEPTIONIST AREA
USERS ARE ALSO KINDLY REQUESTED TO RESPECT ALL OTHER
RULES DISPLAYED IN THE READING ROOM