



ALMA MATER STUDIORUM. UNIVERSITÀ DI BOLOGNA
SISTEMA BIBLIOTECARIO DI ATENEIO



BIBLIOTECA GIURIDICA "A. CICU"

Welcome to the Cicu library of law!

Our Law library holds more than 250.000 printed books (of which 1/3 foreigner books), 3.000 printed periodicals (of which 900 current periodicals) and provides access to more than 1.000 electronic journals and 60 online data banks.

Our services for UNIBO students, staff, researchers and visitors include: loan, reference service, reference rooms, photocopying, data bank consultation, inter-library loan and document delivery.

Opening hours

Library premises (reading rooms): from Monday to Friday 8-24, on Saturday 8-13,30

Loan services (circulation desk): from Monday to Thursday 8,30-17, on Friday 8,30-14, on Saturday 8,30-13,30. Request stops half an hour before loan services close.

Reference service

You can ask for basic library information at the reference desk located near the circulation desk at Sala Pighi room. Librarians can help you to find resources for your subject in our library, and recommend databases, information and references. This service is also available online by sending an email to dsg.biblioteca@unibo.it (for our library) or visiting the Unibo libraries service "ask a librarian" www.chiedialbibliotecario.unibo.it

For advanced reference, please contact data bank consultation service (in person; by telephone 051 2099697; sending an e-mail to dsg.bancedati@unibo.it).

Requesting and borrowing books

- Ordinary books are stored in repositories: they must be requested by searching their shelfmark (location) and inventory number in electronic catalogue (OPAC Sebina you), filling the requesting form (call slip/card)

and presenting it to the circulation desk (located at sala Pighi room); their distribution takes place every **20 minutes**;

- Textbooks (*Libritesto* signature) are available directly on shelves near the circulation desk;
- Items from external deposits, displayed on OPAC (online catalogue) with the *Baratta* and *Galvano* locations must be requested to the circulation desk by filling a specific form;

Berliri and *Bosello* items are available at the “Scuola Europea di Alti Studi Tributari” located in via Guerrazzi 20, Bologna;

Pavarini items are available by sending an e-mail to fondopavarini@gmail.com. To borrow books, bring them to the circulation desk along with an identity card or passport.

If you wish to borrow books you'll need to join and become a library member: in fact, loan is reserved to registered users: registration can be made in our library or in another library of the University of Bologna or public library of the city

Borrowing rules

Number of books on loan / Loan period:

8 loans / 30 days for ordinary books and textbooks for students (also for exchange students e.g. Erasmus);

12 loans / 60 days for ordinary books only for UNIBO staff (professors, researchers, visiting professors, employees).

Book returning

Books can be returned or at the circulation desk or, beyond its opening hours, in the book drop located near the exit.

Online requesting and reserving:

You can request items which are already on loan (reservation) or are available in our library using OPAC service.

Renewal of loans

Your loans (also textbooks) will be renewed once more, provided they have not been requested by anyone else, for another month (30 days).

Other services:

- **Photocopies**

You can purchase a photocopying card , which enables you to use the self-service photocopiers in the libraries.

- **Historical collections**

Old books (i.e. books published before 1830) in old book rooms (Sale storiche). The service is available only by appointment.

- **Electronic resources**

The service aims to supply institutional users with detailed support in data bank and other electronic resources consultation. The service is available by appointment (in person; by telephone 051 2099688; sending an e-mail to dsg.banchedati@unibo.it).

Fines

Overdue loans (beyond 2 days after due date of return) are subjected to a suspension period from loan services. This fine is also applied to not withdrawn reservations.

Lost or stolen books

If any library items are lost from you, please replace it with a new copy or contact our library immediately. You will be liable for the replacement of any items which are lost or stolen from your possession.

Biblioteca giuridica “Antonio Cicu” – ABIS

Via Zamboni, 27/29 - 40126 Bologna

Detached section Via Filopanti, 9 - tel: (+39) 051 2094290

dsg.biblioteca@unibo.it

For general informations please contact:

e.mail: dsg.biblioteca@unibo.it

Circulation desk: tel (+39) 051 2099635

Porter's lodge tel (+39) 051 2099626

Management tel (+39) 0512099685

Other library divisions:

Law philosophy, bioethics and informatic (CIRSFID)

via Galliera, 3

cirsfid.biblioteca@unibo.it (+39) 051 277220

Administrative law (SPISA)

Via Belmeloro, 10

dsg.bibliotecaspisa@unibo.it tel: (+39) 051 2094064

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Università di Bologna,

via Zamboni, 27/29 - 40126 Bologna

e-mail: dsg.banchedati@unibo.it