
Fondazione per le scienze religiose

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Biblioteca Giorgio La Pira

Library Policies

Admission to the library is permitted to students aged 18+ and who are either enrolled or intend to enroll in the Bologna Library System, to which the La Pira Library refers. Upon subscribing to the Bolognese library pole, students give their consent to the rules and regulations of both the Bologna Library System and to those described herein. With this subscription, students give consent to the use of their personal data according to the UE 2016/679 law, acknowledge the health and safety guidelines and declare themselves aware of the emergency procedures, use of alarms and emergency exists. In addition, the students acknowledge that the library is not liable for the safekeeping of valuables of any kind within its premises and recognize the library's right to deny access to intruders, those who pose a threat, damage or destroy the library's heritage and to those who violate the library regulations.



Giorgio La Pira Library

The Giorgio La Pira Library is open from Monday to Friday for a total of 45 hours per week and provides adequate space and services for the differently abled user.

Opening hours to the public:
Monday-Friday, 9:00 a.m.-6:00 p.m.

The library is closed on national holidays, on Maundy Thursday and Holy Friday, on 15 July (Santa Rosalia, patron saint of Palermo), the first three weeks of August and during the Christmas period.

Reading seats: 20

Public terminals: 2

Borrowing: no

Network access: Wi-fi

Photocopies: sì

Document delivery: sì

Regulations

1. Students must deposit their belongings such as bags and coats at the front desk and provide a proof of ID or the library card received upon registration. The library card must be visible at all times and entitles the student to a seat in the reading hall and to the right to access the works in the consultation halls. **At least 15 minutes prior** to closing, everyone must go to the front desk.
2. Requests for volumes and journals, for a maximum of 5 works at a time and 15 per day, must be made directly to the desk by **9.30 am, 11.30 am, 2.30 pm, 4.30 pm**, unless otherwise specified by the staff; alternatively, you can send your requests to biblioteca.lapira@fscire.it.
3. Students may store a maximum of 5 works in a designated space for future visits. Following their final use, these must be returned to the library front desk and should not be relocated in their original position.
4. All documents marked as “per sola consultazione interna” can only be used within the La Pira Library and cannot be borrowed.
5. Smoking is forbidden on all library premises including the garden.
6. Drinks, food and animals (with the exemption of service animals) are not allowed in the library. In addition, silence and appropriate clothing is requested.
7. It is forbidden to leave unattended belongings on all library premises including the garden.
8. If these rules and regulations are not respected, the library reserves the right to immediately remove the perpetrators from both the library and the other premises of FSCIRE.

Catalogs

Scholars have at their disposal:

- a) Online catalog of the university system (OPAC SBN UNIPA);
- b) Online catalog of FSCIRE
- c) ACNP catalogs of all works held in the newspaper and periodicals collection;
- d) The Al-Kindi catalog

Consultation

Reference works, such as lexicons, dictionaries, encyclopedias, bibliographies and large collections, are available at the ground floor rooms and in the loggia.

The library's holdings are stored along the corridors and in some of the rooms on the ground and first floors. Scholars are required to stay there only for the time necessary to find the volumes, not to carry bags, laptops or other equipment and to always leave,

in place of each volume, the request form duly completed. Failure to comply with these rules will result in the immediate revocation of permission to access the library deposit.

Readers undertake to properly preserve the material taken or obtained for consultation. Any user who causes damage to documents must immediately buy back or refund the market value of the damaged document which remains the property of the library. The same conditions apply to lost or stolen library items.

Filling out the request form for direct collection of volumes

The form is divided into 3 parts:

Part I: must be fully completed and handed in at the desk.

Part II: must be filled in and kept inside the selected.

Part III: must be filled in completely and put in the place of the document (book or magazine) selected.

Reference

The library staff provides a free information service to the public, offering bibliographical advice and assistance in consulting the printed and online catalogs of other libraries as well. They provide information on the databases which they make available to the public and help to use the library's databases and information and communication tools effectively. If the information cannot be found in the library, the staff provides information on other institutions that might fulfil the request and verifies with the user the outcome of the request. Bibliographic information and assistance to the public is provided throughout the opening hours of the library.

Internet

The wireless Internet access service is an integral part of the resources made available at the library. The use of the Internet must comply with the purposes of research, study and documentation. The service is free of charge and is accessible to all library members, in accordance with the laws in force. It is possible to browse, consult and download files, read and send emails. It is not possible to activate telnet, FTP, IRC sessions, connect to social networks, chat, or make phone calls via the Internet. The library's computers may not be used to enter data or programs; to carry out operations that affect or compromise the regular operation of the network or limit its use and performance; to alter, remove or damage software and hardware applications and configurations; to download non-freeware software. The staff offers basic assistance on the main commands for browsing and for carrying out bibliographical research.

Reproductions

Within the limits established by the Italian law and by the European directives on copyright 22.04.1941, n. 633 and successive modifications and integrations, the service of reproduction of documents is active. It is possible to photocopy for personal and study use 15% of the pages of a monograph or a periodical; reproductions from newspapers, books published before 1831, rare and valuable books, works in a precarious state of preservation are, however, allowed only by means of digital cameras. The library is not responsible for any violations of the laws in force committed by readers.

Document Delivery

The Document Delivery service is provided to obtain the reproduction of parts of works (max 100 reproductions), in compliance with the regulations in force regarding

copyright, and is supplied both to libraries and to individuals, even if they reside outside the national territory. The service is provided within one week from the request and is suspended during the periods when the library is closed. Requests must be sent to the email address biblioteca.lapira@fscire.it. Library staff may provide scans or photocopies (cost 0.20 cents each + delivery fees).

New acquisitions and purchase suggestions

You may suggest the purchase of volumes by emailing your requests to biblioteca@fscire.it. Documents suggested by readers are purchased in accordance with the nature of the collections, the library's purposes and available funds.

Complaints and suggestions

Scholars may report any inefficiencies or suggestions for improving the services provided. Complaints and suggestions may be forwarded to biblioteca.lapira@fscire.it

Donations

The library accepts donations from private citizens, institutions and associations. The donor must provide a list of proposed titles. If you wish to donate periodicals, please list the years and their possible completeness. The library will evaluate the coherence of the material offered with its nature and aims. If the library is not interested in acquiring the material, it will guide the donor towards other institutions in the area deemed more suitable to receive such donations.

Fostering reading, exhibitions and cultural activities

The library promotes the knowledge of religious sciences, especially those related to the history and doctrines of Islam, both at the historical level and at the philological and exegetical level, through public initiatives: conferences; seminars; book presentations; exhibitions.

A calendar of events can be found in the library in the designated display spaces and on FSCIRE website www.fscire.it.

Groups of scholars, local organizations and associations may propose cultural initiatives, of public interest and non-profit, related to historical-religious disciplines and consistent with the institutional aims of the library. In this case, the library reserves the right to give a reasoned reply within thirty days.

Contatti

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For the document delivery service and to book the consultation of one or more resources of the library heritage write to biblioteca.lapira@fscire.it.

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