



Library Policies

Scholars who are at least 18 years of age and already registered or intending to register at the Dossetti Library center are admitted. Upon registry, scholars shall undertake to respect both the rules of the aforementioned library as well as those contained in these regulations. Scholars shall give consent to the processing of their personal data pursuant to UE 2016/79 law and shall familiarize themselves with safety regulations. They shall declare themselves to be informed about emergency procedures, alarms and evacuation routes; they exonerate the library from any responsibility regarding the care of personal valuables on the premises of the library; they shall recognize the library's right to refuse access to individuals who pose a danger or cause disturbance or damage to the collection and to refuse access to any individuals who violate library regulations.



The Giuseppe Dossetti Library

The Giuseppe Dossetti Library is open from Monday to Friday for a total of 50 hours per week. It provides adequate spaces and services for the differently abled. The Dossetti Library is the most renowned in Italy and one of the largest in Europe for historical, exegetic and theological studies. It contains 250,000 volumes and more than 2,000 periodicals.

Opening hours:

Monday-Friday **8.30-18.30**

The library is closed during national holidays, Maundy Thursday and Good Friday, 4 October (San Petronio Day, patron saint of Bologna), the first three weeks of August and during Christmas.

Reading seats: 48

Microfiche: sì

Loans: volumes located in the BGD section

Internet: Wi-fi

Print catalogs: sì

Photocopies: sì

Public terminals: 2

Regulations

1. Scholars must deposit their bags and overcoats at the entrance and leave an identity card at the front desk or show the library card that they received upon registration. This library card must be kept visible at all times. It grants a place in the reading rooms and allows access to the catalogs and the works kept in the consultation rooms. **At least 15 minutes before closing**, all scholars must make their way toward the front desk exit.
2. Scholars with short-term research projects shall receive a green card. This permits them to request volumes and periodicals from the front desk. A maximum of five items at a time and 15 items can be requested in a given day. Requests must be made directly at the front desk by **9.30, 11.30, 14.30, and 16.30**, unless otherwise specified by staff. It is also possible to send requests to document@fscire.it.
3. University professors, researchers, PhD students, undergraduates and scholars conducting long-term research projects can send written requests to the Director of the Library in order to obtain a blue card, allowing free access to library collections (except for those held in the newspaper and periodicals library).
4. Scholars may keep up to five sources in a dedicated space for later visits. Upon finishing with their use, scholars shall not return these works to the shelves. Instead, they should be returned to the front desk.
5. All volumes will be periodically relocated according to library reorganization projects.
6. All sources “per sola consultazione interna” [for internal use only] will be available for perusal exclusively inside the reading rooms.
7. Smoking is forbidden throughout the library, its courtyards and the garden.
8. It is forbidden to bring food, drinks or animals into the library spaces, with the exception of service animals. Appropriate attire is requested. Keep the volume of voices and noise to a minimum.
9. It is forbidden to leave belongings unattended in the library spaces, courtyards and garden.
10. Violation of any of these regulations will result in the individual being asked to leave the library and FSCIRE premises.

Catalogs

Scholars have at their disposal:

a) Print catalogs

- **Catalog by author and title**, where all acquisitions from 1953 to 2000 are

found, including miscellaneous works;

- **Topographic catalog**, listing the titles of works in the various sections of the library following a schema laid out in a folder at the front desk. The topographic catalog is updated to 2010.

b) Online catalogs of the university system

- **Opac SBN UBO** catalogs all works acquired from 2000 to present.
- **ACNP** catalogs all works held in the newspaper and periodicals collection.

c) Online FSCIRE catalog

- The print catalog by author and title (from 1953 to 2000) has been copied into the **OPAC Fscire catalog**.

The consultation area

Reference works alongside the rooms on the ground floor and loggia are available for consultation: lexicons, dictionaries, encyclopedias, bibliographies and large collections. Reference volumes can be brought to the scholars' tables as long as the appropriate request forms are filled out and left in their place.

Once a scholar has finished using a reference work or at the end of the day, it is necessary to return each volume/work to its original place. In case of uncertainty, reference works may be returned to the front desk.

The book deposits

Library: library collections are held along the corridors and in some of the mezzanine and first floor rooms. Access to these spaces is reserved to scholars holding a blue card. Scholars are asked to remain in these areas only for the time necessary to collect their volumes, and are not allowed to bring bags or other equipment with them (except for their own PC). Volumes that are removed from their place must be replaced by the appropriate request forms (duly completed¹). Failure to comply with these rules will result in the immediate revocation of permission to access library deposits.

Newspaper and Periodicals: The newspaper and periodicals collection is kept in the basement of the library; access to this space is reserved to library staff.

Scholars shall endeavor to preserve and not damage the materials taken for consultation. Any user who damages material will be required to repurchase immediately the material, which shall become property of the library, or to refund the market value of the damaged work. The same conditions apply to stolen or lost works.

Reference

Library staff provides free reference assistance to the public, offering help with bibliographic issues as well as assistance utilizing the online and print catalogs, including those of other libraries. It provides information on the databases that it makes available to the public and assists the public in effectively utilizing databases and other library tools and resources.

If the information cannot be provided within the library, staff will assist in finding institutions capable of satisfying the request. Library staff will help users verify the outcome of the request.

Bibliographic information services and assistance is available during library hours.

¹ Compilation of the request form for in-house borrowing of volumes.

The form is divided in three parts:

1st part: must be filled out and given to the front desk.

2nd part: must be filled out and kept inside the borrowed volume.

3rd part: must be filled out and put in place of the borrowed volume on the shelf.

Internet

Wireless Internet access is an integral part of the resources offered by the library. The use of the Internet must be conducted for research, study or documentation purposes. Access to the Internet is free and accessible to all scholars registered with the library, in compliance with laws in force.

Users may browse the web, consult and download files, and read and send e-mails. The following are not allowed: Telnet, FTP and IRC connections; the use of social network sites; chatting; phone calls via the Internet.

It is forbidden to install/download programs or enter data in the library PCs; run operations that influence or compromise the normal operation of the network or limit its functions and performance; alter, remove or damage applications or software/hardware configurations. Library staff offer basic assistance on the main commands for browsing the Internet and conducting bibliographic searches.

Reproductions

Within the limits set by Italian law and European directives 22.04.1941, n. 633 on copyright and subsequent amendments and additions, photocopying and reproduction services are available for resources held in the library. Users may photocopy 15% of any given monograph or periodical for personal use or study purposes. The copying of newspapers, books published before 1831, rare or precious books or works in a precarious state of preservation is only allowed with the use of a digital camera. The library is not responsible for any user infringements of the regulations in force. A prepaid card is sold at the front desk, and photocopies can be made using the photocopiers provided.

Document Delivery

Document Delivery service is available for the reproduction of parts of works (max 100 copies), in compliance with the laws in force concerning copyright. The service is provided to libraries and to physical persons, including those who reside outside of Italy.

Documents are delivered within a week of request.

The service is suspended during the periods when the library is closed.

Requests must be sent by e-mail to: document@fscire.it

Cost: 0.20 cents per page (+ delivery costs for paper copies)

New acquisitions and purchase suggestions

It is possible to recommend the acquisition of volumes by sending an e-mail to biblioteca@fscire.it. The library may acquire recommended works if they are consistent with the nature of the library's collections, coherent with the aims of the library and deemed financially appropriate.

Complaints and suggestions

Scholars can report any problems encountered or provide suggestions to improve the library's services. Complaints and suggestions can be sent to segreteria@fscire.it.

Donations

The library accepts document/book donations from private citizens, institutions and associations. The eventual donor is asked to provide a list of the proposed titles. If the donor wishes to donate periodicals, he/she is asked to list the specific volumes and their completeness. The library will assess adopting the material based on its

consistency with the institutional aims of the library. If the library is not ultimately interested in acquiring the material, it will guide the donor to other institutions that may be more suited to receiving the donations.

Fostering reading, exhibitions and cultural activities

The library fosters the understanding and study of religious sciences both on a conceptual and historical level through public initiatives: conferences, seminars, book presentations and 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 institutions and associations can propose non-profit cultural initiatives of public interest. They should be related to historical-religious disciplines and be in line with the institutional aims of the library. The library reserves the right to give a motivated response to said proposals within 30 days.

Archive

Opening hours to the public

Monday-Friday 9.00-13.00 – 14.00-16.00

FSCIRE preserves an extensive archive consisting of materials collected over the years by researchers working at FSCIRE and donations and acquisitions from private individuals. The archives, declared of historical interest by the Archival Superintendence of Emilia-Romagna in 1995, is composed of numerous funds pertaining to personalities who animated the history of the Church in the 20th century, including Giuseppe Dossetti, Giacomo Lercaro, Lorenzo Milani, Giuseppe Roncalli/Giovanni XXIII. One of the most important collections preserved at FSCIRE is the Vatican II Fund, which contains a large collection of direct sources for the historiographic reconstruction of the Council event.

In accordance with current regulations, and within the limits of the access norms established by FSCIRE, the archive is open for consultation by scholars who study and carry out research on themes inherent to the documentation preserved at FSCIRE. Consultation of the funds must be arranged by appointment with the archivist in charge by email (archivio@fscire.it) at least two weeks before the visit. The photostatic or digital reproduction of the documents is normally forbidden.

Contacts

Giuseppe Dossetti Library
Via San Vitale, no. 114
40125 Bologna
Phone +39 051239532
Opening hours: Monday-Friday 8:30 a.m-6:30 p.m.
www.fscire.it

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

To contact the newspaper and journals library, write to emeroteca@fscire.it

For any other kind of information, write to biblioteca@fscire.it