

# INAF Arcetri Astrophysical Observatory

## Library's FAQ

### Hours, borrowing and returning...

#### Who may have access to the Library?

The Library is open to:

- All the INAF personnel
- Fellows and students of Astronomy and Space Science Department of the University of Florence
- External personnel with the authorization of the Observatory Director (please, contact [biblio.oaa@inaf.it](mailto:biblio.oaa@inaf.it) )

#### How can I have access to the Library?

The library is open from Monday to Friday from 9.00 a.m to 17.00 p.m

#### How can I have access to the Library after opening hours?

You can have access after hour only if:

- You work with INAF
- You work with the section of Astronomy and Space Science of the University of Florence
- Or You contact the Library Staff ([biblio.oaa@inaf.it](mailto:biblio.oaa@inaf.it) )

#### Can I borrow books or CD?

Yes, You can. The loan is reserved to the INAF personnel, to the fellows of the section of Astronomy and Space Science, University of Florence. Users are kindly reminded not to take books out of the observatory ... (Library staff has access to the borrowed items at any times).

#### How many books can I borrow?

You can borrow the books you need, but you have to leave them in your office at the disposition of the Library Staff.

#### For how long can I keep borrowed books?

The period of loan depends on the borrower needs. However library staff has access to the borrowed books at any time.

#### Can I borrow journals?

Journals cannot be borrowed.

#### How can I return books or anything else?

You have to register on the online form or on the register on the table in the library.

## Searching for...

### **What classification system does the Arcetri Library use?**

The library uses an internal classification system. It has been created by an internal commission.  
see: Arcetri Library Classification System.

### **How can I use the library catalogue?**

You have to connect to the Arcetri online catalogue, then You can begin a bibliographical research.

### **The book I want to borrow is not on the shelf. What can I do?**

You can contact the Library Staff: [biblio.oaa@inaf.it](mailto:biblio.oaa@inaf.it)

### **Where can I find the Observatories publications?**

The Observatories publications are located in the soppalco, in the Aula A and in the hall of Aula A.

### **Where can I find current serials?**

The current serials are located in the loggiato.

### **I need an article, but the Library doesn't subscribe to this journal. Can the librarian obtain the article for me?**

Yes. Please send the librarian ([biblio.oaa@inaf.it](mailto:biblio.oaa@inaf.it) ) all necessary data.

### **What if the library doesn't have what I need?**

If you need an article or a book not found in the library, please go to **MY NILDE** and follow the instructions. If you have further questions, please contact the Library Staff [biblio.oaa@inaf.it](mailto:biblio.oaa@inaf.it) )

## Resources

### **Is there a scanner attached to a computer?**

If you need the scanner, please contact the Library Staff.

### **Is there a white board?**

Yes, on the 2nd floor above the library there is a white board.

### **How can I use the laptop?**

In the small room on the loggiato and in the central room, you can find all that is necessary to use the laptop .

### **Where can I find a dictionary?**

Dictionaries are located in the office on the loggiato.

### **How can I make a suggestion or a comment?**

To make suggestions or comment, contact the staff by phone (**055/2752321**) or by e-mail:  
[biblio.oaa@inaf.it](mailto:biblio.oaa@inaf.it)