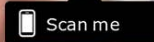


LIBRARY SERVICES GUIDE

Pontificia Università Gregoriana  
Biblioteca  
Piazza della Pilotta, 4  
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## The Library: Where, When, For Whom, How

### Organization and Subject Areas

The first core of the Library was built together with the Roman College (later turned into the Pontifical Gregorian University), to which it has been bound to since its foundation by Saint Ignatius of Loyola in 1551. The Library has always fully shared its history with its founding Institution, serving its academic purposes and following it in its many transfers. The areas of specialization match the subjects taught and studied at the University: Theology, Canon Law, Philosophy, Church History and Heritage Studies, Missiology, Social Science, Spirituality and Psychology, Arts and Literature.

### Location

Pontifical Gregorian University  
Piazza della Pilotta, 4, 00187 Rome  
Main Building, 1st floor

### Opening Hours

Monday - Friday, 8:30am - 6:30pm  
Saturday, 8:30am - 12:30pm

### Users

Admission to the Library is allowed to:

- Professors, Lecturers and students of the Pontifical Gregorian University
- scholars and independent researchers who can prove their need of the Library collections

### Admission

The library card must be requested from:

- the General Secretariat, by institutional users
- the Library reception desk, by external users

The card may be daily, weekly, monthly, quarterly, annual

### Code of Conduct

Within the Library it is required to: behaving accordingly to its Institutional decorum, use holdings and furniture with care, respect silence, observe the staff's work and instructions.

Disciplinary actions, depending on the seriousness of the violation and the number of reoccurrences, are as follows: verbal warning, written warning, temporary suspension, and permanent expulsion from the Library.

Staff are available for any polite proposals about improvements, inconveniences, issues and complaints. All proposals must be submitted in writing to the Head Librarian.

## Collections, Spaces, and Equipments

### Collections

About 650,000 documentary items, 500,000 monographic volumes and 150,000 periodical volumes

Beyond 3,300 periodicals, of which about 1,000 with current subscription and more 400 in electronic format

35 databases, and 170,000 e-books

33,000 ancient books and rare or precious editions

9 special collections:

- **Ancient and Rare Fund**
- **Doctoral Thesis Fund** (full texts or excerpts of PhD Theses)
- **Hagiographic Fund** (Saints' Causes)
- **Wetter Fund** (Marxism)
- **Social Sciences Seminar Fund**
- **SIDIC Fund** (Interreligious Dialogue between Christians and Jews)
- **Vedovato Fund** (History and Political Studies)
- **Biblioteca Europea Vedovato Fund** (International Relations and European Integration)
- **Fagiolo dell'Arco Fund** (Baroque Art)

### Spaces

**5 Reading Rooms** where users have direct access to:

- about 50,000 volumes (encyclopaedias, dictionaries, handbooks, textbooks, general works)
- the complete Periodical Collection

**Art Room** dedicated to periodicals and monographs about Arts

**Thesis Room** dedicated to doctoral dissertations defended at the Pontifical Gregorian University

**Catalogue Room** where the old paper library catalogues and the main bibliographic repertoires are kept

**Sixt Floor of the Book Tower** dedicated to part of the Periodical Collection

**Ancient and Rare Consultation Room** dedicated to the consultation of ancient, rare or precious books

**Mediateca Room** dedicated to the consultation of microforms

**Exhibition Room** with a weekly selection of recent monographic acquisitions

**Course Reserves Room** dedicated to textbooks selected by Professors for their current courses

**Distribution Room** where users shall withdraw and return the volumes placed in the warehouses

### Equipments

**320 reading seats** with power sockets for personal computers

**10 computer stations** for online catalogues, databases and e-journals consultation

**11 self service copy machines**

## Services

Electronic Catalogue (OPAC, Online Public Access Catalogue)

*DigiPoint*, platform of electronic resources

*Full Text Finder*, e-journals catalogue, including open access titles

*OpenAthens*, technology for the management of identities to allow remote access to all Library electronic resources through a single login with institutional credentials

*moBi* platform, for the request in consultation of documents not on open shelves. The service allows up to a maximum of 12 requests per day and is available 24 hours; withdrawal and return shall be done during opening hours

*Maneat*, deposit for consultation up to a maximum of 5 requested volumes for up to one week using *moBi Maneat* function

Loan, allowed only for Emeritus and Appointed Professors, Invited and Associated Lecturers, PhD Students, Research Fellows, and Community Members of the Jesuit Fathers in residence, for whom is also available a self service loan station

Document Delivery

Quick Reference

User Education, training sessions about the Library catalogue, periodicals, databases, and Zotero software

Guided tours, from October to June, every Tuesday at 2:00pm (in October and November also on Friday), are strongly recommended to new students and compulsory to external users

Weekly Exhibition in a dedicated room of a selection of new monographic acquisitions

Weekly bulletins of new monographic and serial acquisitions; biannual bulletin of new subscriptions to electronic resources and serial publications

Course Reserves, a selection of textbooks prepared by the Teaching Staff and gathered in a dedicated room

Self service print and digital copies with the rechargeable card