The library of Architecture and its services

Historical introduction and general information about the collection

The Library of Architecture is the reference library for the degree courses of the School of Architecture and for the research activities of the Dida (the Department of Architecture). It is open every day from 8:30 a.m. to 7:00 p.m., Monday through Friday.
The library boasts an extensive physical collection that includes specialist monographs, Italian and foreign periodicals, theses discussed from 1965 to 2013, and numerous archival collections from eminent scholars.
The library also provides access to thousands of electronic periodicals, e-books, and the most authoritative specialist databases in the field. The MLOL, Pandora Campus, and Mc-GrawHill Italia platforms are available for digital borrowing.

Library users

All students of the University of Florence can access all the university libraries and use every online service. It is therefore necessary to be registered and have a password linked to your student ID number.
Users of the universities of Pisa and Siena (SBART users) as well are entitled to access and borrow from all the libraries of the University of Florence.
External users can access the library after requesting an authorization from the director.

Reception: lending rooms and lending service, self-service lending

Approximately 20,000 monographs on specialized subjects (architecture, design, urban planning, etc.) are available for loan.
The user is required to **return** borrowed items **by the due date**. In case of delay, the user will be excluded from borrowing for a period equivalent to the amount of days of delay.
Users can use the self-service machine to borrow and return items, although in some cases the machine will prevent the operation (users with irregular status, reserved books, overdue books, etc.).
There is also a shelf in the reading room displaying a selection of the latest issues and books purchased.

The physical collection and related services

How the physical collection is organized

The collection is very large and, unfortunately, the material on the open shelves represents only a small portion of the entire collection. The library rooms are divided into two large sections: monographs and periodicals.
For now, we will focus on the monographs, which are divided into several macro-sectors:
Loan Room, Reference Room, and Course Room.
The division into macro-sectors is **very important** because the **exact location** of a book is indicated by the collection or sector and an alphanumeric code consisting of the Dewey Classification number and the initials of the author or the title. If several copies of the same book are located in different collections/sectors, the alphanumeric code remains the same, but the location indication changes.
For example:
Vita e morte delle grandi città : saggio sulle metropoli americane / Jane Jacobs.
Torino, Einaudi, 2009.

Loan room 307.760973 JACOJ
Course room 307.760973 JACOJ

In this example, one copy is located in the Loan Room (location) and another in the Course Room. As you can see, the alphanumeric code is the same, but the book is located in two different rooms.

In short, monographs, videos, and CD-ROMs are located: by subject and by color

In practice, a mixed notation is used, consisting of a **numerical part and an alphabetical part + a spatial chromatic organization**:

The numerical part corresponds to the discipline or a specific aspect of it:
e.g., 720 = Architecture, 721 Design, 711 Urban Planning, 712 Landscape Architecture
.
This structure is repeated in the different sectors, so it is very important to pay attention in which collection the book you are interested in is located.
Our collection is very extensive, but you will not always find what you need: why?
No library can or should own everything that is published, but every library should be considered a point of access to all the material useful to its users. How?
Through the

Interlibrary loan and document delivery service (ILL/DD)

We must get used to considering the ILL/DD service as a basic service. So, think of the library as a **global** library that can satisfy all user needs. The service covers both books and periodicals.

What services are accessible to users:

- Free interlibrary loan service with all libraries in Tuscany (except BNCF and a few others), all Italian architecture libraries (including IUAV and POLIMI);
- Free service (or paid service if outside the agreements) for requesting book chapters or articles not owned by any library of the University of Florence.

How do you make a request? You need to log in to your user profile and fill out the online form for the interlibrary loan/copy delivery service (ILL/DD).

Reference Room

In this room, we find the **REFERENCE** collection. What kind of books can be found in this section of the library?
The signposting provides the key to understand the meaning of this word: **'*general and reference works on architecture*'**.
The word 'reference' comes from the English library tradition and means *consultation*. The works in the reference collection are used to begin and sometimes even conclude research. They are high-quality, often monumental works, rich in bibliographical references, which are useful to everyone and therefore cannot be borrowed.

What types of resources can be found in the reference collection?

- general and thematic encyclopedias
- encyclopedic dictionaries and vocabularies
- chronologies
- bibliographies, catalogs, indexes
- biographical directories, image repertoires and data repositories
- atlases
- architecture guides
- manuals considered essential for a single field of study
- treatises

● yearbooks (essay-style works that offer an overview of a situation, sector, etc.)
● complete works of the most famous or important architects in Florence.

The reference collection includes many works on the city of Florence so that material for research on the city is always available.

Course Room

As already mentioned, books are arranged by subject/topic, according to the Dewey Decimal System and the corresponding color-coded spatial organization.
The **COURSE** collection contains the texts indicated by professors in the book partitions of the courses.
This material cannot be borrowed, but there are usually at least two other copies available in the lending collection.
We gain information on the books that should be included in this section from the Course catalogue on the website and from professors and students as well.

Periodicals Rooms

The last three rooms of the Library directly accessible to the public are occupied by periodicals. The Library has one of the largest collections of architecture periodicals in Italy: more than 400 active subscriptions to magazines from all over the world, about 2000 magazines in total (including discontinued magazines) and many online subscriptions.

While books are arranged according to the Dewey Decimal Classification system, magazines are arranged in simple alphabetical order by title and, within the title, in chronological order: the spine shows the details of the issues (number and year), as well as the title of the magazine.

Periodicals are not available for loan and must be consulted on site. The magazines in the Reading Room are open shelf and can therefore be taken and consulted freely. To consult the magazines located in the Pozzo, you must request them through OneSearch.

You can request an article to be scanned and sent to you via email.
How do you make the request? There are two ways to do this:

1. Search for the title of the journal in OneSearch, log in with your university credentials, select the year, click on Request Digitization,
2. From the citation obtained from OneSearch, click on “Library Services” and follow the same procedure as in point 1.

Pozzo and weekly distribution

“Pozzo” refers to the storage area or warehouse, namely the part of the Library that is not open shelf. Materials located in the Pozzo must be requested through OneSearch with your credentials.
What is it? Monographs and periodicals that cannot be kept in the Reading Room for reasons of space (books no longer in use, valuable books, etc.). There are also theses from 1965 to 2013 (subsequent years are online). There are also external storage facilities: requests for books stored in these facilities (Construction, Former TAED, Restoration) are processed once a week (on Wednesdays).
Some material (theses and rare books) must be consulted at the controlled stations in the Sala delle Colonne.

Archives, Antique and Rare Collection Room (first floor)

The Archives, Antique and Rare Collection Room houses the most valuable material in the collection. The Archives can be consulted every day from 9:00 a.m. to 1:00 p.m.

Online Information Service: Ask a Librarian

The service aims to help users to:

- set up a bibliographic search correctly;
- navigate the Library's services and paper and digital collections, directing them to the information resources best suited to their needs;
- use catalogs and databases correctly and effectively;
- find documents identified at other facilities, if they are not available in the Library.

There is also a specific service for graduating students: **SOS TESI**, where we help graduating students to conduct bibliographic research on their thesis topic and find materials.

BiblioScan Service

This is a digital reproduction self- service activated by the University Library System that allows you to scan texts and/or images free of charge in compliance with current copyright law (no more than 15% of a work may be reproduced).