

Organization of part-time student work Architecture Department

Year 2026

Practical information

Activities

1. Reorganization of reading rooms and book storage areas.
2. Distribution of bibliographic material in book storage areas.
3. Checking the order of the collection using the RFID system.
4. Helping users search for bibliographic material in the reading rooms.
5. Helping users with OneSearch and providing guidance on the use of library services.
6. Instructions for using the self-checkout system.
7. Assisting staff in moving the collection in the rooms and storage areas.
 - Printing labels and initializing RFID tags.
8. Supporting staff in improving signage and services offered.
 - Support for the digitization and interlibrary loan service.
 - Supporting staff in the care of archival material.

Information on books and magazines located in the rooms

- During their shift, each student is responsible for placing the volumes (books and magazines) stored on the trolleys behind the counter and in the rooms on the shelves, and retrieving the volumes left on the tables in the rooms. During the course of their work, students must always inform staff of which room they are in and be easily reachable. While carrying out their work, students must always inform staff of which room they are in and always be easily reachable.
- The rooms of the Architecture Library are:
 1. **Lending Rooms** (the first 4 rooms, divided into sections marked by different colors contain the most up-to-date part of the collection and are all available for loan)
 2. **Reference Room** (third room, marked by different colors for each section and the green REF label, contains general reference books, dictionaries, etc.). The books in this room are not available for loan.
 3. **Course Room** (fourth room, marked with different colors for each section and a red C label, contains books for teaching purposes). Books located in this room are not available for loan.
 4. **Periodicals Rooms** (the last 3 rooms, marked with green bindings, contain a selection of the library's current magazine subscriptions)

Information on books and magazines located in the book storage area (online request)

- The student is responsible for locating and placing volumes (books, magazines, theses) on the shelves.
- There are several sections in the storage area, and the student must pay **close attention when replacing the material**.
 1. **Old locations** (monographs with locations REG-SAG-MON, etc.)
 2. **Former Architecture History Collection** (monographs with locations RECUP and STORI)
 3. **Urban Planning Collection** (partial: only monographs with locations AP-F-TFI-SUA, etc.)
 4. **FF** (oversized monographs)
 5. **RI** (Italian journals)
 6. **RS** (foreign journals)
 7. **RI and RS FF** (oversized journals)
 8. **POZZO Dewey** (monographs)
 9. **Theses (1976-2013)**

Information about books and magazines located on the first floor in the Rare Books Room (online request)

1. **Berardi, Vagnetti, Mucci Collection** (monographs)
 2. **Urban Planning Collection** (partial: monographs with PAT-SOC location, etc., magazines)
 3. **Antique Collection** (books published before 1900)
 4. **RESER** (rare valuable monographs, reference only)
- The **architects' archives** are also located on the first floor: the archival material and the antique collection can be consulted in the Rare Books Room and therefore must not be taken to the library on the ground floor.

Information on collection maintenance

- Students will be responsible for:
 1. keeping the shelves tidy and ensuring that books are stored in such a way as to prevent damage;
 2. covering softcover books with Colibrì transparent covers;
 3. restoring books and checking which books need to be rebound;
 4. replacing worn labels.

Information on user assistance

- Users may need assistance to find books, e-books, articles, etc. on Onesearch and to use online services. The student will be responsible for explaining to users how to navigate the system and must therefore be very familiar with how OneSearch and library services work.
- Another very important task is retrieving books that users are unable to find for various reasons. The student must actively seek to retrieve the material, checking the catalogue to see if the material is on loan or in the library and in which section, whether on open shelves or in storage, and then searching for the material with determination and perseverance in the various sections of the library.

Information about chipping and labels

Each book has a unique barcode, so multiple copies of the same book have a different barcode for each copy. You must pay attention when chipping and printing labels to ensure that the barcodes match correctly.

When printing labels and initializing the chip, pay attention to the Shift key:

- 1) when typing the barcode to print the label and its barcode, the Shift key must be **ACTIVE**

ON THE OTHER HAND:

- 2) when scanning the barcode with the reader to initialize the chip, the Shift key **MUST BE OFF**, otherwise the barcode will be scanned in lowercase (ufi)
- 3) if you realize you have left the Shift key on, you must repeat the initialization (a red message will appear warning you that the chip is already initialized, so just press Enter to overwrite the new value with uppercase UFI).