

## THE LIBRARY COLLECTION

In the 4 rooms of open shelves:

- 55,000 volumes
- 720 magazines
- 30 daily newspapers
- 1,600 dvd movies, operas and theatre
- 1,000 cd multimedia

In the children's section:

- 10,000 volumes
- 15 magazines
- 400 dvd movies
- 120 cd multimedia

In stores:

- 350,000 volumes
- 8,000 periodicals (including approximately 1220-current)
- 500 works on media (cd, dvd, vhs ...)
- 60,000 manuscripts
- 38 archives (including historical archives and 21 personal archives)
- special collections (2,200 prints, 300 drawings, 22,000 photographs, 3,200 postcards, 900 maps)
- 55,000 volumes of the Accademia degli Agiati
- 2,000 journals (including approximately 370 current) of the Accademia degli Agiati

## HOW TO SEARCH

If you are in the library and want to see if a specific book, movie or magazine is available consult the Bibliographic Catalogue of Trentino on the workstations in each room.

Librarians and archivists are available for any help.

It is also possible to look a book up from home using the Internet address:

- <<http://www.cbt.provincia.tn.it/LVbin/LibriVision>> to see the Bibliographic Catalogue of Trentino;
- <<http://periodici.comune.rovereto.tn.it>> specifically for periodicals held by the libraries of Rovereto;
- <<http://www.bibliotecacivica.rovereto.tn.it>> to access other consultation tools.

## TERM OF LOAN

The first time you borrow material from the library you will be asked to register, after which you will be issued a loan card free of charge.

You can borrow:

- Books: up to 5 items for 30 days;
- Cd multimedia: up to 5 items for 30 days;
- Dvd movies: up to 2 items for 7 days non-renewable.

When you take books out on loan, always check that they are not damaged or underlined, in order to avoid that the damage that will be attributed to you on return.

If you want to extend a loan, If the item of interest is on loan, you can book it and you will be notified of its return.

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If you are looking for item not owned by the Library, we can ask some other library: this service is free for another library in Trentino; a fee is payable for national or international loans.

In these cases a telephone request, stating the name and card number, is also accepted.

The following articles cannot be borrowed, but only consulted:

- Encyclopedias and dictionaries;
- Books published before 1950;
- Magazines and newspapers;
- Archival documents, manuscripts and special collections.

Justified reasons for short loans can be evaluated by librarians.

Access to computer workstations and internet browsing are allowed one hour a day (in total).

## WHAT IS ASKED OF YOU

Respect for the simple rules laid down for the use of public spaces and materials.



Comune di Rovereto

BIBLIOTECA CIVICA "G. TARTAROTTI"

## CHARTER OF SERVICES

(short version \*)

### OPENING HOURS

Public reading rooms:

|                    |               |
|--------------------|---------------|
| Monday to Saturday | 9:00 to 22:00 |
| Sunday             | 9:00 to 13:00 |

Hall Historical Library:

|                  |               |
|------------------|---------------|
| Monday to Friday | 9:00 to 18:00 |
|------------------|---------------|

Hall University:

|                  |               |
|------------------|---------------|
| Monday to Friday | 9:00 to 18:00 |
|------------------|---------------|

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[bibliotecacivica@comune.rovereto.tn.it](mailto:bibliotecacivica@comune.rovereto.tn.it)  
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[skype:bibliotecacivica.rovereto.tn.it](https://skype:bibliotecacivica.rovereto.tn.it)

## THE LIBRARY OFFERS

- a place where to read, study, and converse (quietly);
- exhibitions and space for cultural activities and meetings proposed by clients and associations;
- books which can be read directly off the shelf or from storage and - if printed after 1950 – may be borrowed;
- magazines that deal with a wide variety of topics: the latest issue is available off the shelf and back issues are always available upon request;
- local and national newspapers of the most diverse cultural and political foci: the last two months of national newspapers and the complete collections of local newspapers are available on microfilm;
- CD media available for loan;
- DVD movies available for short-term loan;
- special collections: printed music and manuscripts, prints, drawings, photographs, postcards, maps, etc.
- computer stations and internet access upon registration;
- computer network and wireless connection in all public rooms is available to connect your laptop;
- free access to useful websites (transport timetables, telephone directories, Italian and foreign newspapers, legislation, health information, employment, accommodation, pensions, weather, etc.);
- manuscripts, historical archives, personal, family and economic archives for those who are interested in learning the history of our land or need to look for original products in our area;
- the cinema-photographic archive of Rovereto;
- the entire microfilm collection of local newspapers, magazines of Trentino, manuscripts and various archives;
- borrow books from other libraries in Trentino.

And last but not least ...

competent people: 4 members of staff dedicated to serving the public, always on call, and during peak hours, seven experts from various fields in addition to the Director who can help you and guide you through your needs.

## WHERE

Two rooms for public reading

### On the ground floor:

- a front desk for any questions, lending (including self-service) and for suggestions and complaints;
- the librarian for advice and help;
- 4 terminals to refer to the Bibliographic Catalogue of Trentino and a printer;
- a young people's area with 40 seats and three internet access points;
- a children's area with 20 seats;
- an area for magazines and newspapers with 3 computer stations with free access and one for the visually impaired;
- a narrative works area both in Italian and foreign languages;
- an area for DVD movies, audio books and comics area;
- a self-service copier;
- a cafeteria

### In the basement:

- the librarian for advice and help, to request works by modern publishers and to activate access to the Internet;
- an area for study and specialized magazines;
- a large area for non-fiction works and consultation with 120 seats at tables and 26 seats;
- 2 terminals for consulting the Bibliographic Catalogue of Trentino and a printer;
- 16 computer stations with registered access to the Internet and "open office's suite";
- photocopying and microfilm consulting services;
- a multimedia room with 40 seats, available for cultural activities or group work.

University Hall

### On the ground floor of Palazzo Annona:

- library of Cognitive Science managed by the University of Trento with 60 seats, accessible to all;
- the librarian for advice and help;
- 5 computers to consult the Bibliographic Catalogue of Trentino.

Historical Library Hall

### On the first floor of Palazzo Annona:

- an area for reference works with 50 seats;
- the librarian for advice and to request works from historical library, archives and manuscripts;
- 3 terminals to consult the Bibliographic Catalogue of Trentino;
- card catalogues;
- photocopies and scans.

## WHEN

Any request for the following will be dealt with immediately:

- information, guidance or advice;
- loans;
- authorization to use Internet terminals and access to the Internet with your own laptop;
- microfilm reference

Any request for the following will be dealt with in the shortest possible time (on average 4 minutes):

- books, archival documents and manuscripts stored in warehouses;
- back issues of magazines and newspapers.

The time taken will still be in relation to the nature and the number of applications pending.

## COSTS

The following are paid services:

- |  |        |
|--|--------|
| - b/w photocopies and prints by the operator   | € 0.10 |
| - color photocopies and prints by the operator | € 1.00 |
| - self-service photocopying on A4              | € 0.05 |
| - self-service photocopying on A3              | € 0.10 |
| - reissue of the library card                  | € 5.00 |
| - national and international loan requests     | € 4.00 |
| - first reminder for overdue loans             | € 1.00 |

Digital reproduction of Library documents, document delivery service including consultation and further notices of overdue loan is charged at the rate available on the website.

## WHAT YOU CAN OFFER

- suggestions both of books and materials to buy, as well as by reporting what you do not like from the service;
- donations of books or other material;
- collaborations and proposals of projects and cultural initiatives.