

ISTAT codes
TRTN0024 (Main library)
TRTN0032 (Subsidiary library at ECT*)

ISIL codes
IT-TN0157 (Main library)
IT-TN0193 (Subsidiary library at ECT*)

ACNP code (both libraries): TN010

FBK LIBRARY REGULATIONS

Adopted with Resolution n. 06/2024 by the ISIG Director on May 24th, 2024

The FBK Library is a special library with one main and one subsidiary component.

The main library, whose collections have a focus on historical studies, philosophy and religious studies, is located at [via Santa Croce 77 in Trento](#), Italy; the subsidiary library has a smaller collection on theoretical physics and is located within the ECT* Centre, Strada delle Tabarelle, 286 in Villazzano (Trento), Italy.

The Library traces its history back to June 1973, when it was created to support the newborn Italian-German Historical Institute; it has been a key institution for research and cultural activities ever since, thanks to the strength of its specialized collections, modern special collections and archives.

The FBK Library is open to anyone and strives for inclusivity both in collection development and in the services it provides.

REGULATIONS – MAIN LIBRARY (via Santa Croce)

1. Opening hours

The reading rooms located in via Santa Croce are open Monday to Friday, 8 am to 7 pm, and Saturdays, 8 am to 12 noon. Staffed user services (reference, lending) is available Monday to Friday, 8.30 am to 12 noon and 1.30 to 5.30 pm.

The library is closed on holidays and on 26 June every year (St. Vigilius, patron saint of Trento).

Any additional closures or temporary changes to opening hours or staffed services are communicated on the library website beforehand.

2. Access

Anyone is welcome to access the library reading rooms and the library services.

Lending is only available with a Sistema Bibliotecario Trentino library card, which can be obtained by anyone, upon request, either by visiting the library during staffed hours or by requesting a library card online (<https://biblio.fbk.eu/moduli/richiesta-tessera-del-cbt-catalogo-bibliografico-trentino/>).

3. Use of library collections

Any books or periodical issues taken from the shelves should be left on the reading rooms desks after use.

Requests for items not available on the shelves, whether for reading on premises or loan, can be made to the staff member staffing the circulation desk. All items are scanned and given on loan to the user regardless of use. After use, items should be returned at the circulation desk or left in the designated area next to it.

No eating nor drinking is permitted in the reading rooms, with the exception of drinking water from closed containers. Library users are expected to behave in a way that is respectful of other users and of a quiet study environment.

Users can ask to leave items on loan on library premises and have them kept aside for them until their next visit; to request this, please leave your details on the designated

bookmark available at the circulation desk. Items will be kept in a back-office area for up to a month.

4. Lending

Lending requests can be made directly at the circulation desk during staffed hours by filling in a request form. Users can also send their requests via email (biblio@fbk.eu) ahead of their visit; in this case, please include your library card no. alongside the details of any books requested. A reply will be sent as soon as possible containing instructions for pick up.

Loans are for 30 days; they can be renewed once remotely, upon request; any additional renewals are only possible by visiting the library in person with the items to be renewed, during staffed hours. Users who return loaned items late or who do not return loaned items will have their library accounts blocked and they will not be able to borrow or renew any items until they return any overdue items. This applies across the library system: a user with overdue items on their account at any given Sistema Bibliotecario Trentino library will not be able to borrow items at any other library.

Periodical issues can be borrowed for up to a day; they must be returned by 7 pm on the following work day. The latest issue of each periodical is not available for loan.

The Library has the right to restrict use of any items and move them to its non-circulating collections;¹ these items will still be available for reading on site during staffed hours.

Any user who damages or loses an item under their care must replace the damaged or lost copy. If this is not possible, the Head Librarian will provide another title of the same value for the user to purchase and give to the library as compensation.

Users affiliated to FBK are entitled to 3-month loans with no limit to the number of active loans.

5. Acquisitions

The library's collection development strategy is in line with its research interests and the Collection development policy approved by the Head Librarian. Users are welcome to suggest books for purchase via the online form on the library website (<https://biblio.fbk.eu/moduli/proposta-di-acquisto/>); all suggestions will be considered.

Newly-catalogued books are displayed in the library hall; lists of new acquisitions are made available on the library website on a regular basis.

To propose a donation (whether of single books or entire collections) please see our policy (<https://biblio.fbk.eu/documenti/>).

6. Rare books, archives, and non-circulating items

Items from the library's Special collections and from its Archives and non-circulating items from the library's Modern special collections are available for in-library use only and during staffed hours. To access materials from the library's archives, users must submit a request (<https://biblio.fbk.eu/moduli/>), which also requires the researcher to provide the library with a copy or offprint of any resulting publications.

7. Internet access and library catalogue

Internet access is available on the library premises either via Eduroam or via our guest wifi network, GuestFBK, which is available to any user upon registration (<https://howto.fbk.eu/en/documenti/wifi-networks/>).

¹ Any items older than 100 years are non-circulating, as are items belonging to modern special collections that possess any particular features such as annotations or inserted materials. The use of individual items can also be restricted if their condition is too fragile to allow circulation. Theses and dissertations are not loanable.

A computer is available on the premises to search the local library catalogue (Catalogo Bibliografico Trentino); no account is needed.

8. Photocopying, reproductions and microfilms

A copy machine is available for users, who can buy a copy card from the library staff at the circulation desk; copies should always be made in accordance with Italian copyright law. Users are allowed to use their own devices (such as mobile phones, cameras, etc.) to reproduce items within the allowances of copyright law, as long as this does not endanger the items themselves or compromise the quiet environment we strive to provide to all users.

A microfilm / microfiche reader is available. Library staff can provide assistance with setting up and printing.

9. Interlibrary loans and document delivery services

The FBK Library is a member of the Interlibrary loan provincial network and also offers national and international ILL services. It also offers Document delivery services via Nilde / ACNP (library code: TN011). We also welcome requests from libraries outside of these networks.

ILL services are free for libraries; the FBK Library charges a fee, typically of 0.5 IFLA vouchers IFLA (within Italy) or 1 voucher IFLA (to international libraries) to cover shipping costs. ILLs are for 30 days, and can be renewed no more than twice.

We operate on a reciprocal free exchange basis for document delivery with libraries that agree to do the same; if that is not possible, the fee is one half IFLA voucher (equivalent to EUR 4) per DD request.

The FBK Library provides ILL and DD services only to users affiliated with FBK.

10. eResources

The library's eResources are available to all library users, provided they are on site and connected to one of the library's internet networks.

11. ECT* Library

The subsidiary library (ECT* Library), focusing on theoretical physics, is not accessible to the public. To access books held in its collection, users can contact biblio@fbk.eu.