LIBRARY

OPENING HOURS

Ground floor
Mon–Fri 7:30 AM – 8 PM
Sat 9 AM – 2 PM

Upper floors
Mon–Fri 8 AM – 8 PM
Sat 9 AM – 2 PM

OUR COLLECTIONS

A – Ground floor

General Reference Collection
Periodicals and Serials Collection

B – 1st Floor

Philosophy • Social Sciences Methodology. Statistics • Psychology
Sociology • Pedagogy • Information Science
Computer room

C – 2nd Floor

History • Art History • Archeology • Ethnology and Cultural Anthropology
Conference hall

D – 3rd Floor

Slavic languages and literatures: Croatian, Serbian, Slovenian, Bosnian,
Montenegrian, Macedonian, Bulgarian, Russian, Ukrainian, Belarusian,
Polish, Czech, and Slovak
Group work room

E – 4th Floor

Phonetics • Linguistics • Comparative literature • Classical Philology
Indology and Indo-Iranian L&L* • Sinology • Japanese L&L • Hungarian L&L
Turkish L&L • Scandinavian L&L • Korean Studies • Jewish Studies • AV-
Collection
Small AV hall

F – 5th Floor

English L&L • German L&L • Dutch Studies • Italian L&L • French L&L
Spanish L&L • Portuguese L&L • Romanian L&L • Austrian Library
Zagreb

*L&L = Language and Literature

LIBRARY CATALOG

Use the library <u>catalog </u>to search through all the library's holdings:

- books
- journals
- theses and dissertations
- movies and sound recordings (AV Collection)
- old and rare materials (RARA Collection)

The catalog provides information on the location of the materials, their **call number**, and their availability: 'available' (for loan), 'checked out' or 'to be used in the library'.

CALL NUMBER is an identifier on the spine of the book, it tells you where the book can be found on the library shelves.

To help you find the books using their call numbers, ask a librarian at the reference desk.

BORROWING

HOW MANY?

Students of one or two study programmes
6 items (books, theses, AV-materials, etc.)

Students of three or more study programmes
12 items (books, theses, AV-materials, etc.)

FOR HOW LONG?

Students may borrow up to 6 books for the period of 14 days, with the option to renew the loan period twice. The maximum loan period is 42 days.*

For borrowing or returning items use self-check machines or go to a reference desk.

HOW TO RENEW THE LOAN PERIOD?

Via the library catalog interface (log in using your AAI@EduHR credentials), in person at the reference desks, by phone, or via email.

*If the borrowed materials are in the meantime placed on hold by somebody else, there is no possibility of renewing the loan period.

PLACING HOLDS

- Students of one or two study programmes are allowed to place hold on up to 12 items.
- Students of three or more study programmes are allowed to place hold on up to 24 items.

You can place holds via the library catalog interface (log in using your AAI@EduHR credentials), in person at the reference desks, by phone, or via email.

When your hold is confirmed, you will be notified via email. The email will contain the call number and the name of the collection the item is a part of – it will tell you on which floor to collect the item.

The item on hold will wait for you for two working days.

CLOSED STACKS

A portion of the library's holdings is kept in the Closed stacks. A Closed stacks item can be requested for use or borrowing by placing a hold on it.
You can place holds on Closed stacks items via the library catalog interface (log in using your AAI@EduHR credentials), in person at the reference desks, by phone, or via email knjiznica@ffzg.hr.

All requested items are delivered to the ground floor reference desk from 8:30 AM to 3 PM. The delivery time for journals is 30 minutes, and for books, theses and offprints 60 minutes. Items requested after 3 PM are delivered at the beginning of the next working day.

On Saturdays, the requested materials are delivered from 9:30 AM to 1:30 PM. All materials requested after 1:30 PM will be delivered on Monday.

THE READING AREA AND INTERNET CONNECTION

To use the wireless network or the computers in reading rooms, the AAI@EduHr credentials are needed.

Be sure to save your work! It is not possible to permanently save your documents on public computers. When you turn off the computer or a scheduled update has started, all your personal documents will be deleted.

To log into the eduroam wireless network you will need your **AAI@EduHr credentials**.

The steps required for connecting to the eduroam wireless network can be found here.

SCAN-ON-DEMAND

All library patrons can request electronic copies (scans) of articles and chapters from library's holdings free of charge.

Request the materials via email snz@ffzg.hr.

You may order up to 3 articles or 3 chapters a week.

Due to copyright regulations scan-on-demand is restricted to book chapters or journal articles.

For more information visit the library's <u>web page</u>.

ADAPTING TEXT-BASED MATERIALS

In collaboration with the E-learning Support Center (CPEU) and the Office for students with disabilities, library offers the service of adapting text-based materials for blind or visually impaired students.

For more information visit the Office for students with disabilities <u>web page</u>

PHOTOCOPYING SCANNING PRINTING

On every library floor there is a self-service photocopy machine you can use to make a photocopy, a digital scan or to print your document sent for printing from a public computer in the reading area. The photocopy machine must be used in accordance with the copyright law.

To activate the photocopy machine, you will have to use your library card (x-card) to which you have deposited money needed for the photocopy/print fee. All prices are displayed by the photocopy machines and on the library's <u>web page</u>

Minimal amount of 0.66 € (5 kn) must be deposited on the Faculty's Giro account (IBAN HR1823600001101311177). Put "HR00" in the field marked "Model" and "2-803-1001" in the field marked "Poziv na broj". Put "Uplata za fotokopiranje" in the field marked "Opis plaćanja".
Bring the deposit slip and your library card (x-card) at the ground floor reference desk, where the deposited amount will be transferred to your library account.

Scanning is free of charge, but in order to start the process, it is necessary to have your library card (x-card) with the deposited (minimal) amount. Scanned document will be sent to your email address.

RETURN CERTIFICATE

How to get your return certificate?

1. Log into your <u>personal user interface</u> on the library catalogue home page. To log in you will need your AAI@EduHr credentials.
2. Click on **'ask for discharge'** tab and follow the instructions.

When the library staff approves your request, the return certificate will be sent directly to the student administration office.

In case of any difficulties regarding the access to your personal user interface, you can request the return certificate via email **kjiznica@ffzg.hr.**

E-RESOURCES

Library offers access to:

- **ODRAZ** - Faculty's institutional repository
- Databases and E-journals collections
- **FF Open Press** – Faculty's publications in open access

For access to some of the electronic sources outside the Faculty premises, use your AAI@EduHR credentials.

OTHER SERVICES AND IMPORTANT CONTACTS

Interlibrary loans
mkp@ffzg.hr
Business hours: Mon-Fri 8 AM - 4 PM

Office for international cooperation
Ground floor, room 0.8

Faculty archive
Basement level, room -1.2.1.b

Library lockers
Basement level, -1

Library lockers are located in the basement of the library building. Check out the key for a specific locker at the ground floor reference desk. Be sure to check in the key by the end of the day.

General information on library services
knjiznica@ffzg.hr

Regulations concerning the terms and conditions of using the holdings and services of the library.

BLOG & SOCIAL NETWORKS

kblog.ffzg.unizg.hr/

KnjiznicaFFZG

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