

Online Services

In an attempt to compensate for the current limitation of face-to-face services, online services are enhanced. Specifically, please note the Document Delivery Service and the new "Ask the Librarian" live chat system, that provides timely, dynamic, and simple assistance on services and resources. The chat, whose widget is present on all the Library Web pages, is currently active from Monday to Friday, from 11:00 to 12:00 a.m.

In any case, for all news and updates it is recommended to periodically consult the Library online bulletin board.

Finally, please note that, during the emergency phase, part of the staff is in smart working, therefore the e-mail is the preferred medium for any contact.

Services and Sections Synopsis

Service		
Reception and Orientation	Active	
Guided Tours		Suspended
User Education	Active	
Distribution and Handling of Patrimony	Active	
Loan	Active	
Document Delivery	Active	
Exhibition	Active	
Bulletins	Active	
Course Bibliographies	Active	

Section		
Acquisition	Active	
Classification	Active	
Cataloguing and Catalogue Revision	Active	
Periodicals	Active	
Electronic Resources	Active	
Labeling	Active	
Book Binding	Active	
Prevention, Conservation, and Restoration	Active	

The Library thanks all its users for their attention and collaboration!

Per informazioni:
 Tel. (+39) 06 6701 5131
 E-mail biblioteca@unigre.it
 Web Site www.unigre.it/en/library/



PONTIFICIA
UNIVERSITÀ
GREGORIANA

Biblioteca

The Library at the time of COVID-19

Vademecum on access and services

Pontifical Gregorian University
 Piazza della Pilotta 4, Rome
 Central Building – First Floor

Premise

The Library reopens to the public by making all governmental indications on the COVID-19 infection containment its own, in strict compliance with the hygienic and sanitary measures, and the recommendations on the management of environments, on the treatment of materials, and, in general, on the protection of the health of users and staff. For this purpose, in agreement with the Academic Authorities and with the technical departments of the University, special protocols have been prepared.

For the program to be successful, the collaboration and sense of responsibility of all users, called to show adaptability and to observe some simple rules, remain fundamental.

The reopening during the Phase 2 of the emergency it is not a condition of normality, therefore access and services will be *ad hoc* regulated, differently from the ordinary, and disciplined as follows.

Access and Stay

Access and stay in the Library are mainly aimed at consulting works and scientific documentation in paper format, they comply with a daily fixed quota and are possible by electronically pre-booking the entrance via **moBi**, the platform to manage and request volumes for consultation: users can check the availability of seats in real time and book the daily entrance choosing between two time slots, morning or afternoon. In this regard, it should be noted that the Library opening hours are unchanged, except for closing from 1:00 to 2:00 p.m., an interval necessary for the room sanitization between the end of the first shift and the beginning of the second one.

To minimize the risk of contagion, during the entire period of stay in the Library spaces it is mandatory to wear mask and gloves, which must be sanitized frequently using the dispensers located in the various rooms, and comply with the social distancing.

At the arrival, while it is recommended to keep organized queues, the Reception staff provides all necessary information for orientation, gives each user the key to the locker for storing their personal belongings, and assigns the number of the study station to be used; please note that the locker key and the card indicating the station must be returned at the exit. The two main Reading Rooms are the only ones where seats are provided. Users must occupy and maintain the station assigned to them, so that the distancing measures are respected and the surface sanitization, programmed between 1:00 and 2:00 p.m., is allowed; they are also invited to limit movement within the Library and to strictly observe the distancing rules, especially while moving in tight spaces and between shelves.

The Periodical Collection stored on open shelves on the Second Floor can be consulted freely but by complying with all the safety measures already mentioned. Also, the "Course Textbook Room" and the "Exhibition Room" are accessible by only one user at a time.

Consultation

Volumes stored in the warehouses can be requested in consultation through the **moBi** platform, according to the usual procedure; please note that the "Maneat" and "Prenotazioni" functions are temporarily disabled. Pick-up and drop-off take place as always in the Distribution Room, where access is required one at a time. All documentary material, both delivered by staff and on open shelves, must be consulted compulsorily wearing personal protective equipment and users are invited to handle it with extreme caution, both during reading and while using copy machines, to reduce to the minimum the risk of mechanical damage, made even more concrete by the use of gloves; while reaffirming the importance of frequent sanitization of gloves, please make sure that they are not damp when handling volumes. On this occasion, please note that copy machines, given the reduction of those in use in order to guarantee social distancing, must be used for the strictly necessary time and in the terms provided for by the copyright legislation.

Loan

Loan Service is active for entitled categories of users and it is provided in the usual ways, that is through the use of the self-loan station. Returned volumes must be placed in special containers to allow staff to daily carry out the necessary quarantine procedures; the containers, which must be closed after use, are positioned next to the self-loan station. It is forbidden to directly relocate volumes, even those belonging to the open shelf collection. Once the quarantine period is over, volumes will be made available again.

Electronic Resources

To ensure users a complete coverage on all disciplines for which the University organizes courses, study, and research, the Library has expanded its offer of electronic resources, accessible also outside the University through the **OpenAthens** login service. Various databases and thousands of academic and scientific e-journals and e-books guarantee the quality of online documentary offer. Some video tutorials are available on the **DigiPoint** platform to facilitate a first orientation.