

When can I use the Library?

The Library is open **Monday to Friday**, the Reading Room on the Ground Floor is open **07:30-20:00**, floors 1-5 are open **08:00-20:00**. On **Saturdays** all floors are open **09:00-14:00**.

<http://knjiznica.ffzg.unizg.hr/radno-vrijeme>

Am I already a member of the Library?

PATRONS activate their membership at any circulation desk in the Library, using **their AAI@EduHr account data (username and password)**, which are obtained upon enrolment. **If you lose or have not yet gotten your AAI@EduHr account data, they can be obtained at Služba za informatiku (Faculty Computer Service), Monday to Friday, 12:00-14:00, office A-129 (Faculty building).** Bring your index! For complete information on obtaining and picking up **LIBRARY CARDS** visit:

<http://knjiznica.ffzg.unizg.hr/iskaznice>

What is on the Ground Floor?

At the **CENTRAL INFORMATION DESK** you can get all the information about the Library, pick up your library card, pick up pre-ordered books and journals from *Zatvoreno spremište* (the Closed Stacks).

The **GENERAL REFERENCE COLLECTION** is located on the ground floor. It contains collections of textbooks, dictionaries, and encyclopedias, and these are to be used exclusively inside the Library.

In the **JOURNAL COLLECTION** you can find the issues from the past three years of the more frequently used journals. The older issues and the issues of the less frequently used journals can be pre-ordered from the Closed Stacks for the use inside the Library facilities at all circulation desks.

The journals can be used exclusively inside the Library facilities.

What do letters B, C, D, E, F mean?

Each floor is assigned a specific letter. The collections on the floors are grouped according to the affinity of scientific fields they cover.

1st floor – B

Philosophy; Social Sciences Methodology; Statistics; Psychology; Sociology; Anthropology; Pedagogy; Information Sciences

2nd floor - C

History; History of Art; Archeology; Ethnology and Cultural Anthropology

3rd floor – D

Slavic Languages and Literatures, RARA (Rare and Old Books Collection)

4th floor – E

Phonetics; Linguistics; Comparative Literature; Classical Philology; Indology and Indo-Iranian L and L¹; Sinology; Japanese L and L; Hungarian L and L; Turkish L and L; Scandinavian I and I; Korean L and L; Judaic Collection, AV-collection

5th floor – F

English L and L; German L and L; Dutch Studies; Italian L and L; French L and L; Spanish L and L; Portuguese L and L; Romanian L and L; The Austrian Library Zagreb

What kind of library materials can I find in the library?

There are print and electronic resources (books and journals) in the library. The print materials are located on the shelves in the reading rooms and in the Closed Stacks, while the electronic resources can be accessed through the library web page

<http://knjiznica.ffzg.unizg.hr/baze>

AV materials, like films and music on various media (CD, DVD, etc.) are located in the AV-collection on the 4th floor.

How can I find the book I need?

You can **SEARCH** the online library catalog <http://knjiznica.ffzg.unizg.hr/katalog>

You can also **BROWSE** the shelves of the library collections or ask the librarian at the information/circulation desk for help.

Where and how can I borrow books?

The **COLLECTIONS** with the (physical) books are located in the reading rooms on the floors 1-5 (B-F) and in the Closed Stacks. Books and journals can be borrowed at circulation desks on all floors, including the Ground Floor, and at self-service units. These units are located close to circulation desks.

The print library materials which are not located on the shelves in the reading rooms are located in the **CLOSED STACKS**. The items from the Closed Stacks can be pre-ordered at all circulation desks or by e-mail at zs@ffzg.hr.

Library items that **MAY NOT BE CHECKED OUT** are marked with red labels saying **ZA RAD U ČITAONICI (FOR USE IN READING ROOM ONLY)** and they are available for use only inside the Library facilities.

Library items that may be **CHECKED OUT FOR THE 24 HOUR TERM** (dictionaries for the exams, etc.) are marked with labels saying **POSUDBA NA 24 SATA (24 HOUR LOAN PERIOD)**.

How can I renew my loans?

Students may **BORROW** up to 6 books at a time for the loan period of two weeks, with the possibility of 2 renewals. Books may be renewed in person, by phone, or online on the library web-page. Certain library items, like master and doctoral theses, off-prints, and AV materials, cannot be renewed.

RENEWAL GUIDELINES: Go to the webpage <http://koha.ffzg.unizg.hr>, log into the catalog using your **AAI@EduHr account data** and click "Produži" or "Renew" next to the title you wish to renew.

How can I use the journals?

The journals **CANNOT** be borrowed. They can be used inside the Library facilities or you may photocopy individual articles. The journals are located at the exhibition shelves on the Ground Floor and in the Closed Stacks.

Where can I find a journal article?

You can search the **ELECTRONIC JOURNALS CATALOG:** <http://knjiznica.ffzg.unizg.hr/katalog-ecas>

¹ Language and Literature

or search the **ONLINE DATABASES**
<http://knjiznica.ffzg.unizg.hr/baze>

I need a really old book!

The collection of rare and old books **RARA** is located on the 3rd floor. More information on the web page:

<http://knjiznica.ffzg.unizg.hr/RARA>

What are CLOSED STACKS?

BOOKS AND JOURNALS WITH OLDER PUBLICATION DATES, AND THE LESS FREQUENTLY USED JOURNALS are located in the Closed Stacks Collection in the basement of the Library building. They can be pre-ordered at all circulation desks during Library open hours (08:00-20:00) or by e-mail at zs@ffzg.hr.

All pre-orders for books received before 15:00 are delivered after one hour to the Central Information Desk on the Ground Floor. All pre-orders for journals received before 14:00 are delivered after half an hour to the Central Information Desk on the Ground Floor.

All pre-orders received after 15:00 are delivered the next working day to the Central Information Desk on the Ground Floor.

<http://knjiznica.ffzg.unizg.hr/zs>

What are online databases?

In short, online databases are electronic journals collections. If you access databases **FROM THE COMPUTERS AT THE FACULTY** you do not need to use any login data. If you access databases **FROM YOUR COMPUTER AT HOME** you need your **AAI@EduHr account data**.

What if the Library does not own a book and/or an article I need?

For obtaining library materials not owned by the Library you can contact the **INTERLIBRARY LOAN SERVICE**. The requests for Interlibrary Loan should be sent at e-mail mkp@ffzg.hr. Library materials ordered through Interlibrary Loan Service are

picked up at the Central Information Desk on the Ground Floor. More information at:

<http://knjiznica.ffzg.unizg.hr/mkp>

AAI@EduHr user account

The application form for the AAI@EduHr account data can be obtained at Služba za informatiku (Faculty Computer Service), Monday to Friday, 12:00-14:00, office A-129 (Faculty building). More information at:

<http://infosl.ffzg.unizg.hr/dezurstva.htm>

Where and how can I photocopy?

All floors are equipped with the photocopying machines which can be used for photocopying, printing documents from the user computers in the Library reading rooms or scanning documents. Photocopying and printing jobs have to be **paid** for. You can make a payment at post offices, FINA offices or banks using 'opća uplatnica' (payment slip). When filling out the slip please use the following data: the Faculty bank account nr. **IBAN HR1823600001101311177**, 'poziv na broj' (reference number) **2-803-1001**, 'model' **HR00**, 'opis plaćanja' (purpose of payment) "**Uplata za fotokopiranje**". After you make the payment bring the receipt of the payment and your Library card to the Central Information Desk on the Ground Floor. After the photocopying or printing job is done the spent amount of money is taken automatically from your Library card account.

Where do I study, and where do I surf the internet?

In the **READING ROOMS** on all floors there are study seats and tables, equipped with power sockets for laptops and wireless internet access.

200 study seats are equipped with computers. In order to use these computers or wireless internet you will need your **AAI@EduHr account data**.

How do I use wireless internet?

For wireless internet access you will need your **AAI@EduHr account data**. The instructions and

guidelines for adjusting laptops are available on the web page:

<http://infosl.ffzg.unizg.hr/upute/wlan/>

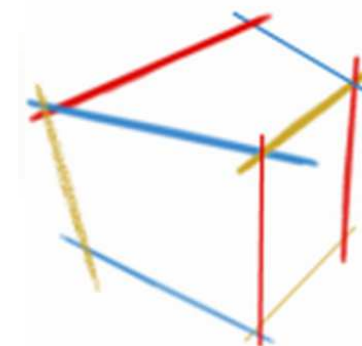
Where are library lockers?

Library lockers are located in the basement of the Library building. The rules for the use of library lockers are available at the entrance and at the web page:

<http://knjiznica.ffzg.unizg.hr/garderoba>

The following are also located in the Library building:

- **FACULTY OFFICE FOR INTERNATIONAL COOPERATION (Ground Floor, Office 0.7)**
- **FACULTY ARCHIVES (basement, Office 1.2.1)**
- **COMPUTER ROOM(1ST FLOOR)**
- **CONFERENCE HALL (2ND FLOOR)**
- **AV ROOM (4TH FLOOR)**



LIBRARY

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

UNIVERSITY OF ZAGREB

<http://knjiznica.ffzg.unizg.hr>

knjiznica@ffzg.hr

Interlibrary Loan Service: mkp@ffzg.hr
Pre-orders from Closed Stacks: zs@ffzg.hr