

What do I need to activate my membership?

Patrons activate their membership at any circulation desk in the Library, using **their**

- smart X student card
- an ID document (passport)
- **AAI@EduHr account data (username and password)** (from the pink paper). **The application form for the AAI@EduHr account data** can be obtained at Služba za informatiku (Faculty Computer Service, room A129)

When can I use the Library?

The Ground Floor: Monday to Friday 07:30-20:00, Saturday 09:00-14:00;

Floors 1-5: Monday to Friday 08:00-20:00, Saturday 09:00-14:00.

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

Print and electronic.

The print books and journals 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>

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

How can I find a print book I need?

You can **SEARCH** the online library catalog

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

or browse the shelves of the library collections. If you cannot find the book, please ask the librarians at the information/circulation desk for help.

What if a book cannot be borrowed?

The books 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. The same goes for the journals.

What if a book you need is located in the Closed Stacks (Zatvoreno spremište)?

Some of the print books and journals are located in the **CLOSED STACKS** in the basement of the library and you cannot enter there. But the books and journals you need can be pre-ordered at all circulation desks, by phone or by e-mail at zs@ffzg.hr.

How many books can I borrow?

Students enrolled in one (single major) or two (double major) study programmes may **BORROW** up to 6 library items at a time for the loan period of two weeks, with the possibility of 2 renewals.

Students enrolled in three or more study programmes may **BORROW** up to 12 library items at a time for the loan period of two weeks, with the possibility of 2 renewals.

However, if there is a hold placed on the item and if more than 14 days have passed since the checkout, it should be returned promptly.

How can I renew my loans?

Books may be renewed in person, by phone, e-mail, or online on the library web-page using your AAI@EduHr account data.

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

I want to place hold on (reserve) a book!

You can only place hold on (reserve) library items that can be checked out, and in case all the copies are checked out at the moment.

The number of books that you can place hold on:

- Students enrolled in one (single major) or two (double major) study programmes – 12 library items

- Students enrolled in three or more study programmes – 24 library items

What are e-resources?

In short, online databases are the Faculty Repository and electronic journals collections. You can access them at

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

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**.

I need a scan of an article or a chapter from a book!

You can order a scan of up to three chapters or articles owned by the Library by sending an e-mail at snz@ffzg.hr.

The service is free of charge.

Please check the information at the webpage

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

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. 150 study seats are equipped with computers. In order to use these computers or wireless internet on your laptop 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 webpage:

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

Where are library lockers?

Library lockers are located in the basement of the Library building. The key must be checked out at the Central information desk on the Ground floor, and returned by the end of the day.

<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.b)

Computer room
(1st floor)

Conference hall
(2nd floor)

Seminar room
(3rd floor)

AV room
(4th floor)

Important contacts

General information
knjiznica@ffzg.hr

Scan on demand
snz@ffzg.hr

Pre-orders from Closed Stacks
zs@ffzg.hr

The Ground Floor - A
General Reference Collection
The Journal Collection

1st floor – B
Philosophy; Social Sciences Methodology.
Statistics; Psychology; Sociology; Pedagogy;
Information Sciences

Computer room

2nd floor - C
History; History of Art; Archeology; Ethnology and
Anthropology

Conference hall

3rd floor – D
Slavic Languages and Literatures
Seminar room

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 L and L; Korean L and L; Judaic
Collection, AV-collection

AV room

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



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LIBRARY

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¹ Language and Literature