

# SISSA Library Guide

## Mission

SISSA library serves teaching, learning and research of the SISSA users and for the world-wide scholarly community through our staff, collections, library spaces, and systems.

The library is a gateway to **collections**, physical and digital, locally-owned and externally accessible, with the goal of continuously enhancing discovery, access, and use.

The SISSA library primarily supports the research and teaching missions of the physics, mathematics and neurosciences departments as well as the interdisciplinary program of the SISSA interdisciplinary laboratory.

## Accessibility

The SISSA library is wheelchair accessible and is located on the ground floor of the main building. Library offers inviting quite study space with plentiful natural light with small tables for individual study and large ones with chairs for group study. Inside the library there are two reading rooms (red and blue) for conference but when free they can be used for studying

Who can access SISSA Library?

- Faculty, students, staff of SISSA
- Fellows, Postdocs, and Visiting Scholars of SISSA
- Courtesy cardholders of SISSA

Library-affiliated groups

- Cooperative program participants (ICTP-Trieste, University of Trieste, University of Udine)
- Library individual and corporate member of other institutions invited at SISSA as guests.

## LOCATION AND FACILITIES

**Library timetable :** Mon.-Fri. : 9-19, Saturdays : 9-13. Sundays and public holidays the library is closed. SISSA users can enter the Library during the night and the weekends using their SISSA card (badge). It can also be used also for self-loan of printed books if it bears user's picture and SISSA member code (make sure your SISSA member code is registered in the library database for this service). At the entrance there is the loan desk and information service, four workstations to consult the on-line catalog, two photocopying machines, a display with the new acquisitions and a self-check desk. In the main library room the newly arrived printed journals are on display in alphabetical order by title. The printed books are on open shelves arranged by subject according to the UDC and DDC. Inside the library there are two rooms (red and blue) which are used for

conferences and for reading. Inside them are kept and displayed in alphabetical order by title many printed journals.

In Library storage are kept old printed journals arranged in alphabetical order by title of the journal. One part of the printed journals are kept in via Beirut, the old SISSA seat.

### **The governing body : SISSA library board**

The SISSA Library has a government board called library committee (comitato di biblioteca) which has the following duties :

1)To approve the annual library budget ; 2) to analyze the new annual journal subscription e to approve the acquisition of new books ; 3) to approve the library rules ; 4) to approve projects and innovations ; 5) library personnel ; 6) to analyze the strategic plan of the SISSA library and reviewing library policies and overseeing the progress and revision of it services.

The permanent members are the library head, the delegate of the director for the library, the serial librarian and one member of the following sectors : mathematics, neurosciences (comprise the neurobiology sector) and physics (astrophysics, high energy physics, physics of condensed matter, physics of biological and chemistry, interdisciplinary laboratory) and one student delegate, elected among the student community of SISSA. The library committee is directed by library head and promote the library services, control the applications of library rules, approve the annual budget of the library, maintains the links with academic organs e control the correct management of the SISSA library.

### **Circulation**

The access to the Library is permitted to all SISSA users and to authorized users of other Universities & Research Institutions with which SISSA has special agreement (Phd/magister courses in common) or scientific collaborations.

During hours of closure, SISSA users have a valid personal SISSA badge, can enter the Library using their personal badge. Each user is responsible for the people who enters the library with him/her and personal badge should not lent to other users. All the Library users have to maintain an appropriate and respectful behavior towards other users, materials, equipment and silence. In all the rooms of the library it is forbidden to smoke (also e-cigs.)

**No food or drinks are allowed.** Users can introduce only closable bottles of water.

**It is not possible to bring bags** inside the library: these have to be stored in the lockers located in the library entrance hall. The loan desk staff allows the access with bags only those who are going in blue/red room for a meeting. Lockers are intended for temporary storage, so users have to empty them by the end of the day in which the box has been reserved, before leaving the library. The users cannot store wet umbrellas or anything that could damage or dirty the lockers.

### **CONSULTING**

The library develops and maintains a broad array of information resources (in print and digital), article and indexing databases, e-journal subscriptions, and specialized collections crossing

subjects, formats, and genres. . SISSA library is providing access to these materials for educational and research purposes only. The library makes no warranty that your distribution, reproduction or other use of these materials will be non-infringing copyrights. The written permission of the copyright owners and/or holders of other rights (such as publicity and/or privacy rights) is required for distribution, reproduction, or other use of protected items beyond that allowed by fair use or other statutory exemptions

The consultation of books and printed journals is free for all users who have the right to access the Library. Printed journals are located in the storage and must be requested to the library personnel. After consultation users must place them where indicated. Users can photocopy books and journals using the photocopier in the library entrance hall, according to the limits specified by Italian Law 633/1941 and its subsequent amendments. Library users have to inform the library staff about any damage found during consultation. If a printed volume is damaged while being consulted, photocopied or taken on loan, the user is responsible for the damage and has to replace them with a new copy or an old one (in very good condition). In case the printed volume cannot be replaced, the user will be subject to the decision of the Head of the library who will indicate a new book to purchase of the same value of the damaged copy. The e-resources (e-journals, e-books) are available only to all SISSA internal users through internal network or VPN connection. External authorized users can access SISSA e-resources using the SISSA library workstation in the library entrance hall.

## **BORROWING**

Access to book loan is available only to users who stay in SISSA for at least one month. To enable a new user (from SISSA or from other universities who is officially involved in a SISSA Phd/magister course of study) to borrow books, the library loan desk needs : 1) a formal request/authorization by email ([loandeskissa.it](mailto:loandeskissa.it)) from SISSA relevant office (students' secretariat, human resource office, professors..) or from the guest management program; 2) the user who stay in SISSA for more than six months and who have a SISSA badge can come personally to the loan desk for the registration in library database. User's personal data will be stored in library database and used only for communications regarding loans. Users belonging to research institutions with which the library or SISSA has not special agreements can access to loan service only if a SISSA full professor invites them in accordance with the SISSA visitors procedure. Other external users can request access to the loan contacting the Head of the library in person. At his/her sole discretion the head of the library may or not grant the authorization. Each user has specified limits regarding the type and number of loan (professors, students, researchers, post-doc. visitors..) and renewals assigned to his/her category, and user must respect them. When the book has reached the maximum time and/or renewal limit for borrowing, it should be returned to the library within 5 days from the expiry date of the loan. Users who do not return or renew their loans regularly, despite the e-mail reminders, will receive a warning. In case of persistent irregular management of the loans the library staff will provide to assign "forced renewals" (as penalty) reducing the loan time for the user for his future loans. A book on loan which has been reserved by another user can not be renewed. A book loan can be denied if the user has reached the limits assigned to his/her category. The user is responsible for lost or damaged printed books and has to replace them with a new copy or an old one if it is in good printed condition. Books on permanent loan, journals and reference books are not available for loan.

In order to protect the rights of individuals using SISSA Library material, electronic products and services, all circulation, collection registration, and/or use files are private and confidential records. In that case the same rules are applied for internal SISSA students as for this outsider personnel. The SISSA entry badge with the photo and number is required to borrow printed books or bound

printed journals. With this badge the users can enrolled into the SISSA library (loan desk personnel inserts yours name into library database) and it is used for self-check of the printed books and printed journals. Outside researchers (not involved in the study courses among the SISSA and University of Trieste and Udine) and students interested in borrowing books have to apply to the Library Head, presenting a written reference of the guarantor. In case of loss the outsider user must replace the book lost with a new copy or in case of his/her impediment in doing that the guarantor must do it. Faculty members of SISSA can borrow up to ten items (books or bound volumes of journals), SISSA students can borrow up to five items, for a period of one month. All other users who belongs to ICTP, University of Trieste and University of Udine can use the SISSA resources (printed and online) at the same condition as internal SISSA users when they are inside the SISSA library.

In that case the external users can use also the self-check system. Outsider users (students and researchers of the ICTP, University of Trieste and University of Udine) may take on loan, after receiving the internal badge and authorization, 2 printed books and can renew it only for one month..

Loan can be renewed, sending an email to: [loandesk@sissa.it](mailto:loandesk@sissa.it) , provided that other users have not reserved the same material previously. A self-check desk can be used to borrow or return books during the night and the weekends. Unbound journals and reference books are available only for the in-library use. It is possible to make photocopies.

## SERVICES

Resource sharing service enables SISSA faculty, students, and staff (and those enrolled in magister and Phd course between SISSA and Trieste University and Udine University) to request materials that are not readily available in print and digital form at the SISSA Library. The document delivery and interlibrary service is free for SISSA users only.

Journals, books and databases on the SISSA Library website can be accessed through a SISSA computer. For information on how to set up your computer for offsite access to SLAC Library resources, please contact Computing department of the SISSA.

SISSA's licenses for journals and databases require us to limit access to SISSA employees, University faculty, staff and authorized SISSA-affiliated individuals. A [SISSA ID](#) is required for access to SISSA journals and databases. Some SISSA journals and databases are not accessible on site nor through a SISSA remote connection.

If you are a user at SISSA, access journals by remote connection to your home institution. You may also contact the [SISSA Library](#) to request an Interlibrary Loan-document delivery copy of an article. Please note that article copies the SISSA Library provides are copyrighted and are for your personal use only under [Fair Use](#) restrictions.

## Collection Development Statements

The SISSA Library acquires, organizes, preserves and provides access to a rich and unique record of mathematics, physics and neuroscience in a variety of formats, in support of the teaching, research and public missions of the school.

SISSA library also strives to support the community of scholars through our collections and services. Librarians collect in appropriate and available formats by adapting strategies that provide for the anticipated needs of our academic users. SISSA library have limited resources to collect comprehensively in all subject areas (physics, mathematics and neuroscience) and therefore supplement their collections through interlibrary, document delivery, borrowing and lending programs. The SISSA Library participates in several Italian consortia arrangements (CRUI and others), and seeks collaborations with other libraries (national and regional), publishers, commercial and open access enterprises, open source communities, and digital initiatives, in order to maximize access to resources. All collection development work of the SISSA library is clearly aligned with the strategic goals and priorities of the governing bodies of the SISSA. The main field of collection development of the Library are: astronomy, astroparticle, physics of high energy physics, neurobiology, neuroscience, mathematics, geometry, physics of condensed matter, physics of biology and chemistry, science communication. Collection development statements depends on specific disciplines or departments and are managed by the delegate of mathematics, physics and neuroscience and each representative expresses priorities and operational approaches appropriate to those disciplines.

## SEARCH TOOLS

The main searching aid for all users is the Library web site searchable at: <http://library.sissa.it>. Printed collection is searchable with SISSA catalogue, e-journals are searchable using AtoZ software, digital books and digital article are searchable using SISSA Discovery service. The SISSA Digital library contains all digital PhD thesis, magister thesis and the digital papers of the SISSA authors.

The main entry point for all library resource (printed and digital) is **SISSA Discovery Service** which is the first access web point to SISSA bibliographic resource, to printed and digital books and all journal articles and books found on the web. This web discovery platform query heterogeneous data bases for content and location, including SISSA catalog..

For searching the internal SISSA printed collection is better to use **SISSA library catalog** which can be accessed at <http://library.sissa.it> and choosing SISSA catalog.

## Classification order (shelf order for printed books)

We use the Universal Decimal Classification (UDC) scheme for the sections of Mathematics (51), Astrophysics (52), Physics (53), Chemistry (54), Biology (57) and a simplified version of the Dewey Decimal Classification (DDC) for the sections of Science Communication (001), Computer Science (004-006), Reference (030), Cognitive Neurosciences (150), library science (020) and Linguistics (400).

The aim of classified arrangement in open access shelves of the SISSA library is to direct users to works on particular subject and to encourage them to browse books on particular subject according to the hierachic logic of UDC classification and DDC

## **Printed and digital sources of the library**

The SISSA Library owns approximately 25,000 printed books, 7000 ebooks, e-journals (more than 5.000 titles), 500 printed periodicals (98 of which are current and are stored in Library main room or in Library storage or in old library location, via Beirut), all SISSA preprints and all Magister and PhD Theses of SISSA (in printed and electronic form) and has access to about 7000 e-journals. All magister and PhD Theses of the SISSA authors from the foundation of the school are in digital form and can be consulted and accessed using the SISSA Digital Library on the main web page of the library ([library.sissa.it](http://library.sissa.it)). Licensed resource can only be accessed by authorized SISSA internal users from the main web page of the SISSA Library.

Main interest areas covered are Astrophysics, Cognitive Neurosciences, Condensed Matter, Elementary Particles, Functional Analysis and Applications, Mathematical Physics, Neurobiology, Statistical and Biological Physics, Science Communication.

SISSA users have access to about 7000 full-text electronic journals, via IP recognition: The ACS (American Chemical Society), Wiley-Blackwell, Springer-Kluwer, Cell Press, Elsevier, Institute of Physics Publishing, Cambridge University Press and Oxford University Press journals, Science, 14 Nature journals and reviews, 10 Annual Reviews, the APS (American Physiological Society) Legacy journals archive, the APS (American Physical Society) PROLA archive and many other journals on the library journals database at <http://www.sissa.it/library/journals> or through the link resolver AtoZ. (<http://atoz.ebsco.com/Titles/2125>)

SISSA users have access to about 7000 full-text electronic books, via IP recognition. The Springer's ebooks are 5426

- all ebooks of the SIAM (Society for Industrial and Applied Mathematics) (497 books);
- the Elsevier Neuroscience ebooks (2011-2012);
- Springer ebooks in Physics and Astronomy, , Life Sciences and Chemistry (from 2005 to 2007);
- Springer ebooks in mathematics and statistics (from 2005 to 2014);
- Springer “Lecture notes in mathematics” ebooks (from 2006 to 2014) ;
- Springer “Lecture notes in physics” (from 2006 to 2014);
- the Oxford University Press ebooks collections in mathematics (2012-2015);

- the Oxford University Press ebooks collections in physics (2012-2015) ;
- the Oxford University Press ebooks collections in neuroscience (2012-2015);
- MITSO Mathematics (2013-14);

Elsevier – Encyclopedia of animal behavior ; Elsevier-Encyclopedia of condensed matter physics ; Elsevier-Encyclopedia of mathematical physics ; Elsevier-Evolution of nervous systems.

- MITSO Neuroscience (2013-14)

## **DATABASES**

- MathSciNet
- Scopus
- Web of Science
- ADS (Astronomy Data System)

## **LIBRARY WEBPAGE**

The main web library page (<http://library.sissa.it/>) has a link to six main parts : SISSA Catalog, SISSA Discovery Service, SISSA Digital Library, E-journals, Bibliographic databases, Useful links and DD (article request) ILL (interlibrary loan). On the top of the web page are also link to Services, News, Your Feedback, FAQ and Contacts.

## **SISSA DIGITAL LIBRARY (SDL)**

The SISSA institutional digital repository is an Open Archive based on the DSpace software and supports the OAI-PMH standard and is based on Dublin Core metadata. The main content of this digital archive are the digital PHD and magister SISSA theses from the foundation of the school. Great part of its are recorded in PDF format and accessed on open access bases. It contains about 6000 records (more than 3000 full-text) of preprints, articles, book chapters, theses and lecture notes of SISSA authors.

All PhD thesis and magister thesis from 1981 to date are recorded in digital form into SISSA Digital library.

From November 1st, 2012 all PhD thesis discussed at SISSA are produced only in digital form and recorded into the SISSA Digital Library in full text and stored in PDF format. All thesis are self-archived by SISSA student and controlled by internal library personal.

Only employees (professors and post-doc) and students of the SISSA may submit material in SDL. Before starting, make login with SISSA network username and password, then click the

"Submissions" link in the menu section headed My Account, and follow the step-by-step submission procedure.

Select collection (papers, preprints, PhD thesis, Magister thesis, Patents and Tesi di Master in comunicazione della scienza) and move your mouse to the collection into which you wish to add your item and click.

## **Library Staff**

- Lucio Lubiana (lubiana at sissa.it) Library Head
- Marian Picek (marina at sissa.it) Loan desk
- Gerardina Cargnelutti (gerry at sissa.it) Journals Department
- Maria Pia Calandra (library at sissa.it) Document Delivery and Interlibrary Loan, Digital library, cataloging
- Silvano Visintin (visintin at sissa.it) Book acquisition and reference
- Stefania Cantagalli (loandesk at sissa.it) Loan Desk
- Luisella Palumbo
- library clerk

## **LIBRARY OPENING HOURS:**

- MONDAY-FRIDAY 9.00 - 19.00
- SATURDAY 9.00 - 13.00

Via Bonomea 265 I-34136 Trieste Tel: 040-3787-471/472 Fax: 040-3787-695

<http://library.sissa.it>

e-mail : library at sissa.it