

1. WHERE WE ARE:

MAIN LIBRARY – Administrative Law, Constitutional Law and Civil Procedure

Palazzo Bo, first floor, stairs side classrooms

Criminal Law Library

Palazzo Bo, third floor, stairs side classrooms

Tax Law Library

Palazzo Bo, third floor, stairs side coffee shop

International Law Library

via Anghinoni 3, third floor

2. OPENING HOURS:

MAIN LIBRARY

Monday - Thursday: 9.00 – 18.00;

Friday: 9.00 – 14.00

CRIMINAL LAW

Monday and Tuesday 9.00 – 18.00;

Wednesday-Friday 9.00 – 14.00

TAX LAW

Monday - Friday 9.00 - 14.00

INTERNATIONAL LAW

Monday - Friday 9.00 - 14.00

During closing hours of the branch libraries, for information and returns of books, users can turn to the main library.

Hours may vary on the following months:

July and August.

Closed on Christmas and Easter holidays.

3. ACCESS TO LIBRARY

Everyone can access, consult the library's collections and study in the library.

Seatings are limited and mostly intended for those who use the library items.

Most items in our collections are held in closed shelves. Users are asked to fill out a form and hand it to the librarians.

Items of Guicciardi collection (GUICC) have to be ordered by e-mail contacting biblio.pubblico@unipd.it and they'll be available the day after the request.

4. CATALOGUES AND FACILITIES

Use University of Padova Library Catalogue (OPAC) to search and browse for our collections:

<http://catalogo.unipd.it>

(for books published before 1990, you should also browse the card catalogue)

Facilities:

Each branch library provides:

- self- service print/copy facilities;
- access to online catalogue OPAC;
- computers with Word Processing;
- all licensed electronic resources are available from computers located in the libraries. University of Padova law students can request their account in the computer room.

The wifi connection **Unipd Wi-Fi** is active in Palazzo Bo building.

5. PHOTOCOPYING SERVICE

You can use our self- service copy facilities to copy collection items subject to the Library's preservation policy, copyright and data protection laws.

A4 B/W photocopying is charged at euro 0.05. per sheet. You can use your University Card or your Library Card.

For further information visit:

<http://padova.ricohmyprint.it>

6. LOCAL BORROWING

Borrowing privileges differ per user category according to the following table:

Users	Loans for Polo	Term loan
students	10	30 days
staff	20	60 days
external users	5	30 days

Renewal: you can renew your borrow before the expiry date through the catalogue OPAC ("La mia tessera della biblioteca"), or by e-mail biblio.pubblico@unipd.it or by phone (049-8273372). Institutional users are allowed up to five renewals, external users up to two.

It's not possible to renew the borrow if it is expired or if other users have booked the same volume.

Reservation: through the catalogue you can reserve a book that is already on loan. When the book is returned you will be notified by e-mail.

7. INTERLIBRARY LOAN

Students, staff and external users can contact the following office: *Ufficio Centrale per il Prestito Interbibliotecario* - Biblioteca di Scienze Statistiche, via C. Battisti n. 241/243.

<http://www.cab.unipd.it/servizi/prestito-interbibliotecario>

8. DOCUMENT DELIVERY

The Library offers the document delivery service for articles not owned by university libraries. More information at the main library enquiry desk.

9. PURCHASE PROPOSALS

Purchase proposals can be sent to:
ordini.polobibliogiuridico@unipd.it

10. TRAINING WORKSHOPS AND REFERENCE

Both libraries of Polo Giuridico provide a range of workshops and introductory sessions to help you find your way around the collections and to make the best use of them, access and use our printed and electronic collections most effectively, use our catalogues and answer your bibliographic enquiries.

For times, dates and registration details, visit:

<http://bibliotecadirpubblico.cab.unipd.it/usa-la-biblioteca/contenuti-usa-la-biblioteca/corsi>

The Library staff is available for a free reference personalized appointment. For information and / or appointments contact: biblio.pubblico@unipd.it

11. EXTERNAL USERS

Users with no formal affiliation to the University of Padova may purchase a Library Card.

For further information visit:

http://bibliotecadigitale.cab.unipd.it/chi_siamo/servizi-sba/tessera_utente_esterno

Università degli Studi di Padova



Public, International and
Community Law Library

Library Guide

Biblioteca di Diritto Pubblico Internazionale e
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