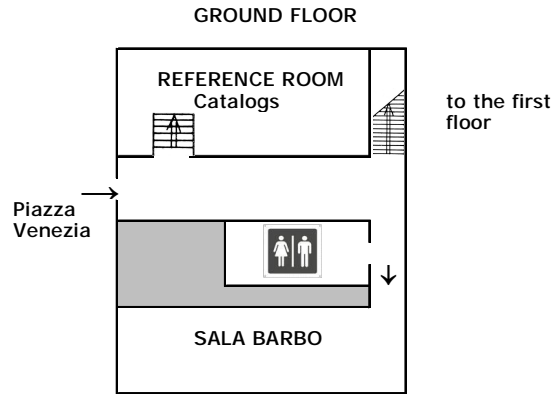
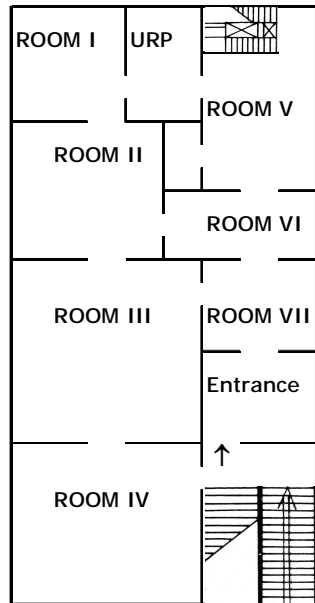




JOHN CABOT UNIVERSITY FROHRING LIBRARY



FIRST FLOOR



Room I – Lending Services, Reproductions

Room II – Databases, photo archives

Room III – Bibliographic information, Reproductions authorization

Room IV - Bibliographic information, Reproductions authorization

Room V – Distribution Desk

This booklet is based on the information originally gathered by Terry Kirk, former art history teacher at the American University of Rome.

A student's short guide to

BiASA

Biblioteca di Archeologia e Storia dell'Arte
(Library of Archeology and Art History)

Piazza Venezia 3.

Tel. 06 6789965 06 6797739 Fax (06) 6781167

<http://www.archeologica.librari.beniculturali.it/>

Opening Hours:	Distribution hours:
Monday-Friday: 8:30 -19:30	9:30-13:30, 14:00-17:15
Saturday: 9:30 -13:30	9:30-13:00

The library has limited opening hours (8:30-13:30) during the following periods:

- the week preceding and following Easter
- the first and the last week of August (during the second and third week of August the library is closed to the public except for the reference and catalogs room)
- from December 24th to December 31st.

The library is closed on Italian national holidays and on June 29.

Please note that there are different hours for specific services/areas. They are indicated under their corresponding paragraphs in this Guide.

To access the Library users must be older than 19 years (18 if University student) and provided with an identification document with photo (passport or permit to stay).

BiASA is perhaps the richest library in Rome for Archaeology and Art History studies. Officially established in 1922, it originated from donations accumulated since 1876. Its collections (about 600,000 volumes, 3,500 periodicals and 19,000 amongst photographs, engravings, drawings) are mainly related to Italy and Rome. Most of them are in Italian, but English and other languages are also well represented.

Although it will be rewarding, the first attempts to use the Library might be discouraging: catalog searches are quite complex and subject catalogs are in Italian. Also, information on using the library is provided by Library assistants, but they might not speak fluent English. This is why we strongly recommend to prepare a bibliography in advance, with the help of JCU librarians.

STEP 1 – Preparing a bibliography

BHA, the Bibliography of history of art, is available through the Frohring Library Databases web page.

BiASA has several online catalogs.

The current one includes books acquisitions since 1992 and all the periodicals:

<http://193.206.215.6/>

The catalog for previous acquisitions (from 1922 to 1991), the catalog by subjects (from 1922 to 1998) and the catalogs of the Theater and Music Sections are included in the *Digitized Historical Catalogs*, on-line resource quite difficult to use (ask the Reference Librarian at JCU for help):

http://cataloghistorici.bdi.sbn.it/code/seq_elenco_gruppi.asp?ResetFilter=Y&FiltroCatalogo=124

STEP 2 – Accessing the Library

The *Accettazione* (Sign-in desk) is on the first floor (stairs down the corridor on the left). There you must show your identity document and will receive a form called *Carta d'entrata* with an access number (*Numero d'entrata*). Sign in the register filling the fields:

- *Nome* (First name)
- *Cognome* (Last name)
- *Nazionalità* (Nationality)
- *Professione* (Profession, that is "studente")
- *Numero d'entrata* (Access Number)

The receptionist will then hand you a key to a locker where you are required to leave your bag.

- *VOLUME* (add the issue number for a periodical)
- *COGNOME E NOME* (last and first name)
- *FIRMA* (signature)

The form must be handed to the Library assistants. They will retrieve the books from the stacks and bring them to the desk every half an hour. When the books arrive, you claim them with the carbon copy of the **MODULO PER LA RICHIESTA**.

Your **CARTA D'ENTRATA** must be given in exchange for the books, and it will be given back to you when you return the books. You cannot exit the Library without the **CARTA D'ENTRATA**.

Digital Reproductions and Photocopies

Hours of service:

Monday-Friday: 10:00 -13:00; 15:00-18:00

Saturday: 10:00-13:00

With the help of a library assistant, you can request to make digital reproductions of library materials in order to get digital files that you can store in your own pen drive. Alternatively you can request to make photocopies. Not all materials can be photocopied (old or damaged items are excluded) and another form must be filled to be allowed.

CD-ROM and MICROFICHES - ROOM II

Hours of service:

Mon., Wed., Fri., Sat.: 10:00 -13:00

Tuesday-Thursday: 11:00-13:00; 15:00-18:00

Lending services – ROOM I

Hours of service:

Monday-Saturday: 11:00 -13:00

Tuesday-Thursday: 15:00-17:00

Closed stacks: other call numbers

For items with different call numbers you must go at the distribution desk, on the 1st floor, in the Sala V (Room V), and fill in a request form called *Modulo per la richiesta di documenti in lettura* (step 5).

Assistants will help you with the Crociera and Sala Lanciani holdings.

Sala Lanciani

Opening Hours:	Distribution hours:
Monday-Sat.: 9:30 -13:30	9:30-13:00

Contains the *Fondo Lanciani* (engravings and drawings from the archaeologist Rodolfo Lanciani's donation) and is the site where to consult the *Sezione Rari* (Rare Book Section) and the *Sezione manoscritti* (Manuscripts and Archival document Section).

Crociera (Via del Collegio Romano, 27)

Opening Hours:	Distribution hours:
Wednesday: 9:30 -13:30	9:30-13:00

Two monumental rooms, one built in the 16th century and another in the late 19th, host the *fondi chiusi* (legacies and donations, amongst which are the important *Fondo Fabrizio Ruffo*, *Fondo Pagliara*, *Fondo Vessella*).

STEP 5 - Getting your documents - Books on request

Either in Sala Barbo or at the distribution desk in Room V, you are allowed to ask for up to three items in the morning, and three in the afternoon.

For each item you must fill in a form (*MODULO PER LA RICHIESTA*) containing:

- *DATA* (today's date)
- *Carta d'entrata N°* (your access number – see Step 2)
- *Collocazione* (call number)
- *AUTORE* (author), when it exists
- *TITOLO* (title)

STEP 3 - Searching your books Sala Reference (Catalog Room)

Opening hours:

Monday-Friday: 8:30 -19:00

Saturday: 9:30 -13:30

This room, containing all the Library catalogs, is located on the ground floor, immediately on the left. It can be accessed directly, presenting there the ID document, by those who just want to prepare a bibliography. There are collected several successive catalogs, some handwritten. Ask for assistance if you can't read the writing.

On printed cards, the call number (*collocazione*) is on the top right corner. Please copy it with great attention, noting also if it has upper or lower cases letters. For periodical articles, remember to take note of the Title, Volume, Issue and pages.

Catalogo per autori (Author Catalog)

A paper card catalog is devoted to the *Accessioni fino al 1992* (Acquisitions until 1992). All the following acquisitions should be found on the computer terminals or in the Online Catalog mentioned above. To check call numbers, sometimes you might need to use the successive card catalog, *Accessioni fino 1992-1998*.

Please note that the acquisition date doesn't necessarily correspond to the publication date: a Library can acquire old books, so sometimes you will need to search in more than one catalog. When a book is written by three or more authors, or has no authors, its card is filed under the title.

Catalogo per soggetti (Subject catalog)

It is made by different parts, depending on cataloging systems adopted in different periods.

- *Accessioni anteriori al 1945* (Acquisitions since 1945)
- *Accessioni fino al 1987* (Acquisitions 1946-1987)
- *Accessioni 1988-1991* (Acquisitions 1988-1991)
- *Accessioni 1992-1998* (Acquisitions 1992-1998)

Subject headings are in Italian, and appear at the head of the card. Monuments are filed under their location, like:
ROMA – Colonna Traiana

Works by specific authors are listed under the author's name, like:
CARAVAGGIO, MICHELANGELO MERISI DA – San Gerolamo

A digitized version is available at:
<http://soggettiarcheologica.librari.beniculturali.it/code/index.asp>

OPAC

It is a joint catalog with the Biblioteca Nazionale Centrale and contains current book acquisitions since 1992 and all the periodicals.

The first screen, *Modulo di ricerca (Search form)* asks you to search by different options. You will be most likely interested in the following:

Autore (author)
Titolo (title)
Parola chiave (keyword)

The field *Soggetto (subject)* will search in the subject index. Remember that subject headings are in Italian only.

Click *ESEGUI (enter)* to run your search query. You can limit your search to BiASA holdings only by selecting Biblioteca di Archeologia e Storia dell'Arte in the **Biblioteca (library)** drop down menu.

Select your item from the list that will be displayed. The following screen will display the bibliographic description of your item.

To see the call number, select *DISPONIBILITA'* (availability) on the top left of the screen.

The *Collocazione (call number)* will tell you where you can locate the selected item and if you need to make a request at the distribution desk to get it.

Disponibilità (availability) will tell you whether the item is available or not. If the item is *disponibile* (available), you can either find it on the open stacks or you can request it at the desk.

Catalogo dei periodici (Serials Catalog)

Contains all the journals listed by title. Please check in the holdings if the volume and issue you are searching is actually owned by the Library.

Special Catalogs

Special collections, such as auction house sales catalogs, the manuscripts, music, theater, and the one for Rodolfo Lanciani's collection are also available, (ask there for help).

STEP 4 - Getting your documents - Location

Depending on the call number, your items can be located in different places: open stacks, Sala Barbo or closed stacks, while special funds are kept in the Sala Crociera (an external location) and in the Sala Lanciani.

Different locations will require different procedures.

Open shelves (Rooms I-VII bis): A, AB (B-C-D-E), AC (D), BANC, GUIDE, LA, O (upper case) and o (lower case), P, R, REP, S

Call numbers starting with these letters are in the open shelves on the first floor and on the balconies. The corresponding items can be taken directly off the shelves. Once consulted, don't replace them on the shelves.

Sala Barbo: all call numbers with the word ROMA

Opening hours:	Distribution hours:
Monday-Friday: 9:30 -17:00	9:30-13:00, 14:00-16:30
Saturday: 9:30 -13:30	9:30-13:00

The Sala Barbo is located at the ground floor, on the right. It hosts the Section devoted to Rome. The **Banca dati CEI-CNR**, a database on iconographic sources (engravings about monuments in Rome, Latium and Campania from the books held in the Library) is searchable in the Sala Barbo with a librarian's assistance.

To consult items there you will need to fill in a form (step 5).