

A STEP-BY-STEP GUIDE TO HELP YOU FIND DOCUMENTS

UNIVERSITY OF ROME TOR VERGATA

HUMANISTIC LIBRARY



This guide is meant to help foreign students to better find books and other documents they need, by using the [University Library Online Catalogue](#)

REMEMBER!!!

What you actually need, to be able to use/get a document, is:

1. The **DOCUMENT POSITION** (= the “**Collocazione**”, a specific code showing the **physical placement** of the document, allowing you to find the product throughout the library!)
→ useful, in case of difficulties, to be helped by the library staff in finding the document.
2. Verifying if it is **loanable** or can only be **consulted**;
3. Verifying if at the moment it is **available** or already consulted by somebody else;

How to get these information? Step by step! Let's see how...

1. ACCESS OUR LIBRARY CATALOGUE:

The screenshot shows the BALSF (Biblioteca d'area letteraria storica filosofica) website. At the top left is the logo of the University of Tor Vergata. The main header features the BALSF logo and the text 'Facoltà di Lettere e Filosofia'. A navigation menu on the left includes 'Informazioni', 'Servizi', 'Cataloghi', 'Risorse elettroniche', 'News', and 'Link Utili'. The main content area is titled 'CATALOGHI' and lists several options: 'Catalogo di Ateneo', 'Catalogo della sezione distaccata "Luigi Chiarini"', 'Biblioteche di Roma', and 'Altri cataloghi'. A 'Home' link is visible in the top right corner.

- ◆ Using library computers, or your own personal device, you can access, and explore, our web library catalogue by clicking [here](#) (or googling “*catalogo biblioteca lettere uniroma2*” → go into the first webpage shown → click “*Catalogo di Ateneo*”);

2. SELECT THE SEARCHING OPTIONS YOU NEED:

The screenshot displays the advanced search interface. At the top, there are navigation links: 'Identificati', 'Fine sessione', 'Area personale', 'Preferenze', 'Cataloghi', 'Commenti', 'ILL', and 'Aiuto'. Below these are sub-links: 'Scorri indici', 'Ricerca', 'Lista dei risultati', 'Ricerche precedenti', and 'Scaffale elettronico'. The search options include 'Ricerca semplice', 'Multi-campo', 'Ricerca avanzata', and 'CCL'. The 'Ricerca avanzata' section is active, showing a table with columns for 'Campo da ricercare', 'Digita una parola o frase', 'Parole adiacenti?', and 'N. di records'. The 'Base da ricercare' is set to 'Tutti i campi'. Below the table, there are buttons for 'Vai' and 'Pulisci', and a 'Totale:' field. The 'Limita la ricerca a:' section includes filters for 'Lingua', 'Dall'anno', 'Fino all'anno', 'Formato', and 'Biblioteca'.

- ◆ Once you have reached the page seen above, you can see on the left there are 3 search drop down boxes under “*Campo da ricercare*”. By default, they are set with “*Tutti I campi*” → each word you are going to type in each search box,

corresponds to the one on the right and will be searched without filters (i.e.: *Divina Commedia* → this keyword will give results as it were at the same time a Title, an Author, a Collection, ecc.).

- ◆ On the right, you can also click the corresponding buttons “*Si*” when you type 2 or more keywords, in order to specify that the keywords must be searched only one next to the other, as in the case of →*Dante + Alighieri*.
- ◆ As shown in the image above, you are able to choose **up to 3 filters** in the drop down box, in order to obtain results closer to what you are looking for. Here are the most used filters:

Titolo → Title; *Autore* → Author; *Editore* → Publisher; *Collocazione* → Collocation.

- ◆ Moreover, on the bottom of the page you can see the Language filter (*Lingua*); the 2 slots on the right select the starting and ending year (*Dall’anno – All’anno*) of the book publication, and the format filter (*Formato*).
- ◆ Finally, under the main drop down slots you can find the *Pulisci* (clean) button to reset everything, and the *Vai* (Go!) button to click in order to **show the results**. Then (look at the image below), click on the resulted number next to *Totale* (the number shows all the end results by crossing the results of each filter with the rest of the filters). Look at the following image

Ricerca avanzata

Seconda Base ▾ -->

Campo da ricercare	Digita una parola o frase	Parole adiacenti?	N. di records
Titolo ▾	Divina Commedia	<input type="radio"/> No <input checked="" type="radio"/> Si	54
Autore ▾	Dante Alighieri	<input type="radio"/> No <input checked="" type="radio"/> Si	75
Tutti i campi ▾		<input type="radio"/> No <input type="radio"/> Si	
Clicca sul numero totale dei documenti per vedere i record.			Totale: 26

3. CHOOSING THE RIGHT DOCUMENT FROM THE RESULTS:

Record 1 - 26 di 26 (la visualizzazione massima e l'ordinamento è per 1000 record)

#	Titolo	Autore	Anno	Bib/Copie
1	<input type="checkbox"/> La Divina Commedia: Purgatorio Canto 25., 37-66 / Dante Alighieri ; mit einem Kommentar von Dr. V	Alighieri, Dante	—	Bib. Area Lett. Stor. Filosof. (1/ 0)
2	<input type="checkbox"/> La Divina Commedia / Dante Alighieri ; a cura di Natalino Sapegno	Alighieri, Dante	1997	Bib. Area Lett. Stor. Filosof. (3/ 0)
3	<input type="checkbox"/> La Divina Commedia / Dante Alighieri ; a cura di Franca Mariani e Francesco Gnerre	Alighieri, Dante	1996	Bib. Area Lett. Stor. Filosof. (3/ 0)
4	<input type="checkbox"/> La Divina Commedia / Dante Alighieri ; a cura Siro A. Chimenz	Alighieri, Dante	1996	Bib. Area Lett. Stor. Filosof. (1/ 0)
5	<input type="checkbox"/> La Divina Commedia / Dante alighieri ; a cura di Daniele Mattalia	Alighieri, Dante	1990	Bib. Area Lett. Stor. Filosof. (2/ 0)
6	<input type="checkbox"/> La Divina Commedia / Dante Alighieri ; a cura di Umberto Bosco e Giovanni Reggio	Alighieri, Dante	1990	Bib. Area Lett. Stor. Filosof. (2/ 0)
7	<input type="checkbox"/> La Divina Commedia / Dante Alighieri : commento e analisi critica di	Alighieri, Dante	1988	Bib. Area Lett. Stor. Filosof. (1/ 0)

- ◆ The image above shows a typical results list. Title, Author, Year, and the **physical placement**, that is **in which library** you can find the book. The terms shown on the right hand side in the image refer to our Humanistic Library – Biblioteca Area Letteraria Storica Filosofica
- ◆ Choose the best one that fits your search, then click its **corresponding number** on the left hand side of the title, in the **#** column.

4. VERIFYING THE 3 FUNDAMENTAL DOCUMENT REQUISITES:

Visualizzazione completa del record

Scegli il formato: [Formato Standard](#) [Scheda catalografica](#) [Citazione](#) [Tag nomi](#) [Tag MARC](#)

Record 2 di 144 ◀ Precedente Successivo ▶

Num. sistema	000258061
ISBN	ISBN 9788884028532
Autore	Alighieri, Dante
Titolo	4 : Monarchia / Dante Alighieri ; a cura di Paolo Chiesa e Andrea Tabarrone ; con la collaborazione di Diego Ellero
Pubblicazione	Roma : Salerno, 2013
Descr.	CLII, 594 p. ; 25 cm
Lingua della pubbl.	ita
CDD	851.1 [22 ed.]
Aut. secondario	Chiesa, Paolo Tabarroni, Andrea
Legame	Fa parte di: Nuova edizione commentata delle opere di Dante
Biblioteca	LET
Info sulle copie	Bib. Area Lett. Stor. Filosof.

Scegli il formato: [Formato Standard](#) [Scheda catalografica](#) [Citazione](#) [Tag nomi](#) [Tag MARC](#)



- Here we are in the document sheet. As already mentioned at the beginning of this guide, we are close to the **3rd PIECE OF INFORMATION** we need about a document. All you have to do now is clicking the link next to **“Info sulle copie”** → you will see a page like this:

Clicca sul legame ("richiesta" o "fotocopia") per creare una richiesta di prenotazione o di fotocopiatura per una copia.
Clicca sulla data sottolineata per vedere i dettagli sulla persona che ha in prestito la copia.

Nascondi le copie in prestito Vai

Tutti ▼ Seleziona il volume Tutti ▼ Seleziona la sottobiblioteca Bib. Area Lett. Stor. Filosof. ▼

Seleziona l'anno

◀ Precedente Successiva ▶

	Status copia	In prestito fino al	Biblioteca	Fondo	Collocazione	Collocazione-2	N. di prenotazioni	Barcode	Nota OPAC
Richiesta Espandi	Prestabile	<u>31/10/14</u>	Bib. Area Lett. Stor. Filosof.		851.1 N83/4			LT028864	

◀ Precedente Successiva ▶

- The first fundamental info needed: the document position. **Take note of the alphanumeric code written under “Collocazione”**, it will guide you into the right

placement area of the library. The documents division is organized in areas, represented by **hundreds**.

- **The second one: Verifying if it is loanable or can only be consulted.** Under the section “*Status copia*”(status of the copy) you can read if the document is **loanable** (“*Prestabile*”), or can **only be consulted** (“*Consultabile*”).
- The last one: **Verifying if, at the moment, the document is available or already used by somebody else:** look under “*In prestito fino al*”. If there is a date, it means the document is loaned until that date. If the section is empty, it means the document is ready to be loaned out.

5. STARTING A LOAN:

Once you have found the document, bring it to the library desk, and we will start the loaning procedure for you.

That’s all!
Have a good day

The library Staff