



Partial reopening of library services

Information

date: from 29 June 2020

- opening hours: Monday to Friday, 10 am to 4 pm**
- seats available: 14** in the Longhena Room. The seats can be reserved for only one whole day at a time, from one week ahead of the chosen day onwards, through the [OPAC of the Venezia SBN site](#), after registration, according to the procedure indicated below; please always cancel any reservations if you no longer intend to go to the Library
- consulting books:** the open shelf is not available; up to a maximum of 10 books can be reserved from one week before the day of your visit onwards, according to the procedure indicated below; books can be kept on hold for up to 5 days. Once the limit of 10 reserved items has been reached, you can only make new reservations after returning previous items.
- periodicals:** reservations by writing to biblioteca@cini.it; alternatively, a request for reproduction of articles within the limits allowed by law can be made, also by writing to biblioteca@cini.it.
- when some requests for consultation or reproduction can't be processed, the Library staff will inform readers; items with the DEP shelfmark will not be available for consultation.
- for the consultation of the items related to the collections (*fondi*) of the Istituto di Teatro e Melodramma (shelfmarks: AMOM, EPOV, GALL, GPOL, IIRT, LSQU, MILL, PSAM), before making the request through the OPAC of the Venezia SBN site, readers must still email a request in advance to teatromelodramma@cini.it; items related to the Rolandi and Malipiero collections (shelfmarks: ROLL and MAL) may be consulted after a reasoned request (to be sent in advance by email to teatromelodramma@cini.it and biblioteca@cini.it).

In accordance with COVID-19 prevention measures, please observe the following regulations:

- Admission will be refused to anyone
 - with a body temperature of over 37.5° C.
 - with flu symptoms
 - who has either tested positive for the virus or is in quarantine or has had COVID-19 symptoms or has been in contact with positive-tested persons in the previous 14 days
- wearing a mask is obligatory (the Foundation does not provide them)

- before entering the porter's lodge area, sanitise your hands using the provided dispenser
- show your library card number to check your seat reservation in the reading room: access will not be allowed without a reservation
- all users must take the thermal-scanner temperature test in the porter's lodge
- wait for a Library member of staff in the porter's lodge area and follow the path indicated for the entrance and exit, always maintaining social distancing; you are not be allowed to move freely in the spaces of the Foundation
- on arrival in the Longhena Room, deposit your personal belongings (bags, coats, backpacks, etc.) in the provided plastic bags, which will remain sealed until you leave the library
- give your name to the staff without handing over your library card
- go to your reserved seat and only use that same seat for your entire stay
- at the end of each day, returned volumes are placed in quarantine for 7 days, after which time they can be booked again; items on hold will be returned to the same users on the following days
- no photocopying service is available, please use your own devices (mobile phone, tablet, etc.), in compliance with the legal limits for reproductions
- only the toilets beside the entrance to the Longhena Room may be used and by one person at a time.

User registration procedure to access the OPAC of the Venezia SBN site

Users who have **already have a library card** can access their personal area on the home page of the [OPAC of the Venezia SBN site](#):

- click on “My library account” in the top right-hand corner to sign in and create an account. For new accounts fill out the log-in info as follows:
 - user: your library card number (e.g. BM123, QS123 or 123)
 - password: your date of birth entered as follows: month/day/year. Users will later be able to change their passwords by following the instructions (the password must be at least 8 characters long and contain both letters and numbers).
- click on your name at the top right to access your Personal Area. In your Personal Area you will be able to perform, check and cancel all operations.

Users who are not registered and **do not have a library card** can sign in for the first time from the home page of the [OPAC of the Venezia SBN site](#);

- click on “My library account” in the top right to register. Click on "Have you already signed?". This brings up a form. Filled out all the required fields, including selecting the Fondazione Giorgio Cini in the “library” field. You will then be able to reserve online services.

[Video tutorial on access to the OPAC of the Venezia SBN site](#)

Reserving a place in the reading room

To book a place in the reading room through the [OPAC of the Venezia SBN site](#):

- click on “My library account” in the top right to sign in.

- click on your name in the top right to access your Personal Area.
- Use the drop-down menu to access “Reservations”, where you can reserve a whole day. In this area you can also cancel previous operations.
- click on “Make a new reservation”; select the option “Rooms” in the field “Resource type”; in “Owner” select Fondazione Cini e in “Resource” select “Longhena”
- you will then be able to choose up to five dates

NB: reservations can only be from 7 days onwards ahead of the chosen date; for special requirements, write to biblioteca@cini.it

[Video tutorial on reserving a place in the reading room](#)

Requesting items for consultation through the OPAC of the Venezia SBN site

- **NB:** item requests (max. 10) must only be made after reserving a seat
- click on “My library account” in the top right to sign in.
- once you have found the document you want through the OPAC of the Fondazione Giorgio Cini, click “Consultation request”

[Video tutorial on reserving items for consultation](#)

You can check your situation at any time (reading room place in the section “Reservations” and requests for items in the section “Borrowed items”) by accessing your individual Personal area with your own name and clicking on the drop-down menu.

For any queries please contact biblioteca@cini.it or tel. 041.2710255