

Reopening of library services

Information

- ❑ **opening hours: Monday to Friday, 10 am to 4 pm**
- ❑ **seats available: 12** 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
- ❑ 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 of the Istituto di Teatro e Melodramma (shelfmarks: AMOM, EPOV, GALL, GPOL, IIRT, LSQU, MILL, PSAM, ROLL, MAL), before making the request through the OPAC of the Venezia SBN site, readers must still email a request in advance to teatromelodramma@cini.it**

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

- Admission will be denied to anyone
 - with a body temperature higher than 37.5° C.
 - with flu symptoms
 - who 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
- it is mandatory to always wear FFP2 or surgical mask (the Fondazione Giorgio Cini does not provide them)
- access to Library will be allowed exclusively to people with valid Covid-19 green certification (proof of the vaccination cycle or recovery), to be shown at the entrance. This documentation will be checked by the Fondazione Giorgio Cini staff at the entrance.
- before entering the Concierge's desk area, sanitize your hands using the provided dispenser
- when in the Library, users shall give their name to check seat reservation in the reading room: access will not be allowed without a reservation
- all users must have their body temperature measured at the Concierge's desk
- **ATTENTION: for security reasons, it is mandatory to follow the way indicated by signs to reach the Manica Lunga and it is forbidden to enter any other**

areas of the Fondazione.

It is also mandatory to always wear the badge that will be provided at the entrance

- Users shall give their name to the staff in the Library without handing over their library card
- Users shall go to reserved seat and only use that same seat for their entire stay
- at the end of each day the volumes can be kept on hold and will be returned to the same user 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 toilets in the transept of the Manica Lunga 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