



**City of Vercelli**

**Tourism, Sport, Culture and Free Time**

# **Library User's Manual**

**Edited by Lisa Montalenti and Barbara Volta**

**English edition by Paula Mascaro and Giulia Zaccardi**

**Vercelli National Civic Service**



**Vercelli**

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The Civic Library of Vercelli which has been open to the public since 1875, with its rich collections of books and periodicals about several arts, aims to satisfy the answer of information and reading of users of different age and interest , protagonists of a modern changing society.

Its conspicuous library holdings, updated in every knowledge field, promises the cultural growth of its users and represents an important reference for human art specialists, that can find important study sources. The Library has first editions, rare and valuable historical, artistic, literary and scientific works and periodicals that cannot be found in other libraries.

The Library guarantees conservation of existent ancient collection, collects and preserves all local bibliographical materials to prove and favour the study of the historical, social and cultural development of the city of Vercelli. The Library makes use of specific laws and regulations that bind publishers and printers in Vercelli and province to deliver a copy of all their products. The library is characterized by technological instruments and public services: four Internet areas in the Catalogue Room allow free access to knowledge, thought, culture and information, without restrictions to the user's autonomy. Another important innovation, the electronic catalogues, simplifies bibliographic research, localization and interlibrary loan. In 1994 the Civic Library joined the informative circuit of National Library Service (SBN) and since then, all new acquisitions and works of local interest and important publishing collections that are already in the paper catalogue, have been catalogued by automated computer programs. In 2009 a SBN project of computer cataloguing of the XVI century editions preserved in the Library was achieved.

The Civic Library of Vercelli is the network centre of the Piana Vercellese Library and Archival System: 15 borough libraries, 5 school libraries and the "Fondazione Museo del Tesoro del Duomo e Archivio Capitolare" (Museum of the Treasures of the Vercelli Cathedral) have already joined that system. An agreement with the Piedmont Regional Government controls the relations among the Library network centre and the other libraries.

The Civic Library of Vercelli is divided into four departments: General, Open shelves, Children & Young people, Manuscript and Rare Books. The Civic Historical Archive is preserved and placed for scholars on the second floor of the Library.

# **INDEX**

<b>INDEX.....</b>	<b>7</b>
<b>1. CONTACTS.....</b>	<b>8</b>
<b>2. CIVIC LIBRARY DEPARTMENTS.....</b>	<b>9</b>
<b>2.1. GENERAL DEPARTMENT.....</b>	<b>9</b>
<b>2.2. OPEN SHELVES DEPARTMENT.....</b>	<b>9</b>
<b>2.3. CHILDREN &amp; YOUNG PEOPLE DEPARTMENT.....</b>	<b>10</b>
<b>2.4. MANUSCRIPTS AND RARE BOOKS DEPARTMENT.....</b>	<b>10</b>
<b>3. CIVIC HISTORICAL ARCHIVE.....</b>	<b>11</b>
<b>4. CATALOGUES.....</b>	<b>12</b>
<b>4.1. CATALOGUES CONSULTATION.....</b>	<b>13</b>
4.1.1. ALPHABETHIC CATALOGUE OF AUTHORS AND WORKS.....	13
4.1.2. ALPHABETIC CATALOGUE OF SUBJECTS.....	13
4.1.3. PERIODICALS CATALOGUE.....	14
4.1.4. ELECTRONIC CATALOGUES.....	16
<b>5. INTERNET POINT.....</b>	<b>16</b>
<b>6. READING ROOMS.....</b>	<b>17</b>
<b>7. RULES FOR CONSULTATION AND LOAN AT THE GENERAL DEPARTMENT.....</b>	<b>17</b>
<b>7.1. HOME LOAN.....</b>	<b>17</b>
<b>7.2. INTERLIBRARY LOAN.....</b>	<b>18</b>
<b>7.3. NEWSPAPERS AND PERIODICALS.....</b>	<b>18</b>
<b>8. DOCUMENTS DUPLICATION.....</b>	<b>19</b>
<b>9. NETWORK CENTRE.....</b>	<b>19</b>

# 1. CONTACTS

The Civic Library of Vercelli is located at Via A. G. Cagna, 8.

**General Department:** The Department is placed on the first floor of the Civic Library.

*Telephone Number:* 0161/596286

*Fax:* 0161/596283

*E-mail:* vc0073@biblioteche.ruparpiemonte.it

**Open Shelves Department:** The Department is placed on the ground floor of the Civic Library.

*Telephone Number:* 0161/596287

**Children & Young People Department:** The Department is placed on the ground floor of the Civic Library.

*Telephone Number:* 0161/596284

*Fax:* 0161/596392

*E-mail:* katia.degiovanni@comune.vercelli.it

**Manuscripts and Rare Books Department:** The Department is placed on the first floor of the Civic Library.

*Telephone Number:* 0161/596285

0161/596282

*E-mail:* vc0073b@biblioteche.ruparpiemonte.it

**Civic Historical Archive:** The Archive is placed on the second floor of the Civic Library.

*Telephone Number:* 0161/596285

0161/596282

*E-mail:* vc0073b@biblioteche.ruparpiemonte.it

## **2. CIVIC LIBRARY DEPARTMENTS**

### **2.1. GENERAL DEPARTMENT**



The General Department is placed on the first floor of the Civic Library. In this department catalogues, reading rooms and loan service can be found. Moreover, it is possible to use book and newspaper consultation services, home loan, interlibrary loan, the Internet and documents duplication service.

The General Department is open from Monday to Friday 8,30-19,00 and on Saturdays 8.30 - 13.00. Distribution and loan services ends half an hour before closing time. Library rooms must be left in about a quarter of an hour from closing time for the necessary routine checks.

### **2.2. OPEN SHELVES DEPARTMENT**

The Open Shelves Department is placed on the ground floor of the Civic Library. The consulting



service is available to everybody, it is possible to take books from bookshelves without any type of formality, consulting them in one of the twelve related places. At the end of the consultation, simply go to the reception desk to formalize the loan. Loans last 15 days extendable (also by telephone: 0161/596287). It is possible to use the authors' paper catalogue, and the library staff is always at complete disposal.

The Open Shelves Department is open from Monday to Thursday 8,30-12,45 and 14,00-16.15, on Fridays 8,30-12,45.

## 2.3. CHILDREN & YOUNG PEOPLE DEPARTMENT



The Children & Young People Department is placed on the ground floor of the Civic Library. It offers a comfortable place for children and young people. Moreover, this Department offers books to parents about pregnancy, birth, nursing, parenting, nutrition, cooking, growth, education, children's psychology and multiculturalism. Loans last 15 days extendable.

The Children & Young People is open on Monday, Tuesday and Wednesday 15,15-18,15 and on Thursday and Friday 10,00-12,00.

## 2.4. MANUSCRIPTS AND RARE BOOKS DEPARTMENT

The Manuscripts and Rare Books Department is placed on the first floor of the Civic Library. It



includes manuscripts, incunabula, cinquecentine and rare books of the 17th and 18th centuries. The consultation is free and requires an identity card presentation. Users must telephone to book at 0161/596285-0161/596282 or write an e-mail: [vc0073b@biblioteche.ruparpiemonte.it](mailto:vc0073b@biblioteche.ruparpiemonte.it). Scholars and professionals can make photographic reproductions. The reproduction must be made in the Library rooms only with an authorization by the Department Manager.

This Department also preserves graduate degrees of students from Vercelli and others places . Many graduate degrees are tightly connected to the territory: architecture, art, institutions, literature, history and were written thanks to the Civic Historical Archive of Vercelli and the Civic

Library. Users can consult them (by telephone or e-mail appointment), but they cannot duplicate and copy .

The Manuscripts and Rare Books Department is open on Monday, Tuesday and Thursday 8,30-12,30 and 13,30-16,45; on Wednesday and Friday 8,30-13,45.

### 3. CIVIC HISTORICAL ARCHIVE



The Civic Historical Archive is placed on the second floor of the Civic Library. The consultation is free and requires an identity card presentation. Users must telephone to book: 0161/596285-0161/596282 or write an e-mail: [vc0073b@biblioteche.ruparpiemonte.it](mailto:vc0073b@biblioteche.ruparpiemonte.it). Photographic reproduction of documents by scholars and professionals is allowed. The reproduction must be made in the Library rooms only with an authorization by the Historical Archive Office Manager.

The Archive paper inventories are available at the Study Room. Many of these are also available on-line at <http://www.comune.vercelli.it/cms/inventario-archivio-storico.html?Itemid=366>.

Computerization is always up-to-date.

The Historical Archive is open on Monday, Tuesday and Thursday 8,30-12,30 and 13,30-16,45; on Wednesday and Friday 8,30-13,45.



## 4. CATALOGUES



Bibliographic data and information catalogues are placed in the Catalogue Room on the first floor.

Available catalogues:

### **GENERAL CATALOGUES:**

- Alphabetic catalogue of authors and works
- Alphabetic catalogue of subjects

### **SPECIAL CATALOGUES**

- Periodicals catalogue
- Cinquecentine alphabetic catalogue of authors and works
- Cinquecentine topographic catalogue
- Manuscripts and graduate degrees catalogues

### **ELECTRONIC CATALOGUES**

- On line books: [www.librinlinea.it](http://www.librinlinea.it)
- OPAC SBN: [opac.sbn.it](http://opac.sbn.it)

Paper catalogues contains works data up to 1994. There are electronic catalogues for recent acquisitions. The SBN digitalisation of catalogues from the 16th century started in 2009. It has also been started a retrospective recovery of important series of books and material of local interest.

## 4.1. CATALOGUES CONSULTATION

In order to give users a greater autonomy to research and find documents, we have listed some information about how to use catalogues.

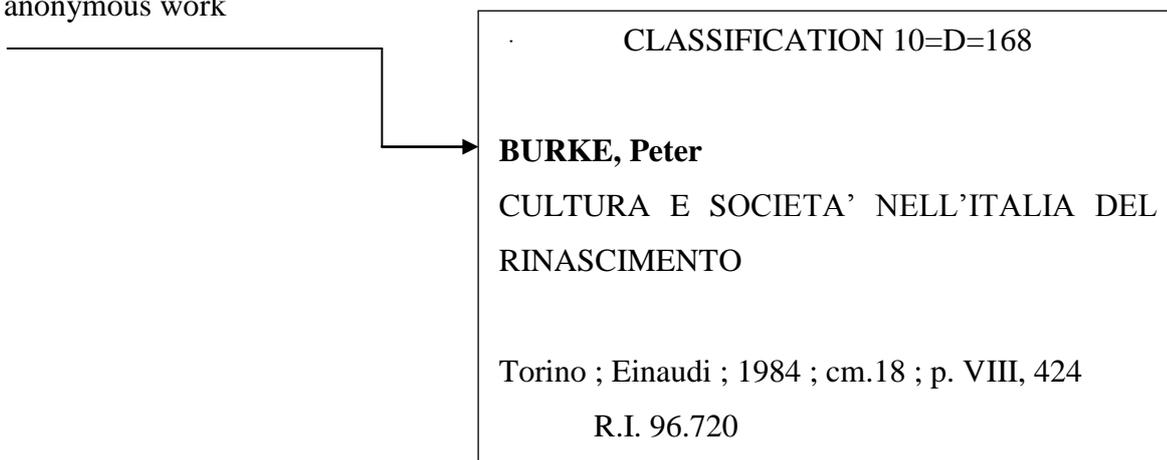
### 4.1.1. ALPHABETHIC CATALOGUE OF AUTHORS AND WORKS

The Alphabetic catalogue of authors and works shows if there is a book availability, what author's works and edition can be found.

The catalogue is made up of cards that contain the author's name and works. Cards follow the alphabetic order and users must remember that when works are written by a single author, they have to search the author's surname, when works are written by two or three authors, they have to search one of the authors. When works are written by more than three authors or are anonymous works, they have to search the title. Titles show the most important word, without an article. Greek and Latin authors are stored in Latin.

#### Main heading

It is the author or title (if there are more than three authors) or anonymous work



### 4.1.2. ALPHABETHIC CATALOGUE OF SUBJECTS

The Alphabetic catalogue of subjects is useful to determine which books about a specific subject are in the Library. It is not necessary to have specific bibliographic information when using

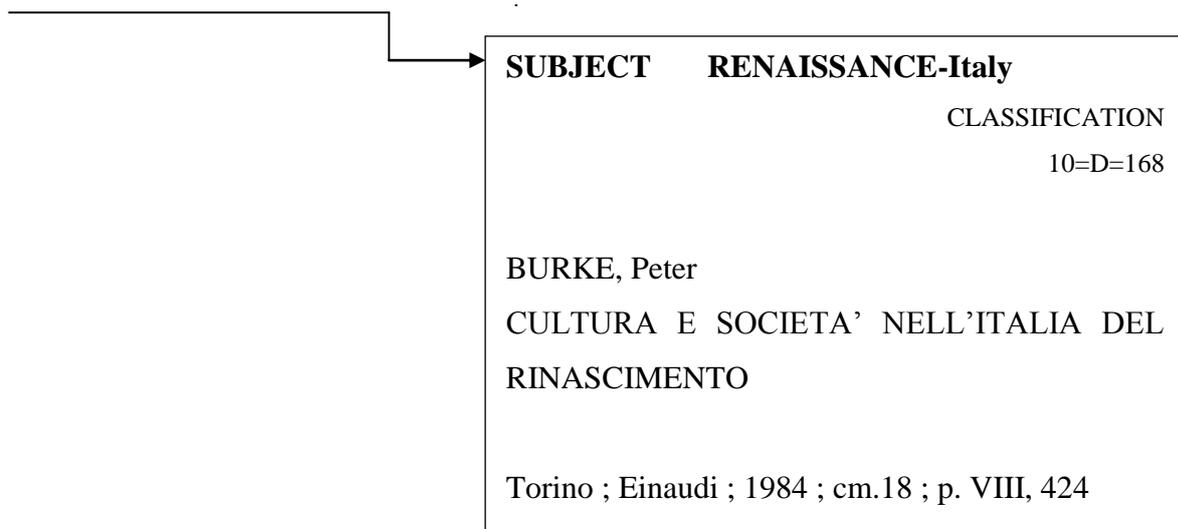
this catalogue. The card of the alphabetic catalogue of subjects is a copy of the card used for the catalogue of authors, simply adding the subject heading to it.

This catalogue does not contain every work present in the Library , for ex. literary works.

Cards are alphabetically ordered with the first word of the subject without an article. Cards with the same subject are classified according to the publication date of monographs or by author in alphabetical order if the date is the same.

### **Subject**

It is the specific subject of the work



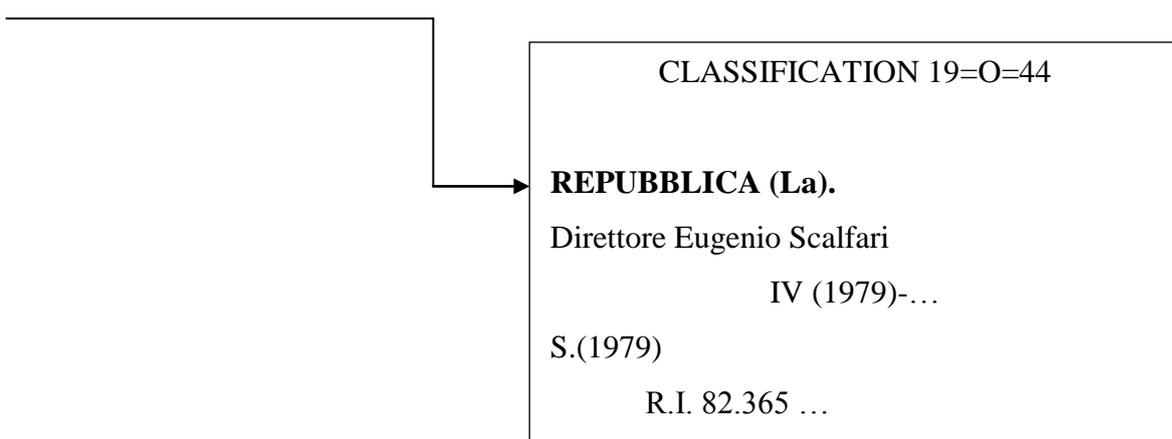
### **4.1.3. PERIODICALS CATALOGUE**

The Periodicals catalogue can be used in order to search a specific periodical. In this catalogue there are not cards about single articles. Users can find single contribution cards of some periodicals, searching in the catalogues of authors and subjects.

Cards are alphabetically classified by title (without an article) and sometimes, by author.

### **Heading**

Periodical title



At the bottom of the card, users can find the consistency, that is the years of the periodical. A Roman numeral shows the number of the first issue, followed by the date (in brackets), dash and the number of the last issue (if still being bought by the Library, the number is followed by suspension points). If the number is not present, years are shown without brackets.

Example:

I (1941)-X (1950)

The Library owns the periodical from the first (1941) to the tenth (1950) year

I (1961)- ...

The Library owns the periodical from the first year (1961) and is still buying this periodical.

1950-1966; 1979-1981

S. (1966)

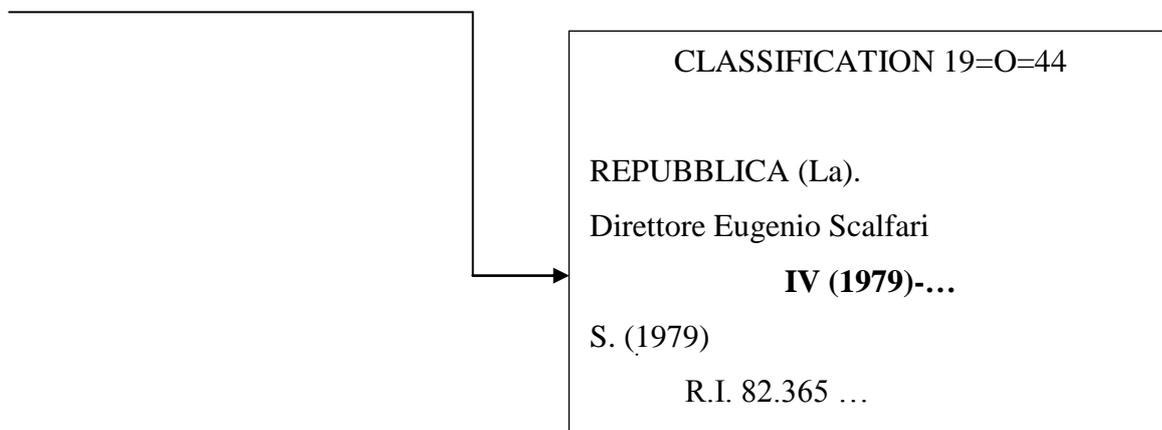
The Library owns the periodical issues from 1950 to 1966, followed by a suspension from 1967 to 1978. The Library owns the periodical issues from 1979 to 1981; the year 1966 is incomplete.

1991.

The Library has only the 1991 copy.

### Consistency

Years of the periodical



#### **4.1.4. ELECTRONIC CATALOGUES**

The Civic Library is involved in the National Library Service (SBN), making a computerized catalogue of new acquisitions. The SBN is the network of Italian libraries promoted by the Ministry of Cultural Heritage and Activities with the cooperation of the regions and University organised by the Central Institute for the Union Catalogue of the Italian Libraries and Bibliographic Information (ICCU) in order to go over libraries structures fragmentation. The SBN network is constituted by public, academic, scholastic libraries, local authorities, private and public institutions. The SBN libraries are grouped into regional centres; users can consult OPAC Librinlinea ([www.librinlinea.it](http://www.librinlinea.it)), that is an online search instrument of all SBN libraries catalogues. Users can search the national OPAC ([opac.sbn.it](http://opac.sbn.it)) to consult all the Italian libraries catalogues.

### **5. INTERNET POINT**

Users can access to the Internet through four areas that are located in the Catalogue Room on the first floor of the Civic Library. Every user can get free Internet access, an identity card registration is required. The netsurfing, that lasts sixty minutes, is extendable in case there are no other requests.

### **6. READING ROOMS**

Two Reading Rooms are placed on the first floor for users that want to consult books. Users should keep a proper form of behavior towards both other people and public cultural heritage. Users can also find, on open-stacked shelving, general works classified principally by the Dewey Decimal Classification.

## **7. RULES FOR CONSULTATION AND LOAN AT THE GENERAL DEPARTMENT**

After seeing the book in the paper catalogues, users must fill in a consultation and loan form. Users can find this form at the Front Office. It is necessary to indicate the author's name and work, user's personal data, date and book classification (the group of letters and numbers placed on the top-right of the catalogues card).

This number corresponds to the position of the book in the warehouse sections, so it is essential to use accuracy during the transcription.

Consultation is free; user can consult max. six works a day, even two books at once.

### **7.1. HOME LOAN**

Home loan is reserved to residents in Vercelli and to the municipalities that have joined the Piana Vercellese Library and Archival System. User must show a valid identity card for registration. These works are non-loanable:

- consultation materials
- periodicals
- bound journals
- publications subject to Legal Deposit ( L. n. 106 of 15<sup>TH</sup> April 2004 and D.P.R. n.252 of 3<sup>rd</sup> May 2006)
- rare and valuable materials (incunabula, publications from the 16th century to 1815, local books the Library has only a single copy
- manuscripts
- library related materials the donor has prohibited to lend
- Faldella and Gandola's books, and all books of Cagna and Tea's donations

Users can borrow only two works. In case of multi-volume works, the user can't borrow more than two volumes at one time.

A loan lasts fifteen days and it may be renewed for a further period of fifteen days by phone (0161/596286). If users do not give them back in time, the Library will send a reminder.

Users have to notify every change of address. Users have to handle carefully all the media they received. If users lose or damage a book, they will have to buy an identical copy, even in

antique stores, or they will have to pay a price fixed by the Library Manager. Everyone responsible of serious damage will be excluded from loan.

## **7.2. INTERLIBRARY LOAN**

If a user does not find the required book in the catalogues he can order volumes (only two volumes) or photocopies to other libraries. The Library staff will help the user to choose the library and will send the order form for interlibrary loan. Delivery charges must be paid. This service is reserved to residents in Vercelli and to the municipalities that have joined the Piana Vercellese Library and Archival System. Loan can be made by phone (0161/596607) or by e-mail ([angela.pino@comune.vercelli.it](mailto:angela.pino@comune.vercelli.it)).

## **7.3. NEWSPAPERS AND PERIODICALS**

It is possible to consult newspapers and periodicals after a free registration. All newspapers are available at the Front Office. Users have to make a request for consulting past issues of periodicals stored in the archives (classification 19) and large volumes. User can make requests at the Front Office, or by phone: 0161/596286, by fax: 0161/596283 or by e-mail: [vc0073@biblioteche.ruparpiemonte.it](mailto:vc0073@biblioteche.ruparpiemonte.it).

## **8. DOCUMENTS DUPLICATION**

Readers can use the Library self-service photocopier, placed in the Catalogue Room on the first floor. The documents duplication service is completely at the reader's care and charge.

Duplication is allowed according to law restrictions. It is not allowed photocopying ancient and valuable books and bound-periodicals, that can be copied only with digital cameras. The Civic Library offers a scanner duplication service for large periodicals. Users can require this service by filling in a related form.

## **9. NETWORK CENTRE**

Since 1995 the Civic Library has been the network centre of the Piana Vercellese Library and Archival System.that includes civic libraries of Bianzè, Borgo d'Ale, Borgo Vercelli, Cigliano, Desana, Livorno Ferraris, Lozzolo, Palazzolo Vercellese, Quinto Vercellese, Rovasenda, Saluggia, San Germano Vercellese, Santhià, Tronzano Vercellese, Villata, Vercelli school libraries of I.T.A. "G. Ferraris",I.T.C.G. "C. Cavour", I.P.S.C.T. "B. Lanino", I.P.S.I.A. "F. Lombardi", Liceo Scientifico "A. Avogadro" and Fondazione Museo del Tesoro del Duomo e Archivio Capitolare (Museum of the Treasures of the Vercelli Cathedral).

The Network centre develops coordination and planning activities, connecting all libraries to the system. The Network centre offers a service that satisfies libraries informative and administrative needs, that promotes knowledge and improvement of the local bibliographical heritage and promotes cultural activities.