

BRITISH SCHOOL AT ATHENS
LIBRARY

GUIDE TO USE OF THE LIBRARY

LIBRARY USERS, WHETHER OUTSIDE READERS/VISITORS, OR MEMBERS OF THE SCHOOL, MUST HAVE A CURRENT READERS/MEMBERSHIP CARD. SAFETY REGULATIONS REQUIRE THAT THE LIBRARY STAFF KNOW WHO IS IN THE LIBRARY AT ALL TIMES. ALL USERS ARE THEREFORE REQUESTED TO LEAVE THEIR MEMBERSHIP CARDS ON THE BOARD AVAILABLE AT THE LIBRARY ENTRANCE NEXT TO THE LIBRARY OFFICE.

PLEASE HANG YOUR MEMBERSHIP CARD ON THE HOOK WITH THE NUMBER OF THE TABLE YOU ARE SITTING AT. DO NOT FORGET TO REMOVE IT WHEN YOU LEAVE THE LIBRARY

HOURS

- **Students/Members of the School** may use the Library at any time that the School is open from October to September. Before using the library new students are requested to introduce themselves to the Librarians and arrange a seat allocation.
- **Outside Visitors** with a valid Readers' cards may use the Library as follows: **MONDAY - FRIDAY 9.00am - 7.00pm.** **New Readers** will be admitted only on Monday and Thursday between 11am-12pm and 3pm-4pm
- **Summer closing:** (exact dates may change each year)
 - For all Students/Members: keys allowing 24 hour access must be returned by the first Friday in September
 - CLOSED for maintenance and cleaning in September (3 weeks)

REGULATIONS FOR USE OF LIBRARY

**Under no circumstances may books be taken out of the building.
The books in this Library are protected by a 24 hour security system.**

Anyone caught removing books without authorisation will have their reading privileges withdrawn.

1. **Shelf Cards:** are available in boxes on all the tables and in the periodical stacks. A card should be filled out **for each volume removed from the shelves**, and the card then put on the shelf in place of the book. Readers must re-shelve their own books.
2. **Bag Lockers:** No bags, briefcases, or computer bags are to be taken into the Library. Readers may use the lockers outside the Library Office, no overnight storage is allowed. BSA Members must use the lockers by the dining room.
3. **Photocopies:** as permitted under legal copyright. The copy machine is located at the Library entrance. Charge cards for the machine are available from the Library Office during office hours (10am – 7pm Monday – Friday).
4. **Desk use:** **BSA Members must use seats assigned to them by the library staff** (hours: Mon-Fri 10am-7pm). Readers/Visitors have temporary seating at tables **0,7,10,11,14**. The Constantinides Room (Tables 11-13) are for Byzantine studies only. **Readers/Visitors must re-shelve their books before leaving the library.** BSA Members using the library daily are permitted to leave their books on their desks. Bookends should be used and no books should be left open when not in use. No more than 10 books per person. Books not in continuous use should be re-shelved. Reference books must be returned to the shelves immediately after consultation. **All books should be re-shelved if Members are absent from the School for more than 3 days.** Members temporarily using the internet ports on tables 9-14 are requested to leave desks as found
5. **Conduct:** No smoking, eating or drinking permitted in the Library (except for water in bottles). No inks/glues or potentially harmful materials to be used in the reading rooms. **No post-it notes or other items to be stuck in books.** Conversation should be kept to a minimum. **Mobile telephones should be switched off.**
6. **Computers, Lap-tops/notebooks:** Unrestricted use. Electrical plugs are available on, or under each table. Laptop users have cordless internet connection throughout the library or through connection ports on tables 9 -14. The School is not responsible for their security. Please note: the use of peer-to-peer file-sharing programs is strictly forbidden while connected to the BSA network. Anyone with a genuine, research-related need to use these programs may contact the IT Officer: ITOfficer@bsa.ac.uk. Members are issued with keys and passwords to access the School's computer facilities in the Computer room on the 1st floor (Check with the Macmillan or School Student for help). Digital copying with own camera or scanner is allowed on request.
7. **Signing out books to Hostel rooms.** Students resident in the Hostel (not the annexe) may sign out books through the Library Office (Mon.-Fri.: 10am – 7pm).

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AGREEMENT: I agree to abide by these regulations governing use of the library

Name (print)

Signature

Date:

CATALOGUE AND OTHER FINDING AIDS:

On-line Computer Catalogue: called AMBROSIA, this data base is a union catalogue of the holdings of the BSA library and the Blegen and Gennadius libraries of the American School of Classical Studies. This is accessible through the internet, or on workstations on each floor of the library (2 next to the card catalogue, 1 each on the Ground and Top Floors). To identify shelf number click on British School Library on the column in the results list under Library/Items

Card Catalogue: This is located in drawers under the window in the 1st topography room next to the photocopy machine. The catalogue is divided into 4 different sequences of cards. The main entry is under Author (or editor). Modern Greek authors are filed separately in Greek alphabetical order. There is no title index. Periodicals are listed separately, alphabetically by title. There is a Topography index, listed under sites (includes periodical articles).

CLASSIFICATION/SHELF LOCATION:

A brief guide to classification with a plan of the Library is kept on top of the card catalogues. Shelf notation is alpha-numeric using decimals. The collection is divided into 2 chronological periods, arranged by subject, There are separate shelves for folio volumes:

Books:

1. Prehistoric to Roman: (Shelved downstairs on the bottom 2 floors): From Neolithic to Late Roman (Pagan). The books are arranged on the shelves in numeric order under basic subject divisions represented by the letters A to Z.

2. Byzantine to Modern Greek (Late Roman to Ottoman: Shelved in the Constantinides room on the top floor): (Modern Greece 1821-shelved in room 4 of the A.Kollakis wing). The books are arranged on the shelves in numerical order under basic subject divisions represented by the Latin numbers Byzantine= I-V, XIII, Modern Greece =XV, XVA, XVI, XVII.

Over-size volumes: Shelved at the end of each section. Indicated in the catalogue by the addition of an 'a', 'b', etc, after the classification letter. Folio volumes shelved horizontally are to be handled with care, If access restricted, ask at the library office .

Periodicals:

(Shelved in the basement) classification is by country of publication, then alphabetic by title. Shelf numbers represent country and title.

Maps/Atlases

(Shelved in the Map/Drawing Room on the top floor) stored in vertical hanging cupboards, arrangement is by source. They are not listed in the catalogue, each map cupboard has an index on the inside lid. Atlases, modern and historical, are shelved in cupboard 10.

Museum/Site Guides

(Shelved near the seating area on the top floor) Classified topographically under XIV in geographical order.

Pamphlets

(Shelved in blue boxes on shelves in the second periodicals basement room). Arrangement is alphabetical by author's surname. Catalogued like books; shelf notation includes 'Pam:'. followed by first 3 letters of author's surname

New Accessions: Books/Periodicals

(Shelved for one month on the new-book shelves in the Reference Room). **New accessions should not be taken to the desks** but consulted in the Reference Room at the tables provided. A monthly list of new periodical accessions is posted by the New accession shelves

Rare Books (Finlay Book Collection)

(Shelved in the Finlay Room, or the Rare Books Room) Not available on the open shelves. Indicated on catalogue card by 'Fin.', or Library Office, available from Library Staff, during office hours.

Electronic Resources

There are 5 catalogue workstations on each level of the library for access to our digital catalogue AMBROSIA. There are 3 open access terminals in the reference room of the Kollakis Wing basement. The open access terminals allow Internet access. Search results can be printed (printing is paid by the sheet), or saved on a personal memory stick, or sent as an e-mail, data saved on the library computer hard drives will be erased. These terminals are for research and should not be used for personal computing (word processing, e-mails). Electronic resources are accessed through the BSA website under the heading, electronic resources. This gives access to both databases and electronic journals. Some E-journals can also be accessed directly under title through the catalogue AMBROSIA (in process). The library has on-site licenses to access a growing number of electronic sources including JSTOR; NESTOR; DYABOLA; T.L.G.; P.H.I. Personal laptops have internet access throughout the library (cordless) or through connection ports on table 9 and 10 in the topography room 2, plus tables 11, 12, and 13 in the Constantinidis Byzantine Room, and table 14 in the Modern Greek room (4) of the Kollakis Wing basement.

ARCHIVE

(First Floor, next to the Map Room)

HOURS: Monday-Friday: 10am – 6.00pm. Please arrange an appointment with the Archivist in advance.

USE: Written permission from the Director of the School is required to examine archival material for any purpose. Selected catalogues of the archive collection are available on the School's website