



## LIBRARY RULES AND REGULATIONS:

### **ACCESS:**

#### **Cards:**

All library users whether members of the BSA or visitors are required to have a valid Member's or Reader's card. Visitors can apply for, or renew, Reader's cards at the library office.

#### **Seating:**

Library tables are numbered. Before using the library new members are requested to introduce themselves to the Librarians to arrange a seat allocation. Members will be assigned seats at tables 1,2,3,4,5,6,8,10,

Readers may temporarily use seats at tables 0,7,9,14

Members and Readers can use seats in the Constantinides (Byzantine) Room at tables 11,12,13.

#### **Security:**

On entering the library users are required to hang their membership or readers' cards against the table number they will be using on the numbered board at the library entrance. Cards should be removed when leaving the library.

### **USE:**

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

**Anyone caught removing books without authorisation will have their reading privileges withdrawn.**

#### **Hours:**

Members of the School may use the Library on a 24 hour basis from October to August.

Readers may use the library from 9am to 7pm Monday to Friday from October to August. Public holidays excepted.

The library is closed in September for 2 or 3 weeks for cleaning and maintenance. Check website for exact dates.

#### **Shelf Cards:**

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.

#### **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.

#### **Photocopying, Scanning, Printing:**

As permitted under legal copyright. The copy/printing and book scanner machines are located on the 1<sup>st</sup> floor above the library office. Scanning is free. Charge cards for the photocopier/printer are available from the Library Office during office hours (10am – 7pm Mon.-Fri.)

#### **Desk use:**

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. If Members are absent from the School for more than 3 days all books should be re-shelved.

#### **Conduct:**

No smoking, eating or drinking permitted in the Library (except for water in sealable 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.

#### **Personal Lap-tops/notebooks:**

Unrestricted use (the School is not responsible for their security). Electrical plugs are available on, or under each table. There is wireless (wifi) internet connection throughout the library and Hostel. 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. There are 3 desktop computers in the Kollakis basement for short-term personal computing needs. One includes programs for additional research tools to facilitate optical character recognition (OCR) and data-mining of digitised texts. No personal scanners or cameras permitted except through agreement with the librarians.

**Signing out books to Hostel rooms.** Members resident in the Hostel, may sign out books via the Library office

**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, the Knossos 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 Basement and Top Floors). To identify unique shelf numbers click on British School Library or Knossos Library in the column showing the search results list under Library/Items

**Card Catalogue:** This is located in drawers under the window in the 1<sup>st</sup> topography room next to the library office. 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 (up to 2009), listed under sites (includes periodical articles). This indexing is continued as digital entries in ZENON the catalogue of the German Archaeological Institute.

### **CLASSIFICATION/SHELF LOCATION:**

For a brief guide to classification with a plan of the Library see pages 3 & 4. A printed copy 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:**

**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.

**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 in the basement by table 8). 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.

**Oversize 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. Check catalogue for link to digital versions as print copies have been removed from the shelves.

#### **Maps/Atlases**

Atlases, Modern & Historical, are shelved in the Constantinides (Byzantine) Room, Section I (on the top floor). Maps are stored in the Map Room in vertical hanging cupboards, arrangement is by source. They are listed in the catalogue, each map cupboard has an index on the inside lid.

#### **Museum/Site Guides**

(Shelved near the seating area on the top floor) classified topographically under XIV in geographical order. Modern travel books at end of section.

#### **Pamphlets**

(Shelved in blue boxes on shelves to the left 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, next to the Library Office. **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. New books and periodicals are also listed on-line see link at the bottom of the library web page.

#### **Rare Books (Finlay Book Collection)**

(Shelved in the Finlay Room, or the Rare Books Room) Not available on the open shelves. Shelf numbers will include notation 'Fin.', or 'Library Office', available from Library Staff, during office hours.

**BSA Michael Frede Collection:** Philosophy collection, held offsite, not yet available

#### **Electronic Resources**

There are 4 workstations on each level of the library with dedicated access to the union catalogue AMBROSIA. There are also 3 open access terminals in the reference room of the Kollakis Wing basement for Internet access, shared research tools, and personal computing needs. Search results can be printed (printing is paid by the sheet), saved on a personal memory stick, or sent as an e-mail. Data saved on the library computers' hard drives will be erased. Electronic resources are accessed through the BSA website under the heading, Departments . Library, with links to online databases. Most e-journals can also be accessed directly under title through the union catalogue AMBROSIA The library has on-site access to a growing number of electronic sources including JSTOR; T.L.G.; P.H.I.; New Pauly. Personal laptops have wireless (wifi) internet access throughout the library and hostel. If you have problems with your connection please tell the library staff and/or the IT officer.

**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

## MAIN LIBRARY – Ground, Mezanine and Periodicals Basement Room 1:

A	Lexicons, Dictionaries, Bibliographies (Ref. Room, 1 <sup>st</sup> Floor) A 200-600	
BB	Classical Languages (Ref. Room behind door)	
B	Greek Language & Literature	
C	Latin Language and Literature	
D	Papyri, Greek Writing	
E	Epigraphy	
F	Geography, History	
G	Greek Life	
H	Religion, Philosophy	
J	European Archaeology, The Balkans and North Black Sea	
K	Athens and Attica	
L	North and Central Greece	
M	Peloponnese	
N	Islands	
O	Asia Minor	
P	Italy	
Q	Asia, Near East, North Africa	VIII Old Italian & Balkan Periodicals (Attics in Payne Room, above S)
R	Archaeological Theory & Science	
S	Ancient Art	IX Old English, French and German Periodicals (Attics above X & B)
T	Greek and Roman Sculpture	
U	Bronzes	
W	Numismatics	
X	Gems & Terracottas (Minor Arts)	A, C, D, E, G, H, K-Z 'Stack' (Starts in Attic shelves above B continuing in classification order to shelves above G)
Y	Vase Painting	
Z	Architecture	

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## KOLLAKIS BASEMENT

A 1-200	Reference sets; out of date ref. works	XV	Modern Greek History
A 601	Congresses (Basement)	XVA	Modern Greek Society
XX	Loeb Translations	XVI	Modern Greek Language
		XVII	Modern Greek Literature

## MAP Room – 2<sup>nd</sup> Floor

XIV	Guide Books (Hall outside Byzantine Room).	Maps (Hanging cupboards in Map Room)
B, F,	'Stack' in rolling shelves in the Photocopying Room	

## BYZANTINE 2<sup>nd</sup> Floor

I	Reference and Sources	III	Art, Architecture & Archaeology	V	Life and Letters	XXIV	Atlases
II	History	IV	Topographical	XIII	Ecclesiastical		

## PERIODICALS – Basement

Includes Book Shelves, G, H, J, Q, R

Pam: = Pamphlets: filed in boxes on shelves on the left wall of the 2<sup>nd</sup> Periodical room

Periodicals shelved in 2 of the 3 basement rooms in number order of country of publication, then alphabetically by title:

1/ BRITISH (AUSTRALIAN/CANADIAN/IRISH)	11/ NOREWEGIAN	20/ BULGARIAN	29/ ALGERIAN/MORROCAN/ TUNISIAN
2/ AMERICAN	12/ SWEDISH	21.1-4/ EX YUGOSLAVIAN	30/ MALTESE
3/ FRENCH	13/ NORWEGIAN	21.5/ ALBANIEN	31/ INDIAN
4/ GERMAN	14/ FINNISH	22/ GREEK	32/ CHINESE
5/ AUSTRIAN	15/ RUSSIAN	23/ CYPRIOT	33/ JAPANESE
6/ SWISS	15.5/ EX SOVIET	24/ ISRAELI	
7/ ITALIAN	16/ POLISH	25/ LEBANESE	
8/ SPANISH	17/ CZECH/SLOVAKIAN	26/ TURKISH	
9/ BELGIAN	18/ HUNGARIAN	27/ EGYPTIAN	
10/ DANISH	19/ ROMANIAN	28/ SUDANESE	

# BRITISH SCHOOL AT ATHENS

## LIBRARY PLAN

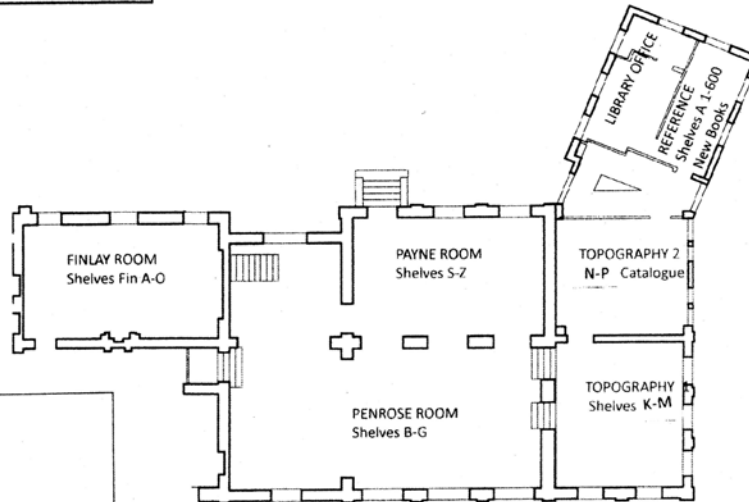
### FIRST FLOOR

Byzantine Room: I-XIII  
 Guide Books: XIV  
 Book Scanner & Photocopier/Printer  
 Map Room, Archive Room, WC



### GROUND FLOOR & MEZANINE

Penrose Library: B-F  
 Payne Room: S-Z  
 Topography 1: K-M  
 Topography 2: N-P Catalogue  
 Reference: A, Library Offices



### BASEMENT/S

Periodicals. Pamphlets, Books  
 Shelves G, J, H, Q, R  
 Kollakis Wing: A-600- ,  
 XV, XVA, XVI, XVII

