



*fondazione*  
**GIORGIO CINI** *onlus*

# **Libraries and Photo library Services Charter**



**NuovaManicaLunga**

## **WHAT IS THE SERVICES CHARTER?**

The Services Charter is a document informing users about services that the Nuova Manica Lunga wishes to guarantee. It stresses the importance of scholars' requirements rather than the passive conservation of historical documents.

On these grounds, the Charter will be revised periodically to update the way services are provided in line with the development of the services themselves and the available cultural heritage.

The Charter provides general information about the library, its activities, types of collections and services for users both locally and from a distance. It thus offers users the possibility to play an active part in the life of the Nuova Manica Lunga.

## **GENERAL INFORMATION**

Nuova Manica Lunga  
Isola di San Giorgio Maggiore  
30124 VENEZIA

www.cini.it

Library

Tel. 0039 (0)41-2710255

E-mail: biblioteca@cini.it

Library Coordinator

Dott.ssa Lucia Sardo

Tel. 0039 (0)41-2710407

E-mail: coordinamento.biblioteche@cini.it

## **PUBLIC OPENING HOURS**

The Nuova Manica Lunga is open to the public on Monday and Friday from 9 am to 4.30 pm; from Tuesday to Thursday from 9 am to 6.30 pm, excluding holidays, November 21st and some days in the summer period or over Christmas, which will be specified each year on the website.

The Foundation will immediately inform users about variations in opening hours in communications on its web site.

## **MISSION**

The library collections at the Giorgio Cini Foundation are a unique resource in the Veneto Region in terms of the wealth of material and the opportunities offered to scholars and researchers to further their knowledge about and develop Venetian and Veneto culture. Thanks to its physical and historical features as a heritage, the Nuova Manica Lunga must be seen in a much wider geographical context than the local urban area because of its potential to attract interest at both national and an international level. From the art history point of view, it is key resource for students and researchers.

## **THE CINI IN FIGURES**

Possessions:

the book heritage in the libraries of the Giorgio Cini Foundation amounts to over 300,000 volumes.

Details:

150,000 books of art history, including 100,000 on open shelves;

over 20,000 books of a theatrical interest;

around 30,000 books in the field of Eastern studies;

an antique collection of over 2,000 volumes;

a periodicals collection of around 1,500 items including 800 current publications;

many private bequests (Squarzina, Daniélou, De Marinis, Pallucchini, Fiocco, Duse, Geiger, Rolandi, etc.)

Microfilm Library on the history of Venice.

Each year:

the number of books rises by around 3,000 items, excluding periodical publications.

## **ADMISSION**

The Nuova Manica Lunga is open to anyone independently of their nationality, gender, language, religion and political opinion. Users are asked to fill in a registration form and exhibit a valid identity document. Once the application has been accepted, a strictly personal card will be issued. It is non-transferable and must be presented each time you enter the library.

The library card will also be valid for access to the libraries of the Fondazione Querini Stampalia and the Biblioteca Nazionale Marciana.

## **CONSULTATION**

The Nuova Manica Lunga allows users to consult its bibliographical material in the reading room but does not offer any loan services.

Requests for consultation (only for material not available on open shelves) must be made to the librarians by using the appropriate forms filled out in all sections and signed by the user.

Items situated on the ground floor of the central corridor, periodicals, auction catalogues and part of the Sala Longhena may be accessed freely by users, who are requested to replace the book removed with the "book-out" marker forms which are kept on the reading tables; all the sections of the forms must be filled in.

After use, the books must be left on the reading tables or on special trolleys. Only staff may return books to the shelves.

Readers may use their own PCs by plugging into sockets in the room; readers may use their own cameras to make copies of documents within the limits of the law but, in any case, only after receiving authorisation from staff.

Mobile phones may be used, provided the ring tone is switched off or set to vibrate mode.

Bags, backpacks, folders or containers of any kind must be left in the individual lockers with keys; each user is responsible for the locker used and its key and will be asked to pay for any damage or loss to the Foundation.

Food and beverages may not be brought into the rooms of the Nuova Manica Lunga and there is no smoking in any of its rooms.

Each reader must respect the timetables and quiet in the reading rooms; moreover they must exercise special care when consulting books and when handling documents or furnishings.

## **OUR SERVICES**

Service to the public is provided according to the principles of equality, thus guaranteeing the same treatment for all users. The services include:

- access to open shelves for general reference works, articles, monographs on individual artists, museum, exhibition and sales catalogues, local monographs on the Veneto, anthologies and publications concerning the graphic arts and iconology and publications on Venice, Padua and Rome
- access to any other items in the heritage by means of request forms with all sections duly filled in
- consultation of the Antique Books Collection
- access to the online catalogue of all publications after 1990
- access to the hardcopy catalogue for the collections not yet catalogued in the SBN (National Library Service)
- consultation of the complete, updated list of sales catalogues
- list of all the artists in monographs, including variations in names and reference to the preferred form

- book hold for seven days
- local and remote reference service
- assistance in bibliographical research
- reproduction service
- suggested purchases list
- wi-fi link

## INFORMATION ABOUT SERVICES

- Access to open shelves is granted to all scholars, who must hand in their library card at the information desk: their card will be returned to them on leaving the Nuova Manica Lunga.
- For material not freely available on shelves, readers must fill in a consultation request form clearly and completely and give it to the library staff at the distribution desk.  
So as to encourage access to library material, there are no limits to the number of requests that can be presented to the distribution desk, other than for service reasons.
- Books may be kept on hold for a maximum of seven days (by filling in the relevant form) after which they will be returned to the usual shelf.
- The Antique Books Collection can be consulted by presenting a form with all sections filled in and signed. Three requests can be made at one time.
- The reference service is guaranteed as is assistance and bibliographic research both locally and remotely.
- Users may use the photocopying machine; all reproductions must be authorised by library staff and shall respect the limits imposed by the current law (Law no. 248/2000).
- By means of the “desiderata” forms, users can make suggestions for purchases to the heads of the library service.
- The use of the wi-fi connection is by means of a scratch-card provided free of charge to anyone requesting it. The card contains a code that is revealed by scratching the surface. Users must enter the code along with their name, surname and mobile number in the window that will pop up on the first attempt to connect to the “utenti biblioteca” wireless network with their own computers. Within a few minutes, they will receive on the mobile phone number indicated in the window a username and password to access the Internet, which will be valid for seven days from the time of connection.  
The service is guaranteed by an outside supplier; in case of malfunctioning, the library staff cannot assist users with their personal equipment.



Nuova Manica Lunga  
Fondazione Giorgio Cini onlus  
Isola di San Giorgio Maggiore  
30124 Venezia