



Comune di Milano

MEMBERSHIP & LOAN SERVICE

Membership of the library is free. You just need to show your I.D. card and fill in the form at the information desk to receive your library card and access the free loan service. Every item can be borrowed except for reference materials which are marked by a yellow shelfmark.

You can borrow, at the same time, up to:

BOOKS: 6 for 1 month

CDs: 2 for 2 weeks

DVDs: 2 for 1 week

(1 from the children section)

PERIODICALS: 2 for 1 week

(the latest issue can't be borrowed)

Renewal: you can renew the loan if the item is free from reservations. Just ask the librarian by phone or e-mail.

Reservations: ask the librarian at the circulation desk to place a reservation when an item is already out on loan. We'll give you notice by e-mail or phone when the item is available. It will be reserved for a week at the circulation desk.

Interlibrary loan: a free interlibrary loan service is available for books held at the public libraries in the local network.

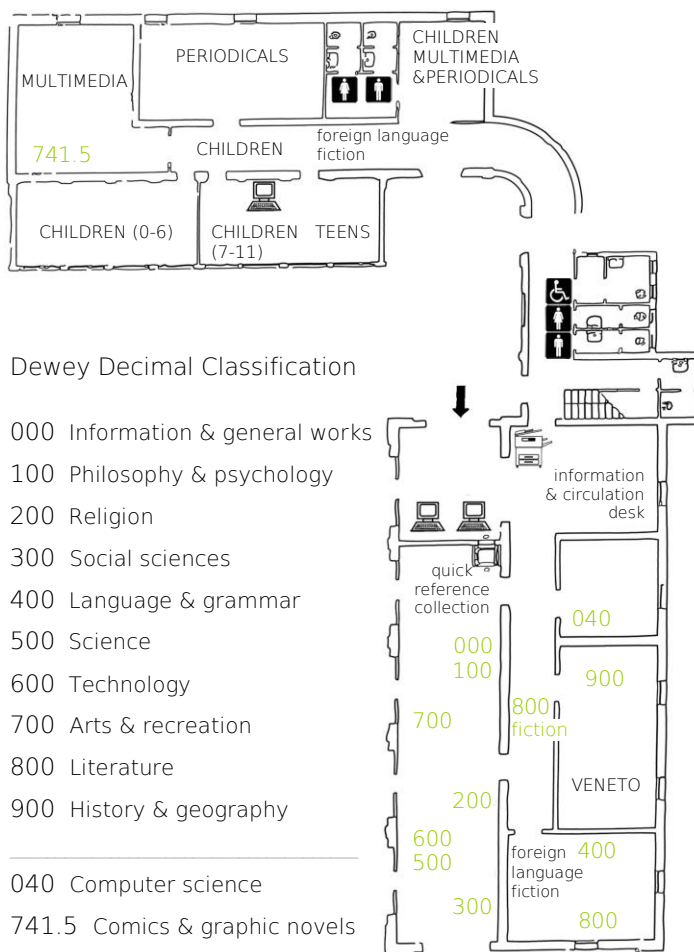
FURTHER INFORMATION

- Free Italian language courses for foreigners: weekly lessons from October to June.

CPIA - Centro Provinciale Istruzione adulti
MIRANO Via Cavin di Sala 7
tel. 041 0986258 | ctpspinea@gmail.com

- Informagiovani (up to 30 years old): information about job opportunities, how to write a CV, activities and associations in the town. Open on Thursdays (15.30-18.30)
SALZANO, Via Aldo Moro 2 (inside the library).
tel. 041 5709746 | informagiovani@comune.salzano.ve.it

WHERE CAN I FIND IT...?



Dewey Decimal Classification

- 000 Information & general works
 - 100 Philosophy & psychology
 - 200 Religion
 - 300 Social sciences
 - 400 Language & grammar
 - 500 Science
 - 600 Technology
 - 700 Arts & recreation
 - 800 Literature
 - 900 History & geography
-
- 040 Computer science
 - 741.5 Comics & graphic novels

BIBLIOTECA COMUNALE DI MIRANO



A guide to the library



via Bastia Fuori
Corte di Villa Errera
30035 Mirano (Ve)

tel. 041 5798490
fax. 041 5798498

e-mail
info.biblioteca@comune.mirano.ve.it

on the web
www.comune.mirano.ve.it/biblioteca

opening times
Monday to Friday
9.00-13.00 and 15.00-19.00
saturday
9.00-13.00

LOAN AND PHOTOCOPYING SERVICES
CLOSE AT 18.45
ON SATURDAY AT 12.45

THE COLLECTION

The book collection is displayed on open shelf on the ground floor, according to the Dewey Decimal System. A short guide classification guide is displayed behind the OPAC. See the map at the end to learn about the arrangement.

Part of the book holdings and the back issues of periodicals are kept in the store room on the first floor. All items are available for consultation and loan upon request.

BOOKS IN FOREIGN LANGUAGES

Fiction books in foreign languages are located on a separate shelf according to the DDC. Poetry, plays and other subjects are located according to the call number. All of them are marked by a round yellow label on the spine. You can ask the librarian for a complete list of books in your language. Books for children in foreign languages are located on a special shelf in the children's section.

CHILDREN AND YOUNG ADULTS

Fiction, essays, periodicals and multimedia for children and young adults. Fiction books are marked by special symbols and shelf location is determined according to genre and age of reader.

MULTIMEDIA ROOM

The library owns about 1500 DVDs and 1000 CDs. Some audiobooks are also available. You can borrow them or listen to music and watch videos by using the player in the room. Ask the librarian at the information desk for the remote control and headphones.

PERIODICALS ROOM

Here you can find about 140 periodicals and 7 newspapers (current month). Back issues are stored on the first floor.

LOCAL INTEREST (VENETO)

Books about history, art and culture in Veneto (red shelfmark).

CENTRO DOCUMENTAZIONE STORICA-AMBIENTALE (LOCAL HISTORY LIBRARY AND ARCHIVES)

Books, documents, pictures and historical maps about Mirano and its area. The archive is on the upper level and books are available for reference upon request. You should make an appointment for more specific research needs.

INFORMATION & CIRCULATION DESK

Ask the librarian for any information about library services, subscriptions, loans, equipment and bibliographic research. An OPAC PC is available at the entrance to search the library collection.

The library is part of a bigger network including the provinces of Venice, Treviso and Belluno.

Search the network Opac (BinP) here:
<http://binp.regione.veneto.it>
or the local network of Venice (Bimetrove):
<http://bimetrove.regione.veneto.it>
You can select a library from the drop-down menu or search all libraries in the network.

ONLINE SERVICES

As a member of the library you have a personal account in the online OPAC.
USER the final digits of your card number
PASSWORD initially your date of birth (dd/mm/yyyy). Please change it after the first use.

You can check your loans and see your checkout history, place a reservation, create lists and share your readings on the social networks.

COMPUTERS & INTERNET ACCESS

The library offers an internet service from the library PCs or you can use your own device by connecting to the WiFi.

From the LIBRARY'S INTERNET COMPUTERS The internet can be accessed from 5 PCs in the internet area. You must register for the service by filling in a form and showing your ID. Minors need parents' authorization (users must be over 14).

PRINTING

Internet PCs are connected to a black&white printer. Your internet account is chargeable at the information desk. The charge is € 0,10 per sheet.

WI-FI

A free WiFi hotspot is available in the library courtyard and in the main square (Piazza Martiri).

- Connect to the "Mirano-Wifi" network
- Start the browser. You'll find the hotspot login page. You can register with your phone number or access through your Facebook account.

The library also offers free use of a PC with no internet connection. The workstation is located in the children's section.

PHOTOCOPYING

Our photocopying service is for library items only. Charges areas follows:

B&W	A4: € 0,10 per sheet
	A3: € 0,20 per sheet
Colour	A4: € 0,30 per sheet
	A3: € 0,60 per sheet

A scanner service is available too. Ask the librarian at the information desk.