



Univerza v Ljubljani
**FILOZOFSKA
FAKULTETA**

OHK

FF

**OSREDNJA
HUMANISTIČNA
KNJIŽNICA (OHK FF)**

**CENTRAL HUMANITIES
LIBRARY**

LIBRARY GUIDE

Filozofska fakulteta UL
Ljubljana 2019/2020

Univerza v Ljubljani, Filozofska fakulteta
OSREDNJA HUMANISTIČNA KNJIŽNICA (OHK FF)
CENTRAL HUMANITIES LIBRARY

Aškerčeva 2
1000 Ljubljana

Head of OHK FF:
Priscila Gulič, M. Sc.

Room 37 on the ground floor.
Office hours: Monday to Friday 11-13

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www.ff.uni-lj.si/an/OHK/OHK

E-Library Guide: www.ff.uni-lj.si/an/OHK/library_guide

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Dear students, professors, colleagues and friends,



the Central Humanities Library of the Faculty of Arts (Osrednja humanistična knjižnica Filozofske fakultete – OHK FF) meets the needs of its students, professors and research communities with a wide range of library services offered by 18 departmental libraries, making it the largest faculty library in Slovenia and the fifth largest in the country. It is the main research library of the University of Ljubljana in the field of humanities. The library collection counts approx. 800,000 units and keeps exceptional special collections, rare books, maps, music, etc. Some of the books bear the status of a cultural monument. Two libraries, of the Department of Classics and the Department of Asian Studies, are even unique in Slovenia. Through the Digital Library of the University of Ljubljana (DiKUL) more than 20,000 e-journals, 170,000 e-books and the most important databases of global publishers are available to the University of Ljubljana students and employees (Elsevier ScienceDirect, SpringerLink, Wiley, ACS, IEEE / IEL, IOS Press, JSTOR, Emerald, Sage, EBSCOhost, Taylor & Francis, Oxford University Press, Web of Science, Scopus, etc.). They can access electronic sources from the computers of the faculties, the academies, the Central Technological Library at the University of Ljubljana (CTK) and the National and University Library (NUK), or through remote access (from any location at any time). The Central Humanities Library with its wide range of services and librarians with specialized knowledge represents an excellent support for studies and scientific research at the Faculty of Arts.

Warmly invited to the network of the Central Humanities Library!

Priscila Gulič, M. Sc.
Head of OHK FF

OHK FF - Departmental Libraries

Library (of the Department) / e-mail	Location	Opening Hours*	Phone
ARCHAEOLOGY ohk.arh@ff.uni-lj.si	Zavetiška 5, 1st floor, Room 107	Mon, Tue, Thu 9-15.30; Wed 10-13, 14-17; Fri 9-14	+386 1 2411 538
ART HISTORY ohk.umz@ff.uni-lj.si	Aškerčeva 2, 3rd floor, Room 330	Mon, Tue, Thu 9-15; Wed 9-17; Fri 9-14 Loan for home use Fri-Mon only	+386 1 2411 220
ASIAN STUDIES ohk.aas@ff.uni-lj.si	Aškerčeva 2 (courtyard), Room R5B	Mon, Tue, Thu, Fri 10-14; Wed 11-13, 14-17	+386 1 2411 450
CLASSICS ohk.kla@ff.uni-lj.si	Aškerčeva 2, 3rd floor, Room 344	Mon, Tue, Thu, Fri 10-13; Wed 11-13, 14-17	+386 1 2411 420
COMPARATIVE AND GENERAL LINGUISTICS ohk.spj@ff.uni-lj.si	Aškerčeva 2 (courtyard), Room R3B	Mon, Tue, Thu, Fri 10-13; Wed 11-13, 14-17	+386 1 2411 430
COMPARATIVE LITERATURE AND LITERARY THEORY ohk.prk@ff.uni-lj.si	Aškerčeva 2, 4th floor, Room 422	Mon, Tue, Thu, Fri 10-14; Wed 10-13, 14-17	+386 1 2411 383
EDUCATIONAL SCIENCES ohk.ped@ff.uni-lj.si	Aškerčeva 2, 4th floor, Room 418	Mon, Tue, Thu, Fri 10-14; Wed 10-17	+386 1 2411 148
ENGLISH, GERMAN, AND TRANSLATION STUDIES ohk.ger@ff.uni-lj.si	Aškerčeva 2, 3rd floor, Room 320	Mon, Thu 8-14; Tue, Wed 8-17; Fri 9-14	+386 1 2411 350, +386 1 2411 352
ETHNOLOGY AND CULTURAL ANTHROPOLOGY ohk.etn@ff.uni-lj.si ohk.etn1@ff.uni-lj.si	Zavetiška 5, ground floor, Room 008	Mon, Tue, Thu, Fri 10-14; Wed 11-17	+386 1 2411 528
	Zavetiška 5, ground floor, Room 011 (Documentation Office)	Mon-Fri 10-13	+386 1 2411 584 Documentation Office
GEOGRAPHY ohk.geo@ff.uni-lj.si	Aškerčeva 2, 2nd floor, Room 236	Mon, Tue, Fri 9-14; Wed, Thu 9-17	+386 1 2411 250
	Room 219a (Cartographic Collection)	Mon-Fri 11-13; Wed also 15-17	+386 1 2411 234 Cartographic Collection
HISTORY ohk.zgo@ff.uni-lj.si	Aškerčeva 2, 1st floor, Room 104	Mon, Tue, Thu, Fri 8-14; Wed 8-17	+386 1 2411 200

Library (of the Department) / e-mail	Location	Opening Hours*	Phone
LIBRARY AND INFORMATION SCIENCE AND BOOK STUDIES ohk.bib@ff.uni-lj.si	Aškerčeva 2, 5th floor, Room 530	Mon, Tue, Thu 9-13; Wed 9-11, 15-17 Fri 11-13	+386 1 2411 380
MUSICOLOGY ohk.muz@ff.uni-lj.si	Aškerčeva 2, 5th floor, Room 534	Mon, Tue, Thu, Fri 10-14; Wed 10-13, 14-17	+386 1 2411 440
PHILOSOPHY ohk.fil@ff.uni-lj.si	Aškerčeva 2, 4th floor, Room 439	Mon, Tue, Thu, Fri 10-14; Wed 11-17	+386 1 2411 117
PSYCHOLOGY ohk.psi@ff.uni-lj.si	Aškerčeva 2 (courtyard), Room R2B	Mon, Tue, Thu, Fri 10-14; Wed 10-13, 14-17	+386 1 2411 186
ROMANCE LANGUAGES AND LITERATURES ohk.rom@ff.uni-lj.si	Aškerčeva 2, 4th floor, Room 408 (French & Italian Collection)	Mon, Tue, Thu, Fri 10-14; Wed 10-13, 14-17	+386 1 2411 400
	Aškerčeva 2 (courtyard), Room R4B (Spanish & Portuguese Collection)		+386 1 2411 188
SLOVENIAN STUDIES AND SLAVISTICS ohk.sla@ff.uni-lj.si	Aškerčeva 2, 2nd floor, Room 204	Mon, Wed 9-18; Tue, Thu, Fri 9-14	+386 1 2411 300 +386 1 2411 302
SOCIOLOGY ohk.soc@ff.uni-lj.si	Aškerčeva 2, 4th floor, Room 441	Mon, Tue, Thu, Fri 10-14; Wed 11-13, 14-17	+386 1 2411 123

* Summer opening hours (*poletni urniki*) and changes to opening hours (*aktualne spremembe urnikov knjižnic*) will be announced on the Slovene OHK FF website under *Urniki*.

Aškerčeva 2 - MAIN BUILDING

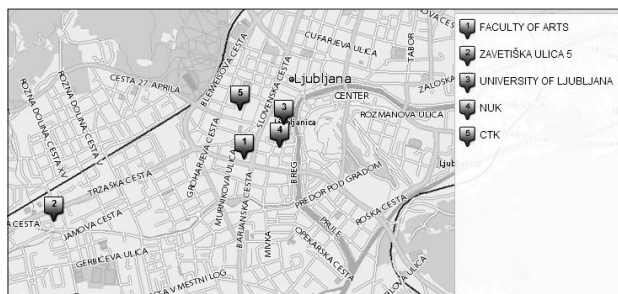
5 th floor	MUSICOLOGY (534)	LIBRARY & INFORMATION SCIENCE... (532)			
4 th floor	ROMANCE LANGUAGES & LITERATURES: French & Italian (408)	EDUCATIONAL SCIENCES (418)	COMPARATIVE LITERATURE & LITERARY THEORY (422)	SOCIOLOGY (441)	PHILOSOPHY (439)
3 rd floor		ENGLISH, GERMAN & TRANSLATION STUDIES (320)	CLASSICAL PHILOLOGY (344)	ART HISTORY (330)	
2 nd floor		SLOVENIAN STUDIES & SLAVISTICS (204)	GEOGRAPHY (236, 219a)		
1 st floor	HISTORY (104)				

Aškerčeva 2 – EXTENSION of the main building (courtyard)

ASIAN STUDIES (R5B)	ROMANCE LANGUAGES & LITERATURES: Spanish & Portuguese (R4B)	COMPARATIVE & GENERAL LINGUISTICS (R3B)	PSYCHOLOGY (R2B)
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Zavetiška 5 (Vič, city bus no. 6)

1 st floor	ARCHAEOLOGY (107)
Ground floor	ETHNOLOGY & CULTURAL ANTHROPOLOGY (008, Documentation Office 011)



Digital Library

Slovenian Union Catalogue (COBISS+)

All OHK departmental libraries are virtually joined as one local library catalogue included in the Union Bibliographic/Catalogue Database on COBISS.SI (Co-operative Online Bibliographic System & Services). COBISS+ allows users to search in [union bibliographic database](#) as well as in [local databases](#) of participating libraries.

DiKUL, dLib

Being a member of the University of Ljubljana Library System, OHK FF can provide access to several licensed and open access sources for its users, the most important ones being:

- [DiKUL](#) (Digital Library of UL) enables access to electronic journals and electronic books as well as to databases of the most important publishers. Direct access from public computers at all locations of the UL, remote access with a password for UL students and employees, and
- [Digital Library of Slovenia](#) – dLib.si: free access web library of written Slovene cultural treasures, of specimens kept in the National and University Library and other Slovene libraries and of current expert articles. Collections consist of texts, photos and multimedia.

Access do Databases

[OHK FF Digital Library](#) organizes and offers access to electronic resources for all fields of study covered at FFLJ.

Library Collections

OHK FF holds an extensive collection¹ of approx. 780,000 volumes, 90,000 visitors a year borrow about 190,000 units.

- Books: monographs, textbooks, proceedings, research projects, seminar works and undergraduate, masters and doctoral theses, etc. (approx. 680,000 units)
- Slovene and foreign periodicals – about 9,250 current titles (1,785 print only, 7,465 online only, 88 print + online)
- Special collections of non-book materials: map and pictorial collections, AV and music collections (about 100,000 units)
- Each departmental library specialises in certain areas of science or arts referring to study programmes and fields of research of the department(s) to which they are affiliated.

Library stocks are mainly registered in the [COBISS+](#) digital catalogue (see p. 5), the rest is listed in various card catalogues in every departmental library.

Some of the departmental libraries are closed access libraries, others have at least partial free access.

Most library materials have a label with a barcode and a shelfmark – a code of numbers and words indicating what subject the item covers and where it is shelved.

¹ All statistical data taken from the Slovene libraries' annual statistical report 2018.

Library Membership

Full-time students of the Faculty of Arts pay the registration fee upon registration with the Faculty of Arts. By filling in a registration form one automatically becomes a member of all 18 departmental libraries of the Central Humanities Library.

Exchange students of the Faculty of Arts fill in a registration form and pay a registration fee in their departmental libraries.

Full-time students of other faculties of the University of Ljubljana become members when registering in one of the departmental libraries by filling in a registration form. There are no additional registration fees to be paid by students of the University of Ljubljana.

Exchange students of other faculties of the University of Ljubljana can present the slip of registration form filled in at their faculties to be exempt from registration fees in OHK FF.

University of Ljubljana student ID serves as a library card and is valid in all libraries of the University of Ljubljana, in the National and University Library (NUK) and the Central Technological Library (CTK).

Other users are issued a membership card after having paid the fees in one of the departmental libraries.

Documents required upon the registration with the library:

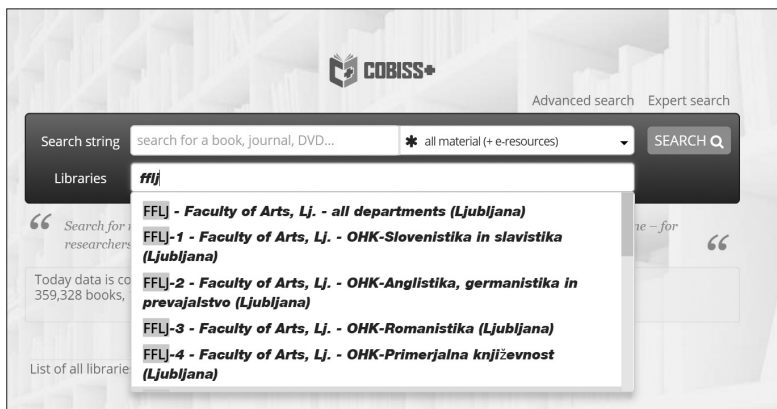
- students: student ID, identity document,
- others: identity document, temporary residence permit, guarantor.

Circulation

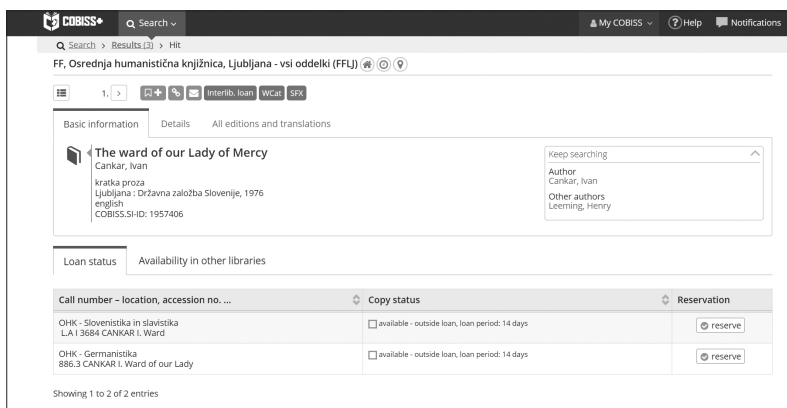
Borrowing Materials

A valid University of Ljubljana student ID or a library card is needed for borrowing library materials. A student/library card is not transferable to another person. To borrow books, periodicals, etc.:

1. Search for bibliographic information in the 'Virtual Library of Slovenia' called [COBISS+](#) (see p. 5), in:
 - all libraries, or
 - enter library acronym, name, department or city, e. g. FFLJ for the local OHK FF catalogue (choose the appropriate departmental library or all departments from the drop-down menu).



Sample search in the Faculty of Arts, Lj – all departments



2. Write out the entire **shelfmark** (call number), located at the bottom of the entry, e.g.:

OHK-Slovenistika in slavistika L.A I 3684 CANKAR I. Ward – located in the Library of the Departments of Slovenian Studies and Slavistics

OHK-Germanistika 886.3 CANKAR I. Ward of our Lady – located in the Library of the Departments of English, German, and Translation Studies

3. Present the shelfmarks to the librarian at the loan desk.

4. The librarian will bring you the requested items and scan the barcodes. Due dates are recorded on the loan slip.

5. For the materials which have not yet been provided with a barcode, a borrowing slip has to be filled in.

Loan Period, Renewals, Reservations

The **loan period** for books is usually one month or two weeks but departmental libraries can set their own rules regarding the loan period depending on the type of materials. In general periodicals, handbooks, undergraduate, masters and doctoral theses as well as special library materials cannot be borrowed for home use.

Items on loan can be **renewed** in person, by telephone, e-mail or via COBISS+ by using [My Libraries](#) service.

Materials can be **reserved** in person, by telephone, e-mail or via My Libraries. When the materials become available, an e-mail is automatically sent to the borrower. The availability of one's reservations can also be checked in My Libraries. Reserved items have to be collected within 3 days of notification, otherwise the member is charged 1 € fine per item.

Items on loan can be **returned** to the departmental library during office hours. After office hours they can be inserted into the book return box in front of Room 37 on the ground floor (please make sure that all items drop down properly). The use of the book return box is at your own risk.

Reference Materials Loan

Most reference materials can be used in the departmental libraries and in the common reading room. They have to be returned on the same day to the departmental library during office hours or left in the book return box in front of Room 37 on the ground floor (please make sure that all items drop down properly). The use of the book return box is at your own risk.

Book Return Box

There are two book return boxes in front of Room 37 on the ground floor. Please make sure that all items drop down properly. The use of the book return box is at your own risk.

Common Reading Room

The common reading room (Room 015) in the basement is open Monday to Saturday 6-22.

My COBISS User Profile

The [My COBISS](#) user profile is the platform where users can store the contents they have been searching and edit the settings of the COBISS+ interface. A password, which users choose upon registration at the library, and a member ID (student ID number for students of UL) are needed to log in.

By logging into My COBISS, users can make use of the following services: My Libraries, My Shelf, My Searches, Settings etc.

The [My Libraries](#) service enables users to view their borrowed, reserved and other material, loan history, interlibrary loan, debts and restrictions in a library, e-notifications and other services provided to the users by the library. Under e-notification settings we recommend selecting expiry notifications to be received by e-mail or SMS three days before the due date.

The screenshot shows the login interface for My COBISS. At the top, there is a navigation bar with the COBISS+ logo, a search bar, and links for 'My COBISS', 'Help', and 'Notifications'. The main heading is 'Login to My COBISS profile (What to choose?)'. Below this, a sub-heading explains that the profile enables access to My Libraries, search history, and a personal shelf. The login options are: 'Use your My library account' (with a 'My library' button), 'or your account for' (with buttons for ArnesAAI, Google, and Facebook), and 'or your e-mail address' (with input fields for 'E-mail address' and 'Password', and a 'Remember me on this computer (14 days)' checkbox). A 'Login' button is positioned at the bottom of the form. A vertical sidebar on the right side of the page contains the text 'Vele menije COBISS+'.

Interlibrary Loan (ILL)

Apart from lending materials held by OHK FF to other libraries, OHK FF provides ILL services for its users by obtaining materials and documents from any library in Slovenia and from numerous foreign libraries and document suppliers. **The service is charged** according to the valid price list.

E-mail address: illfflj@ff.uni-lj.si, ILL order form can be found on the OHK FF website.

Fines and Reminders

Overdue loans are charged per day according to the current price list. If items are kept overdue more than one week users may receive a written reminder.

Users are responsible for the borrowed materials. Damaged (torn, highlighted, marked) or lost materials must be replaced or damages paid according to the current price list.

Copyright and Related Rights Act (Uradni list RS, No. 16/2007, dated 23. 2. 2007) and Library regulations have to be observed.

Other Services

User Education and Training, Information Services

Departmental libraries offer various courses, presentations, workshops and individual assistance regarding the use of the libraries and their resources. Subject librarians and information specialists in individual libraries are available to library members for assistance on a daily basis.



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