## WORKING HOURS AND CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Service</th>
<th>Mon., Tue., Thu., Fri.</th>
<th>Wednesday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPUTER &amp; LEARNING SPACE</strong></td>
<td>8.00–20.00</td>
<td>8.00–20.00</td>
<td>9.00–14.00</td>
</tr>
<tr>
<td>Ground floor, room 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REGISTRATION &amp; CIRCULATION DESK</strong></td>
<td>9.00–18.00</td>
<td>9.00–18.00</td>
<td>9.00–14.00</td>
</tr>
<tr>
<td>Ground floor, room 4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
tel.: (01) 2001 143                    |                        |           |          |
| **INFORMATION CENTRE**               | 9.00–14.00             | 9.00–18.00| CLOSED   |
| Ground floor, room 9                 |                        |           |          |
tel.: (01) 2001 188                    |                        |           |          |
e-mail: CIS@nuk.uni-lj.si             |                        |           |          |
| **MAIN READING ROOM**                | 8.00–20.00             | 8.00–20.00| 9.00–14.00|
| First floor, room 115                |                        |           |          |
tel.: (01) 2001 136                    |                        |           |          |
| **NEWSPAPER READING ROOM**           | 9.00–18.00             | 9.00–18.00| 9.00–14.00|
| Ground floor, room 26                |                        |           |          |
(entrance through room 3)             |                        |           |          |
tel.: (01) 2001 126                    |                        |           |          |
| **INTERLIBRARY LOANS**               | 9.00–14.00             | 9.00–18.00| CLOSED   |
| Ground floor, room 36                |                        |           |          |
tel.: (01) 2001 141                    |                        |           |          |
e-mail: illnuk@nuk.uni-lj.si          |                        |           |          |
| **REPRODUCTION CENTRE**              | 9.00–18.00             | 9.00–18.00| CLOSED   |
| Basement, room 604                   |                        |           |          |
tel.: (01) 2001 234                    |                        |           |          |
| **EXHIBITION HALL**                  | 9.00–20.00             | 9.00–20.00| 9.00–14.00|
| First floor                           |                        |           |          |
| **LIBRARY SHOP**                     | 9.00–16.00             | 9.00–16.00| CLOSED   |
| Ground floor                          |                        |           |          |
tel.: (01) 2001 209                    |                        |           |          |
| **LIBRARY CAFÉ**                     | 8.00–20.00             | 8.00–20.00| 9.00–14.00|
| Basement                              |                        |           |          |
tel.: (01) 2001 149                    |                        |           |          |
| **SPECIAL COLLECTIONS**              | 9.00–14.00             | 9.00–18.00|          |
| Only on the first working Saturday of every month |
Manuscript, Rare and Old Prints Collection, tel.: (01) 2001 195
Music Collection, tel.: (01) 2001 214
Map and Pictorial Collection, tel.: (01) 2001 157
Ephemera and Grey Literature Collection, tel.: (01) 2001 208
Slovenian Diaspora Publications Collection, tel.: (01) 2001 113
Library and Information Science Collection, tel.: (01) 2001 148
NUK is the largest library in Slovenia. It performs the function of the National Library of the Republic of Slovenia, the Ljubljana University Library and of the national depository organization. Its key mission is to collect, store, present, protect and provide access to national databases, other library materials and information resources for academic and scientific research and lifelong learning.

The library was established by a decree released by the Empress Maria Theresa in 1774. Around 637 books, spared by a fire in the previously dissolved Jesuit College in Ljubljana, were henceforth available for public use in the newly established library of the Ljubljana Lyceum. After the abolition of the Lyceum in 1850, the library became the main reference library of the province. In 1919, it was renamed into the State Reference Library. With the foundation of the first Slovenian university (1919) in Ljubljana, the library served also as the central university library. In 1921, the library became the State Library and in 1945, the University Library was legally recognised as the Slovenian national library - it was again renamed the National and University Library, Ljubljana.

The NUK building is considered one of the greatest achievements of Jožef Plečnik, Slovenia’s greatest architect. He created plans for it between 1930 and 1933. The Library was constructed between 1936 and 1941 and is one of the most important Slovenian cultural monuments, attracting many international visitors and admirers of the Plečnik’s architecture.

Every year, there are about 10,000 active members in NUK and we are committed to providing the best service to all. In accordance with the Conditions of Use, we have prepared some useful information in order to serve our customers as effectively and courteously as possible. We kindly ask you to observe these guidelines for the use of the Library and its collections, and thus help us to provide the best service possible.
The arrow on the map shows the location of the National and University Library in Plečnik building on Turjaška 1 Street.

People with physical disabilities and baby carriages can use the entrance from Vegova Street. You should ring the bell to make your presence known or give us advanced notice by phone: (01) 2001 110.

**Buses LPP**
2, 3, 3B, 3G, 3N, 11, 27 (Križanke)
1, 2, 3, 3B, 3G, 3N, 6, 6B, 9, 11, 19B, 19I, 27, 51, 56 (Drama)

**Citybike Bicikelj station**
Breg, NUK2 parking, Kongresni trg

**Parking**
Kongresni trg parking garage, NUK parking
Even if you are not a Library member, we invite you to:

- visit the Plečnik palace,
- see the exhibitions in the Exhibition Room, the Main Entrance Hall, the Plečnik Corridor and in the Library Café,
- attend a library event,
- ask the information officer for assistance in searching information or library materials,
- order digitalization or printing of a book (EOD – E-books on demand),
- attend free courses on searching of electronic sources,
- check your email, browse the web or search publicly accessible information sources on PCs in the computer & learning space,
- print the list of the »Library new acquisitions« or other documents,
- use the NUK wireless network to connect your smartphone, tablet or laptop to the Internet,
- relax with a cup of hot tea in the Library Café and
- buy a book or a souvenir in the Library Shop.
REGISTRATION AND RENEWAL OF MEMBERSHIP

Why become a NUK member? The membership enables:

- borrowing of library materials,
- accessing thousands of full-text online articles,
- borrowing more than 141,000 eBooks in foreign languages to be downloaded to PCs or mobile devices,
- interlibrary loans,
- reproducing library materials,
- requesting complex information services (such as thematic information inquiries, information consultancy and research services),
- using reading rooms: the Main Reading Room, the Newspaper Reading Room and Special Collections Reading Rooms.

You can register or renew your membership from Monday to Friday from 9 am to 6 pm or on Saturdays from 9 am to 2 pm in room 4 (ground floor, left hand side).

Anyone above 15 years of age can become a library member.

Upon registration you will:

- fill in the registration form and sign the statement to observe library rules and regulations,
- choose a password for accessing the COBISS service – My library,
- receive a leaflet with instructions for using NUK,
- receive an electronic library card that acts as the library membership card to access the library facilities.

The NUK membership card is not transferable.

The same personal documents as presented at registration, and the library electronic card should be submitted when membership is renewed.

Additional information is available by telephone (01) 2001 143 or email izposoja@nuk.uni-lj.si.
<table>
<thead>
<tr>
<th>Membership Duration</th>
<th>Membership Fee</th>
<th>Electronic Card Fee</th>
<th>Document Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 day</strong></td>
<td>free</td>
<td>3,00 €</td>
<td>valid identity document with photo and document on permanent residence / certificate of temporary residence</td>
</tr>
<tr>
<td><strong>3 months</strong></td>
<td>6,00 €</td>
<td>3,00 €</td>
<td>students of the University of Ljubljana (student card / confirmation of enrolment at the University and valid identity document with photo and document on permanent residence / certificate of temporary residence)</td>
</tr>
<tr>
<td><strong>12 months</strong></td>
<td>6,00 €</td>
<td>3,00 €</td>
<td>students of other Slovenian higher education institutions (a high school card / certificate of registration and valid identity document with photo and document on permanent residence / certificate of temporary residence)</td>
</tr>
<tr>
<td><strong>1 year</strong></td>
<td>6,00 €</td>
<td>3,00 €</td>
<td>high school students (over 18 years) (a high school card / certificate of registration and valid identity document with photo and document on permanent residence / certificate of temporary residence)</td>
</tr>
<tr>
<td><strong>1 year</strong></td>
<td>6,00 €</td>
<td>3,00 €</td>
<td>pensioners and people with disabilities (retirement card and valid identity document with photo and document on permanent residence / certificate of temporary residence)</td>
</tr>
<tr>
<td><strong>6 months</strong></td>
<td>free</td>
<td>3,00 €</td>
<td>unemployed and people living in difficult social conditions (certificate of the Employment Service of Slovenia not older than 30 days / evidence of receiving social assistance) and valid identity document with photo and document on permanent residence / certificate of temporary residence</td>
</tr>
<tr>
<td><strong>1 year</strong></td>
<td>free</td>
<td>3,00 €</td>
<td>minors (valid identity document with photo and document on permanent residence / certificate of temporary residence and signature of a legal guardian)</td>
</tr>
</tbody>
</table>

**Users without a permanent residence in the RS need a guarantor* for home borrowing of the library materials**

*The guarantor must have permanent residence in Slovenia. A guarantee letter form is available in room 4.
HOW TO ACCESS LIBRARY MATERIALS

Most of the library materials are kept in closed storage, so users can not access the bookshelves by themselves. Information on the materials and their accessibility can be found in the electronic catalogue KatNUK (the COBISS/OPAC, local NUK database). You can ask for assistance from the information officer in the Information Centre (ground floor, room 9).

When the record for the selected material is opened in the KatNUK catalogue, you can find the number of available copies held by the library at the bottom of the page. Each has a call number, i.e. information of where it is stored. Codes appearing before the call number, direct you to its location:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>b</td>
<td>Library and Information Science Collection (freely accessible)</td>
</tr>
<tr>
<td>Č</td>
<td>The Main Reading Room</td>
</tr>
<tr>
<td>D</td>
<td>Slovenian Diaspora Publications Collection</td>
</tr>
<tr>
<td>DS</td>
<td>Dislocated storage (materials ordered until 12 am are delivered to the Main Reading Room or to the Registration and Circulation desk after 3pm)</td>
</tr>
<tr>
<td>EU</td>
<td>Ephemera and Grey Literature Collection</td>
</tr>
<tr>
<td>G</td>
<td>Map and Pictorial Collection</td>
</tr>
<tr>
<td>GS</td>
<td>Main Storage (materials are delivered to the Main Reading Room or the Registration and Circulation desk in 40 minutes)</td>
</tr>
<tr>
<td>M</td>
<td>Music Collection</td>
</tr>
<tr>
<td>P, SP</td>
<td>Serials Collection (available in the Newspaper or the Main Reading Room)</td>
</tr>
<tr>
<td>PKG</td>
<td>Ephemera and Grey Literature Collection</td>
</tr>
<tr>
<td>R, RR</td>
<td>Manuscript, Rare and Old Prints Collection</td>
</tr>
<tr>
<td>RF</td>
<td>Information Centre</td>
</tr>
<tr>
<td>ZST</td>
<td>The Collection of old prints - printed before 1850 (available in the Reading Room of the Manuscript Collection)</td>
</tr>
</tbody>
</table>

If you do not find the materials you want, use the service Ask NUK (p. 16).
READING ROOM LOAN

- Material which can be viewed in the Reading Room only should be requested with a reading room order form at the Registration and Circulation desk (ground floor, room 4), in the Main Reading Room or in the Reading Room of the Collection in which it is kept. You fill in the order form with the KatNUK call number, data of the material and your personal data.
- If the call number is coloured blue, you can order the materials by clicking on the number. You are to enter the number of your library card (below the bar code) and the password for the COBISS web service - My library.
- You can submit only 15 order forms at one time.
- The material must be returned on the same day. If you want, it can be kept for you at the information desk until your next use.

BORROWING MATERIALS FOR HOME USE

- You order the material by using the electronic catalogue KatNUK.
- Users without a permanent residence in the RS need a guarantor to be able to borrow materials for home use.
- Material that can be taken home is marked »available - outside loan«. It is reserved by clicking the button »Reserve«. The form will ask you to fill in the number of your library card (below the bar code) and the password for the COBISS web service - My library.
- You can borrow a maximum of 15 units at a time. If you would like to borrow more items, please send your request to izposoja@nuk.uni-lj.si.
- You can collect the requested materials at the Registration and Circulation desk after 40 minutes of ordering. However, materials kept in Special Collections (look at the table on the left) have to be accessed in the Collection’s reading room, while materials from dislocated storage will be delivered according to the schedule to be found on the website.
- Ordered items have to be collected within 3 working days; if not, the library will charge you expenses of the order. If previously arranged, the material can wait for a longer period.
- The loan period is 30 days. If the material is not reserved by another user, you can extend loan for up to 3 times. After 120 days, it must be returned for revision. If not reserved, you can borrow it again immediately.
INTERLIBRARY LOANS

If you want to obtain material which is not held by the library, you can order it from other Slovenian or foreign libraries. The service is called interlibrary loans. Books can be borrowed for a definite period, while articles and other texts can be sent to you as photocopies or e-documents.

You can forward your order:
- personally (ground floor, room 36),
- by using web application COBISS – My library,
- with an electronic order form available on the NUK website,
- by email: illnuk@nuk.uni-lj.si,
- by mail: NUK, Medknjižnična Izposoja (Interlibrary loans), p.p. 259, 1001 Ljubljana,
- by fax: (01) 4255 007.

The cost of loaning and forwarding materials between libraries depends on the type of service and the suppliers price list. See the library price list.
Mrežnik is the portal of various information resources, including electronic journals, books, encyclopaedias, etc. Some are freely accessible, while others are available only to library members or in the Ljubljana University libraries. NUK members can access the majority of sources via remote access (for example from home). A user has to log in with his/hers card number and password chosen at enrolment.

Material of the library catalogue can be searched by mEga iskalnik (search engine). It enables searching many other collections with full text articles, e-books and encyclopaedias. E-books can also be borrowed.

To borrow e-books you need:
- Adobe ID,
- a personal account in the mEga iskalnik (search engine) and
- Adobe Digital Editions (for PC or laptop) or other equivalent software equipment (depending on the mobile device).

To borrow ebooks click the Download (offline) option at a selected unit, and follow the instructions available on the NUK website.

The Digital Library of Slovenia is the online library accessible anywhere and anytime. It allows searching through resources and gives free access to digital contents of different scientific fields. You may find:
- books,
- articles,
- photographs,
- posters,
- maps,
- printed music and
- sound recordings.
To enter you need a **valid membership card**.

In the cloakroom (basement) you have to **reserve a seat** and leave your outer coats, bags and umbrellas.

A **locker** can be rented for a day (in the basement) or for a longer period—30 or 90 days (ground floor, room 4).

The Main Reading Room is on the 1st floor at the end of the main staircase. You have to take the assigned seat in ten minutes after reservation. You must enter the Reading Room individually, using your membership card. The card is not transferable; at the request of the library employees you have to present your personal identification document. Before entering the Reading Room, you must silence all mobile devices.

To enter the reading room, use **only your membership** card. When you approach it to the scanner, the **Main Reading Room door will open automatically**.

At the reading device (scanner) situated left of the entrance door, you should **confirm taking the seat assigned to you**. Otherwise, the seat will be given to another user. Your seat number will turn **red**.

You must **take the seat you have reserved** in the cloakroom. If you can not find it or it is already taken, ask at the information desk for help.

**Do not bring food or drink into the Reading Room. You are only allowed to take bottled water.** You can take a break, have a snack or meet friends in Library Café in the basement.
If you want to borrow materials in the Reading Room, you should present your membership card. The materials must be returned on the same day. Taking materials out of the Reading Room and all forms of reproduction must be sanctioned by the information officer. Information on reproduction of material is on page 21. Reproduction by using one's own equipment is not allowed. Handle borrowed materials with care - they belong to the national cultural heritage and are kept for future generations.

Every exit from the reading room has to be registered at the reading device.

- For a break, approach your card to the scanner and press the cup symbol on the screen. Check whether your seat number has turned yellow. After the break, register yourself again at the reading device so that your seat number turns red.

- Every exit is recorded by the computer system that allows a total daily absence of 100 minutes; the longest uninterrupted can be 60 minutes. After that time, the reading seat is offered to other user. The library is not liable for thefts of materials, laptops or other personal belongings left unattended on tables during your absence.

- On your final exit approach your membership card to the scanner and press the house symbol at the screen. When your seat number turns green, leave the Main Reading Room.

Whenever you wish to exit the reading room, you have to approach your membership card to the scanner, and the door will automatically open.

Please follow the instructions of the registration procedures. Deliberate avoidance of stated procedures violates the Reading Room rules. Ask the information officer for any further information.
OTHER READING ROOMS

COMPUTER & LEARNING SPACE

In the ground floor computer & learning space, the Library members and non-members have access to:

♦ 16 study spaces,
♦ 19 computer spaces (internet access, ordering materials, saving and printing documents, etc.),
♦ self-service printer (Printbox),
♦ self-service copier,
♦ databases and
♦ e-copies of library materials.
SPACE FOR GROUP LEARNING

A space for group studying for library users is in the basement hall. There are five work desks, 20 seats and electrical plugs for mobile devices.

You should:

♦ leave outdoor closing and oversized bags in the locker room,
♦ not disturb your colleagues with loud conversation or use mobile telephones or other audio devices,
♦ not bring food, only drinks in bottles with a sealable top,
♦ not leave the materials unattended on tables (NUK is not liable for possible thefts),
♦ leave the room clean after you finish your work.
Ask NUK is a free service available to all users who need prompt answers to their questions. As communication is carried out by email, it is not necessary to visit the library in person. Librarians will answer no later than in 24 hours questions about:

- the Library,
- library holdings,
- electronic resources,
- services, etc.

If answering your question requires more time, you will be notified. In case NUK can not provide necessary information, you will be advised to visit other libraries or institutions.

The service is available on our website (www.nuk.si/nukeng.asp → users → ask us).
COURSES ON SEARCHING

The Library organises **free courses** on searching electronic information resources in its computer lab.

If you want to attend a course in English, prior notification is required, either in person in the Information Centre (ground floor, room 9), by phone (01) 2001 194 or email CIS@nuk.uni-lj.si.

ACCESSING NUK FROM HOME

You can visit NUK from your home computer as well.

- We invite you to explore materials available in the **Digital library of Slovenia** (www.dLib.si).

- **Ask question** to a librarian (www.nuk.si/nukeng.asp → users → ask us).

- Apply for a **guided tour of Plečnik building** (www.nuk.si/nukeng.asp → users → visiting the library).

- You can be kept informed about the Library novelties and events by using **social networks** Facebook, G+ in Twitter.

  facebook.com/NarodnaUniverzitetnaKnjiznica

  Gplus.to/knjiznicaNUK

  twitter.com/knjiznicaNUK
The special collections are kept in NUK. They store library materials, unique and valuable, therefore mostly available for reading room use only. The collections have shorter opening hours than other library services, so it is recommended that the preparation of materials for in-depth study or research is arranged beforehand with the Head of the relevant collection.

The special collections materials can be reproduced under the Law on Copyright and Related Rights, and in accordance with the condition of the material itself. Reproduction includes photocopying, scanning, photographing and making copies from microfilm.

The information officer must authorise any removal of materials from the Reading Rooms for reproduction purposes. The material can be reproduced in the Reproduction Centre, or by a user with a prior agreement of the information officer (by using one of the two photocopiers, see p. 21).

SERIALS COLLECTION (ground floor, room 26)
NUK collects and preserves all printed Slovenian newspapers and journals, many more also on other media. The most endangered and frequently used are available on microfilm. The information about them is available in the electronic catalogue KatNUK and in the Newspaper Reading Room records. Users can access the materials marked with »P« in the Newspaper Reading Room. Most of the serials are stored in depots and can be ordered and viewed in the Main Reading Room.
EPHEMERA AND GREY LITERATURE COLLECTION
(1st floor, room 104)

The collection consists of ephemera and special library materials, including catalogues, programmes, teaching aids, calendars, promotional and informational materials. The material is accessible in the collection premises. In the electronic catalogue KatNUK the material is marked with »PKG« or »EU«.

MAP AND PICTORIAL COLLECTION (1st floor, room 106)

The Map Collection stores geographical, historical and ethnographical atlases, general and thematic maps, plans of cities, manuscript and printed maps from the 16th to the 18th centuries and other cartographic materials.

The Pictorial Collection keeps photographs, portraits of important people, Slovenian posters, calendars, postcards and other similar materials.

Information on materials is available in the electronic catalogue KatNUK (marked with »G«) or card catalogue of the collection. It is accessible in the premises of the collection and via the Digital Library of Slovenia (dLib.si).

SLOVENIAN DIASPORA PUBLICATIONS COLLECTION
(2nd floor, room 206)

This collection includes books, periodicals and ephemera of Slovenian emigrants and their descendants, i.e. their newsletters, reports about activities of Slovenian societies and institutions, invitations to events, legacies etc.

The materials are accessible in the premises of the collection, the information about the material is available in the electronic catalogue KatNUK, marked with »D«.
MANUSCRIPT COLLECTION (2nd floor, room 207)
It is the most important national and state collection of manuscripts of literature, linguistics and broader humanities. The collection is an important monument of Slovene written cultural heritage.

The materials are only accessible to the Library members for scholarly, scientific or research purposes in the Collection's Reading Room. Part of the materials has been digitalized, and is accessible in the Digital Library of Slovenia (dLib.si). The information on the collection is in the electronic catalogue KatNUK, marked with »R«, »RR« or »ZST«, in the NUK card catalogue and the Library register.

MUSIC COLLECTION
(Mezzanine between the 3rd and 4th floors, room 401)
The collection preserves printed sheet music, music manuscripts, sound recordings, periodicals in the field of music, a selection of music encyclopaedias, lexicons and other reference materials, the legacy of Slovenian composers and the archive of the Philharmonic Society. With more than 300,000 units, it is the most comprehensive and complete music collection in Slovenia.

Some of the materials can be borrowed for home use, the rest is available in the collection premises.

To find information about the materials, you can use the electronic catalogue KatNUK, where it is marked with »M«, the digitalized card catalogue 1771-1974 or the card catalogues of the Music Collection.
The Library materials can be reproduced, but only in the Library and with its technical equipment.

Taking materials from the Reading Rooms or Special Collection premises for reproduction purposes must be allowed by the information officer who handed you the material.

The are two self-service copiers in the computer & learning space. There is also a self service printer (Printbox) available for printing your own material in room 3 on the ground floor.

Experts of the Reproduction Centre (basement, room 604) will help you in more demanding copying. They will select the duplication technique according to the age, physical condition and format of the material.

You should read the reproduction instructions on the next page in order to avoid violating the Law on Copyright and Related Rights.
REPRODUCTION INSTRUCTIONS

Reproduction of the Library material is allowed only in the Library premises by using its technical equipment. Reproduction with one’s own technical equipment must be approved by the Director upon a written request.

Free reproduction of works

When reproducing a material, the Library and its users must respect the Law on Copyright and Related Rights. Employees of the Reproduction Centre will refuse to make copies if reproduction would constitute copyright infringement.

When making copies of materials on self-copiers, users themselves are responsible for compliance with the legal provisions. Conditions for free reproduction of works (i.e. without the consent of the author or other copyright holder), are defined in article 50 of the Copyright Law.

When copying, be careful not to damage the material. You should take special care especially of the binding of the books.

Reproduction of electronic resources

Reproduction of material in electronic form, i.e. prints or downloaded data from licensed electronic resources, is available to library users against payment, that is in accordance with the copyright law and the provisions of the license agreements signed by the Library at the time of the purchase of the electronic resources. Prices of services are specified in the price list.

Reproduction of sheet music

It should be noted that in accordance with the Law on Copyright and Related Rights the reproduction of sheet music is allowed only by manual transcription. Therefore, anyone wishing to reproduce material in the Library by technical means, must obtain permission of its author or a copyright holder. For more information, please contact the Society of Slovene Composers.
The service **E-books on demand** provides digital copies of materials from the National and University Library collections in the PDF format.

**The print on demand** is the upgrading of the EOD service giving users the option of buying a printed version of an e-book in a standard paperback. The materials available through this service comprise all monographic publications from the National and University Library of Slovenia holdings published between 1500 and 1945.

Delivery date of an ordered e-book is 3-7 days, in the case of larger orders by arrangement.

The Library and the user are to respect the provision of the Law on copyright and Related Rights.

The service is available on the website [http://eod.dlib.si/](http://eod.dlib.si/).
### Wireless Connections

**NUK**
- **Password:** gosti2013
- **No additional software required**

**LIBROAM**
- **Password for COBISS** (chosen at registration):
  - **Username:** NUK.<registration number>@libroam.si
- **Install the client Libroam**

**EDUROAM**
- The password is assigned to you by your parent institution (university) or its Slovenian equivalent
- **Install the client Eduroam**

---

### Entry Points in NUK:
- MAIN READING ROOM
- COMPUTER LAB
- NEWSPAPER READING ROOM
- COMPUTER & LEARNING SPACE
- LIBRARY CAFÉ
- SPACE FOR GROUP LEARNING
- LIBRARY AND INFORMATION SCIENCE COLLECTION

**Electric plugs** are available at all study spaces with the exception of the Reading Room in the Collection of Ephemera and Grey Literature.
»Libraries are intended for users« is our golden rule. Therefore, your input is important in planning and organizing our work. We offer a variety of options for providing comments and wishes:

- Book of remarks, available in the Registration and Circulation desk (ground floor, room 4),
- the library website,
- email: info@nuk.uni-lj.si or izposoja@nuk.uni-lj.si.

The librarians of NUK operate in accordance with the Code of Ethics of Slovenian librarians, so we strive to provide the highest possible quality of service. Our attitude towards users is based on equality, impartiality and respect, both on the professional and human level. The same courtesy is expected from the users.

As NUK is also the national library of Slovenia it aims to preserve its materials in their original form. That is why we want users to handle the materials with care while paying special attention to the following:

- avoid damaging the binding while copying,
- do not underline or in any other way mark the text,
- do not attach anything to the material - sticky notes leave glue residue,
- do not lend out our books to a third party,
- do not leave the materials unattended (the possibility of alienation),
- do not expose the material to the weather or other negative effects.

We advise users to check the material they wish to borrow for damage and, if found, immediately notify the employees. If damage or loss occurs, the user must pay the cost of repair or replacement of the material. The price is assessed by specialized NUK employees (restorers or the purchase department) and must be paid at the next visit. The compensation cost for lost materials is in the price list.
A WALK AROUND NUK

1. Research and Educational Centre
2. Cataloguing and Bibliographic Control
3. Library Training and Staff Development
4. Library and Information Science Collection
5. Digital Library of Slovenia
6. COSC Concept
7. Elevator
8. Staircase

4TH FLOOR

1. Music Collection
2. Music Collection
3. Staircase

3RD FLOOR

1. Manuscript, Rare and Old Prints Collection
2. Slovenian Diaspora Publications Collection
3. Staircase

2ND FLOOR

1. Lobby in front of the Main Reading Room
2. Main Reading Room
3. Exhibition Hall
4. Conference Room
5. Library and Grey Literature Collection
6. Map and Pictorial Collection
7. Administration
8. Elevator
9. Staircase

1ST FLOOR

1. Reception and Library Shop
2. Computer & Learning Space
3. Registration and Circulation Desk
4. Information Centre
5. Interlibrary Loans
6. Les Agency
7. Slovenian Bibliography
8. Mail Room
9. Newspaper Reading Room
10. Entrance for Physically Handicapped
11. Elevator
12. Staircase

GROUND FLOOR

1. Locker Room
2. Main Reading Room Seat Reservations
3. Restroom
4. Library Cafe
5. Computer Lab
6. Space for Group Learning
7. Reproduction Centre
8. Plešnik Corridor
9. Staircase

BASEMENT

1. Library and Information Science Collection
2. Digital Library of Slovenia
3. COSC Concept
4. Elevator
5. Staircase
TABLE OF CONTENTS

ABOUT NUK .............................................................................................................. 3
HOW TO FIND US .................................................................................................... 4
ENTER NUK .............................................................................................................. 5
REGISTRATION AND RENEWAL OF MEMBERSHIP ............................................ 6
HOW TO ACCESS LIBRARY MATERIALS ............................................................... 8
COBISS — MY LIBRARY .......................................................................................... 10
INTERLIBRARY LOANS .......................................................................................... 10
E-MATERIAL ............................................................................................................. 11
DIGITAL LIBRARY OF SLOVENIA ......................................................................... 11
SEAT ALLOCATION AND WORK IN THE MAIN READING ROOM .................... 12
OTHER READING ROOMS .................................................................................... 14
INFORMATION CENTRE ......................................................................................... 16
ASK NUK ................................................................................................................ 16
COURSES ON SEARCHING .................................................................................... 17
ACCESSING NUK FROM HOME .......................................................................... 17
SPECIAL COLLECTIONS ......................................................................................... 18
REPRODUCTION OF LIBRARY MATERIALS .......................................................... 21
E-BOOKS ON DEMAND .......................................................................................... 23
WIRELESS CONNECTIONS ..................................................................................... 24
COMMENTS, WISHES AND APPEALS ................................................................. 25
A WALK AROUND NUK .......................................................................................... 26
Welcome to NUK
guide for users
Ljubljana, NUK,
January 2016
Photographic material:
Žiga Cerkvenik, Branko
Cvetkovič, Milan Štupar,
NUK archive