

## Library Guide

This document provides a general overview of the services for students provided by the Library of LUISS Guido Carli. The Library is located in Via di Santa Costanza 53, Rome and it can be reached with the Navetta Services from Viale Romania Campus.

- [1. How do I find my way around?](#)
- [2. How do I go about finding a book?](#)
- [3. Loans](#)
- [4. How do I find a periodical?](#)
- [5. How do I locate an article within a periodical?](#)
- [6. Electronic resources relating to socio-politics](#)
  - [6.1. Remote access service](#)
  - [6.2. Bibliographic research](#)
  - [6.3. Full text electronic journals](#)
  - [6.4. E-books](#)
  - [6.5. Legal documentation](#)
  - [6.6. Statistics and Macroeconomics resources and documents](#)
- [7. Contacts](#)

### 1. How do I find my way around?

The library staff are on hand to help you find your way around the library, they can help you to consult and data banks as well as to find documents. These services are available as follows:

Loans section: Monday-Friday 8.30-21.45, Saturday 8.30-13.45  
([biblioteca@luiss.it](mailto:biblioteca@luiss.it)- +39.06.8522.5600)

Reference rooms: Monday-Friday 8.00-21.30  
([reference@luiss.it](mailto:reference@luiss.it)- +39.06.8522.5602/5606)

You can also use the online service [ask a librarian](#) for any queries relating to: compilation of bibliographies, searching for information and material relating to a specific topic, advice on research techniques and on possible useful sources for consultation, access to other libraries, information on library services and available resources, both in printed and electronic format.

### 2. How do I go about finding a book?

You can consult the [library catalogue](#), available online, then look up the shelf-mark by clicking on 'copie' (copies).

- If you are having problems, refer to the guide or write to [librivation@luiss.it](mailto:librivation@luiss.it).
- You can reserve books, check the status of your loans and renew loans via the 'reserved access' section (to enter you will need your LUISS username and password). This facility can also be accessed from home.

If the book you are looking for does not appear in the catalogue you can do the following:

- See if your book appears in other libraries in Rome by consulting national catalogues such as [SBN](#) or [MAI](#) (for information write to [reference@luiss.it](mailto:reference@luiss.it)).
- For books not available in Rome you can use the service of [interlibrary loan](#), which has an average waiting time of 10 days.

### 3. Loans

Library policy allows each user to have 3 books on loan at any one time, for a maximum of 30 days.

- Users are required to return their books within the specified time.
- Any user returning books returned late will not be able to take any books out for 30 days which follow. If overdue books are returned not more than 2 days late, the user should inform Ada Ciliberti of the loans service via email ([aciliberti@luiss.it](mailto:aciliberti@luiss.it)).

### 4. How do I find a periodical?

The complete list of periodicals available from the library, both paper and electronic forms, can be searched by using the [periodicals search engine](#).

- For journals in paper format the following details are specified: title of the periodical, language, shelf location (most recent issue available), archive location (of previous issues), issues available and missing issues.
- In electronic format the following are given: title with a direct link to the resource, abstract and/or full text, language, which data base the periodical belongs to and how to access it.

**Remember that the [remote access service](#) allows you to consult lots of the Library's electronic periodicals from home.**

If the Library does not have the periodical you are looking for, you can:

- See if it appears in other libraries in Rome by consulting national catalogues such as [SBN](#) or [ACNP](#) (for information write to [reference@luiss.it](mailto:reference@luiss.it)).
- For periodicals which cannot be found in Rome, use the [document delivery service](#) (average waiting time of 7 days).

### 5. How do I locate an article within a periodical?

If you already know the publication details of the article:

- Consult the library's [periodicals search engine](#), featuring both paper and e-journals.

If you do not know the publication details of the periodical or if you are looking for an article on a specific topic:

- Consult the [ESSPER](#) catalogue (free to access online)
- Consult the [DoGi](#) catalogue (access online via the Ateneo network or via remote access)
- Consult the [data banks](#) of e-journals which allow you to search by author, title or key word.

**Remember that the [remote access service](#) allows you to consult lots of the Library's electronic periodicals from home.**

## 6. Electronic resources relating to socio-politics

The library's numerous electronic resources can be accessed through the Reference rooms, the Ateneo network and from home using a remote connection. Research results can be printed (not more than 35 pages per day), saved on a USB stick or sent to your personal email account.

### 6.1. Remote access service

In order to access electronic resources from home you will need to be connected to the internet and then to configure your browser by following a few easy steps (click below to begin).

Windows:

- [Internet Explorer 7 e 8](#)
- [Mozilla Firefox](#)

Macintosh:

- [Safari](#)
- [Mozilla Firefox](#)

Linux:

- [Mozilla Firefox](#)

Those using an ISDN (for example 56kb or 128kb) modem or an internet key/USB modem should configure the remote connection as specified above, not configure LAN ([Internet Explorer](#)).

Once the configuration is complete you will need to re-launch the browser. Following reconfiguration you will be able to access e-resources by clicking on the links. Clicking will open a window where you will be asked for **your LUISS username and password**.

To deactivate proxy settings simply unselect the changes made during configuration. Once you have used remote access the address will be saved for the next time you want to use it.

For any further information or help contact:

Reference Room: [reference@luiss.it](mailto:reference@luiss.it) or 0685225602

Help desk: [helpdesk@luiss.it](mailto:helpdesk@luiss.it) or 0685225211

## Overview of the main electronic resources with a specific focus on International relations, European studies, political sciences, economics and humanities

This section provides an overview of the main electronic services and databases accessible electronically by LUISS students. This list is not omnicomprehensive. Please contact LUISS library [reference service](#) should you need any additional information.

### 6.2. Bibliographic research

#### DoGi

<http://www.infoleges.it/Dogi2005/>

Archive of legal doctrines, containing abstracts of articles published in over 300 Italian journals (including information on sentences, reviews, comments on legislation, conference papers, critiques). Each record is made up of: bibliographic references of each individual contributor; abstract, edited by the ITTIG which indicates the arguments covered by the author well as indicating related texts; one or more classification codes which indicate the area of law; details of the normative and legal sources cited by the contributing author, as selected by the ITTIG.

#### ESSPER

<http://www.biblio.liuc.it/scripts/essper/ricerca.asp>

Excerpts from Italian periodicals relating to economics, law, social sciences and history.

#### EconLit

<http://search.ebscohost.com/>

Over 785000 bibliographical references and abstracts relating to international literature on economic science (journal articles, monographs, convention acts, dissertations). This data bank provides access to the complete texts of reviews published by the Journal of Economic Literature from 1994 onwards and from the Index of Economic Articles.

#### Historical Abstracts

<http://search.ebscohost.com/>

A bibliographical data base relating to world history (excluding North American history). It contains bibliographical references and the abstracts of journal articles, monographs and history essays which refer to the period 1450 to modern times.

#### Index to Legal Periodicals

<http://vnweb.hwwilsonweb.com/hww/jumpstart.jhtml>

Bibliographical database containing extracts of over 1000 journals relating to all aspects of law and legal disciplines, written in English, French and Spanish and published in the US, the UK, Canada, Australia, Ireland and New Zealand, from 1981 onwards. It also offers the complete texts of 175 periodicals published from 1995 onwards. The main thematic areas covered are as follows: copyright and patents, compliance law and state planning, international and constitutional law, social security and anti-trust legislation, employment rights, penal law, multinational companies, environmental law and property law. The site has also indexed 1400 monographs a year since 1993.

#### Periodicals Index Online

<http://pio.chadwyck.co.uk>

Database containing millions of citations coming from more than 6000 social and human sciences journals. Where available there is a direct link to the full text via the site. Issues available: 1st edition until 1995.

### 6.3. Full text electronic journals

#### **Business Source Premier**

<http://search.epnet.com>

Data bank which contains full texts and bibliographic citations of articles which come from over 3300 scientific economics and social science journals (full text of about 2200) Business Source Premier also enables over 10000 special sources to be accessed, amongst which Company Profiles, SWOT Analysis and Industry Profiles edited by Datamonitor, as well as a Thesaurus created by EBSCO specialists which allows browsing by subject. Econlit and Regional Business News can be accessed from the home page. Issues available: varied, depending on the source.

#### **Factiva**

<http://tinyurl.com/22al2x>

Online information service relating to the economic and finance field, edited by Factiva, a company of the Dow Jones and Reuters group, which allows you to access over 25000 sources from 159 countries in 22 languages via a single interface.

Amongst the main dailies available for consultation are: The Wall Street Journal, The New York Times, Washington Post, The Globe and Mail, Financial Times, Les Echos, South China Morning Post, Australian Financial Review, Sydney Morning Herald, Straits Times, Yomiuri Shimbun, Frankfurter Allgemeine Zeitung, The Irish Times.

Currently the service boasts 83 sources in Italian, including ANSA, Corriere della Sera, La Stampa, La Repubblica, Italia Oggi and il Sole 24 Ore (from 2001 to 2007).

#### **HeinOnline**

<http://heinonline.org/HOL/Welcome>

A vast collection of materials for law related research. This site offers access numerous libraries, including the Law Journal Library which contains the full text of over 1100 periodicals in electronic form.

#### **JSTOR Art & Sciences I**

<http://www.jstor.org/search?config=jstor>

The complete text of the historical collection of over 170 of the most significant international periodicals. The Arts and Sciences collection covers various discipline areas, including economics, history (including American Historical Association publications), statistics, political sciences and demographics. Journals are available from the 1st issue, but often 2-3 years are missing from the collection.

#### **Periodicals Archive Online**

<http://pao.chadwyck.co.uk>

A database containing the back files of about 550 social and human sciences periodicals. Issues available: 1st issue up until 1995/2000.

#### **Project MUSE**

<http://muse.jhu.edu/>

Complete text of over 90 peer-reviewed periodicals published by academic editors.

The Library is subscribed to the Social Sciences collection, which covers the following discipline areas: Economics, Marketing, Mathematics, Law, Political Sciences, History, Anthropology, Sociology, Psychology, Pedagogies.

Issues available: varies according to the publication.

**WestLaw**

<http://tinyurl.com/cxm44q>

A vast American law information portal which allows access to the full texts of over 18000 sources, including over 1000 scientific journals and dailies with either juridical or economic content.

**Electronic journals are also available from the following publishers:**

**Berkeley Electronic Press**

<http://www.bepress.com/>

**Cedam, Ipsoa, Utet**

Pluris data base and cd-rom (only available from the Reference Room of the Library)

**Elsevier**

<http://www.sciencedirect.com/>

**Franco Angeli - political and law collection**

[http://francoangelidiritto.casalini.it/editori/default.asp?codice\\_editore=FRANCOA&tipologia=R&hp=1](http://francoangelidiritto.casalini.it/editori/default.asp?codice_editore=FRANCOA&tipologia=R&hp=1)

**Giuffrè**

<http://bibliotecariviste.giuffre.it>

cd-rom (only available from the Reference rooms of the Library)

**Il Mulino**

<http://www.mulino.it/rivisteweb/index.php>

**Kluwer Law International**

<http://www.kluwerlawonline.com/index.php?area=Journals>

**OECD**

<http://www.sourceoecd.org/>

**Wiley Blackwell**

<http://www3.interscience.wiley.com>

## 6.4. E-books

### **Darwinbooks**

<http://www.darwinbooks.it/main>

This Mulino data bank allows the full texts of over 300 monographs published by Mulino from 2000, relating to scientific research (Biblioteca Paperbacks, Collezione di Testi e di Studi, Il Mulino/Ricerca, Prismi, Pubblicazioni dell'Istituto Carlo Cattaneo, Saggi, Studi and Ricerche) to be accessed. Discipline areas include: Literary criticism, Law, Economics, Philosophy, Linguistics, Psychology, Political Sciences, Sociology, and History.

### **HeinOnline**

<http://heinonline.org/HOL/Welcome>

A vast collection of materials for use in legal research, made up of numerous libraries, including Foreign & International Law Resources Database (FILRD): a collection dedicated to International Law, which includes the full text of around 70 publications including those of the American Society of International Law and those of numerous Yearbooks of international significance.

### **Max Planck Encyclopaedia of Public International Law**

<http://www.mpepil.com>

In its electronic form, this is the fully up to date version Encyclopedia of Public International Law which was published in printed form in successive editions between 1991 and 2001 and, from 2004 onwards, also available online. Often additional material is added to the Encyclopedia throughout the year.

### **New Palgrave Dictionary of Economics**

<http://www.dictionaryofeconomics.com/dictionary>

This dictionary, in its 2<sup>nd</sup> 2008 edition, is considered a fundamental point of reference by economists. The printed 8 volumes are accepted as reflecting the current state of the economy. The online edition contains 1912 entries, including over 1000 written especially for the 2nd edition.

### **OECD**

<http://www.sourceoecd.org/>

The LUISS Library has access to the complete collection, which comprises of all the books and reports published by the OECD.

### **Oxford Scholarship Online**

<http://www.oxfordscholarship.com>

A 'virtual' library allowing access to over 1500 monographs published by Oxford University Press relating to the following subject areas: Economics and Finance, Political Sciences, Law and Philosophy.

## 6.5. Legal documentation

### Italgire Web - CED della Cassazione

#### Only from the Reference rooms of the Library

The Document Centre of the Supreme Court of Appeal allows access to over 40 information banks including: law of civil and penal Cassation (collected from maxims produced by the 'Ufficio massimario'), from the 'Consiglio di Stato', the National Audit Office, TAR, as well as a selection of case law of note; state, regional and community laws; the full text of sentences of the Constitutional Court; doctrines.

### DeJure

<http://dejure.giuffre.it/>

<http://bibliotecariviste.giuffre.it>

#### Case Law

Maxims: collection of over 1 million maxims, pronounced by the Constitutional Court, the Supreme Court and 64 additional authorities.

Sentences of Civil Cassation: a vast selection of complete texts from 1986 onwards and a complete collection from 2006 onwards.

Sentences of the Supreme Court: full text of a vast selection from 1995 and full collection from 2006 onwards (excluding those of section VII).

Administrative Sentences: the full text of a vast selection of TAR and CdS sentences from 1998 onwards, from the National Audit Office from 2001 and from the Sicilian Cons. Giust. Amm from 2005.

'Sentenze di Merito': full text of a vast selection of the most significant pronouncements made in Italian courts from 2001.

#### Legislation e Procedure.

A collection of legal provisions in force from 1945 and a large selection of past precedents. The historical versions of the texts are also given, as found originally published in G.U.

Collection of Circulars, Notes, Resolutions from 1998 onwards.

Regional and European legislation.

Current codes with proposals, implementation and regulation, supplemented by editorial notes and explanations.

### Foro Italiano

#### Access via the Ateneo network

[http://biblioteca.luiss.it/sites/biblioteca.luiss.it/files/foro\\_italiano\\_accesso.pdf](http://biblioteca.luiss.it/sites/biblioteca.luiss.it/files/foro_italiano_accesso.pdf)

This information bank is made up of 5 archives. The 'Foro Italiano' contains all material published by the review from 1987 until today: sentences passed and decisions, maxims, 'neretti', 'note a sentenza' and 'note a richiami', monographs.

The Jurisprudence archive includes the official maxims of the Supreme and Criminal Courts published in CED Cassazione up until now, as well as the precedent maxims published in the 'Repertorio del Foro Italiano' from 1981 onwards. The Supreme Court archive also includes full sentences and the related official maxims from 1997 onwards, as well as official maxims published in Massimario del Foro Italiano from 1990. The bibliographic archive includes all bibliographic references published in Foro Italiano from 1981 onwards. The Merito extra contains a collection of unedited precedents from 2006 onwards, as appear in 'Il Foro Italiano' and the extrapolation of salient points relating to the outcome, classified according to the entries by the 'Repertorio del Foro Italiano'.

## **Pluris**

### **Only available from the Library's Reference rooms**

Pluris allows users to consult up to date data banks as currently published by UTET Giuridica: Jurisprudence index, Supreme court, Criminal Court, Judicial decisions concerning the substance, Constitutional Court, Law administration, Community law, Sentences, National Legislation, Regional Legislation, Community Legislation, hyperlinks, Procedures and Formulae.

## **HeinOnline**

<http://heinonline.org/HOL/Welcome>

A vast collection of materials for use in legal research, comprising of numerous libraries, including the World Trials Library: as archive containing the transcriptions of trials as well as monographic materials and biographies of the great lawyers.

HeinOnline also allows access to the complete archive of the US Treaties and Agreements and other legal materials such as the Federal Register, U.S. Reports, English Reports online edition and Legal Classics, as well as over 1200 full text monographs.

Available issues: all issues published.

## **Oxford Reports on International Law**

<http://www.oxfordlawreports.com>

A gateway to International Law.

The Library comprises two distinct sections:

ILDC (International Law in Domestic Courts): jurisprudence relating to over 70 jurisdictions relating to International Law and how it is interpreted in individual countries. An English version with academic criticism is available.

The archive is from 2000 onwards but there is a significant selection from previous years, going right back to 1900.

ICJ (International Courts of General Jurisdiction): jurisprudence of the most important International Courts, such as the International Court of Justice and the Supreme Court of International Justice. There are some brief commentary notes relating to the above. The archive principally comprises materials from 2000 onwards but there is also a large selection from prior to this date, going back to 1922. Texts are in the original language with an English translation.

## **WestLaw**

<http://tinyurl.com/cxm44g>

A vast American portal of judicial information. It includes collections of Case law, Treaties and Legislation relating to America, the EU and other countries.

## 6.6. Statistics and Macroeconomics resources and documents

### **Datastream**

#### **Only available from the Reference rooms of the Library**

Financial and economic information for use in research and chronological analysis of stocks, market indexes, and government backed bonds, company finances, interest and exchange rates, macroeconomic data, futures and options, warrants, commodities, Bond Indices and CDS.

### **IMF Statistical Databases**

<http://www.imfstatistics.org/ifs/>

Access to 3 of the main statistical databases of the IMF. The Library is subscribed to the following:

International Financial Statistics (IFS): 32000 historical series relating to over 200 countries, including a Exchange Rates and Exchange Rate Arrangements, Fund Accounts, Government Finance, Interest Rates, International Liquidity, International Transactions, Monetary Statistics, National Accounts and Population, Prices, Production, and Labour.

Direction of Trade Statistics (DOTS): provides information relating to export and import, especially: Composition of country, world, and area pages, Consistency between partner country data, Currency, Estimation procedures.

Balance of Payments Statistics (BOPS): gives historical aggregate and details for the balance of the international payments and investments of the country.

Issues available: 1948- (IFS), 1980- (DOTS), 1948- (BOPS).

### **Marketline Datamonitor**

<http://www.marketlineinfo.com/library/Default.aspx>

The MarketLine database allows access to economic and financial information published by Datamonitor:

3310 active industry profiles (with data and market analysis);

31500 active company profiles (with vital statistics, historical and market information relating to the company and SWOT Analysis);

Country profiles;

Access to specific databases: Assess M&A activity, Understand country dynamics (macroeconomic and demographic indicators for over 200 countries), Value consumer markets (analysis of customisable sectors with market and forecast data).

### **OECD**

<http://www.sourceoecd.org/>

The LUISS library allows you to access the full collection, which includes statistics. Statistical data can be downloaded in interactive dataset form or csv or xls form. The data regard the principal economic and social indicators for the countries belonging to the OECD, but many indicators are also available for significant countries which are not a part of the organisation.

## 7. Contacts

Biblioteca LUISS Guido Carli (LUISS Guido Carli Library)

Via di S. Costanza 53, 00198 Roma

<http://biblioteca.luiss.it/>

<http://biblioteca.luiss.it/en>

Access, consultation and loans	<a href="mailto:biblioteca@luiss.it">biblioteca@luiss.it</a>	+39.06.8522.5600
Library catalogue	<a href="mailto:librivation@luiss.it">librivation@luiss.it</a>	+39.06.8522.5600
Electronic resources	<a href="mailto:reference@luiss.it">reference@luiss.it</a>	+39.06.8522.5602/5606
Document delivery	<a href="mailto:dd@luiss.it">dd@luiss.it</a>	+39.06.8522.5652/5602
Inter-library loans	<a href="mailto:ill@luiss.it">ill@luiss.it</a>	+39.06.8522.5606/5602
Library fax		+39.06.8522.5625