

LIBRARY OF THE UNIVERSITY COLLEGE OF TURIN “RENATO EINAUDI”

Access and Lending Procedures - 2026

The library is currently undergoing a major update and complete re-cataloguing of approximately 20,000 volumes in our collection. This temporary inconvenience will allow us to provide a more efficient and modern service. Below you will find instructions on how to make the best use of it!

Please note that it is **never permitted to take books directly from the shelves**, in any of the five library locations.

LOAN REGISTRATION

- Lending services are reserved **exclusively** to students of the Einaudi College.
- To access the loan service, you must fill out the form available at:
<https://forms.gle/uaztQxyDBmviDCps7>
- Within a week, you will receive a confirmation email with your **loan card number**.

SEARCHING FOR A BOOK

Do you have a title and want to check if it's in the catalogue? You have two options:

1. **Open the attached PDF file** (note: the file is quite large due to the extensive catalogue) and use the “Find” function.
If the book has ever been part of the catalogue, you'll locate it! Once found, you can send an email to bibliotecacollegioeinaudi@gmail.com indicating your **name, loan card number, college residence**, and the **book details** (you can simply copy and paste them from the catalogue).
2. **Alternatively**, send an email to bibliotecacollegioeinaudi@gmail.com with your **name, loan card number, college residence**, and the **book details** (author, title, and if you are requesting a specific edition, also the publisher and year). We will search for the volume and reply as soon as possible.

LOAN PROCEDURE

Once we receive your email, we will check the book's availability. Within a few days, we will inform you whether the book can be loaned and will register it in your name, leaving it at the **reception desk of your residence hall**.

Your loan period is **one month**.

Need more time? Write to us **before the due date**, and we will renew the loan for another month.

RETURNING A BOOK

When you have finished your loan, you can leave the book at the **same reception** where you collected it. It is essential to send an email to bibliotecacollegioeinaudi@gmail.com with the

subject “**Returned Volume**”, including your **name, loan card number, college residence,** and the **book details**. We will immediately remove the item from your loan record.

QUESTIONS OR ISSUES

No worries — the librarians are here to help!

You can contact us at bibliotecacollegioeinaudi@gmail.com for assistance with bibliographic searches, loan issues, book-related matters, or any other questions related to the Library. WE will come back to you as soon as possible.

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