

LIBRARY GUIDE 2022/23



Univerza v Ljubljani
Filozofska fakulteta

**OSREDNJA
HUMANISTIČNA
KNJIŽNICA
(OHK FF)
CENTRAL
HUMANITIES
LIBRARY**

Dear students, professors, colleagues and friends,



Priscila Gulič Pirnat
M. Sc. Head of OHK FF

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 Technical 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!

OHK FF - Departmental Libraries

Library (of the Department) / email	Location	Opening Hours*	Phone
ARCHAEOLOGY ohk.arh@ff.uni-lj.si	Zavetiška 5, 1st floor, Room 107	Mon, Tue, Thu 9–15; 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 486
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
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

* Summer opening hours and current changes to opening hours will be announced on the English OHK FF website under Opening Hours.

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 AND INFORMATION SCIENCE AND BOOK STUDIES ohk.bib@ff.uni-lj.si	Aškerčeva 2, 5th floor, Room 530	Mon, Tue, Thu 10–14; Wed 10–13, 14–17 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 498
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 ohk.psi1@ff.uni-lj.si	Aškerčeva 2 (courtyard), Room R2B	Mon, Tue, Thu, Fri 10–14; Wed 10–17	+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 11–13, 14–17	+386 1 2411 400
	Aškerčeva 2 (courtyard), Room R4B (Spanish & Portuguese Collection)		+386 1 2411 188
SLOVENE 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
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

Aškerčeva 2 - MAIN BUILDING

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

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

- 1 Faculty of Arts, Aškerčeva 2
- 2 Faculty of Arts, Zavetiška 5
- 3 Univesity of Ljubljana
- 4 National and University Library NUK
- 5 Central Technical Library CTK



Digital Library



Slovenian Union Catalogue (COBISS+)

All OHK departmental libraries are virtually joined into a local library catalogue, which is available in the shared catalogue of Slovenian libraries on COBISS.SI (Co-operative Online Bibliographic System & Services). COBISS+ allows users to search both the [shared catalogue](#) and the [local catalogues](#) of participating libraries.

Access to Databases

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

DiKUL, dLib

Being a member of the University of Ljubljana (UL) Library System, OHK FF can provide access to several licensed and open access sources for its users, the most important of which are:

- [DiKUL](#) (Digital Library of UL) enables access to electronic journals and electronic books, as well as databases of major publishers. Direct access from public computers at all UL locations, remote access with a password for UL students and employees, and
- [Digital Library of Slovenia](#) – dLib.si: a free access web library of the Slovenian written cultural heritage in digital form, containing mostly older digitized (dating before 1945) and born-digital materials. The collections consist of texts, photos and multimedia.

Library Collections



OHK FF holds an extensive collection* of approx. 800,000 units.

- Books: monographs, textbooks, proceedings, research projects, seminar papers and undergraduate, master's and doctoral theses, etc.
- Slovenian and foreign periodicals
- Special collections of non-book materials: map and pictorial collections, AV and music collections
- Each departmental library specialises in certain areas of science or arts related to the study programmes and research fields of the department(s) to which it is affiliated.

Library stocks are mainly registered in the [CO-BISS+](#) digital catalogue, 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.

* Statistical data taken from the Slovenian libraries' annual statistical report 2021.

Library Membership

Full-time students of the Faculty of Arts pay the registration fee when enrolling at 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 from other faculties of the University of Ljubljana become members when they register in one of the departmental libraries by filling in a registration form. There are no additional registration fees for students of the University of Ljubljana.

Exchange students from other faculties of the University of Ljubljana can present a registration slip from their faculty library to be exempted from registration fees in OHK FF.

The 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 in the Central Technical Library (CTK).

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

Documents required upon registration:

- students: Student ID, identity document,
- other foreign citizens: identity document, temporary residence permit, guarantor.



Circulation

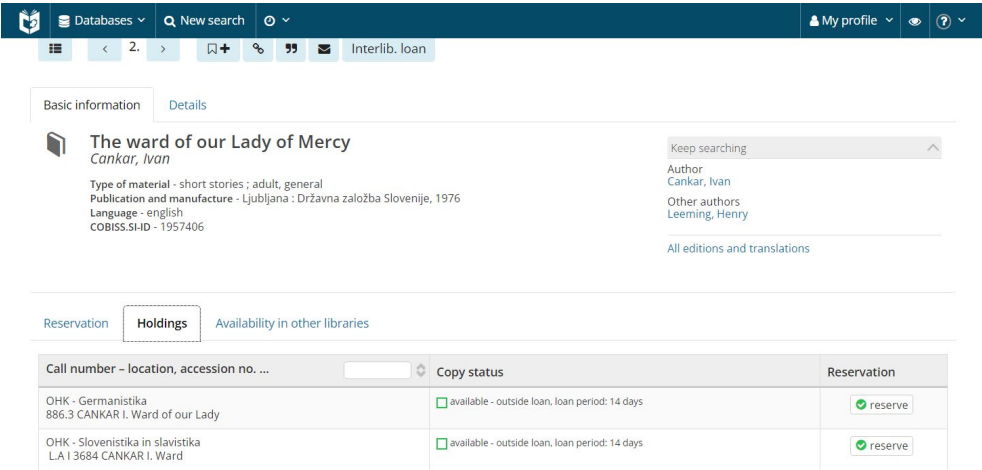
Borrowing Materials

- 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+](#) in:
 - [all libraries](#), or
 - enter the 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. Under Holdings find the entire **shelfmark** (call number), located at the bottom of the entry, e.g.:
 - **OHK-Germanistika 886.3 CANKAR I. Ward of our Lady** – located in the Library of the Departments of English, German, and Translation Studies
 - **OHK-Slovenistika in slavistika L.A I 3684 CANKAR I. Ward** – located in the Library of the Departments of Slovenian Studies and Slavistics
3. Present the shelfmarks to the librarian at the loan desk.
4. The librarian will bring you the requested items and scan the barcodes. The due date will be recorded on the loan slip.
5. For the materials which do not have barcodes, 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, master's 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, email or through COBISS+ using the [My Libraries](#) service.

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

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

Book Return Boxes

There are three book return boxes on the ground floor. Please make sure that all items drop down properly. The use of the book return boxes is at your own risk.

Common Reading Room

The common reading room (Room 015) in the basement is open Monday to Saturday 7:00–21:00.

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 a message about forthcoming expiry of loan period, which you will receive by email or SMS three days before the due date.

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](#).

Email address: illffj@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 a week, users may receive a written reminder.

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

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

Databases

New search

My profile

Theme

Help

Login (What to choose?)

Login

Become a member

Library

Enter acronym, name, department or place

Card number

Password

Login

Forgotten password

or

COBISS AAI

ArnesAAI

or

Prijava z Googlom

E-mail address

Not a library member yet?

Become a member

Live chat

Other Services

User Education and Training, Information Services

The departmental libraries offer various courses, presentations, workshops, and individual assistance in using the libraries and their resources. At each library subject librarians and information specialists are available to library members on a daily basis.



University of Ljubljana,
Faculty of Arts

OSREDNJA HUMANISTIČNA
KNJIŽNICA (OHK FF)
CENTRAL HUMANITIES
LIBRARY

Aškerčeva 2,
1000 Ljubljana

Head of OHK FF:

Priscila Gulič Pirnat, M. Sc.
Room 518, 5th floor

Office hours:

Monday to Friday
11:00–13:00

