



# LIBRARY USER'S MANUAL

**for visitors**

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Stockholm International Peace Research Institute  
Signalistgatan 9, SE-169 70 Solna, Sweden  
Tel: +46 8 655 97 79, Fax: +46 8 655 97 33  
E-mail: [library@sipri.org](mailto:library@sipri.org), URL: [www.sipri.org/library](http://www.sipri.org/library)

### **About the library**

The SIPRI Library was established in 1968 to meet the needs of SIPRI research staff. Consequently, the holdings of the Library are project-oriented, with special focus on international security, armament and disarmament. Some of the material in the holdings is unique and cannot be found at any other library in Sweden. A contributory reason for this is the active exchange agreements the Library has with some 400 institutes and organizations worldwide.

### **Visitors**

The Library is primarily intended for SIPRI researchers, but the interested public is welcome to visit us by prior arrangement. This is to ensure that every visitor will get the amount of assistance he/she needs.

### **Library resources**

The holdings of the Library today consist of around 52 000 volumes. Apart from books and monographs the Library can offer an extensive collection of “grey material” such as reports, series and conference proceedings as well as a special international collection of official publications. Once a month an acquisition list is compiled and published on the Library web site.

The Library catalogue SIPCAT containing entries from 1988-, is available online. The catalogue includes the Library's periodical holdings. Newer material, from 2003-, can also be viewed in the Swedish national catalogue LIBRIS. Older material not yet in the online catalogue can be located in the card catalogue in the Library.

The Library is in charge of a dynamic events database updated on a daily basis. An extract from this unedited database appears as the Chronology in the SIPRI Yearbook.

On the Library web site there is also a collection of links to institutions and other information resources of special interest to SIPRI research areas.

### **Journals and newspapers**

The Library holds some 200 current journals and newspapers and an additional 400 archived journals no longer subscribed to, all of which are found in the Library catalogue SIPCAT. Daily newspapers are kept in the Library for one week and then in an open archive for up to one year.

Every week the most current journals are put on display in the Library. Journals from the current and previous years are kept in the Library, older issues in archives. Some journals are also available electronically. If you want to read an older issue a librarian will get it for you from one of the archives.

### **Library services**

Every working day there is always one librarian on duty to answer questions and help researchers and visitors to find material. There is a sign at the Library desk to say who is on duty that day. Should that person not be available just ask another librarian and he/she will assist you.

The librarians can help you with:

- searches in library catalogues
- information searches in the library and on the Internet

- a general introduction to the library when requested

### **Requests**

If you send a request by e-mail, always send it to the general address [library@sipri.org](mailto:library@sipri.org) and not to a specific librarian. The general address is shared by everyone in the Library, which guarantees a quick reply. Requests may also be sent by regular mail or made by telephone.

### **Computers**

There one PC for public usage in the Library. The computers are primarily intended for information searches in library catalogues and on the Internet.

### **Photocopying**

There is one copying machine in the Library. You copy the material you are interested in to a cost of 1 SEK/page.

### **Materials not available for loan**

Journals, newspapers, reference material, CD-ROMs/DVDs and official publications are not lent at all. Material published in the last three years is primarily intended for the institute's own research staff, but can be borrowed if available.

### **Loans and how to borrow**

If you want to borrow material while visiting the Library you need to fill out a registration form – the library staff will provide you with the form. You must be 18 years of age, possess a valid identity card and be able to state an address in Sweden. The information given on the form will be fed into a patron's register. Library cards are not issued. You may have up to ten loans at a time. For the complete set of loan rules see separate document.

If you are unable to visit the Library you may also borrow material from SIPRI through another library by interlibrary loans. If you find material from the SIPRI Library that you wish to borrow you turn to a nearby library and ask them to send an interlibrary loan request to us. If the material is available it will be sent to your library as soon as we receive the request. We prefer to receive loan applications from Nordic libraries through LIBRIS.

### **Loan period**

The loan period is 30 days. If there is no queue for the borrowed material the loan period may after that be prolonged by another 30 days. For material of significant interest the loan period is 14 days.

### **Returning material**

Material borrowed from the SIPRI library must be returned by latest on due day either directly or by regular mail. Material borrowed by interlibrary loan is however returned to the borrowing library. The library will then send the material back to SIPRI.

## **Useful information about the Library**

### **Service hours (Monday –Friday):**

9:00-12:00

13:00-16:00

### **Address:**

Signalistgatan 9

169 70 SOLNA

### **Telephone number:**

08-655 97 79 (library information)

### **Email-address:**

[library@sipri.org](mailto:library@sipri.org)

### **Library web page:**

<http://www.sipri.org/library>

### **Library catalogue:**

<http://catalogue.sipri.org/cgi-bin/koha/opac-main.pl>

### **Loan rules:**

<http://www.sipri.org/library/about/loanrules>

### **SIPRI web page:**

<http://www.sipri.org>

### **Library staff:**

**Nenne Bodell**

**Gunnie Wennberg Boman**

**Olle Persson**

**Magdalena Söderqvist**