UNIVERSITY OF TRENTO
LIBRARY SYSTEMS:
BORROWING REGULATION

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Art. 1 – Users

1. The following persons are eligible for membership of the Library: registered students of the University, members of the academic and academic-related staff, and any person with a Trentino Library System card.

Art. 2 – Borrowing

1. For each item to be borrowed, a form must be filled out at the desk.
2. Loan renewals and the booking of items on loan can be made by phone or e-mail.
3. No renewal will be possible if an item is overdue.
4. An item on loan can be booked by one person at a time. A loan cannot be renewed if the item has been previously booked by another user.
5. In special circumstances, the Librarian may recall any item from a borrower.
6. No item may be borrowed on behalf of another user without a written request signed by the user in whose name the item is to be borrowed. Users with penalties cannot use that request.

Art. 3 – Loans

1. Students of the University of Trento, students of partner programmes, users different from those listed in 3.2, 3.3, 3.4, and external users can borrow up to 10 items for 30 days. Loans may be renewed for another 30 days.
2. Graduate students of the University of Trento can borrow up to 20 items for 30 days. Loans may be renewed twice (up to 90 days).
3. Holders of a scholarship, visiting professors, foreign languages teachers, and internal staff can borrow up to 20 items for 60 days. Loans may be renewed for another 60 days.
4. Professors, researchers, doctoral students can borrow up to 30 items for 90 days. Loans may be renewed for another 90 days.
5. Each library of the System has different regulations for short-loans.

Art. 4 – Penalties

1. If an overdue item is not returned within 15 days from the library's notice, there is an immediate exclusion from borrowing and consulting bibliographic materials. Exclusion lasts for 30 days from the return date of the overdue item.
2. Users returning overdue items within 15 days from the library's notice, can borrow the returned items again only on the following day.
3. For overdue short-term loans, there is an immediate exclusion from borrowing and consulting bibliographic material. Exclusion lasts for 30 days from the return date.
Art. 5 – Loss or damage

1. Users must replace any loaned item they may have lost or damaged. Whether for any reason this is not possible, users are charged the commercial value of the item.
2. Users responsible for the loss or damage of an item are suspended from library services until they do not refund the library.
3. Users responsible for losses and damages of items may be permanently excluded from library services.

Art. 6 – Items not available for loan

1. The following items are not available on loan or are available on specific terms: old, rare and antique books; reference works; syllabus works; periodicals; microform; educational videocassettes; periodical CD-ROM, DVD; theses; items sent to be bound or restored; items in the reading rooms; any item the circulation of which the Librarian determines to restrict.

Art. 7 – Nulla-osta

1. Before leaving the University of Trento,
   - graduate students
   - foreign students on a programme at the University of Trento
   - professors, students or staff of the University of Trento moving elsewhere
   - professors on a programme, holders of a scholarship, visiting professors
   - doctoral students, students in master courses
   must return any borrowed item to the library, or the University will apply penalties.

Art. 8 – Local interlibrary loan

1. Items from other libraries in Trentino can be requested through the Provincial Interlibrary Loan Service. No requests can be made for items which can be borrowed in a library in town.
2. The interlibrary loan service is free of charge and provided according to a Regulation approved by the Ufficio per il Sistema Bibliotecario Trentino della Provincia Autonoma di Trento.
3. For each item to be borrowed, a lending form must be filled out at the desk.
4. The loan period is imposed by the lending library. The library of the University of Trento lends for 30 days, and loans can be renewed for another 30 days.
5. Users can request no more than 5 items at a time.
Art. 9 – National and International Interlibrary Loan and Document Delivery

1. There is a National and International Interlibrary Loan and Document Delivery service between the University of Trento, national libraries and libraries worldwide. Service is charged according to a specific regulation. Items of art. 6 cannot be lend.

Art. 10 – Change of address

1. Users are responsible for informing the library staff of every change of address or email, whether permanent or temporary.

Art. 11 – Final disposals

1. For other rules not specified herein, users must rely on current legislation.