BUC – CENTRAL UNIVERSITY LIBRARY

Rules
BUC – Le Albere

1. Short Loan

1.1 Short loan items (in Italian prestito breve) must be returned to the library on the exact same day in which they have been taken.

1.2 Users can borrow from the library no more than five items at a time. Neither renewals nor bookings are allowed.

1.3 Any borrower who fails to return the items on “short loan” within the time limits established by the library shall be liable to a penalty of exclusion from the library services for 30 days starting from the day in which the item is returned.

1.4 Keys to the lockers are available for users only on short loan, so they must be returned to the library on the same day. In case of loss, the user must pay the expense for the duplicate.

2. Access to study rooms

2.1 Seats can be occupied by leaving on the table:
- any kind of personal belonging for a maximum of 45 minutes between 10:00 and 12:00 and after 14:30;
- the special form, filled in all its parts, for a maximum of 90 minutes between 12:00 and 14:30.

Seats cannot be occupied:
- before 10:00
- for other users.

The library is not liable for personal belongings left unattended.

2.2 In every reading room there are tables reserved for professors and PhD students. These members can book a seat by e-mail or by phone, but they are entitled to claim it even without any previous notice.

2.3 Professors and researchers may book online a study place in the meeting room after 14.00 from Monday to Friday and during the opening hours on Saturdays and Sundays. The room could not be always available.
3. Access to the closed stacks

3.1 BUC is equipped with two book stacks: *Deposito 1* (Stack 1) is situated on the BUC’s ground floor, while *Deposito 2* (Stack 2) finds itself in the Study hall in Via Verdi, 8 (Cavazzani building). Users are allowed to enter into the stacks only to consult and study a considerable number of journal issues.

3.2 Users can request the access into *Deposito 1* at the circulation desk, by e-mail (bibliotecacentrale@unitn.it) or by phone (0461 28 30 11) and fill the special form in all its parts. Access to the stack is possible only on Tuesdays, from 10:00 to 14:00, and on Thursdays, from 16:00 to 20:00.

3.3 Users are allowed to enter into the stacks just for an hour, three people at a time.

3.4 Journal issues can be brought out of the library in agreement with the Library staff and after completing the appropriate borrowing procedures. Materials must be returned on the same day.

BUC – Study hall in Via Verdi

1. Access to Reading and Borrowing and Access to Stacks

1.1 Items tagged *Deposito 2* (Stack 2) can be requested at the circulation desk on Tuesdays, from 10:00 to 14:00, and on Thursdays, from 16:00 to 20:00. Requests shall be presented at the circulation desk through the proper paper form. It is also possible to return items by leaving them in the book drop at the desk, even if borrowed in BUC.

Users are allowed to enter into the stacks only to consult and study a considerable number of journal issues, during the same opening hours mentioned above. Users can request to access Deposito 2 by e-mail (bibliotecacentrale@unitn.it) or by phone (0461 28 30 11).

2. Access to the study hall

2.1 Seats can be occupied by leaving on tables:
- any kind of personal belonging for maximum 45 minutes;
- the proper paper form, filled in all its parts, for maximum 3 hours.

Seats cannot be occupied for other users. The library is not liable for personal belongings left unattended.

2.2 Group study rooms can be used only by students enrolled at Economics and Management, Humanities, Sociology and Social Research departments, Law and the School of International Studies. The rooms are available from Monday to Friday, from 9:00 to 20:00.
Students can book the room online, with no more than a three days’ advance notice and for a maximum of 6 hours a day. The person who has booked must show up on time at the circulation desk. No groups with less than 4 members will be allowed in. Meeting rooms may not always be available.

3. Relax Area

The Relax Area is reserved to students enrolled at the University of Trento. They can have meals and short breaks; alcoholics and card or board games are not allowed. Students must dispose of their waste.

4. Access to the historic fund

Users can consult historic fund volumes after leaving an identity document and completing the appropriate form. Volumes must be consulted in the staff’s presence at the circulation desk.
The historic fund may be consulted only on Tuesdays, from 10:00 to 14:00, and on Thursdays, from 16:00 to 20:00.