LIBRARY OF SCIENCE

Rules
1. Consultation and short loan

1.1 Course reserves, tagged “CORSO” are for in-library use only. They may be temporarily borrowed for photocopying. Course reserves are considered overnight loans from 16.00 to 10.00 of the following morning. They may also be borrowed during the weekend, starting from 16.00 on Friday to 10.00 on the following Monday.

1.2 A maximum of 5 items can be borrowed at a time.

1.3 Spare copies of course reserves held in the reading rooms may be borrowed for 7 days; renewals are not allowed.

1.4 A maximum of 5 items can be borrowed at a time.

1.5 Any borrower who fails to return such items in accordance with the provisions of Regulation shall be liable to a penalty of exclusion of the library services for 30 days starting from the day in which the item is returned.

2. Access to study places

2.1 Seats can occupied by leaving on the table any kind of personal belonging, from 12:00 to 14:30 and for a maximum of 60 minutes during the rest of the day. Seats cannot be occupied for other users.

2.2 In the reading room on the 1st floor, tables are equipped with plugs. It is not allowed to charge laptops with wall sockets.

2.3 Students, professors and researchers may book online a study place in the meeting rooms for the entire opening hours. Sometimes the rooms may not be available.

3. Access to the closed stacks

3.1 Users are allowed to enter the closed stacks situated on the ground floor only if they need to consult and study a considerable number of journal issues.

3.2 Users can request to access to the book stack at the circulation desk.

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

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

4. Access to the meeting rooms

4.1 In the Library of Sciences there are two rooms (Aula Verde e Aula Rossa), both with a maximum of 12 study places; they can be used for study groups (more than 3 members), small meetings and videoconferences. Meeting rooms are available only to groups of
students enrolled at the Faculty of Physics, Mathematics, Engineering and Cibio. Users need their Library card to book one of the rooms online, by e-mail or by phone, with no more than a four days' advance notice. Meeting rooms are available from Monday to Friday, from 8:00 to 20:00 and for a maximum of 4 hours a day. It is not possible to book the room more than twice a week. The person who has booked must show up on time at the circulation desk with the Library card or an identity document. Meeting rooms could not always be available.

The reservation of the room may be cancelled, if the person who has booked does not show up, arrives late with more than 15’ or does not inform about the delay. Eating is not permitted in meeting rooms.

5. Relax area

5.1 The Library hall is equipped with comfortable seats and couches for some relax time. Users are requested to behave properly in proximity of study rooms. Playing chess and reading journals is allowed in this area; users are not allowed to bring in food and use mobile phones. The vending machines area can be used only to have meals and short breaks; users must dispose of their waste.