CENTRAL LIBRARY

Short loans and access to the closed stacks

(Borrowing Regulation, arts. 3.5 and 4.3, and Regulation for the Reading rooms and the closed stacks, art. 6)

1. Short loan items

1.1 Short loan items (in Italian “prestito breve” and “non ammesso al prestito”) can be borrowed for a limited period of time. These items are due on the same day they are borrowed: before 23.30 from Monday to Saturday, and before 20.30 on Sundays.

1.2 Users can borrow up to a maximum of 5 items at a time. Neither renewals nor bookings of these items are allowed.

1.3 Any borrower who fails to return such items in accordance with the provisions of Regulation 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 (Borrowing Regulation, art. 4.3).

2. Access to the closed stacks

2.1 Only the following members of the University of Trento are entitled to access the closed stacks:
- professors
- researchers
- doctoral students
- holders of scholarship
- collaborators.

2.2 Users different from those listed in 2.1. may be admitted on the Librarian decision.

2.3 The opening hours are: Monday – Friday: 9.00-20.00; Saturday: 9.00-19.00: check with the Staff.

2.4 Users can book their admission either at the circulation desk, or by phone, fax or email. An admission form must be filled in at the desk.

2.5 Only one person at a time can access the closed stacks.

2.6 The search in the closed stacks area must be limited to an hour.

2.7 Only periodicals can be consulted and the staff has to be informed.

2.8 Users are allowed to access only the periodical stacks and the reading room. Users must inform the staff whether they need to go to other rooms and in any case stay there the shortest time possible.

2.9 Users can rely on the staff for any help.

2.10 If users need to take periodicals out of the library, the staff must be informed, and a request form for each issue must be filled in as usual.