Regulation for reading rooms and closed stacks of the Library system of the University of Trento

Approved by the Library Committee: 22.04.2004
Revised: 19.04.2007 and 01.03.2018
Article 1 – Users

1.1 Reading rooms are open to all students, professors and staff of the University of Trento and to the owners of a library card of the Trentino Library System.

Article 2 – Access Rules and Behaviour in the Library

2.1 Inside the library, users are requested to behave properly. Especially in reading rooms, a quiet environment for study must be maintained and mobile phones should be turned to silent; users are not allowed to bring in food, drinks and umbrellas. Where possible, bags and cases should be deposited in lockers. Animals are not admitted. Drinking alcohol and smoking (including e-cigarettes) is not permitted anywhere on Library’s premises.

2.2 Users are allowed to take a seat the time required to study or consult Library materials. After 45 minutes, a seat occupied by any belonging will be considered free.

Article 3 – Computer Facilities

3.1 Users can access to computers, which operate only with programs and functions provided by the University Library System. Users must observe all conditions for access and use imposed by the Information Technology Department of the University of Trento.

Article 4 – Use of Library Materials

4.1 Users are allowed to consult any item present in reading rooms. As soon as they have finished, they are kindly requested to leave the items on the tables or on special trolleys.

4.2 Each item present in the closed stacks can be requested by filling out a special form. The rules for access and use of closed stacks vary among the Libraries of the University Library System.

4.3 Users may not take any item out of the Library without completing the appropriate borrowing procedures or, in special cases, without leaving an identity document at the circulation desk. The current rules for loans and consultations vary among the Libraries of the University Library System.

Article 5 – Penalties

5.1 The Head of the Library can suspend users from the services for a period of time that can last from 3 to 90 days or ban them from the building, according to the type of violation.