



# UNICAMILLUS

## **LIBRARY REGULATION**

Approved by the Organizing Technical Committee of December 3rd, 2020

## LIBRARY REGULATION

### **Art. 1 – Purposes of the University’s Library System**

The University’s Library is institutionally responsible for providing the appropriate teaching materials, by ensuring the increase and accessibility of both the bibliographic heritage and the documentation through all the traditional and technological tools. The Library fulfils its purposes by using the available human and economic resources.

### **Art. 2 – Opening Hours**

The library is open to students from Monday to Friday.

The opening hours of the Library are drawn up by the University and communicated to users by posting and diffusion on the Dashboard, even online.

The Library is closed during holidays and in August.

### **Art. 3 – Library Access**

All the students can access the Library. When they arrive and when they leave, students must write down on the register their names, surnames, date and hour of entrance and exit.

### **Art. 4 – Provided Services**

The Library offers to students the following services:

- a) access to books and WiFi;
- b) access to the available electronic resources;
- c) bibliographic assistance;

Collections present in the Library are not available for consultation outside the reading room. Once the consultation is over, the books must be returned in their original conditions: it is forbidden to write down notes or underline the books.

The loan of the material is for free and personal, it is not possible to borrow a book on behalf of someone else.

### **Art. 5 – Photocopies and Reproductions: copyright policy**

The reproduction of the Library’s materials is allowed in accordance with the copyright policy. Users must follow the rules of reproduction regarding the printed works. It is possible to print the library’s material for study reasons and no more than 15% of each book.

In order to use the copies and/or the printed texts digitally, students must pay a contribution to the University.

### **Art. 6 – Electronic Resources Access**

The University has acquired the license of some electronic resources (i.e. online books and magazines or database) now available to students.

The access is provided through the computers of the reading room, the WiFi of the University and the management platform to be accessed via students’ credentials or institutional email address.

The access code is personal and the user must keep it very closely under his responsibility. Students must properly use the connection available by respecting the

educational and informational purposes for which it is meant. The consultation of the electronic resources is only possible for research or study reasons. Every use for financial or commercial gain is forbidden.

### **Art. 7 – Behavioural Rules**

The Library is a place of study and research. Users must always keep appropriate behaviour.

It is forbidden to:

- a) damage in any way the heritage, the furnitures or the tools of the Library;
- b) smoke;
- c) eat or drink outside the specific area;
- d) disturb in any way the study's activity;
- e) use the mobile phones outside the reserved area;
- f) take any picture of the library's books and materials;
- g) use the staff's equipment and tools;
- h) access a non-authorized area.

### **Art. 8 - Penalty**

Users who do not respect the rules established by the Regulation could be temporarily or definitely denied access to the Library.

Whoever commits a loss or a damage of the Library's materials and furnitures will be handed over to the judicial authorities.