

IMT LIBRARY REGULATIONS

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Article 1 – Functions

1. The Library has the function of ensuring the updating, conservation and use of the bibliographic patrimony of the School as well as the development of library and bibliographic services to support teaching and research activities in line with the needs and institutional aims of the School and with the needs of an international academic audience.
2. More generally, it promotes and organizes in such a context, the relationships of cultural exchange with other institutions and the other activities supporting the research and teaching of students, researchers and teachers of the School.

Article 2 – Library activities

1. The Library:
 - a) pursues the application of new information technologies to all services in order to make them increasingly qualified and usable;
 - b) adopts the indications of appropriate commissions appointed by the School to define the needs related to purchases of goods and services to support research and at the same time has a proactive and supportive role to the above-mentioned commissions on the purchase of bibliographic material and all other information resources;

- c) organizes the bibliographic treatment of bibliographical resources in compliance with national and international standards and makes the aforesaid material available through efficient indexing and research tools;
- d) provides the consultation and lending service;
- e) aids users both in the guidance of using library services and for the best use of resources;
- f) activates inter-librarian collaboration relationships in order to enhance library services and the exchange of information.

Article 3 – User definition

IMT Library users are to be considered:

- 1. internal users:
 - a) School students;
 - b) School professors and researchers;
 - c) Collaborators who have a formal relationship with the School;
 - d) members of the School bodies (central, research and teaching);
 - e) technical-administrative staff of the School
- 2. external users:
 - a) students, professors, researchers, scholarship holders, graduates, postgraduates, assignees belonging to any Italian or foreign university/institute;
 - b) all those who have particular need to study or research.

Article 4 – Services

The Library provides the following services to users:

- a) support to bibliographic research through the knowledge of information retrieval query languages and bibliographic research methodologies;
- b) on-site consultation;
- c) local lending;
- d) inter-library lending and document delivery;
- e) orientation, instructions on the use of the library and its services, reference service, Internet access.

Article 5 – Admission rules

- 1. The modalities of admission to the Library vary according to the types of users already defined in the Library Regulations:
 - a) internal users: are admitted to all services as institutional users;

- b) external users: are admitted only to some services after registration to be carried out "on-site" by showing valid ID. Library registration lasts one year and it can be renewed upon expiration. The personal data acquired by the Library is processed in compliance with current legislation (Legislative Decree 196 of 30/06/2003) and used exclusively for the purposes of the procedure for which it was collected, and in any case within the institutional activities of the Library.

Article 6 – On-site consultation service

1. Access mode:
 - a) internal users can freely access the Library premises from Monday to Saturday and consult the bibliographic material from Monday to Friday during the opening hours to the public; the material is available on open shelves and directly accessible. The consulted material must be returned to the staff or placed on the trolley on the ground floor;
 - b) external users can access the Library only during the opening hours to the public. To consult the bibliographic material, contact the staff. They can take up to a maximum of 3 volumes to consult that must be returned to the staff within 30 minutes before closing the Library.

Article 7 – Local lending

1. Admission to the lending service is permitted to the following categories:
 - a) internal users: all those who fall within point 1, article 3;
 - b) external users: students, professors, researchers, scholarship holders, graduates, postgraduates, assignees belonging to any Italian or foreign university/institute;
2. Admission mode to local lending:
 - a) internal users can access the lending service for the entire duration of their School relationship;
 - b) students, professors, researchers, scholarship holders, graduates, postgraduates, assignees belonging to any Italian or foreign university/institute that wish to be admitted to the lending service, must show the staff a document attesting they belong to a university or research body. The librarian has the right to evaluate admission to the service, giving priority to the fulfilment of the institutional duties of the Library. Registration to the lending service is valid for 1 year and is renewable.
 - c) external users who do not fall within the categories of points a) and b) are not entitled to the lending service.
3. Lending duration:
 - a) School students may borrow up to 5 volumes intended as physical units for a 1-month period. They can renew the lend 2 consecutive times, unless they are requested by other users; renewal can be carried out "on-site", by phone or by e-mail;
 - b) School researchers may borrow up to 7 volumes intended as physical units for a 1-month period. They can renew the lend 2 consecutive times, unless they are requested by other users; renewal can be carried out "on-site", by phone or by e-mail;

- c) students, professors, researchers, scholarship holders, graduates, postgraduates, assignees belonging to any Italian or foreign university/institute and admitted to the lending service, can borrow up to 3 volumes intended as physical units for a 15-day period;
 - d) internal and external users may borrow frequently consulted material for no longer than 7 days;
 - e) when students who have completed their studies, file their thesis at the School, they must show a special waiver issued by the Library attesting their current borrowing has been regularized
4. Material excluded from the lending:
- a) periodicals, both in files and bound in volumes;
 - b) general and specialist consultation works (encyclopaedias, dictionaries, bibliographic and catalographic repertoires, statistical sources, etc.);
 - c) valuable and rare material or in poor condition;
 - d) PhD theses;
 - e) exam program texts;
 - f) works for which constant on-site presence is deemed necessary.
5. Penalties:
- a) users who do not promptly return the material they have borrowed despite two consecutive reminders are suspended from admission to lending until the text is returned and then for a period equal to the late return;
 - b) in the event of failure to return what they have borrowed due to loss, destruction or damage, users must repurchase the work. If it is no longer on the market, users must reimburse the amount required for re-integration through other circuits (for example: expenses for shipping and photocopying of it if it is found in other libraries). If the work is untraceable, compensation must be paid for damages, quantified at the time, by the librarian.
 - c) the Library may, at any time, request a book that has been lent for control or service reasons. The book must be made available within 48 hours from when it was requested.

Article 8 – Inter-library lending and request and provision of photocopies of documents

1. Admission to the inter-library lending and document delivery service is only permitted to internal users.
2. The service has two different forms of implementation:
 - a) request for documents to external libraries (hereinafter referred to as Borrowing);
 - b) receipt of requests for documents from other libraries (hereinafter referred to as Lending).
3. How the Borrowing service is carried out:
 - a) the Library tries to find the books and articles of periodicals that are locally possessed for its internal users;

- b) requests for documents possessed by other libraries of the city of Lucca will not be accepted;
 - c) inter-library lending services and the request to supply photocopies of documents are free of charge;
 - d) requests must reach the Library through the "Ask a librarian" online form, which is accessible from the Library's web page;
 - e) each user can request up to a maximum of 3 documents at a time. The paper copies of the articles remain the property of the user who has requested them and undertakes to use them solely for the purpose of study and for strictly personal use, in compliance with the legislation on copyright and photo-reproductions (L. 248/2000);
 - f) users must scrupulously respect the expiry of the deadline set for the return and not damage the books received. In case of damage or loss, please refer to any indications from the sending Library.
2. How the Lending service is carried out:
- a) the Library is available to provide a free service to all libraries outside the territory of Lucca with which it actively cooperates, based on reciprocity;
 - b) each library can request up to a maximum of 3 documents at a time. The documents will be supplied in compliance with the law on copyright and photo-reproductions (Law 248 of 18/08/2000);
 - c) volume lending has a duration of 30 days from the date of receipt;
 - d) personal requests are not accepted; requests must be made exclusively a reference library which will be responsible for damage or loss. In the event of damage or loss, the reference library must repurchase it. If it is no longer on the market, the reference library must reimburse the amount required for re-integration through other circuits. If the work is untraceable, compensation must be paid for damages, quantified at the time, by the librarian.
 - e) requests for other documents must be submitted to the Library via e-mail and NILDE.

Article 9 – Bibliographic information services

1. Library staff provide user orientation information on the various services provided by the Library, as well as the information required for a quick and effective consultation of the various catalogues and bibliographic repertoires both on paper and on CD:ROM or on the web.
2. It is possible to access the assistance service for information and resources through the "Ask a librarian" online form, accessible from the Library's web page.
3. The service is for both internal and external users.

Article 10 – Internet access

1. The use of Internet stations in the Library is free and allowed only for study and research purposes.

2. The Internet access service is allowed to the following categories of users:
- a) internal users can freely access PCs used to consult the Internet without time limits;
 - b) students, professors, researchers, scholarship holders, graduates, postgraduates, assignees belonging to any Italian or foreign university/institute can access internet consultation in the following ways:
 - to access the service, you must register on the appropriate register and leave a valid ID for the entire duration of the use of the PC
 - the duration of each connection is 1 hour; a maximum of two connections per day are allowed per user;
 - it is not possible to print;
 - data can only be downloaded on floppy disks, CD-ROMs and USB flash drives belonging to the user.
3. User responsibilities and obligations:
- a) the internet cannot be used for illicit purposes or in violation of the law or third-party rights;
 - b) the user is responsible for what has been sent and received from the network during the period of use;
 - c) it is not permitted to carry out operations that affect or compromise the regular operation of the network or restrict its function and performance;
 - d) it is forbidden to alter, remove or damage the software and hardware configurations of the Library computers;
 - e) the user must compensate any damage caused to equipment, software and the local and network configurations;
 - f) failure to comply with the aforementioned regulations may lead, depending on the case: to the interruption of the session, the suspension or exclusion of access to the service.

Article 11 – Rules of conduct

- a) admission to the Library premises is subject to compliance with the rules of cohabitation imposed by the attendance of a place of study.
- b) It is forbidden to speak or study out loud, smoke, introduce food or drink, use noisy equipment and disturb in any way.
- c) It is forbidden to enter without authorization in the premises and in the area reserved for the staff and to use the equipment and materials used by the staff for the performance of their functions.
- d) the Library is not responsible for personal goods introduced by users in its premises or stored in containers.
- e) It is forbidden to damage books, make signs or annotations.

- f) It is forbidden to take books or other materials out of the Library premises, even temporarily, except as provided for by the lending rules, apart from exceptional cases subject to authorization by the staff.
- g) It is forbidden for all users to take bibliographical material for any reason before the acquisition and cataloguing process is completed.

Without prejudice to compensation for any damage, the sanctions provided for those who do not comply with these rules are - depending on the seriousness of the infringements and repetitivity - a verbal warning, a written warning, the exclusion from borrowing for a period of 30 days, temporary or permanent exclusion from access to the Library. The sanctions are imposed by the Decree of the Administrative Director of IMT, upon proposal of the librarian

Article 12 – Entry into force

These regulations enter into force from the day of publication.