



ALMA MATER STUDIORUM UNIVERSITÀ DEGLI STUDI DI BOLOGNA

HERITAGE AND ECONOMIC SERVICES AREA

STUDY ROOMS OF PALEOTTI PALACE

Via Zamboni, 25
Disabled entrance: Via San Sigismondo, 4 Bologna

REGULATION

The Multimedia Study Rooms of Paleotti Palace, they insert within the scope from the lines of the politics cultural traced from the University of Bologna time to favor the study and their research.

They are equipped with it equipment in order to promote the creation and use of multimedia documents and online resources by users of the University of Bologna, and to contribute to the strengthening of self-learning and telematic literacy processes.

Access

Access to the services is reserved for students and staff of the University of Bologna. Furthermore, entry is permitted to members of the SalaBorsa Library, as long as they are adults.

To access to the building, you must hand over your university card (*badge*) or SalaBorsa Library card to the reception desk, showing a valid identity document.

Access is only permitted if there are free stations.

Hours

The opening hours are posted to the public at the entrance to the building and can be consulted on the Palazzo Paleotti website on the University Portal. Any changes to opening hours and closures, due to holidays, extraordinary events and/or unforeseen needs of the University, are made public in the same way.

Palazzo Paleotti is closed during the following periods: the month of August, the Christmas holidays and the Easter holidays; the exact dates of the closures relating to the Christmas and Easter holidays are from time to time posted at the entrance to the building 15 days in advance and inserted on the Palazzo Paleotti website.

Computer stations

Without prejudice to the restrictions placed on the machines by the administrator for reasons of expediency and security, it is permitted, through access with Unibo credentials, to use the computer workstations without time limits for browsing the internet for study and research purposes, for the use of web email for consulting the University's catalogs and electronic resources (periodicals, databases, digitalisations and repertoires).



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Service is available to users from 8:00 to 21:00 **IT Assistance** for help setting up the PROXY, connecting to ALMA WIFI, finding information from the UNIBO website and help with the programs made available and installed on the Palazzo Paleotti PCs. There are stations from which it is possible to save search results on a *pen drive*. From all locations it is possible to obtain paid printouts by purchasing a prepaid card.

The user is responsible for the workstation and the PC assigned to him, until the relevant "pass" is returned to the concierge.

Bibliographic assistance

From 9:00 to 15:00, the personnel assigned to the **Bibliographic Assistance Service** provide advice on the use of the University portals, the University Library System, the main bibliographic catalogs and the electronic resources with free or restricted access of the University. University (databases, digitizations, electronic journals, books, dictionaries, encyclopedias and other full-text resources). Assistance for undergraduates. Those with special needs can request an appointment to receive assistance from staff expert.

Rules of Conduct

Those who frequent the Halls are required to observe decorous, correct and polite behavior which does not disturb other users. In particular they must not damage or remove in any way materials and goods contained in the building. Cell phones must be silenced, it is not permitted to answer or speak on the phone in the Halls, consume food and drinks, smoke, sit on the floor or on tables, speak in a loud voice, keep seats occupied in one's absence, disturb the peace in any way necessary for study, consultation and reading.

Failure to comply with this regulation will result in the user being expelled from the facility, temporarily or definitively, depending on the severity of the infringement committed. If necessary, the personnel on duty can request the intervention of the Public Security Authority.

In the event of violations committed by SalaBorsa users, the staff on duty will notify the SalaBorsa Library Management.

In the event of a violation of the University's disciplinary rules, the staff on duty are required to report the incident and the name of the user to the Rector, for the purposes of the possible application of the disciplinary measures provided for by the current student regulations.

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