



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

AREA
SERVIZI STUDENTI

Single registration mode to all libraries of the Polo Bibliotecario Bolognese

What is the Polo Bibliotecario Bolognese?

The Polo Bibliotecario Bolognese SBN/UBO consists of about 300 libraries belonging to different bodies (University of Bologna, Emilia-Romagna Region, Municipality of Bologna, Metropolitan City and other bodies), which are linked to each other by a special agreement and subject to a joint data-controller agreement with regard to the processing of personal data. The delivery of lending services is managed through the Sebina NEXT application, which enables the participatory management of the document catalogue and the sharing of user master data by all libraries within the Polo SBN UBO.

Registration and enabling

The single registration with all libraries of the [Polo Bibliotecario Bolognese](#) takes place, through the University Alias Service, following authorisation given by the relevant data subject by ticking the appropriate box in the Confidentiality Agreement of which this document is an integral part.

For this purpose, it is necessary to attach to the agreement:

- double-sided copy of a valid identity document;
- a passport photo.

The creation of the registry in the library services management system, shared by all the libraries in the Polo, and the consequent authorisation, will take place with the elective name, within 15 days of the activation of the alternative university identity.

In the event of previous registration at the libraries of the Polo with personal or elective data other than those indicated for the Unibo alternative university identity, the previous registration in the library services management system will be overwritten with the elective data indicated for the Unibo alternative university identity.

Access to library services and renewal of rights

After authorisation, it will be possible to access the library services of all the libraries of the Polo using just the university badge bearing the elective data or with the SBN UBO App bearing the photo. An identity document with biographical data will never be requested.

Personal data will only be processed by authorised personnel and will not be accessible to staff working at the library desks.



The authorisation will last for 12 months. It will be the responsibility of the University Alias Service to inform the person, by means of a communication sent to the person, of the approaching expiry of the rights and to request the necessary data for renewal for a further 12 months.

Termination of university career and continuity of alternative identity in the Polo

At the end of the university career (due to graduation, withdrawal or forfeiture...) the Unibo alternative university identity will be closed (unless studies are continued in higher cycles), but the alternative identity will remain active in the library services management system and will therefore be valid for access to the libraries of the Polo, until the holder's rights expire the next time.

However, following the end of the university/Unibo alternative university identity period, the management of the alternative identity will have to pass, for reasons of competence, from the Unibo University Alias Service to the Library Alias Identity Office of the Municipality of Bologna. It will be the responsibility of the University Alias Service to send a communication to the person towards the end of their university career, to remind them:

- of the continuation of the alternative identity for access to the libraries of the Polo;
- of the possibility of objecting to the latter within ten working days of the communication and the relevant procedure for doing so;
- of the contact details of the Library Alias Identity Office of the Municipality of Bologna to whom they must refer in the future.