



AREA DI CAMPUS CESENA E FORLÌ

ALMA MATER STUDIORUM - UNIVERSITY OF BOLOGNA

Roberto Ruffilli

Central Library

Roberto Ruffilli Central Library Regulations

Forlì Campus

Roberto Ruffilli Central Library is a place for study and research. The Library is open to everyone who needs its services for study or research purposes.

1. USERS

The Library has the following users:

- institutional users: students, teachers, researchers, research fellows and technical-administrative staff at the University of Bologna;
- campus users: all adults registered with a library within the Bologna hub of the National Library Service (SBN) or the Romagna and San Marino library network;
- external users: all those who need to use the services of the Library for study or research purposes, on condition that they are adults.

Juveniles may access the service of the Library with permission from their parents or guardians. When using the Library for the first time, the latter must be accompanied by a parent who will complete and sign the [specific form](#).

2. RULES OF CONDUCT

Users are requested to collaborate with the smooth functioning of the Library, by complying with its rules and behaving in an appropriate manner when using the reference materials, services and facilities.

For this purpose, users are not allowed to make telephone calls or use mobile phones or other devices, except in silent mode, to consume food and drink (except for water) or, in general, to use the facilities or behave in an inappropriate manner by, for example, speaking loudly, sitting on the floor or tables, or disturbing other users in any way. In addition, pets are not allowed in the Library.

To access the reading rooms, where bibliographic materials are stored, it is allowed only after depositing coats, jackets, bags and computer cases in the lockers at the library entrance.



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Group work is only allowed in the areas reserved for that purpose.

Regardless of their delivery media, reference materials must be used carefully and not underlined or damaged in any way.

Users are required to use the facilities, furnishings and equipment properly and respectfully, taking care not to damage them.

3. ACCESS

The Library has the following opening times:

	Winter times	Summer times (July and August)
Monday	9.00 – 24.00	9.00 – 18.00
Tuesday	9.00 – 24.00	9.00 – 18.00
Wednesday	9.00 – 24.00	9.00 – 18.00
Thursday	9.00 – 24.00	9.00 – 18.00
Friday	9.00 – 24.00	9.00 – 14.00
Saturday	9.00 – 18.00	closed
Sunday	9.00 - 18.00	closed

Library opening times may vary subject to personnel availability and in compliance with indications and restrictions established in the Framework Regulations of University Libraries.

Any closures or reduced opening times will be published on the [Library web pages](#) on a timely basis. Disabled users may contact Library personnel by ringing the bell on the outside gate.

4. CONSULTATION

The Library makes its reference materials available to users, except - possibly on a temporary basis - for specific documents that may be subject to legal restrictions or in a bad state of conservation, as well as for all materials that have not yet been counted, sorted and catalogued.

Archive materials, forming part of special collections not subject to legal restrictions, may be consulted upon authorization ([application form](#)), signed by the Library Manager.



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The dissertations held may only be consulted at the workstation specified by Library personnel.

The Library makes available textbooks and learning materials for the courses run by the structures operating on the Forlì Campus.

The Library allows users direct access to the on-line catalogue via the workstations provided for that purpose.

5. LOAN

The Library offers loan services to institutional users, hub users and other categories of user covered by specific agreements, subject to registration and the presentation of identification.

Materials	Duration	
Textbooks (available for loan)	30	All institutional and hub users
Multimedia	7	All institutional and hub users
Other	30	All institutional and hub users

A maximum of 8 documents can be loaned, including a maximum of 5 textbooks. The loan can be renewed once for the same length of time, unless the materials have been reserved by other users. It is not possible to loan several copies of the same document at the same time.

Professors, researchers, PhD students, research fellows, tutors and technical-administrative staff at the Forlì Campus may loan up to 15 documents for a period of 90 days. The loan can be renewed once for the same length of time, unless the materials have been reserved by other users (except for textbooks and multimedia materials).

Certain types of document cannot be loaned:

- magazines and serials;
- antique, rare and valuable books;



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- manuscripts;
- reference books;
- archive materials;
- dissertation;
- any other documents not made available to borrowers, due to their condition or for practical reasons.

The Library has established on-line services for requesting loans, reserving materials and making renewals; there is also an automatic self-check point.

Users are personally responsible for the materials that they loan or consult; these materials must not be damaged, underlined or marked in any way. Any complaints about the condition of documents must be made when they are loaned.

The consequences of failure to comply with the borrowing rules (delayed return, failure to return, losses etc.) are governed by the *Regulation on the borrowing period for library materials and consequences*, Rector's Decree 15/07/2016.

6. INTERLIBRARY LOANS AND DOCUMENT DELIVERY

Loans from other libraries

This service enables users to request other libraries for the loan or copy of documents not held by the Central Library or other local public libraries. The service is provided for the relevant disciplinary areas.

Loans to other libraries

This service enables other libraries to request the loan or reproduction of documents held by the Central Library. The service is provided for the relevant disciplinary areas.

The service is free for institutional users of the University of Bologna, for the libraries participating in the ESSPER project and for those within the Bologna hub of the SBN that guarantee reciprocity.

Other libraries must pay a flat fee to cover the cost of the service, as indicated in the

[specific statement](#).



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Eligibility:

- students enrolled at the Forlì Campus, wishing to borrow up to 8 documents at a time, must send their certificate of enrolment in the current academic year to the following address bibliotecaruffilli.interbib@unibo.it;
- institutional users based on the Forlì Campus;
- foreign students enrolled for courses held at the Forlì Campus, who may request up to 5 documents at a time (only available for consultation at the Library);
- institutional users not enrolled at the Forlì Campus, but only for documents held by libraries that participate in the Circulating Loan Service (PIC), as described on the [specific web page](#).

Requests for interlibrary loans must be made using the [specific form](#).

Document delivery

The request must be made using the NILDE service.

For further information, please send an e-mail to: bibliotecaruffilli.interbib@unibo.it

7. ACCESS TO ELECTRONIC RESOURCES

The Library provides networked workstations to users for accessing the electronic resources acquired by the University (e.g. databases, e-journals and e-books), in compliance with the conditions of use specified in the licences signed by the University.

Use of the computers in the IT Room requires authentication using the access username and password provided by the University. Printing is available using a prepaid card (the same as that used for access to the photocopiers).

Institutional users can obtain remote access via the proxy service.

8. ORIENTATION AND REFERENCE SERVICE

Library personnel provide an orientation service covering basic information about the facilities and use of the main services, as well as about the organisation of the University libraries.

The orientation service is available whenever the Library is open, except for the opening hours dedicated solely to reading.



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Experienced personnel offer a reference service to meet the needs of users, providing information about the search tools available at the Library, support for bibliographic searches, help with the use of IT resources, especially databases and e-journals, and advice on how to make bibliographic references and prepare bibliographies.

Bibliographic searches are carried out by appointment, to be agreed in person or by e-mail or telephone.

The Library guarantees "distance" replies to the information needs of users and participates in the "Ask the librarian" centralised on-line reference service.

9. TRAINING

Periodically during the academic year, the Library organises theoretical-practical training designed to enhance basic skills in finding and using bibliographic resources, as well as to teach search strategies for databases and e-journals. Key objectives include making students aware of how to cite their sources correctly, from a formal, ethical and legal standpoint.

The Library also organises structured meetings and training courses, both independently and based on the specific information needs expressed by professors of the bachelor courses taught in Forlì.

10. REPRODUCTION OF DOCUMENTS

The Library offers users a photocopying and/or printing service, limited to the documents held by or accessible to the University, in compliance with the current regulations governing authorship rights, conventions, user licences and agreements signed with the owners of the relevant economic rights.

This service is made available on a self-service basis, following purchase of the related electronic cards. The end user has sole responsibility for any violations of the current regulations that may be identified.

The tariffs are governed by the University contracts signed with external firms.

11. ACCESSIBILITY AND SERVICES FOR DISABLED USERS



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The Library guarantees access to its services by users with special needs, providing these services in the best possible way, having regard for the specific requirements of that type of users.

See the sections on “Access and consultation” for information about access to the facilities.

The Library has an accessible workstation for the scanning of learning materials by persons with certified sensorial disabilities and certified learning disabilities. Institutional users of the University of Bologna must access this workstation using their own username and password; external users can access it by appointment.

The Library also participates in the University's interlibrary cooperation programme for the special needs of institutional users with disabilities, working together with the University Student Services with Special Needs and Dyslexia.

The Library enables institutional users with motor or visual disabilities to request the loan or copy of documents not held by the Central Library, even if held by other local public libraries, without any restrictions on the disciplinary areas concerned.

The Library may provide these services directly and/or in collaboration with other libraries within the University.

The Library may request the home library of the user or the user directly to reimburse any costs incurred to provide the service.

12. TEXTBOOKS AND LEARNING MATERIALS

The Library makes textbooks and learning materials available to the students enrolled in degree programmes taught by the affiliation structures.

The Library guarantees to keep at least one copy of each textbook available solely for internal consultation. The Library also guarantees to purchase additional copies that can be loaned, within budget limits and consistent with their availability in the publishing market.