



AREA DI CAMPUS DI RIMINI
SETTORE BIBLIOTECA CENTRALE

Regulations of the B.L.U. Rimini Campus Central Library

The Library is a common space dedicated to study and research. Users are required to behave in such a manner as not to disturb others, otherwise they will be excluded from access.

Access to the Library requires all users to comply with these regulations.

1. ACCESS

Access to the Library takes place:

- 1) for internal users (students, lecturers and staff of the University of Bologna) by using the personal badge issued by the University;
- 2) for external users, by showing an identity document.

Users are reminded that the badge is strictly for personal use and may not be lent to other individuals.

The Library has the following opening times:

Monday - Tuesday - Wednesday - Thursday - Friday: 9 am – 12 am
Saturday and Sunday 9 am - 6 pm

Any closures or changes to opening hours will be promptly announced on the Library website and by means of notices posted on site.

Access for users with mobility impairments is facilitated by a ramp and lifts.

2. USERS

Access to the Library is open to anyone wishing to consult or study the materials it holds. The following categories of users are admitted:

- 1) Internal users: students, teachers, researchers, research fellows, technical and administrative staff of the University of Bologna;



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- 2) Local library network users: all adults registered with a library within the Bologna hub of the National Library Service (SBN);
- 3) Users registered with partner libraries: in particular, registered users of the Gambalunga Civic Library.
- 4) External users: all those who need to use the services of the Library for study or research purposes, on condition that they are adults. Users under 18 are admitted only in exceptional cases, if they are final-year secondary school students and present certification from their school.

3. RULES OF CONDUCT

Users are required to behave respectfully towards others and use facilities, furnishings and equipment properly, taking care not to damage them. Users must behave in a respectful and considerate manner, without disturbing other users. In particular, they must not sit on the floor or on tables, speak loudly, or otherwise disrupt the quiet required for study and reading. Users are required to show their ID card or an identity document at the request of staff.

Inside the Library it is not permitted to make phone calls or use mobile phones or other electronic devices without silent mode enabled. Eating food and drinking (except water) is not allowed. Suitcases, rucksacks or bulky bags, kick scooters, skateboards, folding bicycles and any other object, device or personal belonging that could cause an obstruction or hazard in the reading rooms is not permitted, except for users with special needs. In general, library spaces must not be used inappropriately, and users must not engage in improper behaviour (e.g. loud conversations, sitting on floor/tables, disturbing other users). Animals are not permitted in the Library, except for guide dogs. Seats in the reading rooms must not be kept occupied for long periods with clothing, bags or other items. Short breaks of up to 15 minutes are allowed; in the case of prolonged absence, staff will remove personal belongings and return them to the owner, and the seat in the reading rooms will not be held. Any specific needs should be reported to the Library Manager.

Library materials in any format must be used with care, and must not be underlined or damaged in any way.



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Group work is permitted only in the spaces designated for it, such as the “Covo”, which can be booked by following the instructions on the Library website.

If necessary, staff on duty may request the intervention of the Public Security Authority. Users who fail to comply may be given a verbal warning by library staff and required to leave immediately. In cases of repeated or serious misconduct, measures may be taken by the Library Manager, up to and including exclusion from services and access.

4. REFERENCE

The Library makes its materials available to users, except – possibly on a temporary basis – for specific items that may be subject to legal restrictions or in poor condition.

In order to consult rare or valuable materials, users may be required to present an identity document and to leave their personal belongings in the lockers provided.

To consult materials kept in the archives, a booking or an appointment may be required.

The Library makes textbooks and teaching materials available for reference in connection with the courses offered by the institutions it serves.

The Library provides direct access to the online catalogue through computer workstations connected to the network.

5. LOANS

The Library provides a loan service to internal users, to users registered with the local library network, and to other categories of users as established by specific agreements. Access is subject to identification and registration for the service, in accordance with the Regulations on the duration of loans of library materials and related consequences, pursuant to the Rector’s Decree of 15/07/2016, published in the Official Bulletin of the University of Bologna as No. 238 (15 September 2016), pp. 49–51.

Library material loans permitted	Duration of loans	Users
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Textbooks - DEWEY LT section	30 days	Internal users only
Multimedia and Dictionaries	7 days	All users
Books in other sections	30 days	All users

The following cannot be loaned:

- 1) Journals and serial publications;
- 2) Rare and valuable books;
- 3) Reference works such as encyclopaedias, directories and texts reserved for internal reference;
- 4) DVDs released less than 2 years ago;
- 5) Music CDs;
- 6) Archival material;
- 7) Any other documents not made available to borrowers, due to their condition or for practical reasons.

The Library establishes on-line services for requesting loans, reserving materials and making renewals; there is also an automatic loan and check-out point available 24/7.

Users are personally responsible for materials borrowed or used for reference, and must not damage them, underline them, or mark them in any way. Any issues concerning the condition of documents must be reported at the time of loan registration. The consequences of failure to comply with the lending rules (delayed return, failure to return, losses etc.) are governed by the Regulation on the lending period for library materials and consequences, pursuant to the Rector's Decree of 15/07/2016, published in the Official Bulletin of the University of Bologna as No. 238 (15 September 2016), pp. 49–51.

A maximum of 10 documents can be lent, including a maximum of 5 textbooks. The loan can be renewed only once for the same length of time, unless the materials have been reserved by other users. No user may borrow more than one copy of the same document at the same time.

In specific cases, users may request authorisation from the Library Manager to borrow a larger number of documents and/or to extend the loan period.



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6. INTER-LIBRARY LOANS AND SUPPLY OF DOCUMENTS

The library provides an incoming and outgoing service free of charge, with the exception of the reimbursement of expenses or fees requested by loaning libraries and for libraries that do not operate on a reciprocal basis.

The library guarantees an inter-library loan service and the supply of documents to the following user categories:

incoming service: towards users

- students, technical and administrative staff, researchers, graduate technicians, teachers or employees/contractors working at the Rimini campus;
- students, technical and administrative staff, researchers, graduate technicians, teachers or employees/contractors of the University of Bologna with a permanent address in the province of Rimini.

Users with permission to use the incoming service are permitted a maximum of six loans and/or document supply requests. Teachers, researchers, PhD students, research fellows of the Rimini Campus are not subject to the limitations described in the above paragraph. Requests must be submitted using the appropriate forms provided by the Library or by using the forms available online on the Library's website.

Requests for books already held by the library will not be accepted. This regulation is not applicable to requests for books held by the library and which are out on loan at the time of the request and which are due for return after a period of 30 days or more from date of request.

Users undertake to collect the loaned item and return it by the due date; to pay any reimbursement of costs requested by the lending library upon collection, not to underline, mark or cause any kind of deterioration to the item.

Failure to collect the book will result in a 30-day suspension from Library services. These regulations are not applicable to books returned to the library and available to users later than 30 days after the request date.

In any case, the user is required to reimburse expenses or fees requested by the lending libraries. Failure to pay the sum requested by lending libraries will result in suspension from all library services



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until the payment has been received. Returning a loan after the due date will result in suspension from Library services in accordance with the penalties set out in the Regulation on the lending period for library materials and consequences, pursuant to Rector's Decree of 15/07/2016, published in the Official Bulletin of the University of Bologna as No. 238 (15 September 2016), pp. 49–51;

outgoing service: towards libraries

The outgoing service is available to libraries, documentation centres and similar organisations only.

The duration of outgoing inter-library loans is 40 days from the date of shipment; unless booked by other users, loaned items may be renewed for a further 15 days with a maximum of 5 renewals.

The following items are excluded from inter-library loans:

- the set texts for exams, located in the DEWEY LT section
- books for which only internal reference is permitted;
- books whose condition does not permit loaning;
- encyclopaedias and dictionaries;
- documents published before 1920;
- periodicals.

Requesting libraries undertake to:

- respect the due date;
- return the book via simple registered mail or any other method which ensures the traceability of shipped items;
- guarantee the good condition of the books received.

New requests from libraries with delays of over 20 days in the return of borrowed items will not be accepted.

The Library Manager may suspend libraries from the inter-library loan service in the event of repeated late returns, or of items being frequently returned in a worse condition than when they were sent.



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7. ACCESS TO ELECTRONIC RESOURCES

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

A total of 14 computers are available for users at the library including:

- 4 for consulting catalogues
- 10 for consulting electronic documents and surfing the web. These can be used with the University credentials.

Use of the computers in the Library requires authentication using the access username and password provided by the University.

Use of the University Wi-Fi is guaranteed to internal users with active credentials.

External users who, for study or research purposes at the Campus, need to use IT facilities and/or consult the Library's databases may contact the Campus IT Services Unit to request a temporary account.

However, external users in general are not allowed to use PCs for browsing the internet.

8. GUIDANCE AND REFERENCE SERVICE

Library personnel provide guidance on basic information about the facilities and use of the main services, as well as about the organisation of the University's libraries.

The Library provides a guidance service during the entire opening hours. 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 electronic magazines, 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 users a remote response to their information requests within 24 hours, through its participation in the centralised online reference service "Ask the Librarian".



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9. TRAINING

The Library organises regular training initiatives during the academic year, combining theory and practice, to strengthen basic competences in finding and using bibliographic resources in both print and electronic formats. The training also helps users to develop search strategies, with a particular focus on the use of databases and reference management tools. It also aims to raise awareness among students of how to manage bibliographies and cite sources correctly from a formal, ethical and legal perspective. Information on Information Literacy initiatives is published on the Library's website.

10. REPRODUCTION OF DOCUMENTS

The Library offers users a scanning service limited to documents held by or accessible through the University, in compliance with current copyright legislation, conventions, user licences and agreements signed with the holders of the relevant economic rights. The service is provided on a self-service basis. The end user has sole responsibility for any infringement of current regulations.

The possibility and methods for reproducing ancient, rare or valuable materials are subject to assessment by library staff, based on their state of preservation and any legal or functional restrictions.

11. ACCESSIBILITY AND SERVICES FOR DISABLED USERS

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 those types of users. The Library also participates in the University's inter-library cooperation programme for the special needs of internal users with disabilities, working together with the University's Student Services with Special Needs and Dyslexia. The Library enables internal 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 subject areas concerned. The Library may provide these services directly and/or in collaboration with other libraries within the University.



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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 available to students of its affiliated departments at least one copy of the set texts listed in course bibliographies, together with the teaching materials of the degree programmes.

The Library also guarantees to purchase additional copies to loan, within budget limits and consistent with their availability in the publishing market.

13. AGREEMENT WITH CIVIC LIBRARY

The Rimini Campus Library has an agreement with the Gambalunga Civic Library. On the basis of this agreement, internal users of the Civic Library are guaranteed the following services:

- Loan service
- One or more copies of set texts for exams
- A computer for access to the electronic resources to which the University subscribes
- Study areas
- Joint training initiatives for the use of bibliographic and cultural resources.