



Library Rules and Services

The Sant'Anna Library supports the School's research and teaching by building and creating information resources and providing services to its students, faculty, staff and alumni. Central to the Library's mission is the excellence in its collections, information services and environment. The Library serves the primary research and study interests of the School's scientific divisions, as well as those of other university divisions. Its permanent collection holds numerous volumes, magazines, journals, rare books, archives and a variety of electronic resources for:

- **the Social Sciences division;** i.e. Economics, Law and Political Science;
- **the Applied Sciences division;** i.e. Agricultural Science, Medicine, Industrial and Information Engineering.

1. General rules and regulations

Library users are expected to assume standards of considerate and ethical behaviour required in a public place of study:

- talking, reading out loud, smoking, eating or drinking in the library are prohibited. Mobil phones must be turned off;
- bags, rucksacks, coats etc. must be deposited in the lockers and coat hangars. The Library does not assume responsibility for personal belongings;
- users must show their study materials to the library staff when entering;
- users must sign the Library register when entering;
- users may not damage library materials in any way. Damage or loss of items will be charged to the user;
- if and when the library's alarm system rings, users must show their study materials to the library staff;
- users may not access e-mail, the Internet or other networks for purposes other than research or study and they must not modify the library's software and hardware in any way;
- users are required to read the rules and regulations that are posted in the Library;
- the library offers computers that can only be used for research and study purposes;

- reference books and magazines may not be taken out of the library and they must be used according to Library rules;
- users must schedule access to materials marked "special" or "archives" with the library staff two (2) working days in advance.
- documents in the School's Historical Archives may be accessed according to Archive Rules and Regulations.

Suggestions or complaints can be addressed to the Head Librarian.

2. Loans

- Loans are managed on-line with the Aleph 500 system. Users can access the library's catalogue for loans, renewals, reservations, requests etc.
- Affiliated members can borrow 10 sets of volumes at a time for 2 months. Alumni can borrow 4 sets at a time for 1 month.
- Non-affiliated members can take out 2 sets of volumes at a time for 1 month.
- Items with a red tag or marked "E" in red, special collections, periodicals and non-printed material may not circulate.
- If the items loaned are not requested by other users, they can be renewed twice in person or online.
- Users may request a longer loan period for foreign language books used in semester classes.
- The library may recall items within 48 hours if they are needed for urgent consultation or for inventory or cataloguing purposes.
- At the end of their university career, affiliated members must certify that they have fulfilled the Library's Rules and Regulations regarding their loans to the Student Affairs Office.
- If items are not renewed or returned on time, the users' loan privileges are blocked for the same amount of time as the overdue period.
- Borrowing privileges and access to facilities will be temporarily or permanently suspended if loans are not returned.

Items purchased with research funds will be used by the fund's researchers until their research project's deadline. The supervisors of the research fund and the Head Librarian will decide on the borrowing type and loan period.

3. Photocopying services

The library has a photocopier for study and research use, in compliance with copyright laws. Users may acquire a prepaid card from the library staff.

Users may not photocopy:

- items that do not belong to the Library's collections,
- rare or damaged items.

Photocopying must be done with extreme care to avoid damage to the items.

4. Interlibrary loans

Interlibrary loan services include ILL (Interlibrary Loan) and DD (Document Delivery).

The Sant'Anna Library is part of the Sistema Bibliotecario Pisano (Pisa Libraries Group) and several interlibrary loan programs such as "Books Online", Regione/Universita Toscana (Region/Universities of Tuscany) and "Nilde" (Interlibrary Document Exchange Network).

4.1

The School's interlibrary loan services are only for the School's affiliates, according to the following rules:

- requests must be for specific study and research purposes and they must fall within the budget of the user's scientific discipline;
- users may not request more than 3 (three) ILL and/or DD loans at a time;
- requests must be for items that are not owned by the Library or by the Sistema Bibliotecario Pisano;
- requests may be made using the library's online order form. All requests must be signed by the user's tutor or supervising professor.

The library will notify the user by e-mail when the items have arrived. Due dates for items are established by the lending library or, unless otherwise stated, they may be for up to 20 days. As a rule, the items cannot circulate.

4.2

Requests from other libraries not covered in the agreements must contain all the required information. As a rule, users may not request more than 3 (three) ILL and/or DD loans at a time. Reference books and newly acquired items may not be requested;

- for the libraries not covered in the agreements aforementioned, ILL and/or DD, loans will be refunded with IFLA vouchers;
- the libraries must protect their borrowed items from damage or loss and they must return the items within 30 days by express mail, registered mail or insured mail.

The libraries mentioned are subject to the rules and regulations of their agreements.

5. Requests for new acquisitions

5.1

Volumes may be requested for purchase by the School's affiliated members; i.e. faculty, staff, students and alumni. Orders are subject to different procedures depending on the School's different research funds.

- Orders which are made to Library funds are subject to the fiscal constraints of the Library's annual materials budget.

- Orders which are made to other research funds must be signed by the Head of the research funds and submitted to the Research Division. The order form must state the research funds specifics, the deadline and the amount to be paid. The Library will estimate the cost and send all the necessary documents to the Research Division;
- Orders made to funds nearing their deadline will not be accepted due to budgetary reason. Orders which are paid by credit card are subject to the rules and regulations contained in the Administration Manual.
- The items purchased are subject to the School's General Rules and Regulations and the Library's Rules and Regulations.
- Orders made by the students must be signed by their tutor or by their supervising professor.
- The order forms are on the Library's Home Page. The teaching staff and researchers may send their orders by e-mail.
- Budgetary constraints permitting, the Library's professional staff may order materials it deems interdisciplinary or which fall within the scope of the Library's collections.

5.2

Subscriptions to Journals and Databases

- Orders or cancellations for subscriptions to journals and databases must be made by August 31 to allow budgetary plans for the following year.
- The order forms are found on the Library's Home Page. The teaching staff and the researchers may send their orders by e-mail.

Each order will be evaluated by the Library Committee.

6. Reference services

The Sant'Anna Library provides several activities which help its users become competent in its information and document resources. Users may schedule an appointment with a staff member.

7. Sanctions

Users who do not abide by the Library's Rules and Regulations will have their library card withdrawn and they will be restricted from accessing the Library's facilities. Users who repeatedly fail to adhere to the Library's Rules and Regulations will be subject to disciplinary sanctions.