

**SAPIENZA UNIVERSITY OF ROME
DEPARTMENT OF ENVIRONMENTAL BIOLOGY
LIBRARY REGULATIONS**

PREAMBLE

These Regulations comply with the Framework Regulations for the organisation and provision of user services within the Sapienza Library System (SBS), issued by Rectoral Decree No. 1963 of 18 August 2014.

GENERAL RULES

The Library is a place dedicated to study and research.

It aims to ensure the use, updating, and preservation of its bibliographic heritage, together with the development of library and documentary services supporting teaching and research.

The books and objects it contains are the property of the community, and all users who access the Library have the right to make full use of the services offered and the duty to respect the behavioural rules established here. They are therefore required to behave appropriately, respecting the objects, books, and other users.

In particular, users are asked to:

1. not damage in any way the Library's heritage;
2. not underline or damage in any way the books consulted;
3. not speak loudly;
4. not disturb study activities in any way, including through the use of mobile phones;
5. not bring or consume food and beverages inside the reading rooms;
6. not leave paper or other waste on tables or elsewhere; waste must be disposed of in the appropriate bins.

OPENING HOURS

The Library is open to the public from Monday to Friday, from 9:00 a.m. to 7:00 p.m. The Library's opening and closing calendar is communicated via a notice posted at the Library entrance, published on the website, and on the SBS portal.

Any changes to opening hours are promptly communicated and explained.

ACCESS

Access to the Library's reading rooms and research workstations is guaranteed.

The following users may access the Library:

1. institutional users: students, professors, researchers, PhD candidates, research fellows, technical-administrative staff of Sapienza University, Policlinico Umberto I, Sant'Andrea Hospital, and the Latina Campus; all those who have a study

and/or work relationship (even temporary but institutional) with the above-mentioned institutions;

2. external users: all individuals who, for study and/or research purposes, need to consult the bibliographic material available in the Library.

Library staff may conduct random ID checks to verify that access is granted only to authorised users and will decide in cases not included in the above categories.

SERVICES

The Library provides the following services:

- consultation
- local loan
- interlibrary loan
- document delivery
- reference (bibliographic information, guidance, user assistance)
- online services via catalogue
- teaching support services
- Internet access for study and/or research purposes
- reproduction services (on-site or off-site) within legal limits
- research support services
- communication and promotion of services (website, Facebook, blog, Twitter, brochures, bookmarks)

To access the services, users must register with the Library.

LOAN

The loan service allows the Library to make its documentary heritage available to users.

LOCAL LOAN

The local loan service allows users to borrow materials owned by the Library free of charge and use them outside the reading rooms for a specified number of days.

Eligible for loan, upon registration in the Sbn/SOL Library services:

1. institutional users, automatically eligible, upon presentation of identification and a document proving their status;
2. external users who, for proven study and/or research needs, require the service, with authorisation assessed on a case-by-case basis by the Library staff.

The documentary heritage of the Library is the object of the loan service. The following categories of works are excluded from loan and may only be consulted on the Library premises:

- a) rare or particularly valuable material;
- b) reference works (dictionaries, encyclopedias, bibliographic repertoires, atlases);
- c) works in poor physical condition;

- d) teaching materials for which the Library holds only a limited number of copies;
- e) periodical publications.

The loan period is 15 days. Two renewals of 10 days each are allowed. Renewal must be requested before the due date and is granted if the item has not been reserved by another user.

Users may reserve an item currently on loan. Those who have placed a reservation will be promptly notified of its return and will have 2 days to collect it.

Users not eligible for loan may still use daily consultation.

Local loans are recorded through the centralised automated service management system. Materials purchased with research funds may be reserved for the research project holder for a minimum period of 6 months, renewable until the project ends. Research holders must still guarantee on-site consultation, upon notice and reservation, if another user requests consultation or loan.

INTERLIBRARY LOAN

Interlibrary loan is available for all Libraries that request it, within reciprocal exchange agreements.

The loan period is 30 days. The Library Director may, however, require immediate return of the item at any time.

For institutional users, interlibrary loan is free if the documents are held by Libraries with which specific agreements have been established. Otherwise, costs are borne by the requester. Library staff will inform users in advance so they may decide whether to proceed.

For external Libraries with which reciprocal exchange agreements have been established, the service is free. In all other cases, sending volumes is subject to a fee reimbursing SBS for service costs, as established by the fee schedule approved by the SBS Committee.

DOCUMENT DELIVERY

Users may request copies of journal articles or parts of monographs (in compliance with current copyright law) held by other Libraries. The Library also provides copies of its own documents to other Libraries requesting them on behalf of their users.

For institutional users, document delivery is free if the material is held by Libraries with which specific agreements exist. Otherwise, costs are borne by the requester. Library staff will inform the user in advance so they may decide whether to proceed.

For external Libraries with reciprocal exchange agreements, the service is free. In all other cases, sending copies is subject to a fee reimbursing SBS for the service costs, as established by the SBS Committee's fee schedule.

REFERENCE

The Library carries out various activities aimed at meeting the informational and knowledge needs of its users. These include the organisation, access, and evaluation of

information resources, as well as assistance and support to users in retrieving information and documents.

To this end, the Library is committed to providing and updating research tools and offering assistance to users both in person and remotely.

ONLINE SERVICES VIA CATALOGUE

The Library has activated online services via OPAC, allowing all registered users to access a personal space through which they may reserve volumes, save searches and bibliographies, check their loan and reservation status, and suggest purchases.

PHOTOCOPYING OF DOCUMENTS AVAILABLE IN THE LIBRARY

Personal-use photocopies of articles or excerpts of works are permitted in compliance with current copyright law.

Valuable or fragile material may be reproduced only with the authorisation of the Library Director, in compliance with copyright law and subject to any specific limitations applying to the item.

All other publications available in the Library may be taken for the time necessary to make photocopies.

SANCTIONS

Guarantees for the protection of materials used in consultation, local loan, and interlibrary loan services.

Loans are personal.

Users are responsible for borrowed documents and their integrity, must return them by the due date, and must respond promptly to reminders.

Users authorised for loan must notify the Library of any changes in residence, address, telephone number, or email address.

Obligations and sanctions in the event of late return, damage, or loss of material.

Users who do not return items on time will receive a first reminder.

After three reminders, they will be suspended from local and interlibrary loan services in all Sapienza Libraries until their situation has been regularised, unless more serious cases arise that may result in permanent exclusion.

Users who damage or lose a borrowed document must replace it; replacement, at the Library Director's discretion, may be with another copy of the same edition or of a different edition, provided it is equally complete and of commercial value not lower than that of the original document.

LIBRARY COMMITTEE

The Committee is appointed by the Department Council and consists of the Department Director, one Professor from each scientific-disciplinary sector represented in the Department of Environmental Biology, and the Library Director.

The Committee establishes the guidelines for acquisitions and decides on technological innovations aimed at enhancing the Library's services.

FINAL PROVISIONS

For matters not explicitly covered by these Regulations, the provisions contained in the above-mentioned University Framework Regulations apply.

Approved in the meeting of the Department Council of Environmental Biology on 2 February 2015.

Effective from the date of approval.