

# Library of the Free University of Bozen/ Bolzano Regulations

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## A General principles

The Library of the Free University of Bozen/Bolzano, with its central premises in Bozen/Bolzano, and its branches in Brixen/Bressanone and Bruneck/Brunico, operates as a multilingual information centre for the University and the Region<sup>1</sup>. Its institutional task is to make information available that will assist in studying, teaching, research and lifelong learning.

In particular, its tasks are:

1. to build an information platform for the scientific, research and teaching worlds through the analysis of the flow of information and through a reasoned acquisition of resources following scientific criteria. This information will be retrieved from around the world and the collecting, cataloguing, archiving and availability of the resources acquired will be carried out following concrete needs and aimed at achieving completeness and continuity of the collection of resources;
2. to function as an information centre for the public in order to guarantee lifelong learning;
3. to act as a platform for knowledge management in a globalised information society;
4. to act as an interface for the producers and users of knowledge, particularly in the dissemination of knowledge;
5. to provide user-friendly service, such as eliminating all the barriers that prevent the free circulation of information and through a customer-oriented information service that also has its roots in science;
6. to encourage its internal and external users to improve their *information literacy* through focussed training initiatives for specific groups of people who will be supported in their use of information networks;
7. to guarantee a dedicated space for the collection and opening hours that aim to satisfy the users as well as provide the necessary work spaces for study and state-of-the-art equipment;
8. to guarantee access to information and resources as well as facilitate their retrieval by integrating into electronic systems, inter-library loans and document delivery services and by participating in consortia for licencing agreements for electronic journals and databases, etc.;
9. to act as a library that promotes the training of competent, innovative librarians who act with the users' needs in mind and who work in libraries or in the scientific information sector;
10. to act as a communication and cultural hub (organisation of conferences, exhibitions, book, CD and product presentations, public readings, etc.);
11. to promote public relations activities through the creation of a corporate identity, under the auspices of the University, the organisation of guided visits and open days, the publication of information brochures, a strong and individual internet presence and contact with the mass media;
12. to consolidate and expand networking opportunities with regional, national and international partners as well as the development of innovative solutions, including research projects.

In undertaking all these tasks, the Library can make use of the constant support provided by the University's Information and Communication Technology (I&CT).

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<sup>1</sup> According to provincial law no. 41 (07/11/1983) (Library law) and subsequent modifications.

## B Organisation

Just like the University, the Library has premises in Bozen/Bolzano, Brixen/Bressanone and Bruneck/Brunico, and the Bolzano premises acts as the main branch. Organisationally, the Library is divided into four departments that work at a supra-local level:

- *Online Services & Resources* (digital library)
- *Subject & Liaison Librarians* (specialised consultancy services and student and academic support)
- *Customer Service* (non-electronic library service and customer service facilities)
- *Media Processing* (purchasing, cataloguing and provision of information support services).

All the library branches (the central library in Bozen/Bolzano and the branches in Brixen/Bressanone and Bruneck/Brunico) are part of one organisational unit under the same management. The library services in the off-site premises of the University (e.g. the Language Centre and the teaching lab) are coordinated and managed by the central library or the library branches.

### Library management

The director of the Library is in charge of the entire library system, including the staff who work in it, as well as taking on the tasks and responsibilities that the position requires.

The library management system is organised following criteria implemented by many companies and focuses on *quality management*.

### Departmental and sector responsibilities

The staff in charge of the supra-local departments (e.g. *customer service*, *OSR*) provide technical support for the entire library system through the services that their departments offer.

In order to facilitate the coordination of the daily activities at a local level, a branch director could also be appointed.

### Subject librarian

The *subject librarian* is the person who acts as the interface between the Library and each specific faculty, and is therefore the contact person in the Library for that faculty's academic staff. The subject librarian aims to satisfy all the library requests coming from the faculty, the faculty's students and any external users.

Some of the tasks of the *subject librarian* include:

- ensuring the collection is developed and reviewed continuously, in line with the specific priorities and requirements and the budget allocated; in this way the subject librarian focuses on developments in the specialised areas that are part of his/her subject
- accepting donations or other bequests of works coming from his/her subject area
- transmitting information
- developing user-friendly, user-oriented specialised services.

Other tasks of the *subject librarian* include:

- maintaining communication channels with academics working in his/her subject area
- providing technical consultancy for all users (academics, students and external users)
- participating in projects
- editing publications and organising conferences on issues within the subject area
- cooperating with other *subject librarian* at a regional, national and International level.

The *subject librarian* has to guarantee that

- there is the widest range of resources available as possible
- when choosing which resources to acquire, they contribute in a balanced and integrated way to the entire collection in the main branch and in the other branches;
- the branch libraries only acquire resources that can be considered part of the branch's subject area(s);
- texts and other resources that are already in the library or items that are acquired only in the numbers necessary.

The *subject librarian* is responsible for all cooperation with his/her respective faculty and, with the agreement of the Library director, decides whether subscriptions to journals and specialised databases should be purchased.

#### Library Council

The Library Council has a consultancy function and is composed of the following members:

- rector (chair)
- library director
- deans or vice deans of the faculties
- student representative for each university premises (nominated from the elected student representatives)
- depending on the points on each Council's meeting agenda, experts or representatives of the sponsors could also be invited.

The tasks of the Library Council include the following:

- participating in the strategic planning of the library,
- providing consultation in important questions regarding the Library,
- promoting the Library's interests and objectives,
- taking an active role in sharing information with the faculties.

The Library Council meets at least once a year.

## C Budget

Every year the Free University of Bozen/Bolzano provides the Library with the necessary resources to undertake the tasks listed above. Various sponsors also contribute to the budget of the Library.

#### Annual financial plan and distribution of resources

The Library establishes an annual plan which lists what its activities and objectives are going to be, the resources necessary to achieve them, how the texts and other media will be made available as well as what other aspects are planned, including other services, projects,

research and development, events, personnel and infrastructure costs and which is integrated into the University's annual work and budget.

The Library's resources are distributed by the Library director considering the principle criteria for the faculties:

- needs
- number of students
- number of academic staff and researchers
- research output
- technical considerations.

The director of the Library uses the resources available in an efficient and effective manner so as to meet the needs of all the Library's users.

The director of the Library produces an annual report in all the activities undertaken by and in the Library.

## D Management of the collection

The purchase, cataloguing and availability of all the collection is undertaken by the Library following standard library rules. All the collection at the Library can be accessed via the OPAC online catalogue.

## E Use of the Library

The use of the Library is regulated by the "Regulations for users of the Free University of Bozen/Bolzano Library". The Library's services are available to all members of the University and any member of the public interested in specialised information.

## F Validity

These regulations are valid as from 01.02.2010.