



Freie Universität Bozen  
Libera Università di Bolzano  
Università Lìedia de Bulsan

Die Bibliothek  
La Biblioteca  
The Library

# Users' regulations for Free University of Bozen-Bolzano Library

Approved by Founding Council resolution no. 32 (29.12.1998)

Amended by Executive Council resolution no. 107 (19.11.2003)

Amended by University Council resolution no.399 (29.01.2010)

Amended by University Council resolution no.111 (21.12.2012)

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## A GENERAL

### 1 Introduction

Library users accept the following regulations when joining the library or accessing it for the first time.

### 2 Services offered by the Free University of Bozen/Bolzano library

The Free University of Bozen/Bolzano library, plus its branches in Brixen/Bressanone and Bruneck/Brunico, operates as a multilingual information centre for the University and the Region. As an institution, its task is to make information available to assist in studying, teaching, research and lifelong learning.

Its specific tasks include:

1. providing 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 is retrieved from around the world and the collecting, cataloguing, archiving and availability of the resources acquired is undertaken following concrete needs and aimed at achieving the completeness of and continuity in the collection of resources;
2. functioning as an information centre for the public in order to guarantee lifelong learning;
3. acting as a platform for knowledge management in a globalised information society;
4. operating as an interface for the producers and users of knowledge, particularly in the dissemination of knowledge;
5. providing user-friendly services, by eliminating all barriers that prevent the free circulation of information, for example, and by offering a customer-oriented and scientifically-based information service;
6. encouraging 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. guaranteeing an area dedicated to 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. guaranteeing access to information and resources as well as facilitating their retrieval by integration into electronic systems, inter-library loans and document delivery services, and by participating in consortia for licensing agreements for electronic journals and databases, etc.;
9. acting 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. acting as a communication and cultural hub (organisation of conferences, exhibitions, book, CD and product presentations, public readings, etc.);
11. promoting 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. consolidating and expanding networking opportunities with regional, national and international partners as well as developing innovative solutions, including research projects.

The library is supported by the university Information and Communication Technology (I&CT) department.

The library contains conventional media such as books, newspapers and magazines, as well as electronic resources in their various forms.

### 3 Users' rights

You can use the library if you:

- a) belong to the university
- b) are connected to universities or organisations which have agreements with the FUB
- c) are not in the above categories but are over 18
- d) are part of an Italian or foreign library involved in the national and international lending systems.

Anyone else who would like to use the Free University of Bozen-Bolzano's library should register in person. You must show proof of identity with a valid identity card or passport and pay the appropriate annual library fee when you register.

Use of the library for this category of user is valid for one (1) year (renewable) after issue of membership card.

All other categories of users lose their right to utilise the library when they no longer belong to this university, or one with which the FUB has an agreement.

### 4 Users' membership cards

Student cards, campus cards, library cards and membership cards of partner institutions are all valid as library membership cards.

The library membership card is the property of the Free University of Bozen-Bolzano or corresponding organisations, and is non-transferable.

Please inform the library immediately if you lose your card: library users will be held responsible for any damage caused by third parties.

Borrowers with lost Library cards may obtain a replacement card for a fee as stipulated in the library's list of charges.

### 5 Use, registration, and memorising of personal data

The library is authorised to access and electronically use members' personal details in such a way as it considers to be appropriate to the efficient running of the library. Data is protected by current privacy laws.

Users must give written consent to allow the library to access their personal data.

The library must be notified immediately of changes in users' personal details.

### 6 Users' rights and responsibilities

Anyone who is granted membership to the Free University of Bozen-Bolzano library has the right to use all the services mentioned in these regulations.

Library users' conduct should be appropriate to an academic library. Loud conversation, eating, smoking and use of mobile phones are prohibited.

The library membership card and an ID card must be shown to staff on request.

Care must be taken of all library equipment and furnishings, and these must be treated in such a way that successive users can use them in the same way as you have, without limitations.

Users must pay the full cost of lost or damaged library items during use, even in cases where these are unintentional. If it is impossible to replace a damaged item, the library will decide on the type and cost of the claim for damages.

Any damages noticed on borrowed items must be reported immediately. Repairing damages oneself, or having damages repaired by others are prohibited.

Photography, video and audio recordings can be made on library premises only with the specific approval of the library authorities.

To safeguard its collection, the library is authorized to use surveillance systems, and to monitor items passing through the building's entrance and exit doors in particular.

All borrowed items must be returned to the library before users finish their studies or their contracts come to an end. Any outstanding fines or fees as stipulated in the Free University of Bozen-Bolzano's library's charge list must also be settled.

Users must comply with instructions from library staff, who must ensure that library regulations are adhered to.

## 7 Opening hours

Library opening hours comply with faculty needs and are posted on the homepage and notice boards. A self service system is in place during evening hours and on public holidays. Authorisation for 24-hour access to the library may be granted to specific users (academic staff, final year students etc).

## 8 Charges

The library is authorized to charge users fees according to its official rates. Users are required to pay the relevant charges immediately. The library may suspend users temporarily in cases of non-payment of charges.

# B Regulations for library use

## 1 Use of study areas

Reading tables and workstations are available to all library users. It is prohibited for individual users to reserve these for his/her sole use.

All workstations and desk areas must be tidied up at the end of the working day.

Use of personal electronic devices is permitted on the condition that it does not disturb other library users.

The library follows specific guidelines in the allocation of work stations in carrels, of group work classrooms and other specific areas.

## 2 Use of library collection

Users can take the books or other items they want from bookshelves in the library, or order these from library stocks.

Items for borrowing can be ordered from another library for consultation or for borrowing.

Items which are available for consultation only can be consulted in the appropriate branch of the library.

Electronic media can be used in accordance with the relevant legal norms inside and outside the library.

Bibliography material for a specific semester course can be grouped together in the library by Free University of Bolzano faculty staff. Items in this collection can only be consulted on library premises for the duration of the relevant semester. These items are supplemented by electronic reserve collections.

A selection of books can also be made available to academic staff on permanent loan. These texts can be borrowed by other library users on request.

### 3 Users' personal belongings

The library is not liable for loss or damage to items left by users in the cloakroom, in secured lockers or in work areas inside the library.

Lost and found items are kept for a week then discarded.

## C External use of library items

### 1 General lending regulations

Library items can be lent for use outside the library with the following exceptions:

- reference books,
- course bibliographies for specific semesters,
- items on permanent loan to teaching staff,
- items which are valuable or difficult to replace.

The library may authorise the lending of the above items in special cases and restrict other loans.

The library stipulates the maximum number of items that any user can borrow.

Loans are registered by an automated self-registration system or with a member of staff at the library desk.

Each user can use the internet to access his/her personal library account, which lists all items borrowed, return dates and book reservations.

### 2 Length of borrowing

The standard loan period is one month for books and two weeks for periodicals and audiovisual media. The library can adopt particular regulations for individual items and/or groups of users.

The loan period for books is extendable. Regulations regarding maximum loan length can be found on the library website. If a book has been reserved by another user, loan extension is not granted.

If a book has already been reserved by another user, the loan period may be shortened.

Requests for loan extension should be made by the borrower via his/her personal account on the online OPAC catalogue well before expiry of the initial loan period. In exceptional cases, this may also be requested by phone.

In cases where the smooth running of teaching or research need to be guaranteed or for administrative reasons, the library may stipulate shorter lending terms, request the early return of an item, or revoke an extended loan.

In particular, the library may impose special conditions on items for which there is high demand, by allowing one-day or weekend loans.

### 3 Reserving books

Each item listed in the library catalogue can be reserved. This should be done using the library online catalogue, which at the same time enables the user to determine the place of item collection.

The number of reservations may be limited and their acceptance may be temporarily or wholly suspended.

If the library catalogue shows that an item is available at the time of reservation, and if that item is stored in the same branch of the library from which the user wishes to borrow it, the user him/herself must collect the item from the bookshelf.

If an item is already on loan at the time of reservation, or if the user wishes to withdraw it from a different library branch to the one in which the item is normally held, the library will contact the user as soon as the item is available for withdrawal.

A reservation is generally valid for a week (7 calendar days) as from the moment an item is available. The library may impose a shorter expiry period for particular items (eg. popular manuals). The reservation is no longer valid at the end of this period.

### 4 Returning books

Borrowed items must be returned by loan expiry date.

Items can be returned to the Bozen/Bolzano, Brixen/Bressanone or Bruneck/Brunico library branches, or to any other library with which there is a special agreement. Books can be returned by the borrower in person or by a third party either via the automatic system at the library information desk or via the book drop outside the library premises. Items returned via the book drop are deleted from users' accounts one working day after they are returned.

If an item is returned to the library by post, the date of return is taken to be the date on which the item is delivered to the library. The borrower is responsible for the item until that moment.

### 5 Reminders

The agreement established between the library and the borrower is legally a lending contract and is – beyond the regulations stated here-subject to the rules of the Italian civil code. The University may take legal action to protect its right to have borrowed items returned or for the payment of damages as well as any amounts due.

Borrowers are charged a penalty fee if items are not returned promptly-even if the library has not sent the borrower a reminder. In cases where the maximum number of reminders has been exceeded, the library can resort to legal action.

The library is authorized, but not obliged, to send a return notice to users before the expiry of a loan. These are sent via email or text message.

Time limits and penalty charges are regulated by the current library tariffs.

## D Inter-library loans and document delivery

Items which are not available in the Free University of Bozen-Bolzano library or in any of the public libraries in South Tyrol may be obtained through the national and international library lending service.

The users' regulations listed here apply to items obtained through inter-library loans and instructions from the specific lending library must also be observed.

Costs for this service are indicated in the current library tariff regulations.

## E Adherence to copyright laws

Library users are required to adhere to the appropriate copyright laws.

## F Limitation of library use and exclusion

Users who do not return borrowed items, do not pay charges owed to the library or respect the library users' regulations stipulated in this document, or who repeatedly or seriously contravene these regulations may be excluded either temporarily or permanently, completely or partially from using the Free University of Bozen-Bolzano library.

## G Validity

These library users' regulations are valid as from 01.01.2013.

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