

LIBRARY REGULATION

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Section I – General information

Art. 1 – Name and Locations

Art. 1.1 – Name

The library of the “Polo universitario di Alessandria” (hereinafter referred to as “the library”) has been instituted with a resolution established by the Academic Senate on 19th of April 2024. With this resolution the previously two distinct departmental libraries (the Library of the Department of Science and Technological Innovation and the Library of the Department of Law and Political and Social Sciences) ceased to exist. The new Library unifies the expertise and administrative management of the previous ones while maintaining two separate service locations.

Art. 1.2 – Locations

The Library service locations are:

Borsalino located in via Cavour 84 inside Palazzo Borsalino

Orti located in viale Teresa Michel, 11 inside the DISIT complex

Art. 2 – Affiliations

The library is affiliated to the following departments:

- Department of Science and Technological Innovation
- Department of Law and Political and Social Sciences

Art. 3 – Purposes

The library pursues its mission to support research and teaching within the subjects of the affiliated departments.

The library grants access to its resources and services, in accordance with the rules established for each service and tailored to the specific needs of the different kind of users. The library also aims at the safe keeping of its collections and ensures its services to support teaching and academic research, in compliance with the “Carta dei servizi del Sistema Bibliotecario di Ateneo” as well as with the general guidelines established by the University Library System and the purposes outlined by the Library Council.

The library guarantees inclusion and accessibility working to remove all barriers for a wide use of library services and it offers tools and resources that enable all users to access documentary resources, ensuring equal access to information

The library provides access to its resources for faculty, researchers, students and university staff, as well as external professors, scholars and users.

The library acquires, organizes, catalogues, preserves the bibliographic and documentary resources to support academic and research activities in compliance with the professional standards and with the aims approved by the Library Council.

The library makes its resources available through efficient research tools, offering qualified and technologically advanced library services. It promotes process-based management aimed at meeting user needs and enhancing the specific skills of the staff.

The library signs agreements for cooperation with local authorities and individuals to enhance its services.

The library provides services according to the widest user needs satisfaction. The library staff acts and works with users in a collaborative relationship.

Art. 4 – Governing bodies

The Library governing bodies are the Library Council and its President.

Its composition and role are set out in the “Regolamento generale di Ateneo”.¹

¹ <https://www.uniupo.it/it/ateneo/regolamenti-trasparenza-sindacati/normativa>

Art. 5 – Cooperation and agreements

The library, directly or through the University Library System (SBA), encourages cooperation with institutions, other libraries and both Italian and international library systems. The Library is part of associations with the same goals and promotes agreements and memoranda for a better and wider resources and knowledge exchange.

An up-to-date list of the affiliated organizations is available on the dedicated page of the website.

Art. 6 – Cultural activities and third mission

The library promotes, within the limits of its available resources and staff, cultural activities aimed at enriching knowledge and academic life of the university community such as meetings, conferences, exhibitions and other events that may encourage a debate on academic and cultural topics.

Furthermore, the library is also engaged to promote reading and encouraging the use of its services by organizing activities with all schools in the area as well as cultural events such as exhibitions, presentations, guided tours, and more also in partnership with external parties.

Art. 7 – Bibliographical resources

Art. 7.1 – Location of print collections

Excepted due to objective space availability, print collections are placed on open shelves. Rarely requested items are stored.

Art. 7.2 – New acquisition

Librarians manage the acquisition of new resources by taking into consideration the required exam texts list published on the University website and suggestions from users and Library Council.

The library may acquire books, journals and other resources, on any support and format, depending on budget availability and according to the rules established in the different University regulations.

The library acquires and makes available the widest variety of resources, reflecting the plurality and diversity of the scientific disciplinary fields covered by the affiliated departments that belong to the library; it ensures that the selection and availability of materials are organized according to internationally recognized professional criteria.

As part of its third mission, the library acquires high-quality scientific publications intended also for a non-specialized audience.

Art. 7.3 – Donations

Books or other material are accepted or refused in accordance with the “Regolamento per donazioni e lasciti di materiale bibliografico” (Regulation for donations and bequests of bibliographic material).²

If donation is accepted, the Library is allowed to select the material and might choose not to accept what is not relevant or outdated.

Art. 7.4 – Collection review and discarding process

The library documentary holdings are inalienable. However, in order to keep a current and up-to-date collection, such collection is periodically reviewed and items judged as no longer adequate can be discarded. Review and discarding procedures are managed by library staff in compliance with the Guidelines of the local Archival and Bibliographic Superintendence.

Lost or missing bibliographic items are added to specific lists in accordance with the law.³

² <https://uniupo.it/it/ateneo/donazioni>

³ Codice dei beni culturali e del paesaggio, D.Lgs 42/2004, art. 21, comma 1, lett. d).

<https://www.normattiva.it/uri-res/N2Ls?urn:nir:stato:decreto.legislativo:2004-01-22;42!vig=>

Art. 7.5 – Acquisition with faculty funds

Faculty members who want to purchase resources with their own research funds, have to send a detailed request by e-mail indicating author, title, publisher, year of publication and, if available, ISBN, EAN or ISSN. The library staff will take in charge all the necessary administrative procedures, in agreement with the accounting office, and once the material has arrived, will notify it to the interested parties.

Administrative procedures include inventorying the books in a dedicated inventory series and placing them according to criteria that may supplement the standard ones, based on scientific and educational needs.

The holders of the faculty fund or, upon their specific request, the teaching staff within their research group, can borrow the purchased material for two years, the period may be extended by one.

After three years, the material comes back to the library and made available to all users.

Art. 8 – Opening hours

The library is open to the public from Monday to Friday, normally all day long. It is closed during legally recognized public holidays and on further dates established by the University.

The opening hours and access to services are set by the Library Council, by the Director, in accordance with the “Carta dei Servizi del Sistema Bibliotecario”. These hours are clearly indicated with appropriate signage and communicated on the library’s website.

The library may schedule additional closure periods, suspension or reduction of services for organizational needs or for activities such as inventory control, reorganization of bibliographic material or arrangement of spaces, furnishings and equipment.

In case of change/suspension of opening hours, users will be promptly notified through all appropriate communication channels.

Library services end 15 minutes before closing time.

Art. 9 – Access and methods

Art. 9.1 – Access

Access to library premises and its resources is permitted to all kinds of users, both institutional and external ones, as defined in Section II.

Art. 9.2 - Access methods

Before accessing the premises, users can leave bags or briefcases in the appropriate lockers. Details on how to use them are available on the website and in the area closed to the lockers.

Lockers can only be used during opening hours.

Users are responsible for the correct use of the lockers and (where available) for the safekeeping of the keys.

After closing hours or in case of improper use, library staff is authorized to open and empty the lockers

Section II – Users

Art. 10 – Types of users

Art. 10.1 - Institutional users

Institutional users are students, PhD students, those attending master's degrees, post graduate training and specialization courses, alumni, faculty staff members, researchers (including research fellows or with scholarship holders and subject experts), administrative staff and more generally by those who establish formal relationships with the University.

Erasmus students can access the library services during their study period at the University, which has to be properly documented.

Art. 10.2 – External users

Anyone who is not an institutional user is qualified as external user, including the members of associations, institutions and other universities either affiliated or with a reciprocal agreement with the library.

Access to library services for external users requires their inclusion in the library management system database and the record is kept for a year, renewable.

Terms of specific agreements will apply for users or institutions affiliated through agreements or reciprocal arrangements.

At the Borsalino location: external users are allowed to borrow items upon a request by a UPO professor or a UPO researcher.

At the Orti location: external users may borrow items upon their own request to library staff.

In both locations, external users are not allowed to borrow exam texts.

Art. 11 – Conduct

Users are required to follow the rules here established and to adopt a proper behavior when using bibliographic materials, services and spaces.

The use of mobile phones and other devices in a non-silent mode, eating and drinking (except water), as well as improper use of spaces or inappropriate behavior are forbidden inside the library.

It is forbidden to change the layout of chairs and reading tables. Personal belongings should not be left unattended or used to reserve seats. Unattended items may be removed by the library staff.

Laptops and other devices must not be left unattended on tables. Library staff are not responsible for any theft.

Access to the library premises with large package is also forbidden.

Books, equipment and furniture must not be damaged or defaced in any way. Users shall be normally be required to make good any damage caused to library items, equipment, furniture or premises as established by the Library Council.

Any user contravening these rules may be banned from the library and excluded from its services.

If such an inappropriate behavior persists, the user will be reported to the competent University bodies for disciplinary assessment.

Art. 12 – Users' suggestions and complaints

Users may suggest the purchase of bibliographic material providing references of the publication. These proposals will be reviewed by the librarians on the basis of the usual criteria followed for collection development.

Users can also suggest any improvement to the library services.

Users can also make criticism or complaints about the services offered, to which they will receive a substantiated reply.

Suggestions and complaints must not be anonymous and must be sent to following email addresses (biblioteca.borsalino.poloalessandria@uniupo.it; biblioteca.orti.poloalessandria@uniupo.it)

The library undertakes to periodically assess user satisfaction through both qualitative and quantitative surveys in order to improve services and their provision in concert with the university library system and in accordance with "Carta dei Servizi del Sistema Bibliotecario di Ateneo".

Art. 13 – Information and communication policy

The library ensures full information to users about its services and how they are delivered through this regulation. Any procedural changes will be promptly notified by library staff.

Users are allowed to file a complaint against such decisions.

Art. 14 – Protection of personal data and confidentiality

The library guarantees privacy when treating users' personal data, in compliance with current law.

Section III – Services

Art. 15 – Book loan

Art 15.1 – Terms, loan maximum number and periods

Borrowing is free of charge and is available to both institutional users and external users who have signed up for library services.

Institutional users can access the following loan types:

a) Exam textbooks loan:

- At Borsalino location (law and social economic area): 1 book for 2 days for all users, renewal is not permitted.
- At Orti location (scientific area): up to 2 books for 15 days for all users, renewable for 7 days

b) Loan of other texts:

- At Borsalino location (law and social economic area):
 - 3 books (30 days renewable for 15 days) for UPO students, Alumni
 - 6 books (60 days renewable for 30 days) for graduating students, master students
 - 8 books (90 days renewable for 30 days) for administrative staff, professors, researchers (including research fellows or with scholarship holders and subject experts), PhD students, scholars
- At Orti location (scientific area):
 - 2 books for 30 days (renewable for 15 days) for UPO students, Alumni
 - 6 books for 90 days (renewable for 30 days) for technical staff, graduating students, professors, researchers (including research fellows or with scholarship holders and subject experts), PhD students, scholars

External users, in both locations, can borrow up to 3 items, except textbooks, for 30 days (renewable for 15 days).

For details, please refer to the library websites.

Art 15.2 – Loan suspensions

Late return of “exam texts-books” will result in a 30-days suspension from borrowing.

Late return of all other books will result in a suspension from borrowing equal to the length of the delay.

Failure to return a book, despite the notices, will be reported to the relevant government bodies for disciplinary ruling.

The borrowed material must be returned in the same state and condition it has been issued by the library, no underlining or note is allowed.

If users lose a book or return it damaged, they will be asked to purchase it on their own. If such a book is not available anymore, users will be asked to purchase bibliographic material of equal value according to library instructions. Users are suspended from the loan service until they have refunded the library.

Art 15.3 – Delegations for books pick up

Book loan is strictly personal. If users cannot pick up the loan in person, they may delegate someone else. The authorized person will be required to show at the loan desk the delegation document, the copy of her/his identity document and the copy of the personal identity document of the delegating user.

Alternatively, all the same required documents can be sent by email to the specific library location biblioteca.borsalino.poloalessandria@uniupo.it e/o biblioteca.orti.poloalessandria@uniupo.it.

Art. 15.4 – Items excluded from loan

Some books are not available from loan and can only be consulted in the library room: reference works (encyclopedias, dictionaries, codes, etc.), journals, books published before 1870, deteriorated works

Art. 15.5 – Thesis consultation

Copies of some dissertations from DISIT courses are stored in the Orti location library. They are not available for loan, they can only be consulted if the author has given her/his consent. Any reproduction is not allowed. The lists of theses available for consultation is on Orti library websites. For both locations, the most recent dissertations are collected in digital format and are accessible through the UNITESI portal.

Art. 16 – Ebook loan

The library offers an ebook loan service. The maximum number of loans and its options and details are specified on each publisher platform.

The updated list of available platforms, and their borrowing policies is available on the library's website.

Art. 17 – Interlibrary and intersystem loan

Art. 17.1 – For institutional users

Through the service it is possible to request:

- Borsalino location (law and social economic area): up to 3 items (books and/or articles) at a time
- Orti location (scientific area): up to 3 books at a time.

The service is free of charge. Any fees required by the supplying libraries are charged to the user.

The delivery time depends on lending libraries and postal services (on average 15 days). The requested books must be picked up at the library's circulation desk. Loan time and conditions are established by the lending library.

Art. 17.2 – For libraries

The service is managed on the basis of free of charge reciprocity. Requests can be sent by e-mail (to the specific subject area as indicated on the website), ILLSBN or through the specific Sebina form. The loan lasts 30 days excluding delivery time.

- Borsalino location (law and social economic area): up to 5 requests per month, each containing up to 2 titles
- Orti location (scientific area): up to 10 requests per month

The ILL is not available for exam textbooks, for research texts purchased within the last two years.

If libraries lose a book or return it damaged, they will be asked to purchase it on their own. If such a book is not available anymore, libraries will be asked to purchase bibliographic material of equal value according to library instructions.

Art. 18 – Document delivery

Art. 18.1 – For institutional users

Through this service it is possible to request (through Nilde 4 or using the specific e-mail of the specific subject area as indicated on the website):

- Borsalino location (law and social economic area): up to 3 items (books and/or articles) at a time
- Orti location (scientific area): up to 10 articles at a time

The service is free of charge. Any fees required by the supplying libraries are charged to the user

The delivery time depends on lending libraries (on average 3/4 days). The requested item must be picked up at the library's circulation desk within 30 days. After such deadline, the item will be thrown away and the user will be suspended from the Document Delivery service for 30 days.

⁴ <https://nilde.bo.cnr.it>

Art. 18.2 – For libraries

The service is managed on the basis of free of charge reciprocity.

Items are to be requested through Nilde 5, also through ILLSBN and email (to the specific subject area email as indicated on the website).

Art. 19 – Reference/Bibliographical information

The Reference/Bibliographical Information service is available to help users to develop the best research strategy, to find books, journals and other resources, to give tips on the use of the different online catalogs and databases the SBA subscribed to.

For particular personalized researches, the service is also available by appointment.

Art. 20 – Training and further education

The library periodically organizes theoretical and practical training throughout the academic year. These activities are aimed to introduce users to library, to increase users' basic skills in retrieving and using bibliographic resources and to set up research strategy, in particular concerning e-journals and databases. These training sessions may be delivered in presence, on-line or through distance learning.

Art. 21 – IT services

Art. 21.1 – Credentials

Institutional users are provided with institutional credentials issued by the University 6.

Art. 21.2 – Use of Library computers

Access to library computers is allowed through institutional credentials for institutional users, through guest credentials for external users.

Art 21.3 – Internet access via WiFi through personal devices

Throughout the library users can connect their devices to the UNIUPOWiFi University network. The Sign-in instructions are detailed on the website "Access alle reti WiFi".⁷

Art. 21.4 – Photocopies and Prints

Orti location: several all-in-one printers are located within the DISIT complex for institutional users, but not inside the library.

Borsalino location: an all-in-one printer is available for institutional users within the library

Instructions for the use and the payments credits are available on "Servizio Printing" on the University website.⁸

Art. 21.5 – Remote access to digital resources

Institutional users can access the Library digital resources remotely. Access modalities are detailed on the SBA website.⁹

⁵ <https://nilde.bo.cnr.it>

⁶ <https://www.uniupo.it/it/servizi/servizi-informatici-e-online>

⁷ <https://www.uniupo.it/it/servizi/servizi-informatici-e-online/accesso-alle-reti-wifi>

⁸ <https://www.uniupo.it/it/servizi/servizi-informatici-e-online/servizio-printing>

⁹ <https://sba.uniupo.it/biblioteca-digitale/modalit%C3%A0-di-accesso-alla-biblioteca-digitale>

Section IV – Final provisions

Art. 22 – Approval of the regulation and/or Entry into force and referral rules

This regulation has been written in accordance with the “Carta dei Servizi del Sistema Bibliotecario di Ateneo” and with the “Regolamento Generale di Ateneo”.

This regulation may be amended with prior approval of the changes by the Library Council.

The footnotes in this document are not to be considered as part of the regulation and may be updated by the library in order to keep the referral links updated.