



Regulations governing the services

Distribution of volumes located in the basement, such as the *Statistics* and *Repository* sections, takes place once an hour, unless staff availability dictates otherwise. Requests should be made via the online catalogue, or directly at the distribution desk.

USERS	<i>External loan¹</i> TEXTBOOKS	<i>External loan¹</i> GENERAL	<i>Inter-library loans and document deliveries</i>
STUDENTS Department of Statistical Sciences	No. 3 x 30 DAYS	No. 6 x 30 DAYS	Yes
Alma Mater STUDENTS other courses	No. 3 x 30 DAYS	No. 6 x 30 DAYS	Only for disciplinary areas covered by the library
EXCHANGE STUDENTS (Erasmus etc.)	No. 3 x 30 DAYS	No. 6 x 30 DAYS	Only for disciplinary areas covered by the library
PHD STUDENTS/PHD STUDENTS WITH SCHOLARSHIPS/RESEARCH FELLOWS Department of Statistical Sciences	No. 3 x 30 DAYS	No. 20 x 60 DAYS	Yes
PHD STUDENTS/PHD STUDENTS WITH SCHOLARSHIPS/RESEARCH FELLOWS Alma Mater	No. 3 x 30 DAYS	No. 20 x 60 DAYS	Only for disciplinary areas covered by the library
PROFESSORS AND RESEARCHERS Department of Statistical Sciences	No. 3 x 30 DAYS	No. 20 x 60 DAYS	Yes
PROFESSORS AND RESEARCHERS Alma Mater	No. 3 x 30 DAYS	No. 20 x 60 DAYS	Only for disciplinary areas covered by the library
PROFESSIONAL STAFF Department of Statistical Sciences	No. 3 x 30 DAYS	No. 20 x 60 DAYS	Yes
PROFESSIONAL STAFF Alma Mater	No. 3 x 30 DAYS	No. 20 x 60 DAYS	Only for disciplinary areas covered by the library
HUB USERS	No. 1 x 30 DAYS	No. 6 x 30 DAYS	Only for disciplinary areas covered by the library
EXTERNAL USERS	No. 1 x 30 DAYS	No. 6 x 30 DAYS	Only for disciplinary areas covered by the library
<i>Consultation, requests, bookings and extensions¹ - all types of USERS</i>			
REFERENCE USE ONLY		TEXTBOOKS: No. 1 x 1 DAY; OTHER SECTIONS: No. 6 x 1 DAY	
REQUEST FOR LOAN		MAX No. 6 x 2 DAYS - The same quantity as above applies to textbooks, depending on the type of user. Service also available via OPAC	
BOOKING		MAX No. 6 x 2 DAYS - The same quantity as above applies to textbooks, depending on the type of user. Service also available via OPAC	
EXTENSIONS		MAX No. 1 x 30 DAYS, in the absence of bookings by others. Service also available via OPAC	
<i>Delays, reminders and consequences – all types of USERS</i>			
UNTIL RETURN	From the 1st day of late return		Immediate suspension from loan service in the library
	Late return over 12 days for TEXTBOOKS		Suspension of loan service in all university libraries
	Late return over 28 days for other sections		Suspension of loan service in all university libraries
AFTER RETURN	Every day of late return		Suspension from loan service in the library for DOUBLE the number of days of late return

Approved by the Scientific Committee of the Library on 23/06/2022; the change to the distribution of the volumes in repository was approved by the Committee on 02/11/2023.

Loans are registered in the name of the person who collects the books, unless a written mandate is presented, on plain paper, bearing the registration number, a copy of the badge and the signature of the delegating person (amendment approved by resolution of the CSB on 15/03/2024 and 27/10/2025).

¹ Damaged, valuable or antique volumes are excluded. Volumes must be requested at the distribution desk, while loan registration can also be made independently via the self-service desk.