



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

AREA
PATRIMONIO CULTURALE

Library of Statistical Sciences

Regulations governing the services

The Library is a place dedicated to study and research, within and in tune with the "Paolo Fortunati" Department of Statistical Sciences. As a library, however, it also complies with regulations and participates in some projects of the University Library System.

1. USERS

The Library has the following users:

- **institutional users:** students, professors, researchers, research fellows, professional staff at the University of Bologna
- **internal institutional users:** students of the Degree Programmes relevant to the Department of Statistical Sciences; professors, researchers, research fellows and professional staff of the Department of Statistical Sciences
- **hub users:** all adults registered with a library within the Bologna local hub of the National Library Service (SBN)
- **external users:** all those who need to use the services of the Library for study or research purposes, on condition that they are adults.

To use the lending services, users must register with the Library by presenting their University badge. External users are required to use the SBN UBO APP, in which the passport photo must be uploaded.

Access to the Library services is also granted to minors, subject to written authorisation from a parent or person exercising parental authority, provided they meet the requirements for registration.

2. RULES OF CONDUCT

Users are requested to co-operate to ensure the smooth functioning of the Library, by complying with its rules and behaving in an appropriate manner when using the library materials, services and facilities.

For this purpose, users are not allowed to make telephone calls or use mobile phones or other devices, except in silent mode, to consume food and drink (except for water) or, in general, to use the facilities or behave in an inappropriate manner by, for example, speaking loudly, sitting on the floor or tables, or disturbing other users in any way. Pets are not allowed in the Library.

Regardless of their format, reference materials must be used carefully and not underlined or damaged in any way.

Users are required to use the facilities, furnishings and equipment properly and respectfully, taking care not to damage them.

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3. ACCESS

All those who need to use the library services for study or research purposes, i.e. the users detailed in point 1, have free access.

Access is only possible during library opening hours, which are listed on the website and on local signage, including any temporary changes, posted in real time.

Closing dates coincide with public holidays and periods arranged by the Department.

Access for persons with mobility disabilities is guaranteed by means of lifts and ramps.

4. REFERENCE

The Library makes its bibliographic material available to users, with the possible exclusion, including temporary, of specific documents; such exclusions are duly indicated in the online catalogue.

A reservation or appointment may be necessary in order to consult materials stored in the archives (ISTAT sources, statistics from other countries and institutions).

5. LOANS TO EXTERNAL USERS

The loan service is guaranteed to institutional users, Hub users and to the additional categories envisaged by special agreements and conventions, subject to identification and registration for the service, in accordance with the Regulations on the duration of loans of library materials and related consequences, Rector's Decree 15/07/2016.

Quantity and duration depend on the type of material and user and are shown in the table below:

	Total quantity	TEXTBOOKS section		Other sections	
		Quantity	Loan duration	Quantity	Loan duration
Institutional Users					
University students	6	3	30	6	30
University Lecturers, Researchers	20	3	30	20	60
University PhD students, Research Fellows	20	3	30	20	60
University professional staff	20	3	30	20	60
Hub Users	6	1	0	6	30
External Users	6	1	0	6	30



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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.

All material held by the Library is normally available for loan unless otherwise stated in the catalogue.

In particular, some types of document cannot be loaned:

- manuscripts
- antiquarian, rare and valuable books
- works published up to the year 1959
- archive materials
- journals and serials
- extracts from monographic and serial publications
- statistical sources
- documentation of Institutions
- conference proceedings
- PhD theses
- special collections
- microfilms
- multimedia materials
- reference works such as dictionaries, encyclopaedias, records
- any other documents not made available to borrowers, due to their condition or for practical reasons

Users are personally responsible for the materials they take on loan or consult; these materials must not be damaged, underlined or marked in any way. Any complaints about the condition of documents must be made when they are loaned.

The consequences of failure to comply with the lending rules (delayed return, failure to return, losses etc.) are governed by the Regulations on loan duration for library materials and consequences, Rector's Decree 15/07/2016, in particular Articles 4 and 5.

Registration of both the loan and the return can also be done via the automatic self-service loans desk in front of the reading room, but always after requesting or returning the material to the distribution desk.

Services end 15 minutes before closing time.

5.1 Loan request

It is possible to reserve books that are available for loan or to request a consultation through the request service, available online via the catalogue.

It is possible to borrow 6 books at a time, of which only 1 is from the TEXTBOOK section.

Documents remain available to the requesting user for 2 days, including the day of the request.

5.2 Booking

Through the booking service, it is possible to reserve for future lending only those documents that are on loan to another user.

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Books can be booked online via the personalised service area of the OPAC, or by coming to the library in person.

It is possible to book 6 books at a time, of which only 1 is from the TEXTBOOK section.

When the booked books are returned, the Library notifies the requesting user and keeps the books available for 2 days, including the day of the notice.

5.3 Extension

The loan may only be extended once for 30 days, only if the document has not been reserved by another user.

The extension can be requested at the library in person or by telephone or can be done independently online, via the personalised services area of the catalogue, only during the 3 days before the loan is due to expire.

5.4 Delegation

The loan is normally registered in the name of the person collecting the volumes, even if they were requested through someone else. However, it is possible to request registration in one's own name if collection is made by trustworthy persons with delegation drawn up on plain paper, bearing the registration number, a copy of the badge and the signature of the delegating person. For external users, the SBN UBO APP with photo is used instead.

6. INTER-LIBRARY LOANS AND DOCUMENT DELIVERY

Both incoming and outgoing requests may not exceed 6 volumes at a time for Inter-library loans and the delivery of 10 documents per week.

Incoming:

This service enables users to request other libraries for the loan or copy of documents not held by the Central Library or other local public libraries. The service is provided to institutional users of any educational course, provided that requests comply with the relevant disciplinary areas and the specified quantity limits. The service is also provided in accordance with the regulations of the lending libraries, which also apply to any requests for reimbursement, to be fulfilled by the requesting user.

Inter-library loan and document delivery requests can be submitted in person at the library or sent to the library's e-mail address from the institutional mailbox of the requesting user. It is also possible to use the Nilde User Application to request articles.

Books are loaned to the requesting user for the duration granted by the lending library.

Articles or parts of books are delivered as hard copy, as required by the copyright law in force.

Outgoing:

This service enables other libraries to request the loan or reproduction of documents held by the Central Library. The service is provided for the relevant disciplinary areas.

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Requests can be submitted via the management systems in use (in particular Nilde, Sebina, ILL-SBN), or by sending an e-mail to the library's address.

Excluded from inter-library loans are all materials reserved for internal consultation only and books for exam preparation (TEXTBOOKS section).

Inter-library loans of original documents (ILL)

The inter-library loan service is provided free of charge on a reciprocal basis, for a maximum of 6 volumes per request.

Delivery of copied documents (DD)

The document delivery service is free of charge for all requesting libraries, and is provided via the Nilde platform or by e-mail, in compliance with copyright laws and for up to a maximum of 10 requests per week.

7. ACCESS TO ELECTRONIC RESOURCES

The Library allows Internet connection via accreditation with University credentials from PCs or other user devices, through the ALMAWIFI wireless network (for institutional users).

For bibliographic searches, two thin clients are available in front of the entrance to the reading room.

Remote access is granted to institutional users by means of the proxy service.

8. SUPPORT AND REFERENCE SERVICE

Library staff offer a support service regarding basic information on libraries and services during the entire opening hours.

Qualified staff also offer a reference service to meet users' information needs: assistance with bibliographic research and the use of electronic resources, with particular reference to databases and electronic periodicals subscribed to by the University consortium.

For special requirements and complex searches, requests for advice should be made by e-mail to the library's e-mail address, stating:

- the relationship with the University (student, researcher, etc.) and the contact details;
- the topic of interest in as much detail as possible (field of investigation, methodological approach, geographical and chronological area of interest, etc.);
- any deadlines to be met.

The Library also participates in the centralised online reference service "Ask the Librarian", accessible through the personalised services area of the Bologna library catalogue.

9. TRAINING

The Library may organise training sessions combining theory and practice to help students develop essential skills in locating and using bibliographic resources. The sessions also cover search strategies for

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databases and electronic journals, and aim to raise awareness of how to cite sources correctly from a formal, ethical and legal perspective.

10. DOCUMENT REPRODUCTION

The Library offers users a photocopying and printing service limited to the documents held by or accessible to the University, in compliance with the current regulations governing authorship rights, conventions, user licences and agreements signed with the owners of the relevant economic rights.

As this is a self-service facility, the end user is solely responsible for any violations that may be found.

The costs of the service are displayed at the library and on its website.

11. ACCESSIBILITY AND SERVICES FOR DISABLED USERS

The Library assures its willingness to accommodate users with special needs, through the direct provision of services that are as appropriate as possible to the specific requests of this type of user.

12. TEXTBOOKS AND LEARNING MATERIALS

The Library makes available the textbooks relating to the active Degree Programmes of the Department of Statistical Sciences at the Bologna Campus, in coordination with the other economics libraries of the University to purchase an adequate number of copies of each text.