



# LIBRARY REGULATIONS

**Approved by the Organizing Technical Committee of December 3<sup>rd</sup>, 2020**  
**Rev\_1 Approved by the Board of directors of February 6<sup>th</sup> 2024**

# Library Regulations

## Indice

Article 1 Introduction and scope.....	3
Article 2 Library users.....	3
Article 3 Opening hours.....	3
Article 4 Rules of conduct.....	3
Article 5 Services offered.....	4
Article 6 On-site reading and consultation of bibliographic resources.....	4
Article 7 Access to online resources.....	5
Article 8 Photocopies and reproductions/Compliance with copyright laws.....	5
Article 9 Sanctions.....	5

## Article 1 Introduction and scope

These regulations describe and regulate the operating procedures, access, and use of the services of the UniCamillus Library System. This refers to the library, located in the UniHall building, which is part of the Medicine and Surgery Departmental Faculty.

The University's library is institutionally responsible for providing adequate support to both teaching and research, ensuring the increase and use of bibliographic and documentary heritage through the use of traditional and new technology tools available.

## Article 2 Library users

Library users are:

- Institutional users, namely students, lecturers, researchers, scholarship holders, technical and administrative staff, as well as all users who have a study or work relationship with UniCamillus.
- External users (experts or clinical tutors).

## Article 3 Opening hours

The UniCamillus library welcomes users every week Monday to Friday, from 8:30 am to 4:00pm, operating all year round. It remains closed on public holidays, throughout August and during the University's closing periods.

Any reduction in opening hours or temporary closures will be promptly communicated to the public through notices at the library entrance, info on the UniCamillus website and announcements on the WebApp notice board.

## Article 4 Rules of conduct

The library is designated as a facility for study and research, wherein all services provided are primarily intended and accessed for these specific purposes. ***Therefore, access is only allowed to users who need to use the library texts, limited to its actual capacity.*** It is strictly forbidden to take library material outside the library without having registered the loan/book consultation.

All users are required to observe appropriate and respectful behaviour and not to stay in the library if they do not need to use the services provided. Silence is strongly encouraged. Users who have to leave for an extended period (about 30 minutes) are required to leave their workstation free, taking all their personal belongings with them. The library staff is not responsible for items left unattended.

In the library areas it is strictly forbidden:

- smoking (including e-cigarettes). The offence is punishable by law (please see the *Regulations for enforcing a Smoking Ban in the UniCamillus University buildings*);
- to damage in any way the materials and equipment in the library;
- to make marks or write on books and documents in the library;
- to disturb other users present (e.g. talking on mobile phones, speaking loudly, forming study groups);

- to consume food and drink inside the reading and study rooms, with the exception of water;
- to occupy more than one seat;
- to move chairs, tables or sit inappropriately;
- to carry out any commercial, promotional, propaganda or signature collection activity without authorisation;
- to leave books and personal belongings unattended, even to reserve a seat. The university declines all responsibility in case of theft or loss.

Users are however allowed to

- bring in personal books, volumes, or photocopies solely when required for the purpose of consulting works available in the library;
- bring in tablets, laptops;
- bring in cameras or digital devices for permitted and authorised uses and for study purposes.

The use of headphones is mandatory when listening to messages or audio documents to avoid disturbing other users.

## **Article 5 Services offered**

The library offers the following services:

- reading and consultation of bibliographic resources on site;
- access to online resources;
- book consultation.

## **Article 6 On-site reading and consultation of bibliographic resources**

The resources constituting the bibliographic and documentary heritage, whatever their format, are accessible for consultation, except for specific prescriptions.

Access to the loan/consultation service is granted exclusively to all institutional and authorised users who are current with fee payments and health documentation requirements.

Loans/Consultation are strictly personal and non-transferable.

To request a loan/consultation, users must utilize their personal credentials (username and password) to access the **Reservations – 3. Reserve a book** section on the UniCamillus WebApp, and follow the instructions detailed in the dedicated guide.

Upon collecting the item, users are required to present a valid identity document to the library staff, which will be retained and returned upon the item's return.

Users bear full responsibility for maintaining the integrity of the borrowed item and ensuring its timely return. ***All items must be returned by 4:00pm on the loan/consultation date.***

Non-compliance with the return deadline will incur a suspension from the service, as outlined in the sanctions section (article 10 of these Regulations).

In order to use the reading and consultation service it is necessary to have the UniCamillus badge or a valid identity document.

The library staff may ask you to show your identity card or an equivalent document at any time.

Once consulted, the resources must be returned in the same condition in which they were taken by the closing time of the library. For more information, please send an email to ***biblioteca@unicamillus.org***.

### **Article 7 Access to online resources**

The UniCamillus library provides all users, including those off-site, with access to databases, journals, e-books, and various other digital collections, in accordance with the limitations stipulated in their respective contracts. Remote access to these resources is facilitated through the WebApp platform, which requires internet connectivity.

### **Article 8 Photocopies and reproductions/Compliance with copyright laws**

All books in the library's collection are subject to reproduction within the boundaries established by copyright protection laws. Users must adhere to legal restrictions concerning the reproducibility of printed works. Photocopying of library books is strictly limited to study purposes and may not exceed 15% of each volume.

For the reproduction of digital texts, including copies and prints, students are permitted to use the printer located in the UniLab building, in accordance with the procedures outlined in the dedicated guide.

### **Article 9 Sanctions**

- Users failing to promptly return a borrowed document will receive a return request from the library staff.
- Users who return a borrowed work in a damaged state or fail to return it at all are obligated to compensate for the loss. This entails purchasing a new copy of the same work or, if unavailable, buying bibliographic material of equivalent value as indicated by the library staff.
- Should a user fail to return a borrowed work within 30 days, the library staff will implement necessary actions in collaboration with the UniCamillus Disciplinary Board.

UniCamillus university takes no responsibility for personal belongings left or brought in by users. Access to the library is strictly for institutional purposes and not for leisure or similar activities.

Those found guilty of theft or damage to the library's assets and furnishings will be referred to the judicial authority.

The University reserves the right to amend these regulations at any time and without notice, as per its requirements.