

Regulation for circulation and loans

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1. Users who can access the Library services

The Library offers its services to institutional users, accredited users and external users.

- institutional users: those who, in various capacities, have a formal relationship with the School;
- accredited users: users of scientific or public institutions with which SISSA has entered into a specific agreement. They have to apply through a specific form, upon approval by a faculty member (from SISSA or the referring institution)
- external users: those who do not fall into the previous categories

2. Access and consultation

2.1 Access rules

Access to the Library is free and granted to all users according to the opening schedule to be found on site and on the library web-site.

In case of overcrowding, priority is given to institutional users who do not have an office.

Consultation of bibliographic material is free. The library has open shelves so users can consult books and journals without any limitations. At the end of the consultation, the material must be left in designated areas to be re-shelved by the library staff.

Paper books are located in the main room; organized by topic according to UDC and DDC classification systems. Guides to find books by means of shelf location codes or by subject are available in the loan desk area.

Paper journals are arranged alphabetically by title and are located in the main room, in the blue and red rooms and in the storage (access to the storage is forbidden, if needed, journals kept in the storage may be requested to the loandesk staff).

Drinks and food are not allowed in the library premises. Bags are not allowed in the library rooms, lockers are available in the loandesk area. Personal items cannot be left in the lockers beyond the end of the day.

3. Book loan

3.1 Authorization

Access to loans is allowed to institutional and accredited users who stay in SISSA for at least one month.

To use the loan service, users must be registered in the library database. To register, users need:

- A notification to the library from the SISSA offices responsible for managing staff and guests;
- Personal information to be provided to the library staff;
- External users may ask for permission to access the loan service to the Library Head who will grant authorization according to the needs and the guarantees presented.

The library manages users' personal data according to Regulation EU 2016/679 – General Data Protection Regulation and Italian laws 196/2003 e 101/2008. Please see <https://www.sissa.it/it/privacy>.

3.2 Loan

Loans may be performed by loandesk staff or, for users enabled to the service, independently via the self-loan system, during library opening hours.

Printed books may be reserved.

The following materials cannot be borrowed: reference books (as indicated by the location labels on the book spines), journals (except for monographic journals which can be equipped with anti-theft devices).

3.3 Permanent loan

Institutional users who need to borrow one or more books for a longer period than normally allowed can, exceptionally and for specific needs, ask for a so called "permanent loan".

Even if purchased with research funds, books have to be considered property of SISSA, thus they will be catalogued and taken charge of by the library staff, the owner of the funds may ask for permanent loan, in this case the books will not be used for interlibrary loan nor for external users.

In both cases the user commits not to lose the borrowed books, to return them if needed by other institutional or accredited users or when no longer needed.

Annually the library staff will carry out a survey to verify the availability and the conditions of the books on permanent loan.

3.4 Limits (numbers of books on loan and renewals)

The loan period is 30 days. Each user has a maximum number of books they can borrow at a time and of consecutive renewals they can request.

Institutional users	Days of loan	Maximum n. of books	Maximum n. of renewals
Professors, researchers	30	10	5

PhD students	30	5	5
Temporary academic personnel, retired professors/researchers, assistant staff, Medialab, MSc courses students	30	5	2
Reserch fellows, collaboration assigners, professional collaboration assigners	30	4	3
External collaborators (INFN, CNR-IOM, ...) who have an office at SISSA, graduate and undergraduate fellowship holders	30	3	2
Master students	30	2	2
Visiting or training guests formally invited by a SISSA professor via GRS, users with occasional collaboration contract	30	2	1
Accredited users			
Professors of University of Trieste / Udine	30	2	2
Other positions of University of Trieste / Udine	30	1	1
Students of University of Trieste / Udine	30	1	1
External users			
ICTP users	30	2	1

3.5 Renewals

Renewals may be requested by e-mail to loandesk@sissa.it or in person at the loandesk. Users enabled to the self-loan system may renew their loans with the Totem up to one day before the expiration date.

The renewal may be denied if the user has reached the maximum number of allowed loans or if the book has been reserved by another user.

3.6 Loan expiration and return

A book may be returned in person at the loan desk, via the self-loan system or, when the library is closed, placing it in the Book Return Box outside the library.

In order to allow the entire SISSA community to use the Library's resources, after a book has been returned, at least two weeks must pass before the same user can borrow it again.

The library staff sends e-mail reminders 3 days before the expiration date, and in case of overdue loans.

All SISSA users (both institutional and accredited) must return books at least 2 working days before their departure from SISSA. PhD students must return books 2 days before their thesis defense.

Any exception must be arranged with the library staff.

3.7 Penalties

Users who do not return or renew their loans regularly, despite reminders, will receive a warning. Users who persist in managing loans irregularly or not returning books, will have their renewals period reduced.

In order to protect the Library patrimony and ensure all SISSA community the chance to use it, the library staff can include the users in a black list and forbid loans and/or renewals for a period proportionate to the delay.

In the event of damage or loss of books, the user will be excluded from the loan (temporarily or permanently, if recurrent) and will have to purchase a new copy or, if not available, a document of similar economic and scientific value to be agreed with the library staff.

4. Photocopies and scans

Users may photocopy or scan paper documents, within the limits of current Italian laws on copyright, using the photocopier located in the loan desk area (Law n°.633 dated 22.04.1941, the subsequent amendments introduced by law 248/2000 and by Leg. Dec. 68/2003), which set the maximum limit of photocopying at 15% of each volume)