



INTERNATIONAL SCHOOL FOR ADVANCED STUDIES

REGULATION GOVERNING THE INTERLIBRARY LOAN SERVICE (ILL)

The SISSA Library provides the Interlibrary loan service to manage requests for books and theses it does not own. This service operates within the scope of the national and international library cooperation, for non-commercial purposes and according to the library's institutional purposes. By forwarding the request, the user undertakes to use the material received solely for study and research purposes in compliance with the applicable copyright legislation.

Art.1 Definition of User

1.1: Internal users

All users correctly registered in the Library database (as referred to in the general regulation of the SISSA library).

1.2: External users

Libraries and Research Institutes.

Art. 2 ILL for internal users

2.1: Requests

Monographies are to be requested exclusively through the form present on the SISSA library website, using the Ebsco "form" in EDS (SISSA Discovery Service) or by sending an e-mail to the address ill@sisssa.it

The SISSA library does not guarantee that the requests sent with methods other than those indicated will be processed.

Each user can request a maximum of 3 interlibrary loans a month.

2.2: Timing

The SISSA library undertakes to send the request to the lending library within and no later than 4 working days, except in the event of momentary suspension of the service or if the monography is difficult to find. The arrival time of the monography depends exclusively on the lending libraries.

Upon receipt of the material, the user will be advised by e-mail.

2.3: Monography delivery

Monographies, which are still available on the market, must be collected from the loan desk and can be consulted outside of the library after having signed the receipt, which indicates the expiry date of the Interlibrary loan and the physical conditions of the monography.

Monographies considered rare, which are no longer on the market, or in poor physical conditions, must only be consulted in the Library. The user must sign the consultation form, in which they undertake not to take the monography outside the library and to consult it exclusively during the library's opening times.

If the users take the monography outside the library, the staff reserves the right to collect and return the monography to the lending library and, if necessary, to exclude the user from the Interlibrary Loan service.

2.4: Returns

Monographies suitable for consultation outside the Library must be returned to the library staff within and no later than the expiry date indicated on the receipt. The material must be returned in the same condition as it was received. In the case of damage or loss of the monography, the user must repurchase the material, damaged or lost, within the shortest possible time.

If users delay in returning the monography, by even just one day, they will be subject to the payment of any fines requested by the lending library.

Art. 3

ILL for external users

The Library provides the Interlibrary Loan service exclusively with other libraries and research institutes, for its own needs or those of its users, based on free mutual exchange.

Requests forwarded by private users will not be considered.

3.1: Requests

Requests, complete with bibliographic references, must be submitted through the Subito platform or by e-mail to the address: ill@sissa.it

No more than 2 monographies may be requested per month.

The service is provided free of charge.

It is not possible to provide the service if SISSA own the monography requested in e-format only.

Rare monographies, which are no longer available on the market, CANNOT be consulted outside the requesting Library.

3.2: Timing

The Library will process the requests within 5 working days, except in the event of momentary suspension of the service.

3.3: Document delivery

The monography is sent by safe means, such as a courier service or registered letter with advice of receipt.

Art. 4

Restrictions on the use of material provided for internal and external users

The monographies must be used for the sole purpose of study and for strictly personal use. The library will not be held liable in the event of non-compliance with the existing legislation on photocopying (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 fifteen percent of each volume).

Issued with Decree of the SISSA Director n°. 33 dated 28.01.2019 (protocol N°. 1593-I/3)