



INTERNATIONAL SCHOOL FOR ADVANCED STUDIES

## REGULATION GOVERNING THE DOCUMENT DELIVERY SERVICE (DD)

The SISSA library provides a “Document Delivery” service to manage requests for articles from journals and parts of books it does not own. This service operates within the scope of 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 documents 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 D.D. for internal users**

#### **2.1: Requests**

Articles 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 [dd@sisssa.it](mailto:dd@sisssa.it)

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

#### **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 articles are difficult to find. Additional waiting times depend exclusively on the lending libraries.

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

#### **2.3: Document delivery**

The documents are delivered by means of:

- the internal I.T. system, which prints the document only if connected to the SISSA network, for documents requested through the Nilde and Subito platforms or if provided for by the editorial policies
- via e-mail for the articles purchased directly from the publisher or if provided for by the editorial policies
- collection of the paper copy from the Library’s loan desk

## **Art. 3**

### **D.D. for external users**

The Library provides the DD service exclusively with other libraries and research institutes, for its own needs or those of its users, based on free mutual exchange and respecting the applicable copyright legislation.

Requests forwarded by private users will not be considered.

#### **3.1: Requests**

Requests, complete with bibliographic references, must be submitted through Nilde or Subito, or, for libraries outside these circuits, by e-mail to the address: [dd@sissa.it](mailto:dd@sissa.it)

No more than 5 articles may be requested per week per library.

The service is provided free of charge.

Any requests for articles published on journals of which the SISSA library owns only the electronic format will be processed according to the law on copyright and by contracts signed by SISSA with the individual publishers.

#### **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 copies of articles or chapters of books will be sent in e-format by Nilde or e-mail or via mail according to the editorial policies on copyright.

## **Art. 4**

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

The copies of the articles must be used for the sole purpose of study and for strictly personal use. Sending an article in e-format, the user undertakes to produce a single paper copy. 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 or file of periodical).

Issued with Decree of the SISSA Director n°. 33 dated 28.01.19 (protocol N°. 1593-I/3)

