

Library Regulations

(According to D.R.181 - March 14, 2014)

Article 1 – Access

The access to the Library is subject to booking of reading seats and consultation of bibliographic material available.

Bags, backpacks, books and notes must be stored in the dedicated cabinets outside Library entrance. An exception is made for students enrolled in the undergraduate courses of Mathematics and Physics Department.

It is strictly forbidden to reserve seats with any clothing or else, to bring inside food or drinks (except water), to stay in the Library for purposes other than studying or consultation, to disturb other users with all likely behaviours, to damage the bibliographical material.

Mobile phones must be on silent. It is not allowed to make or receive calls, neither is allowed to record or to listen to voice messages.

Article 2 – Opening Hours

The Library has a weekly opening to the public of at least 32 hours. Opening times are exhibited at the entrance of the Library and on-line on both Department and University web site. Any change, for special reasons, will be communicated with notice.

Article 3 – Users

The Library recognizes as own Users the following:

A - Internal Users

- I. Teachers and researchers belonging to Mathematics and Physics Department.
- II. Research fellows, contractors, enrolled in doctoral courses and post-doctoral fellows of the Mathematics and Physics Department.
- III. Students of the Vanvitelli University and Erasmus students.
- IV. University technical and administrative staff.

B - External Users

- I. Teachers from any school, scholars, experts, and simple citizens interested in the mathematics and physics subjects.

Article 4 – Library services

In order to use Library services, it is necessary to subscribe by filling in the dedicated form and to provide a passport-photo.

To each User, a card will be released. The card will be exhibited every time a library service is requested.

All library services are suspended 15 minutes before its closing time.

Library services are:

- **Reference** (article 4.1)
- **Consultation** (article 4.2)
- **Loan** (article 4.3)
- **Document Delivery (DD) and Interlibrary Loan (ILL)** (article 4.4)
- **Photocopying** (article 4.5)

4.1 – Reference

Library staff provides Users with necessary information and service support in connection with Library own heritage as well as all necessary indications for correct use of university database and OPAC.

4.2 – Consultation

The consultation is allowed to all type Users asking for that.

Books allowed for consultation can only be used internally and not allowed to go outside the Library excluding Library Internal Users as per article 3 letter A, point I.

Consultation books time and quantity can change according to type Users so as specified:

Internal Users as per article 3, letter A, point I: 3 volumes for 7 days

Internal Users as per article 3, letter A, points II, III and IV and External Users: 3 volumes to return 15 minutes before Library closing time.

4.3 – Loan

Loan is allowed to all type **Internal Users** requesting for that.

Excluded:

- Rare or valuable items or published since more than 100 years;
- Precarious physical status books;
- Dictionaries, encyclopaedia and bibliographical repertoires.
- Periodicals

Loaned books time and quantity can change according to type Users so as specified:

Internal Users as per article 3, letter A, point I: 45 volumes for 365 days

Internal Users as per article 3, letter A, point II: 10 volumes for 28 days. The loan is, in case, renewable only once for 28 extra days.

Internal Users as per article 3, letter A, points III and IV: 2 volumes for 14 days. The loan is, in case, renewable only once for 7 extra days. To undergraduates who deliver a statement signed by the thesis advisor are granted a loan of 5 volumes for 28 days. The loan is, in case, renewable only once for 28 extra days.

The extension request must be sent the day before loan expiry date or on the same expiring day.

For educational, scientific or administrative reasons it can be requested to immediately return a borrowed book.

If borrowed books are kept beyond the due date, a suspension will be applied from all Library services as follows:

- from 1 to 10 days delay: 1 month suspension
 - from 11 to 20 days delay: 2 months suspension
 - from 21 to 30 days delay: 3 months suspension
- and so on

The suspended user must return all books on loan.

4.4 – Document delivery (DD) and InterLibrary Loan (ILL)

The Library is providing both in entrance and in exit Document Delivery and InterLibrary Loan (ILL) services. The above services are solely provided for study and research purposes in compliance with the applicable copyright legislation.

Services are usually free of charge. Should the lender asking for money to deliver articles or to ship books, such amount will be paid by the User.

The Library provides the InterLibrary Loan service exclusively with other Libraries who will pay for shipping costs when returning a book. The loan time is max. 30 days. It is not allowed to ask for more than 1 book at a time.

4.5 – Photocopying

The photocopying service is limited to scientific articles in paper format only and on periodicals owned by the Library itself and always in accordance with copyright legislation.

Article 5 – Internal Scientific Commission

The Library is supported by an internal scientific commission that meets at least 1 time/year. It is made of: Library Manager, Mathematical and Physical Department Director and a Delegate.

Commission tasks are:

- to issue directives such to increase and enhance Library heritage;
- to examine purchasing proposals and donations of books and periodicals;
- to examine inventory discharge proposals of the bibliographical material which is irreversibly damaged;
- to deliberate on damages compensation to the Library heritage.

Article 6 – Purchasing Politics

The bibliographical material is purchased according to Library purpose and financial disposal. Purchasing material proposals are presented by filling in and subscribing a form that will be delivered to the Library on the first 20 days of February, June and September.

Article 7 - Donations

Library welcomes any gifts and documentary donations from private citizens, authorities and associations. Donations represent an important and relevant integration to the Library heritage however, in order to stick to the nature and purpose of the Library and also for room needs, donated material will be deeply evaluated by a Scientific Commission that will decide if to include. Therefore, it is necessary for the Donor to make a list of suggested titles to donate (in case of periodicals to also attach a specification of the years and to indicate as if completed) is strictly necessary for the analysis.

Article 8 – Measures to protect Librarian Heritage

Library material is in User's responsibility at all times when using it including protection to keep the integrity until returning it. When registering an item to borrow the User must check the status and if any damages to inform the library staff. It is strictly forbidden to write in, mark, or otherwise deface or damage library material.

When returning borrowed material both the User and Loan Responsible must check the integrity and document conservation status.

In the event of loss or damage, the User is liable to immediately purchase the item. For materials out of the market, the User will refund with market price/value.

Should the User not return the borrowed item he/she will be excluded from Library services.

All borrowed books must be returned before presenting the form for graduation exam admission, before moving on to another University, before moving on to another graduation course within the University, before study abandoning. Furthermore, the User must deliver to the own Student Segretariat, the declaration of non-possession of books - viewed and signed by the Library Manager.

Article 9 - Books check-list

In accordance with Administration, Finance and Accounting Regulation (D.R. 85 – February 04, 2014), a checklist of bibliographical material must be done at least every 3 years. Therefore, on specific request of Library Manager, all borrowed material must be returned.

Ufficio di Biblioteca del Dipartimento di Matematica e Fisica

Viale Lincoln, 5 - 81100 - Caserta (CE)

Tel. 0823-274711 e-mail: uff.biblio.dmf@unicampania.it