

Internal Regulations

**Reference No. 123036
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Art. 1 - Purposes

Mission of the Library of Department of Psychology is to be supportive to research and teaching. For this reason, it must aim to promote study and research in the disciplinary field of reference thanks to offering services that are able to satisfy widely users' needs, real and eventual ones that can potentially to use its resources like students, researchers, professors and assistants. It encourages the promotion and enhancement of its and University wealth of knowledge.

Library is specialized and special at the same time: It is *specialized* because treats a specific learning: the Psychology and all its areas of application; is *Special* because offers services to guarantee the accessibility to all students with different kinds of difficulties.

Art. 2 - Opening time

The library is open to the public non-stop:

- Monday - Wednesday - Friday: 8:30 a.m. - 4:00 p.m.
- Tuesday - Thursday: 8:30 a.m. - 5:00 p.m.

for a weekly total of 39 hours and 30 minutes

Services are in a different time:

- **Bibliographic material consultation is possible** From Monday to Friday 8.30 a.m. - 3.30 p.m.

The bibliographic material in consultation must be turned to staff categorically TEN MINUTES before closing time to put back it on the shelves.

- **Internet access:** from Monday to Friday 9:00 a.m. - 3:00 p.m.
- **Document delivery:** from Monday to Friday 8:30 a.m. - 3:30 p.m.
- **Reprography:** from Monday to Friday 8:30 a.m. - 3:30 p.m.
- **Reference service:** from Monday to Friday 8:30 a.m. - 3:30 p.m.

Library time any changes for service needs will be promptly notified.

Art. 3 – Access and Consultation

The access of the Library is public and allowed to all users through the annotation on attendance register showing a valid identification document and leaving bags in the specific lockers.

Library makes available some PC to consult its collection and online databases through an appropriate sign for specific signs:

- Pc for collection consultation
- Pc for bibliographic research
- Pc for disabled users

Computer access is allowed two hours a day at most and exclusively for research needs. IT ISN'T ALLOWED FOR PERSONAL ONES.

PC improper use causes exclusion from the service.

The consultation is allowed only in reading room.

Users can't leave the library before coming back the material to reading and may request only two monographic volumes and a single journal year (12 issues) at a time.

Requests must be done using contact forms and are accepted not later than 30 minutes before closing time.

Art. 4 - Reference Service

Library offers a Reference Service to consult the University OPAC (Online Public Access Catalogue) and the online bibliographic databases and provides also support to bibliographic research. The service is possible on site and remotely. (Call or send a mail for relative information).

Art. 5 – Library Loan

Bibliographic material is guaranteed for:

- a) University teaching and administrative staff.
- b) Scholars who were provided with Head of Department or Reference Teacher's written authorization.
- c) University students, students in mobility and graduate school ones with a teacher's guarantee.

Users can request two works at a time. The length of loan is 30 days. It may be extended (also by phone) only a time for 15 days within 3 days before the due date. Loan renew is possible only if the material is not booked for another user. Failure to comply of the return date leads temporary exclusion from the service.

Repeated instances of non-compliance with mentioned rules leads definitive exclusion from the loan.

Loan is not possible for:

- a) *Opere omnie*, donations, encyclopedias, treatises, dictionaries and all reference works.
- b) Textbooks for exams.
- c) Journals, miscellanies, abstracts, rare and valuable books.
- d) Material on magnetic medium.
- e) Teaching aids.
- f) Damaged books.

Art. 6 – Document Delivery

Library offers Document Delivery professors, researchers, PhD members, students. To that extent, library adheres to NILDE (Network Inter-library Document Exchange), a project promoted by “CNR of Bologna” (a territorial research area) that encourages cooperation between Italian and foreign library.

Users may request a maximum of 6 pieces per week.

Waiting time depends on response time of the other libraries. Eventual cost is charged to the user.

Art. 7 - Reprography

Reprography means bibliographic material reproduction thanks to photocopy, digital photography and scanning.

Library offers a reprography service: showing a valid document, users can be authorized by the Head of Library to make copies for personal use of “opere dell’ingegno” (intellectual property) in return for payment and in accord to the law no. 248 of 18th February 2000 “Nuove Norme di tutela del diritto di autore” - Gazzetta Ufficiale 4th September 2000, n° 206 (New Rules for copyright protection), within the limits of 15% of each volume or journal issue except advertising pages.

The library offers a document delivery to disabled users in accordance with current legislation.

Bibliographic material printing service is provided in return for payment.

It's forbidden to print and make copies of documents not belonging to the library.

Art. 8 – Behaviors and penalties

In Library is forbidden to:

- a) Make marks and write on books or cause everything kind of harm to bibliographic material;
- b) Stay in reading room for not study reasons;
- c) Introduce food and beverage;
- d) Disturb the other users in any way;
- e) study and speak loudly;
- f) smoke;
- g) use the smartphones;
- h) use the furniture, equipment and spaces (e.g. sitting on the table) in a wrong way;
- i) use PC for not bibliographic consultation,
- j) It's prohibited particularly to use mail, to surf the internet for not study and research purposes and to damage software and hardware equipment available to users;
- k) Access in staff's reserved areas and its devices and materials without authorization.

Whoever does not respect the bans of art. 8 or is responsible for stealing or damage will be exclude temporarily or definitively to library.

If loaned material does not give back in time, user will be invited to return and replace it with another identical piece. If material is out of print, user will be invited to pay damage on the recommendation of the Head of the Library.

After 30 days, the Head of Library will provide to exclude from the loan and denounce to the judicial authorities the defaulting user.

Caserta, 11.10.2016

Il Responsabile Amministrativo

Dott.ssa Maria Elena Sportiello

