



UNIVERSITÀ DEL PIEMONTE ORIENTALE
BIBLIOTECA DEL POLO UNIVERSITARIO
DI NOVARA "Rita Fossaceca"

Regulations

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Section I – General information

Art. 1 – Institutional name

Novara on-campus university library “Rita Fossaceca” (hereinafter referred to as “The Library”) has been instituted with a resolution established by the Academic Senate on the 14TH of April 2023. With this resolution the previously three distinct departmental libraries of Economics, Pharmacy and Medicine and Surgery ceased to exist. The new Library unifies the expertise and administrative management of the previous ones within the premises of the campus, in building E (via Ettore Perrone 18).

The Library was opened to the public on the 20TH of March 2023 by the Rector of the University and by local authorities. The Library is dedicated to the memory of Rita Fossaceca, a doctor and researcher in our university who was sadly murdered in Kenya during an attack at the orphanage she was volunteering at.

Art. 2 – Affiliations

The Library is affiliated to the following departments:

- Department of Translational Medicine (DIMET);
- Department of Health Sciences (DISS);
- Department of Pharmaceutical Sciences (DSF);
- Department of Economics and Business Studies (DISEI).

Art. 3 – Mission

The Library pursues its mission to support research and teaching within the subjects of the affiliated departments.

The Library grants access to its resources and services in accordance with the rules established for each service and tailored to the specific needs of the different kinds of users; aims at the safe keeping of its collections and ensures its services to support teaching and academic research, in accordance with the “*Carta dei servizi del Sistema Bibliotecario di Ateneo*”,¹ in compliance with the general rules established by the University Library System (SBA) and the purposes outlined by the Library Council.

The Library guarantees accessibility and inclusion and is engaged to remove all barriers for a wide use of its services and to offer tools and resources for the access to its bibliographic collections.

The Library provides access to its resources for faculty, researchers, students and university staff as well as external professors, researchers and users.

The Library acquires, organizes, catalogues and preserves bibliographic resources to support academic and research activities in accordance with professional standards and with the aims set up by the Library Council.

The Library signs agreements for cooperation with local authorities and individuals to

¹ <https://www.uniupo.it/it/ateneo/regolamenti-trasparenza-sindacati/normativa>

enhance its services.

The Library provides services according to the widest user needs satisfaction. Library staff acts and works with users in a collaborative relationship .

Art. 4 – Governing bodies

The Library governing bodies are the Library Council and its President.

Its composition and roles are set out in the “*Regolamento generale di Ateneo*”.²

Art. 5 – Cooperation and agreements

The Library, either directly or through the University Library System (SBA), encourages cooperation with other institutions, libraries and library systems, both in Italy and abroad; the Library is part of associations with similar goals and promotes agreements for a better and wider resources and knowledge exchange.

The updated list of the affiliated institutions is available on the dedicated webpage.

Art. 6 – Cultural activities and third mission

On the basis of available staff and economic resources the Library promotes cultural activities aimed at enriching knowledge and academic life of the university community through meetings, conferences, exhibits and other events that may encourage a debate on academic and cultural topics.

Furthermore, the library is engaged to promote reading and organizing activities with all schools in the area as well as cultural events (such as exhibits, presentations, guided tours, ecc.) also in partnership with external parties.

Art. 7 – Bibliographic resources

Art. 7.1 – Print collections layout

Print collections are mainly located on open shelves. Rarely requested resources are stored.

Art. 7.2 – New acquisitions

Librarians manage the acquisition of new resources by taking in consideration the required exam texts list published on the university website and suggestions from users and Library Council.

The Library may acquire books, journals and other resources on any support and format depending on funds availability and according to the rules established in the different University Regulations.

The Library acquires and makes available a wide variety of resources reflecting

² <https://www.uniupo.it/it/ateneo/regolamenti-trasparenza-sindacati/normativa>

plurality and diversity of all disciplinary fields covered by the affiliated departments; all resources are selected and managed according to international professional criteria.

As part of the Third Mission the Library acquires high-quality scientific publications intended also for non-specialized audiences.

Art. 7.3 – Donations

Books and other library materials are accepted or refused in accordance with specific rules.³

If donation is accepted the Library is allowed to select the materials and might choose not to accept what is not relevant or outdated.

Art. 7.4 – Collections review and discarding process

Library bibliographic resources are inalienable. However, in order to keep the collections updated, such collections are periodically reviewed, and material judged as no longer adequate can be discarded. Review and discarding procedures are supervised by the librarians in accordance with the current guidelines.

Lost or missing bibliographic material is added to specific lists in accordance with the law.

Art. 7.5 – Acquisitions with faculty funds

Faculty members who want to purchase resources with their own research funds have to send their request via e-mail indicating author, title, publisher, publication year and ISBN, EAN or ISSN.

Library staff will take charge of the necessary administrative procedures, in agreement with the accounting office, and once the material has arrived will notify it to the interested parties.

Faculty who own the funds can borrow the purchased material for two years, the period can be further extended. As the loan expires the material comes back to the library and is made available to all users.

Art. 8 – Opening hours

The library is open to the public from Monday to Friday. It is closed during legally recognised holidays and on further dates established by the University.

Opening hours are set by the Library Council in accordance with the Carta dei servizi del sistema bibliotecario,⁴ and are published on the library web page.

Should there be any variation, it will be communicated through proper channels.

Library services are available until 15 minutes before closing.

³ <https://uniupo.it/it/ateneo/donazioni>

⁴ <https://www.uniupo.it/it/ateneo/regolamenti-trasparenza-sindacati/normativa>

Art. 9 – Access to library premises

Access to library premises and its resources is permitted to all kinds of users.

Before accessing the premises users are required to leave their bags in the lockers. Details on how to use them are provided on the website and in the area closed to the lockers.

Lockers can be used just by library users during opening hours.

Users are responsible for the correct use of the lockers and for the safekeeping of the keys.

After closing hours or in case of improper use of the lockers, library staff is authorized to open and empty them.

Section II – Users

Art. 10 – Types of users

Art. 10.1 – Institutional users

Institutional users are students, PhD students, those attending master's degrees, postgraduate training and specialization courses, *alumni*), faculty staff members, researchers, administrative staff and all those who enter into a formal relationship with the University.

ERASMUS students can access the Library services during their study period at the University which has to be properly documented.

Art. 10.2 – External users

Anyone who is not an institutional user is qualified as an external user, including associations, institutions and other universities either affiliated or with a reciprocal agreement with the Library.

As external users access the Library they are inserted into the library management system and the record is kept for a year (renewable). Terms of specific agreements apply for users or institutions affiliated through agreements or reciprocal arrangements.

Art. 11 – Conduct

Users are required to follow the rules here established and to adopt a proper behavior when using bibliographic materials, services and spaces.

Within the Library premises personal mobile phones, laptops, tablets and other portable devices must be switched to silent-mode; phone calls are forbidden. Eating and drinking (except water) are also not permitted.

It's forbidden to change the layout of chairs and reading tables. Personal belongings should not be left unattended or used to reserve seats. Unattended items may be removed by the librarian.

The Library accepts no responsibility for the loss of laptops and other personal belongings in the Library.

Access to the Library premises with large packages is also forbidden.

Books, equipment and furniture must not be damaged or defaced in any way. Users shall normally be required to make good any damage caused to Library items, equipment, furniture or premises.

Any user contravening these regulations may be banned from the Library and excluded from its services. Should such behaviours persist, the user will be reported to the competent University bodies for disciplinary assessment.

Art. 12 – Users’ suggestions and complaints

Users may propose the purchase of bibliographic material by providing the references of the publication.

Users can, on their own or through any associative form, suggest any improvement to the library services.

Users can also make criticism or complaints about the services offered to which they will receive a substantiated reply.

Suggestions and complaints cannot be anonymous and must be sent by e-mail at the following address biblioteca.polonovara@uniupo.it.

Art. 13 – Information and communication policy

The Library ensures that users are fully informed about its services and how they are delivered through this ruling document. Any procedural change will be promptly notified by library staff.

Users are allowed to file a complaint against such decisions.

Art. 14 – Protection of personal data and confidentiality

The library guarantees privacy when treating users’ personal data in compliance with current law.

Section III – Services

Art. 15 – Borrowing

Art. 15.1 – Terms, loan maximum number and periods

Borrowing is free of charge and is available to both institutional and external users who have signed up for library services.

Institutional users can access the following loan types:

- a) Daily loan: for exam textbooks and other material, both appropriately marked,

and journals. Users are required to return them at the loan desk within library closing time;

b) Loan of exam textbooks: up to three books for 15 days. Loan can be extended for further 15 days;

c) Loan of other texts for a month. Loan can be extended for a further month.

Overall, it is forbidden to borrow more than 10 items at a time.

External users can borrow up to 3 items, except textbooks, for a month only, loan renewal is not permitted.

Art. 15.2 – Suspension from loan service

As the loan period expires users are allowed to return the borrowed items in the following 4 working days without any penalty. After this deadline users will be suspended from the loan service for 30 days, plus the number of days of delay. If the book is not returned despite the notices, this will be forwarded to the relevant government bodies for disciplinary ruling.

The borrowed items must be returned in the same state and condition they have been issued by the library, no underlining or note taking on the books is allowed. Should users lose a book or return it damaged, they will be asked to purchase it on their own or, should such a book not be available anymore, purchase bibliographic material of equal value according to Library instruction. Users are suspended from the loan service until they have refunded the Library.

Art. 15.3 – Delegation

Book loan is strictly personal. If users cannot pick up their book in person, they can delegate someone else. The authorised person will be required to show at the loan desk the delegating document, the copy of his/her personal identity document and the copy of the personal identity document of the delegating user. It is also possible to use a *form* for a digital delegation, such form is available on the library website⁵ or by sending copies of the identity documents of both parties at biblioteca.polonovara@uniupo.it.

Art. 15.4 – Items not available for loan

Some books are not available for loan and can be consulted in the library reading rooms only.

Art. 15.5 – Thesis consultation

Copies of some dissertations from the courses of affiliated departments are stored in the Library. They are not available for loan, they can only be consulted if the author has given his/her consent. Any reproduction is not allowed.

On the library website there is a list of available dissertations and the consultation request form for the dissertations with author consent.

Most recent dissertations are collected in digital format and are accessible through

⁵ <https://forms.gle/TwtMRsYVPXJ6dPRw5>

the UNITESI portal.

Art. 15.6 – Books and articles delivery

Books and volumes can be delivered to the different University buildings in Novara where book returning boxes are located.

With a previous notice sent via email also articles requested through Document Delivery service can be picked up at the reception where the book returning box is located.

Art. 16 – ebook loan

The Library offers an e-book loan service. The maximum number of loans and its modalities are indicated on each ebook borrowing platform.

An updated list of platforms and their loaning modalities are available on the Library's website.

Art. 17 – Interlibrary and intersystem loan

Art. 17.1 – For institutional users

Institutional users are allowed to request up to three books at a time.

The service is free of charge. Should the lending library require a fee, the costs are charged to the user.

The delivery time depends on lending libraries and on postal service (on average 15 days). The requested book will be available at the loan desk at the Library. The lending library establishes loan time and conditions.

Art. 17.2 – For libraries

The service is managed on the basis of free of charge reciprocity. Requests (up to 3 requests at a time) are sent via email, through ILLSBN or through the Sebina form. The loan lasts for 60 days, including delivery time.

The interlibrary loan is not available for exam textbooks, for research texts purchased in the last three years and texts available for daily loan.

Art. 18 – Document delivery

Art. 18.1 – For institutional users

Through the NILDE⁶ portal users can request up to 10 articles at a time.

The service is free of charge. Fees required by the lending libraries are charged on the users.

Delivery time may vary depending on the lending libraries (on average 3 / 4 days). Users are required to pick up the requested articles at the loan desk within 30 days.

⁶ <https://nilde.bo.cnr.it>

After such a deadline, the articles will be thrown away and the user will be suspended from the Document Delivery service for 30 days.

Art. 18.2 – For libraries

The service is managed on the basis of free of charge reciprocity.

Articles are to be requested through NILDE⁷ or email (biblioteca.polonovara@uniupo.it).

Art. 19 – Reference/bibliographic information

The reference/bibliographic information service aims to set up the best research strategy for the users, to find books, journals and other resources, to give tips on the use of the different on-line catalogues and databases the SBA subscribed to.

This service is available by appointment.

Art. 20 – Training and further education

During the academic year the Library organizes theoretical and practical training aimed to introduce to its users all the available services and resources, to increase users' skills in retrieving and using bibliographic resources and in setting up research strategy, in particular concerning electronic journals and databases.

Such activities may be delivered in presence, on-line or through distance learning.

Art. 21 – Study stations

Workstations and Sofas in the Smart Areas are available upon reservation.

Reservation instructions and length of stay are indicated on the Library website.

Art. 22 – IT services

Art. 22.1 – Credentials

Institutional users will use their institutional credentials.⁸

External users are required to ask for information about access modalities at the loan desk.

Art. 22.1 – Use of the Library computers

Access to the Library computers is allowed through institutional credentials.

Art. 22.2 – Accessing the internet via WiFi through personal devices

Institutional users can connect to the university network UNIUPOWiFi. The Sign-In instructions are detailed on the website page "Accesso alle reti WiFi".⁹

⁷ <https://nilde.bo.cnr.it>

⁸ <https://www.uniupo.it/it/servizi/servizi-informatici-e-online>

⁹ <https://www.uniupo.it/it/servizi/servizi-informatici-e-online/accesso-alle-reti-wifi>

Art. 22.3 – Printing and photocopying

The Library offers an all-in-one printer. Instructions for the use and the payment of credits are available on the page “Servizio Printing” on the university website.¹⁰

Art. 22.4 – Remote access to digital resources

Institutional users can access the Library digital resources remotely. Access modalities are detailed on the SBA website.¹¹

Section IV – Final provisions

Art. 23 – Approval of the regulation and/or entry into force, referral rules

This regulation has been written in accordance with the Carta dei Servizi del Sistema Bibliotecario di Ateneo and with the Regolamento Generale di Ateneo.

This regulation may be amended with prior approval of the changes by the Library Council.

Footnotes in this document are not to be considered as part of the regulation and may be modified by library staff in order to keep the referral links updated.

¹⁰ <https://www.uniupo.it/it/servizi/servizi-informatici-e-online/servizio-printing>

¹¹ <https://sba.uniupo.it/biblioteca-digitale/modalit%C3%A0-di-accesso-alla-biblioteca-digita>