

Rules of the Library of the Departments of the Medical Area (Compliant with D.R.181 of 14/03/2014)

Art. 1 – Functions and general provisions

1.1 The Library of the Departments of the Medical Area, established with D.R. N, 1071 of 09.03.2004, has the main objective of being a support to research and teaching. In this regard, it is aimed at promoting study and research in relevant disciplinary field through an offer of services able to largely satisfy the needs of all users, both actual users and those who can potentially use these resources: students, researchers and professors, collaborating in the promotion and enhancement of the wealth of knowledge of their own structure, as well as the University itself.

1.2 It is a library specialized in medical disciplines and in all its fields of application, and these regulations, in application of the rules contained in the Regulations of the University Library System, hereinafter referred to as SBA and issued on 14 March 2014 with D.R. 181, regulates the provision of services to all users, including those in difficult conditions.

Art. 2 – Admission to the library

Pursuant to art. 3 of the SBA Regulation, the access to the library and on-site consultation are allowed to students and teachers of Universities and/or research institutions, both national and international. The library is also open to all SUN staff.

- Can be considered as internal users:

- a) The teaching staff of the Second University of Naples, including anyone who also carries out teaching or research activities in the University, even temporary, and all the technical- administrative staff as well as PhD students and postgraduates;
- b) students regularly enrolled at the University.

- Can be considered as external users:

- a) All those who, for reasons of study or research reasons, have been accredited directly by the head of the Library, or by the coordinator of the SBA;

b) students, teaching and technical-administrative staff belonging to scientific and cultural institutions with which the Second University has entered into specific agreements or memoranda of understanding.

- 2.2 All those who, for reasons of study or research, need to be accredited as users must submit a reasoned request for authorisation, which is subject to the approval of the manager. If the request is accepted, the manager sets the period of time for which the user can use the services. The manager also establishes which services the user can access.
- 2.3 The use of computer workstations and access to the Internet is permitted only for research and study purposes and in accordance with the principle of workstation rotation.

Art. 3 - Timetable

- 3.1 The Library of Departments of the Medical Area is open to the public on the days and times posted at the entrance. Pursuant to art. 3.1 of the **Operating Regulations of the SBA and the University Libraries (D.R. N.181 of 14.03.2014)**, the opening hours to the public cannot be less than 32 hours per week, divided into five days.

Any changes to the library opening hours due to service needs, will be promptly communicated with a notice.

Art. 4 - Information and assistance service

- 4.1 The library provides an information and assistance service (Reference Service) for the consultation of the University's online catalogue (OPAC - Online Public Access Catalog) and the University's online bibliographic repertoires (Databases) as well as research assistance bibliographic references and on how to find bibliographic material (This service is provided both on site and remotely (informations requested and provided by e-mail or telephone).

Art. 5 - Lending

- 5.1 The Library of the Departments of the Medical Area, as a specialized library in the scientific area, is required to provide continuously updated information, therefore it mainly purchases electronic resources (databases, electronic periodicals, e-books) available online on our University website and can be consulted from workstations inside the University, or from anywhere through the connection to the University proxy.

For printed material: complete works, gifts, encyclopedias, treatises, dictionaries and all the works of widespread consultation, textbooks recommended for exams or periodicals or miscellaneous, on-line consultation is guaranteed to:

- a) Teaching staff and technical-administrative staff of the University.
- b) Students who have written authorization from the Director of the Department or reference Teacher.
- c) Students of the University, students in mobility and students of specialization schools, subject to the guarantee of a teacher.

5.2 A maximum of two works can be requested at the same time. Failure to return within the prescribed terms, and prolonged or repeated non-compliance with these rules will result in definitive exclusion from the loan..

5.3 The material given for consultation must be returned to the personnel in charge to place it back on the appropriate shelves, **peremptorily** TEN MINUTES before closing.

Art. 6 – Request Aand Supply of articles (*Document Delivery*)

6.1 The library provides the service of retrieving articles held by other libraries to teachers, researchers, PhD students and students. In this sense, the library adheres to the NILDE consortium (Network Inter-library Document Exchange), a project promoted by the CNR of Bologna which promotes cooperation between Italian and foreign libraries.

No more than 3 articles per week can be requested, if they are not part of our possession. The waiting time is independent of the library and is subject to the response times of the supplying library. Any cost of expenses is entirely borne by the user.

Art. 7 - Reprography

7.1 Reprography means the reproduction of bibliographic material by photocopy, digital photography or scanning.

7.2 The Library provides a photocopying service: users can, upon issuing an identity document and subject to the authorization by the Library Manager, reproduce original works for personal use through photocopy, xerocopy or similar system.

7.3 All reproductions are subject to the limitations established by Law N. 248 of 18/2/2000 "New rules for the protection of copyright " (Published on the Gazz. Uff. 4 September 2000, n. 206)

and precisely at fifteen percent (15%) of each volume or periodical issue, excluding advertising pages.

7.4 Reprography of documents not belonging to the library is prohibited.

Art. 8 - Behaviour and sanctions

8.1 In the library it is forbidden:

- a) Make marks or write on the books or cause damages of any kind to bibliographic material;
- b) Stay in the reading room for purposes unrelated to the study;
- c) Introduce food or drinks;
- d) cause disturbance in any way to other users;
- e) speak and study aloud;
- f) smoke;
- g) use mobile phones;
- h) improper use of furniture, equipment and environments (ex. sitting on tables);
- i) use IT tools for purposes other than bibliographic consultation, in particular it is prohibited to use e-mail, to surf the Internet for purposes other than study and research and to tamper with the structure of the software and hardware equipment made available layout;;
- j) enter the rooms reserved for personnel without authorization and use equipment and materials assigned to them.

Anyone who does not comply with the prohibitions set forth in art. 8 or is responsible for theft or damage is excluded, temporarily or definitively, from accessing the Library, and will be invited to return the work and replace it with another identical copy, if the work is not on the market, the user will be invited to compensate the damage on the recommendation of the Library Manager.