

## THE LIBRARY SERVICES REGULATIONS

*Approved on 27th November 2008 by the Board Of Directors of Institution Biblioteca Comunale di Montebelluna*

### 1. READING AND REFERENCE SERVICE

The user can directly take advantage of the reference of the bibliographic estate and periodical publications of the library. The search must be performed by consulting the library catalogue, up-to-date online, which can be consulted also in the library internet site.

### 2. LOAN SERVICE

The loan service is guaranteed only to those who provide an unexpired identity document and sign the service regulations of the library. Children and teenagers who do not hold an identity document must have their parents vouch for them by signing an authorization voucher. The library card is nominative, free of charge and it is released after the insertion of the applicants registry data, who must inform the library of possible changes of residence and telephone. In case of loss of the card, the user can ask for a duplicate. The reprinting is against payment.

#### 2.1 Instructions for loan

The library can give on loan:

- 6 volumes and 3 reviews for 28 days (a particular authorization is released to the teachers who work in Montebelluna schools, which can borrow a most of 25 books at a time);
- 2 musical CDs , 1 CD ROM game, a game of the playroom for 14 days;
- 1 VHS or 1 DVD for 7 days.

Except for VHS and DVDs, the loan can be extended for a maximum of two consecutive times by request at the library desk, by telephone or by e-mail.

The user has to give back the borrowed documents by the deadline. The delay, after the sending of two written reminders, entails the suspension of services for a period that will be proportional to the accumulated delay.

In case of belated returns of VHS and DVDs, the user has to pay a fine. Every day of delay entails an increase of the sanction.

All the borrowed documents must be treated carefully, and cannot be spoiled or damaged. The user, at the moment of return, has to report operational defects of the audiovisual documents or possible damages of the books.

In case of loss, damage, or non-return of the material, the user has to replace it with an exact copy or with an equivalent document, according to the instructions of the library staff.

#### 2.2 Inter-librarian loan service and documents supply

The following services of loan are available in the library:

- Provincial inter-librarian loan, free of charge;
- Extra provincial and international inter-librarian loan. The user has to cover the forwarding charges;
- Document delivery. The user has to cover possible charges.

### 3. VIDEO AND TAPE LIBRARY SERVICE (INTERNET AND MULTIMEDIA POSTS)

Access to the multimedia posts is allowed only to the owners of the library card who have endorsed the access and operating instructions form.

The Internet users have to deposit a copy of an unexpired identity document.

The minors have to present the above-said form signed by a parent and the copy of an unexpired identity document of the same parent.

In the youngsters section the access to the Internet service is allowed to people under the age of 15 and, for their guardianship, the presence of a parent is compulsory during the first navigation.

Access to Internet, the printing and the acquisition of saving supports is a service against payment according to the rate decided by the Board Of Directors.

The user who doesn't respect the undersigned instructions will be suspended from the service and, in any case, Internet is not available for illegal aims.

The user is directly responsible, civilly and criminally, according to the regulations in force, for the use of Internet.

The accesses to the network are registered and can be checked by requesting of the competent authorities. (ex. Polizia postale); it is not possible to be admitted to the video and tape library service without the library card.

#### 4. PLAYROOM SERVICE

Children who want to be admitted in the playroom must own the library card. Access to the playroom is allowed only to people under the age of 11 and to those who take them in.

The library card has to be handed, at the moment of the entrance, to the head of the playroom who will return it at the moment of the exit.

Children under 7 must be brought and looked after by an adult for the entire time in the playroom.

The library staff is not responsible for the children who spend the time in the playroom and their behaviour falls upon the responsibility of their parents.

Children and parents have to behave in a civil way, in order to keep a peaceful and safe environment. In case of improper conduct, staff are allowed to send children out from the playroom.

Owing to the educational environment of the library, we urge you to treat with care all the objects of the playroom; the user has to use only one game at a time, tidy it up and keep a low tone of voice.

In the case of reducing the number of users for its capacity, access to the playroom can be temporarily limited or suspended at the discretion of library staff. In this case, users of the playroom can be invited to leave the playroom after a permanence of one hour, so as to enable other users to take advantage of the service.

#### 5. LOCAL DOCUMENTATION

The reference timetable coincides with the opening timetable of the library.

The user who wants to refer to the documents has to:

- o Own the library card;
- o Entrust an unexpired identity document to the librarian;
- o Fill in the access form with the following information: name, surname, number of the card, type of document, collocation of the document and aims of the search, in case of iconographic material.

The user can refer to three documents at a time.

The final-year student can consult the graduation thesis, for public use, by previous written authorization.

#### 6. NEWSPAPER AND PERIODICAL LIBRARY SERVICE

The area of the newspaper and periodical library is for reference and reading.

The user is requested not to consult more than one review at a time, in order to enable a wider fruition.

The user can only borrow the back numbers of periodicals and reviews.

It is permitted to read newspapers and periodicals in the other areas of the library with previous agreement with the library staff.

.....  
I, the undersigned .....card  
number.....

enrolled at the Biblioteca Comunale di Montebelluna

parent or guardian of the minor

I take note and engage to respect and enforce the conditions of the services regulations of the library approved on 27th November 2008 by the Board Of Directors of Institution Biblioteca Comunale di Montebelluna.

I, the undersigned consent the processing of personal data, provided for this enrolment, for information relating to the services of the library. I am aware that I have the capability to know and modify any details and to object to the processing of my personal data according to the Dlg. 196/2007 art 7.

Done at Montebelluna on .....

Signature .....