

POLIMODA	Nome documento: REGOLAMENTO CENTRO DI SERVIZI E DOCUMENTAZIONE	Codice documento: R7-5-3
	File di archivio: R7-5-3g Documentation Center Regulations	Data emissione: 02/10/08

Student's Name and Surname (in block letters – legible)	
---	--

**CENTRO DI DOCUMENTAZIONE MATTEO LANZONI
[DOCUMENTATION CENTRE MATTEO LANZONI]**

REGULATIONS

They specify how to access and consult materials held at Polimoda's Documentation Centre.
They apply to all users of the Centre.

INTERNAL AND EXTERNAL USERS

Officers: Documentation Centre Staff

Internal users: Polimoda's teachers, students and employees

External users: alumni of Polimoda, students from other institutions, companies and professionals.

DESCRIPTION

1.

The access to the Centre is open to everybody, who has an interest in studying and consulting the owned material. Polimoda's teachers, current students and employees have free access to the borrow services both in the reading room and with home delivery. Students attending the following courses make exception and are only allowed to consult books: financed, Summer and short courses, courses organized by Polimoda s.r.l. as well as the Orientation course.

External users are given access to the services according to the following conditions and are obliged to pay a registration fee:

Students from other educational institutions or from universities are to pay a fee (see attached table) and to show an ID and evidence of their current attendance as students;

Professionals are to pay a fee (see attached table) and to show an ID;

Polimoda alumni are subject to the same conditions of students from other institutions.

Alumni have free access if they have finished the courses of Fashion Design, Design Footwear & Accessories, Patternmaking, Marketing, the Masters and ISIA-Polimoda within an year.

2.

Users have direct access (open consultation) to: books, current and some past issues of periodicals (see list in the reading room), commercial catalogues and look books.

Regarding audiovisual material and some valuable books kept in the closets, users must refer to our staff.

The consultation service of the newspaper library is subject to appointment and to the following conditions:

- The request must be made for past issues of periodicals stored in the archives and thus not immediately available (these periodicals are marked in the on-line catalogue as ACCESSO RISERVATO);
- The material will be available on the day after the request;
- Every user is allowed to request up to five boxes of periodicals per day (consult the Topographic catalogue of periodicals to check the recurrence);
- Users are not allowed to keep on the table more than five boxes of periodicals;
- Students and teachers of Polimoda can consult the newspaper library after having produced a letter from the Head department showing the aim of their research;
- Students from other institutions are allowed to consult the newspaper library after having produced a letter from their teacher showing the aim of the research;
- Periodicals (except those stored in the reading room) cannot be photocopied, but just photographed, however respecting their copyrights.

3.

To be entitled to the home delivery, students must show their student ID (libretto) provided with photograph, stamp of the current academic semester and library barcode.

The length of a home loan is of seven (7) days. Users are allowed to borrow up to three (3) items at one time, be they monographs or movies. Document reservation service is not available. The loan is not renewable.

The Centre Head Librarian has however the faculty of asking to return items in every moment.

<i>POLIMODA</i>	Nome documento: REGOLAMENTO CENTRO DI SERVIZI E DOCUMENTAZIONE	Codice documento: R7-5-3
	File di archivio: R7-5-3g Documentation Center Regulations	Data emissione: 02/10/08

In case of return delay, users may be suspended from the loan for a period of time decided by the Librarians; users may also be suspended from the delivery of marks and certificates, as well as from the stage period or from the free access during the first year after graduation.

Certain items are excluded from the home delivery: periodicals, reference books, valuable items, audio-visual material (with the exception of movies), non-book material (commercial catalogues, look books, photographs).

4.

Users can ask for purchases of books or other material by signalling to the library.

5.

In the reading rooms of the Centre, users have to maintain a behaviour appropriate not to disturb others and have to handle carefully the material, avoiding damages.

Those, who would be responsible of damages or losses, are bound to refund the value of damaged or lost items.

Smoking, eating and drinking, using mobiles, glues, scissors and similar in the reading rooms are strictly forbidden.

6.

The use of computers at users' disposal is aimed only to catalogue searches and to searches regarding matters taught at Polimoda.

It is forbidden to download or install every type of applications on those computers. Printing is not possible.

7.

Centre users are obliged to leave bags, rucksacks, coats... in the numbered lockers situated out of the library; only the material necessary for research and consultation is allowed into the library.

We advise users not to leave valuable objects in the lockers.

If users would need to bring in the reading room their own magazines or books, these must be signalled to the staff before the entrance.

8.

Users can find the opening hours at the Centre entrance and on the web page. Possible variations will be communicated on the electronic notice board.

The service ends ten (10) minutes before the closing time.

9.

The photocopy service requires the use of a rechargeable card that can be asked to the front desk.

Everything not included in the present regulations is to be disciplined from time to time by the Librarians and could lead to the change of the regulations themselves.

<i>POLIMODA</i>	Nome documento: REGOLAMENTO CENTRO DI SERVIZI E DOCUMENTAZIONE	Codice documento: R7-5-3
	File di archivio: R7-5-3g Documentation Center Regulations	Data emissione: 02/10/08

MATTEO LANZONI DOCUMENTATION CENTER

The undersigned _____, born in
 _____ on _____, with the following permanent
 address _____
 and temporary address _____, telephone number and/or e-
 mail _____,
 after reading the Regulations of the Matteo Lanzoni Documentation Center, accepts, and respects, all the rules included
 therein and in particular agrees:

- to keep in good order the borrowed material and to adhere to copyright laws;
- to return the material by the due dates;
- to replace or cover the expenses for the replacement of lost material;
- to accept exclusion from library loan service for up to a semester if she/he doesn't respect all the rules.

Date _____ Signature _____