

REGULATIONS FOR THE CENTRO DI DOCUMENTAZIONE / BIBLIOTECA "MATTEO LANZONI" DI POLIMODA

OBJECT AND APPLICATION

The object of the regulations are the methods and rules of conduct for access to the Centro di Documentazione / Biblioteca "Matteo Lanzoni" di Polimoda and its services.

These regulations apply to all persons accessing the library.

INTERNAL FUNCTIONS AND EXTERNAL CLIENTS

Internal functions: Documentation Center Personnel

External Clients: students, faculty and Polimoda staff, Polimoda alumni, students, faculty and researchers from other institutes, journalists, designers, artists, companies and public entities.

DESCRIPTION:

1. Polimoda Documentation Center / "Matteo Lanzoni" Library

The Centro di Documentazione / Biblioteca "Matteo Lanzoni" di Polimoda sustains the activities of Polimoda and is an important reference point for key information in the fields of the arts and applied activities of fashion and costume.

2. Documentation Center Users and methods of access

The Center is open to any persons interested in consulting the center's collections, as follows;

- a) Free access to the center and its services: currently registered Polimoda students, faculty and staff.
- b) Free access with the exclusion of weekly borrowing privileges for Polimoda Alumni (Undergraduate, Master courses).
- c) Paid access (see tariff schedule), with the exclusion of weekly borrowing privileges: external users (faculty, and researchers of other institutes, journalists, designers, artists, companies and public entities).

3. Organization of the Documentation Center

In the Centro di Documentazione / Biblioteca "Matteo Lanzoni" di Polimoda the documents (books, serials, non book material) are arranged both on open shelves and in archives:

- Open shelves: the documents of the Center are arranged to allow users direct access to the collections and the library is organized in areas as follows:
 - a) Reference area: information, loans and returns, reference books;
 - b) Textile and clothing: from philosophy of fashion to costume history; from textile and fashion design to pattern making;
 - c) Arts: the arts in all its manifestations;
 - d) Photography: from nature to fashion, from travel to anthropology;
 - e) Innovation management: philosophy and sociology, economics and marketing, in other words how to nurture creativity and manage innovation.
- Archives: library archive, historic archive of periodicals, film library and valuable and precious materials, commercial catalogues and look book, from which direct access by users is excluded;
- E-resources complete the collection.

4. Services

Information relative to the Centro di Documentazione / Biblioteca "Matteo Lanzoni" di Polimoda and its functions can be found on the "Library" page of the Official Polimoda website. Here you will also find contact information and a link to the on line catalogue.

The on line catalogue of the center is an OPAC (On line public access catalogue). The direct link is <http://opac.polimoda.com>.

4.1. Lending Services

There are two ways the library lends materials

- a) **Weekly lending:** access to this service is for all registered Polimoda Undergraduate, Master and FIT students as well as Polimoda faculty and staff. Students of Short Courses and Professional Programs are excluded. In order to take advantage of the weekly lending library service, students must present their ID card or passport together with the Polimoda badge. Excluded from the weekly lending services are materials such as periodicals, reference books, valuable rare documents, audiovisual materials (with the exception of films) and “non book” materials (commercial catalogues, look book). The duration of weekly loans is seven (7) days. No more than three (3) documents, monographs and/or films will be loaned at one time. No reservation service for the documents is available. Loans cannot be renewed. Documents must be returned to the library Reference Desk. The Polimoda librarians are in any case entitled to request the return of the document at any time. In the event of delay in return, the student may be suspended from further borrowing for a period established by the Management. Polimoda reserves the right to temporarily suspend services to students who fail to observe the provisions of these Regulations.
- b) **Daily lending:** is available to all users of the Center. No more than three (3) books and three (3) magazines may be borrowed at the same time. Before leaving the library all materials to be borrowed must be registered using the appropriate forms available at the Reference Desk. The library staff will check that all materials are returned by the due dates.

4.2. Consultation services for archive documents

To consult archived documents a request must be made to the library staff.

- a) **Historic Archive of Periodicals:** the consultation service is carried out as follows:
- the consultation of the historic archive by Polimoda students must be arranged with the Center staff and accompanied by a letter from a faculty member illustrating the purpose of the research;
 - the consultation of the historic archive by Polimoda faculty and staff as well as external users must be arranged with the library staff;
 - Periodicals from previous years which are stored in the archives and not on display (indicated in the catalogue as RESERVED ACCESS) may be reserved;
 - Users of the Center will be advised by the library staff as to the maximum number of periodical boxes which can be consulted at one time;
 - The magazines of the historic archive of periodicals may not be photocopied.
- b) **Library archives and Film Library:** the consultation and lending of materials from the library archives and film library must be requested from the library staff;
- c) **Non book material:** the consultation of non book materials (audiovisuals, commercial catalogue, look book and some valuable documents) must be requested from the library staff. These materials are excluded from weekly lending;

The library staff may reorganize this service based on the needs as they are presented

4.3. On line services

In the Centro di Documentazione / Biblioteca “Matteo Lanzoni” di Polimoda there are internet stations, an e-resource collection and WIFI available to users. These services can be used for the purpose of research inherent to topics covered by Polimoda, or only for research, teaching and study requirements. While using Polimoda internet stations it is prohibited to download and/or install any type of software application and/or in any case to use the service for purposes other than the institutional and/or personal ones for which it has been granted. Obviously the Parties agree that, in any case it is prohibited to:

- a) spread viruses, hoaxes or other programs in any way that might damage, disturb or perturb the activities of other people and users or the services available online and those connected to the same;
- b) create, send or save (in any way that is in any case inappropriate, uncontrolled and illegal) any offensive, defamatory, obscene, indecent images, data or other materials, or any of the above elements that compromise human dignity, especially with reference to gender, race or religious beliefs;
- c) send commercial and/or advertising material that has not been requested ("spamming"), or allow their resources to be used by third parties for this activity;
- d) damage, destroy, try to access the data without authorisation or breach the confidentiality of other users, including the interception or dissemination of passwords, reserved cryptographic keys and all other "personal data" as defined by the laws on the protection of privacy;
- e) carry out on the network activities that have a negative influence on the regular operating activity of the same or restrict the ability of others to use it, or its performances;
- f) carry out on the network any and all other activities prohibited by the Italian Law and by international legislation, with particular reference to the use and possession of hacking programs (even if these are in the public domain) and illegally pirated software or other material that violates the Italian and international laws on copyright and royalties or that violates the laws on personal data protection;
- g) use specific networks or other tools (e.g. sniffers) in the areas of coverage that could negatively influence the performances of the network and violate the privacy of the Polimoda users.

4.4. Reproduction

Users may copy documents using the self-service photocopy machines, situated in the area in front of the library entrance. Use of the photocopy machine is by payment per copy. A photocopy machine card can be asked at the Front Desk staff. The copyright law (L. 633/1941 and successive modifications) is to be respected. We remind you that according to law one may reproduce up to a maximum of 15% of the total number of pages of a document. The Center does not offer photographic copying services.

5. Requests and Gifts

The Polimoda Documentation Center / "Matteo Lanzoni" Library acquires documents also through "requests and/or gifts from users.

- a) Document requests presented by the users are evaluated by Chief Librarian for acquisitions to ensure that content and format of the requested documents are congruent with the nature of the Center's collection and its objectives.
- b) The gifts of single documents and donations of a series of documents will be accepted after Academic Librarian has evaluated its congruency with the nature of the Center's collection and its objectives.

6. Code of Conduct

It is obligatory for users of the Centro di Documentazione / Biblioteca "Matteo Lanzoni" di Polimoda to

- 1. conserve the material he/she borrows and/or consults correctly and to return said documents by the end of the day;
- 2. to replace or pay for a new copy of any document which the undersigned might lose or fail to return for the value of the damage and/or loss plus any administrative costs involved
- 3. to respect the following code of conduct:
 - inside the Center, users must behave in an orderly manner so as not to disturb others and must always handle the Center documents with due care to avoid damage;
 - in case it is necessary to bring personal magazines and/or books into the Center, users must notify the Library staff of these documents upon entering the Center;
 - it is prohibited to smoke, eat and/or drink inside the Center. Use of glue, scissors and other objects which could potentially damage and/ or illegally reproduce the Center documents is also prohibited;
 - those entering the Centro di Documentazione / Biblioteca "Matteo Lanzoni" di Polimoda can only take the material required for the activities of research and consultation into the same. In any case, it is strictly forbidden, at all

times to take any bags, backpacks, trolleys etc. into the Polimoda Library. Instead, these must be mandatorily deposited in the lockers provided located outside the Polimoda Library. Users are advised never to leave valuables in the lockers, however necessary they may deem these for the activities of research and consultation to be performed. Indeed, should these be left and lost or stolen, no requests or claims can be raised against Polimoda, as the latter has never, and will never, be bound by any duty to safeguard and monitor the above-mentioned objects. The lockers provided can be used during the opening hours of the Polimoda Library and therefore from 8.30 am to 7.00 pm. When the deposited objects are picked up, the key must be left in the lock. Outside these hours, for security reasons, Polimoda reserves the right to check any objects left in the lockers, which will always be removed, inspected and deposited in a specific area. The owners of this property must contact the staff of the Front Desk in order to regain possession of any objects not picked up from the lockers by the end of the above-mentioned opening hours. Under no circumstances can Polimoda be considered the custodian of the objects deposited in the lockers during the opening hours of the Polimoda Library, or of anything not picked up from the same by the above-mentioned closing time. Therefore, no requests or claims can be raised by the users against Polimoda in relation to cases of theft and/or loss of the above-mentioned materials.

7. Center Opening Hours

The opening hours of the Center are posted on the entrance door of the Center as well as on the web page (www.polimoda.com). Variations in the normal opening hours will be communicated on the electronic bulletin board and/or the library page of the Polimoda Library web site. Library services will terminate ten (10) minutes prior to the closing time.

Any actions not specifically dealt with in the present Regulations will be disciplined by the Director's office as they are presented, and may result in modification of these Regulations.