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Introduction

The Library provides indispensable educational support and allow students to research and obtain insights on the topics and subjects addressed in the courses. You can consult the archives of the main journals of the reference sectors, the textbooks in the mandatory bibliographies indicated in the handbooks, the publications and the video recordings required for a more complete and up-to-date approach to the areas of specialisation, colour codes and catalogues of exhibitions of national and international importance.

All users are required to know and comply with these Rules. Failure to follow the rules will result in the loss of the right to access the Library and, in very serious cases, the application of sanctions foreseen by the Disciplinary Regulations.

BRANCHES AND FUNCTIONAL AREAS

The Visual Arts & Design Library is located in via Casilina, 47.

The Communication and Fashion Library is located in Via Branca, 122.

The Library is divided into the following areas:

Reading area: consultation, study, teamwork Consultation area
closed-shelf volumes

DVD shelves

Magazine library

Library/storage deposit

The reading rooms and tables are primarily intended for consulting library materials. It is not permitted to occupy a seat for others or to leave for an extended period of time whilst occupying the seat; in the event of a prolonged absence (longer than 30 minutes), library staff shall be authorised to assign the seat to other users. The work area used must be left clean and tidy.

ACCESS TO THE LIBRARY AND SERVICES

The Library shall remain open throughout the academic year according to the opening hours, consultation and lending arrangements, posted throughout the premises, and may vary according to particular organisational requirements.

The Library can be used by students, lecturers and IED staff. Former students and external users (university students, companies, professionals) can only access the consultation services after submitting a written application to the Library Manager who reserves the right to evaluate individual requests and filling out a specific form.

To access the Library it is necessary to show the IED identification card or an identity document. Students may access all library services (consultation, lending, access to online resources) until the end of their academic career.

Personal items found at the end of the day in the consultation area shall be stored by the library manager for a short period of time and, if unclaimed, shall be disposed of. IED disclaims any and all liability concerning the storage of personal items.

A multifunction A3/A4 printer is available inside the facility and can be used by users to scan and print documents for research and study purposes only.

Pursuant to current copyright legislation, reproduction of books is permitted for personal use only and for a maximum of 15% of each volume or periodical source.

Copies must be made taking care not to damage or alter the state of preservation of materials.

Book consultation

You can consult the books by requesting them from the library staff. Once the publications have been viewed, they must be returned to the desk or left on the consultation table, as the staff will return them to their correct positions on the shelf.

Anyone who damages the materials being consulted must obtain another undamaged copy or reimburse the current commercial value.

Reservation, lending of books/DVDs

You can borrow up to 2 books/DVDs at a time for 7 days from each library. Students shall show their IED ID card or an identity document to the Library staff who will verify authenticity and register the circulation operations. Items shall be returned directly to the Library staff, who shall register them after checking the integrity of the text. Students may request to borrow the items for another 7 days unless the books/DVDs have been reserved by other users in the meantime. Lending renewal can be requested either remotely (phone, email, catalogue online services) or in person.

Users who do not return the material on time will be temporarily suspended from the lending service. The period of suspension shall then be taken into account when the items are returned and shall vary according to the number of days of delay. Failure to return borrowed material shall result in the penalties envisaged by the Disciplinary

Regulations (exclusion from one or more profit exams) and, in more serious cases, may result in disqualification from receiving the Diploma.

Anyone who damages or loses one or more borrowed books/DVDs must obtain another undamaged copy or reimburse the current commercial value.

Students who are not up to date with payments cannot borrow materials.

Lending services do not extend to volumes belonging to the following categories: dictionaries, encyclopaedias and works of general interest (REF); educational material supporting the courses and more readily consultable, periodicals and yearbooks; works in poor condition; company catalogues; thesis projects; colour codes.

Multiple texts can be borrowed for classwork if so requested by the lecturer or by those in charge of the class and returned to the Library at the end of the lesson. In such cases the usual procedures will be followed.

The validity of the records relating to the loan cannot be challenged.

Magazine consultation

The magazines available at the library are dated from the 50s/60s through to the present day. The issues dating from around 2016 to the present day are available based on the closed-shelf system. Please contact a member of staff to consult issues prior to that date.

Magazines are available for consultation only but may, under specific circumstances, be borrowed for the day. Up to 5 magazines can be borrowed at a time, and it is necessary to show your IED identification card or an identity document. Upon collection of the item, users shall sign a specific form. Users who fail to return materials shall be excluded from future lending services.

Anyone who damages (even partially) or loses a magazine must obtain another undamaged copy or reimburse the current commercial value.

The validity of the records relating to the loan cannot be challenged.

Library website and online resources

The library website (biblioteche.ied.it) provides all relevant information to users and access to the electronic catalogue (OPAC)

and online resources.

Access to databases, electronic periodicals and ebooks, acquired from IED as part of a subscription, is allowed for educational and/or research purposes only and is reserved to institutional users (students, lecturers, staff). Use of the above is regulated, in addition to the current copyright laws, by any obligations envisaged by the respective contracts or licences.

RULES OF BEHAVIOUR FOR USERS

Library users must remain in silence and behave in a manner which respects other people and their needs, so it is prohibited to:

- smoke in any of the rooms;
- occupy more than one place;
- underline, annotate, highlight or damage books/magazines from the library;
- damage the material available in any manner (do not remove/subtract pages);
- use mobile phones;
- introduce or consume food or drinks;
- disturb the general peace within the premises;
- engage in discussions with staff;
- move chairs, tables, or sit in an inappropriate manner.

Users must also observe any rules specified by warnings displayed within the Library.