



**IED Istituto Europeo di Design S.p.A. - Società Benefit**  
Via Bezzecca 5, 20135 Milano - Italia

Codice Fiscale e Partita IVA: 06525850969  
Cap. Soc. Int. Vers. € 3.000.000  
Socio Unico  
R.E.A. 1898168

**International  
Education  
Network**

Milano

Barcelona

Cagliari

Firenze

Madrid

Rio de Janeiro

Roma

São Paulo

Torino

•

Bilbao

Como

# LIBRARIES REGULATIONS

Introduction

**BRANCHES AND FUNCTIONAL AREAS**

**ACCESS TO LIBRARIES AND SERVICES**

Book consultation

Reservation, lending of books/DVDs and interlibrary lending

Magazine consultation

Special collection consultation

Library websites and online resources

**RULES OF BEHAVIOUR FOR USERS**

## Introduction

Libraries provide 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 specialization, 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 libraries and, in very serious cases, the application of sanctions foreseen by the Disciplinary Regulations.

## BRANCHES AND FUNCTIONAL AREAS

The Library of Design, Communication and Visual Arts is located in via Sciesa, 4. The “Franca Sozzani” Fashion Reading Room is located in via Pietrasanta, 14.

Both are divided into the following areas:

- **Reading area:** consultation, study, teamwork
- **Internet access PC stations**
- **Open shelf volume viewing area**
- **DVD shelves**
- **Magazine library**
- **Closed cabinets for special collections**
- **Library/storage deposit**

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**

Libraries 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 Libraries 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 Libraries 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.

In order to access the consultation area, users are required to deposit bulky bags and backpacks in the appropriate lockable lockers. The use time is the time spent in the reading room. All lockers must be emptied during closing hours. Personal items found at the end of the day 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 in libraries 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 volumes directly on the shelves (excluding volumes belonging to a collection) using the relative bookmarks. Once the publications have been viewed, they must be returned to their original position. If you are uncertain in this regard, please refer to a member of staff to avoid misplacement.

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

### **Reservation, lending of books/DVDs and interlibrary lending**

You can borrow up to 4 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. In the case of DVDs requested by lecturers for their lessons, it is possible to activate the night lending service: the return of the DVD must be agreed with the Library staff.

Lending renewal can be requested either remotely (phone, email, catalogue online services) or in person.

There is also an interlibrary lending service that makes it possible to circulate material between the "Franca Sozzani" Reading Room and the Library of Design, Communication and Visual Arts. It is possible to reserve the material, if not already borrowed, and collect it from the library where the request was submitted, within 3 days of receiving the email or notice.

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: special collection material, 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 two libraries are dated from approximately the 50s/60s through to the present day. The issues dating from the 80s/90s to the present day are available based on the open-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.

### **Special collection consultation**

IED Libraries store and exploit special collections consisting of published and/or unpublished library material collected and/or produced by distinguished personalities and received over time as a result of donations by the latter or their heirs. These collections are, by nature, of historical and cultural value.

These collections envisage special methods of treatment and use the volumes are not included in the lending scheme and are stored in closed cabinets or shelves. The assistance of the librarian is, in this case, essential in order to facilitate the user and, above all, to preserve the integrity of the materials.

Knowledge of the collection is enhanced by an accurate description and cataloguing of specimens in the Institute's online catalogue (OPAC).

IED students, internal staff and lecturers can apply to the staff to consult the collection. Lecturers only have the right to use the material during lessons. External users are also admitted, by appointment only, after submitting a formal access request to the Chief Librarian together with the relative form. The "Special Collection documents consultation application form" must indicate the reason for the consultation and the subject matter.

The details relating to the consultation of individual documents shall be recorded by the Management system in order to monitor the flow of application requests and to verify the status of the user for each new request.

Reproductions (scanning only, no photocopies) are authorised after an assessment of the material and its state of preservation, and are regulated, for internal or external users, by Italian copyright law (Law 633/1941 as amended), and the personal data protection law. Users shall complete the scan request form, which shall take place on the premises of the library and for research and study purposes only.

As regards to the consultation of archived material stored in these collections, please refer to the relevant Regulations.

### **Library website and online resources**

The library website ([biblioteche.ied.it](http://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 licenses.

## **RULES OF BEHAVIOUR FOR USERS**

Library users must remain in silence and respect other people and their needs, so it is prohibited to

- smoke in any of the rooms,
- enter with large bags, folders or other bulky containers, which should be stored in the appropriate lockers;
- 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 libraries.