



UNIVERSITY OF GASTRONOMIC SCIENCES

LIBRARY REGULATIONS

Library Regulations

ART. 1 – Library Access

Access to the Library and its services is limited to the students, faculty, and instructors from the University of Gastronomic Sciences. To be admitted to the University Library, external users are required to apply in writing to the Library coordinator at biblioteca@unisg.it.

ART. 2 – Opening Hours

For information on opening hours please visit the Library information page of the University website.

ART. 3 – Consultation and Reading

Users have free access to the books and periodicals placed on the open shelves in the Library.

Users are kindly requested to leave the items on the Library tables after use. The Library staff will replace them to their correct section and shelf positions.

ART. 4 – Bibliographic Research

Computing facilities are available in the Library for bibliographic research and access to the Library online catalog. The Library staff is available to help users use the OPAC (Open Public Access Catalogue) and other online research tools, and locate required items.

ART. 5 – Borrowing

Only registered users are authorized to borrow Library items (external users must produce a valid identity document). Users are asked to inform the Library staff immediately of any changes in postal or electronic address or phone number during their enrollment.

The borrowing service is regulated by the following rules:

- a. The loan is personal. The user is responsible for any borrowed items and their condition. It is the responsibility of the user to maintain the condition of the borrowed item(s) and to inform the Library staff of any missing sections or any other problems with the item(s). Upon expiry of the borrowing period, items on loan must be returned in the same condition in which they were borrowed, without any damage or underlining.
- b. Users are allowed to borrow up to four items for a period of 30 (thirty) days.
- c. Faculty, instructors, and final-year students can enjoy some benefits, including the number of borrowed items, and a special return policy. Final-year students can borrow as many as seven items, after confirmation of the student status has been communicated by the Registrar's Office to the Library.

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- d. As long as the item has not been requested by other users, the loan can be renewed once for a further 30 (thirty) days.
- e. Reference volumes (orange label), periodicals, theses, and rare and/or valuable books cannot be borrowed, unless authorized by the Library staff.
- f. If a Library item is lost or damaged, the user is responsible for replacing it at his or her earliest convenience and at his or her own expense. Lost/damaged item charges for Library item replacement must be paid to the University's Administration Office. If the item is out of print or irretrievable, the user is responsible for providing a similar item, to be specified by the Library staff.
- g. Should the user fail to replace the lost or damaged item(s), the Library Commission reserves the right to take legal action according to the laws in force. Students from the University of Gastronomic Sciences failing to return or reimburse one or more Library items, will not be allowed to graduate. Upon presentation of the documents necessary to be admitted to the degree session (Form 2 – Final Thesis Admission Application), students are required to deliver the form to the Registrar's Office after having it countersigned by the Library staff, after the latter check that there are no outstanding matters.

ART. 6 – Inter-Library Loans

Inter-Library loans allow Library users to borrow items owned by other libraries. The service is operated depending on availability of Library staff and resources. The University's Library acts as an intermediary for registered users, and contacts other libraries for loan requests. Inter-Library loans may have to be paid for, according to the supplying Library's regulations.

The Library of the University of Gastronomic Sciences provides the inter-Library loan service for free, on a reciprocal-arrangement basis. Any inter-Library loan inquiries must be emailed to biblioteca@unisg.it

ART. 7 – Suggestions for New Acquisitions

Faculty, instructors, and students can contact biblioteca@unisg.it and suggest new acquisitions of volumes believed to be of common interest. Suggestions will be periodically delivered to the University's Director for approval.

ART. 8 – Printing and Photocopying Service

The printing and photocopying service is provided according to the terms set forth by the current laws on copyright. Users are thus allowed to photocopy only the items available in the University Library and for personal use only, as provided by Law 633/41, paragraph 68, and Law 248/2000, paragraph 2.

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The service is operated by prepaid voucher codes. Students enrolled at the University of Gastronomic Sciences must first obtain a personal code from the IT office, then pay the amount of money they wish to apply to their code accounts to the Administration office.

ART. 9 – Delivery of Textbooks

Enrolled students may pick up their textbooks at the University library during the hours indicated by library staff.

No textbooks are delivered outside the above-stated days and times, except where authorized by the University Director.

University textbooks must be collected by the students within three months of the date of the email announcing textbook availability in the Library. After this deadline the textbooks will no longer be available, and the University will no longer be obliged to supply them.