



Sant'Anna

School of Advanced Studies – Pisa

Servizi Bibliotecari



LIBRARY RULES AND SERVICES

From the “Carta dei Servizi della Biblioteca della Scuola Superiore Sant'Anna”, approved by provision of the Managing Director n. 354/2019



1. Our mission

The Sant'Anna Library is **the reference point for the teaching and learning needs** of the School's community. These functions are achieved by Servizi Bibliotecari, ensuring that high quality scientific information is acquired, updated, managed and readily used. Servizi Bibliotecari promotes the knowledge of the information resources and services, and it provides ongoing training for staff.

The Library serves the primary research and study fields of the School's institutes. Its collection holds books, journals, and a variety of electronic resources for:

- **The Social Sciences Faculty:** Economics and Management, Law, Political Sciences;
- **The Experimental Sciences Faculty:** Agricultural Sciences and Plant Biotechnology, Medicine, Industrial and Information Engineering.

2. General rules and regulations

Library's users are expected to assume standards of considerate and ethical behaviour required in a public place of study:

- Entering the Library, users are required to exhibit the Library card at the circulation desk, or other valid ID, showing to be enabled for the Library's services;
- In order to receive our courtesy notice, we ask to keep e-mail address and mobile number updated in the OneSearch personal account;
- For security reason, users are asked to customize the password of the OneSearch personal account, after the first access with the default one;
- Talking, reading aloud, smoking, eating or drinking (with the exception of resealable bottles) in the Library are prohibited. Mobile phones must be turned off;
- Bags, rucksacks, coats etc. must be deposited in the lockers and coat hangers at the entrance. The Library Staff does not assume responsibility for personal belongings;
- Users must not damage library materials in any way. Damage or loss of items will be charged to the user;
- If and when the library's alarm system rings, users must show their study materials to the library staff;
- Those enabled to access the Library during the evening/weekend hours are asked to enter one at a time (checking the closure of the door) and are not allowed to bring in non-affiliated members. The Library rooms are under video surveillance, everyone is required to respect the public property.

Suggestions or complaints can be addressed to the Library Manager, who will give an answer within three working days.



3. Library's Services

The complete list of the Library's services, as well as operating instructions to apply, support material, forms and guide, are available on our website: www.santannapisa.it/en/library.

3.1 Opening hours

The Library's public opening is Monday to Friday, from 8.30 am until 6 pm.

The Library offers extended opening hours during the evening and the weekend to authorized affiliated members. Those users can take advantage of the reading rooms, self-check station, computers and printers, as well as access books and current printed periodicals. No other services of the Library will be supplied.

3.2 Circulation

Circulation activities are managed with the Aleph 500 system. Users can access the library's catalogue/OneSearch for renewals, requests and more.

Affiliated members can borrow 10 sets of volumes at a time for 2 months and renew them twice; alumni can borrow 4 sets at a time for 1 month and renew them once.

Items with the red tag, periodicals, dictionaries and reference books may not circulate.

Loan or overdue notices are sent out as a courtesy to all borrowers. If items are not returned on time, the user's borrowing privileges are blocked for the same amount of time as the overdue period.

3.3 Interlibrary Loan and Document Delivery

Only School's affiliated members can apply for these services.

If users need some documents not available in our Library, nor in the Pisa Library System, we are able to provide them through the cooperation with library networks.

As a rule, users may not request more than 3 ILL and/or DD requests at a time. The library will notify the user by e-mail when the items have arrived.

Due dates for books are established by the lending library; overdue interlibrary loans is strictly forbidden.



3.4 Request for new acquisitions

Only School's affiliated members may suggest items for purchase.

To request bibliographic material for purchase, users must complete the form posted in the website. Honors Students, PhD Students, Researchers and Staff must have their requests approved before sending or handling them to the Library.

The researchers will use items purchased with research funds, until their research project's deadline.

3.5 Reference

To get general library orientations, about services and information resources, come to the circulation desk, or use the Ask the librarian mail on our homepage.

To get an in-depth personalized assistance, contact the Reference Librarian to schedule an appointment (see the Contacts page in the website).

3.6 Printing and copying services

The Library's printing services are only for study and research use.

Users may not photocopy items that do not belong to the Library's collections, or damaged items.

Scanning and copying must be done in compliance with the Italian Copyright Law: users are allowed to copy a maximum of 15% of each book or journal issue, for personal non-commercial use.