



Central Engineering Library Presentation and services

POLITECNICO DI MILANO 2012.2013



Web services:

- **the collective University catalogue (OPAC):** to search for documents held by University libraries and access personal area services (e.g. loan request, reservation, renewal, bibliographical archiving and visualisation of own reader status)
- **information concerning opening hours and services** of individual libraries
- **POLITesi:** platform for the submission, approval and archiving of theses at Politecnico di Milano since July 2010
- **electronic journals and databases:** online consultation of numerous databases and electronic journals
- **collections of e-books:** electronic books for engineering and architecture
- **POLIssearch:** meta search engine to simultaneously discover and search on-line information resources under subscription or free-of-charge and an environment with services which may be personalised
- **SFX:** tool for immediate verification of whether the Library possesses the electronic version of the searched resource allowing the user to recover the document in full text or access any additional services available for the document in question
- **inter-library loan and Document delivery service:** allows to obtain from other libraries books and reproduction of articles or parts of books not available at University libraries.
- **the online information service Chiedi@lla tua biblioteca** answers questions regarding resources and services within 24 hours of the request
- **purchase suggestion form** to propose the purchase of a book
- **suggestion and complaints form** concerning services provided by the University Library System
- **introductory Video Tutorials** on various subjects such as search and use of e-books, journals, databases, electronic and paper documents
- **Service Charter** describing University Library System service delivery procedures

All services may be accessed 24 hours a day; some services request the University authentication. Electronic journals, databases and e-books may be consulted both via the University IP network as well as from home via the proxy service.

Further details at: www.biblio.polimi.it

Please read the Service Charter for details:
www.biblio.polimi.it

Location and opening hours

Biblioteca Centrale di Ingegneria, Piazza L. Da Vinci, 32
- 20133 Milano
Ph. 02/2399.2553 (Loans) 02/2399.2550 (Information)

• opening hours

Monday to Friday: 9:00 am - 8:00 pm

Loan service and consultation room

Ground floor of the Rectorate building



Library resources

The Biblioteca Centrale di Ingegneria (Central Engineering Library) houses one of Italy's most important technical and scientific collections. The documents kept in the library deal with the following subjects: architecture, library studies, biography, engineering, education, legislation, literature, applied sciences, pure sciences, statistics, history, industrial history, popular science.

The library's documents include:

- more than 100,000 monographic volumes
- more than 3,780 periodical publications
- 17,000 documents from special collections
- 13000 doctorate research foreign dissertations in engineering.

The online catalog, electronic periodicals, databases and e-books may be consulted from workstations in the library or directly from home at: www.biblio.polimi.it

Services

• on site

To access University Library System services, users must be registered and authorised in the university login system.

Loans

To take a book out on loan, the reader must identify the inventory number and location of the book and provide it to library staff, showing a university badge. 6 workstations for online consultation of the Politecnico OPAC are available in the loans office. Each student may request up to 5 books on loan at the same time, for up to 4 weeks. The book count includes all SBA libraries Loans may be renewed on-line from OPAC (personal area) or by applying in person with the book or by telephoning to the Loans Service (02/2399.2553), but only if the book has not been requested by another user. Alumni can borrow only 1 book at a time, and they can renew the loan only once. Late return foresees a penalty.

Consultation and photocopying

The library has a consultation room in the loan office where readers may consult materials not available on loan (textbooks, encyclopedias, dictionaries, periodicals, books published prior to 1955, etc.). Users must identify the location and inventory number of the material desired for consultation. More than one request may be made on the same day, but readers may not request more than 5 volumes at a time. Photocopies may be made in compliance with copyright laws, using the photocopy machine in the loans office.

Reference section appointments

Offers customised assistance in bibliographic research. Write to biblio.reference@polimi.it to request an appointment.

Periodicals

Periodicals may be consulted only in the library's Consultation Room; to consult periodicals readers must identify their location and check which years the library

has issues from. All this information is available from the university OPAC.

• online via OPAC, with authentication

Online services activated are:

- loan request for a document available
- consultation request for a document for internal consultation only
- reservation for a document on loan
- loan renewal starting from three days prior to expiry and no later than the expiry
- cancellation of loan requests or reservations
- purchase suggestion

The catalogue and online services are available also via smartphone by installing the mobile free application for I-Phone and Android



PolimiLibrary