



Durando Campus Library Presentation and services

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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@Ila 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 Campus Durando, Building B9 Via Durando, 10
-20158 - Milano Ph. 02/2399.5684 (loans) 02/2399.5710
(reservations) 02/2399.7175 (management)

• opening hours

Monday to Friday: 8:30 am - 8:50 pm all day opening
Saturday: 2 pm - 6 pm



Library resources

The Durando campus library resources include:

- around 32,000 monographs primarily on architecture, design and related disciplines. The textbooks adopted and recommended for degree programmes in the School of architecture and in the School of Design are available in the library. The monographs are placed in open shelving in the room on the 2nd floor;
- more than 1.000 general reference works: encyclopedias, regulatory texts, dictionaries, etc. available for consultation on open shelves in the room on the 2nd floor
- subscriptions to more than 100 Italian and international architecture magazines. The periodicals most frequently consulted and the most recent annual volumes are available on open shelving in the periodicals room on the 1st floor; the others are kept in the library's historical archives, not accessible to the public;
- over 17,000 volumes previously in the collections of the Central Architecture Library, in storage with shelf marks EX-BCA and EX-BCA UR; these books may be requested on loan, but they are located in the historical archives, not accessible to the public;
- over 7,000 rare or valuable books located in the historical archives, not accessible to the public;
- over 50,000 degree theses, 5,000 of which in digital format, 3,000 doctoral theses by doctoral graduates. Theses are located in the historical archives, not accessible to the public;
- cartography and planning materials related to the Lombardia region and the Municipality of Milan, in printed and digital format.

Services

• On site

To access University Library System services, users must be registered and authorised in the university login system. A magnetic badge is required for access to reading rooms.

Consultation of monographs and periodicals

All the authorized users have free access to the shelves in the monographs rooms (2nd floor) and in the periodicals

room. Reference works may not be taken out of the library or photocopied.

Consultation of historical archives and theses

- in the Historical Archives there are graduate theses and doctoral theses, ancient works and books published prior to 1970, and several periodicals. This material is available for consultation in the library only, making a reservation through OPAC.
- reserved volumes will be available from 9:00 am to 5:00 pm on the first working day after making the request.

Consulting cartographic material

Users may consult the printed material on the premises or borrow it for a day, according to the procedures and limits established by the parties that produced it. Material in digital format may be copied onto CD-ROMs or USB key supplied by the users. Open: 9:00 am - 5:00pm

Consulting material of Montedison historic Library

The collection includes around 45,500 monographs and 2,207 titles of periodicals from the end of the nineteenth century until the second half of the twentieth century. Consultation requests must be sent to the mailbox biblioteca.storica.montedison@polimi.it

Loans

Books with the COLL. shelf mark may be taken out on loan by users who are authorised to borrow books. Each user may borrow up to a maximum of 5 volumes at a time for a period of 2 weeks. The maximum number includes all books borrowed from all SBA libraries. The borrowing period may be extended, provided that the book in question has not been requested by another user, either on line in the personal area of the online catalogue (OPAC), or by going personally to the desk with the book, or by telephoning the Borrowing Service (02/23995684). Alumni can borrow only 1 book at a time, and they can renew the loan only once.

Late return foresees a penalty. There is a machine for automatically signing out books, operated with the user's personal badge.

Reference services

- theses and cartography: the service responds, also by telephone (02/2399.5710), to requests for information

on how to consult materials.

Opening hours: 9:00 am - 5:00 pm

- reference section appointments: offers customised assistance in bibliographic research. Write to biblio.reference@polimi.it to request an appointment.

Photocopying and printing

It is possible to make copies in observance of current copyright regulations. Copying of books in the Reference section, bound periodicals, ancient and valuable material is prohibited. Also graduate theses, doctoral theses and cartographic material cannot be copied.

• 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
- Inter Library Loan (ILL) request
- purchase suggestion

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



PolimiLibrary