



Biblioteca del Dipartimento B.E.S.T. 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@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

Via Bonardi, 9 (building) edificio 16 20133 - Milano
Ph. 02/2399.2655

• opening hours

From Monday to Friday

• loans

9:00 am – 8:00 pm

• reading room

9:00 am – 8:00 pm



Library contents

Library contents are constituted by a collection of monographs (approx. 12,500) and journals referring to the construction and building and urban structures sectors, with particular attention to processes and innovative tools regarding building programming, design and construction and intervention on the built-up environment, with detailed studies in a wide range of specialist areas.

In particular, it is possible to find material which:

- documents the results of certain exemplary research in terms of application of innovative methodologies, techniques and technologies, mainly referring to building and urban systems (with particular regard for all activities pertaining to building reclamation, preservation and maintenance).
- refers to issues such as the application of principles of sustainability of land interventions on various scales, technologies and design for settlement sustainability, development of methodologies, tools, systems and components for environmental sustainability and energy adaptation of the built-up environment;
- concerns the building process and knowledge in support of technology development for technical information (structured documentation supports, guides, manuals, repertories, information systems, standards, etc.).
- refers to building system and component requisites and performance and issues relating to the architectural shell, also with reference to innovative experience at a European level;
- refers to the issue of waste produced by construction activities and aspects relating to its disposal and recycling.

Services

To access Departmental library services, users must be registered and enabled in the University authentication system.

Loans

Each user may take out on loan 2 books simultaneously for 15 days and renew the loan for a further 14 days. Full and associate professors, researchers and Politecnico PhD students may take out on loan 5 books simultaneously for 30 days, renewable. Alumni can borrow only 1 book at a time, and they can renew the loan only once.

Loan requests, consultation requests and reservations

By authenticating, loan requests may be made from the catalogue (OPAC) concerning available documents; consultation requests may be made for documents for internal consultation only; documents out on loan may be reserved. Booked documents will be available and reserved for 2 working days from when an e-mail and/or an sms are received notifying the book's return. From the Personal Area it is possible to cancel loan requests and reservations which are no longer of interest.

Loan renewal

Loans can be renewed starting from three days prior to expiry and no later than the expiry online from OPAC (Personal Area) or by applying in person with the book at the loan desk or by phoning to the loans Service (02/2399.2655). Renewal is possible only if the book has not been requested by another user. Alumni can renew the loan only once.

Loan expiry notice

3 days prior to expiry the user will receive an e-mail reminding to return or renew the loan. Late return foresees a penalty.

Reminders

In case a document on loan is not returned, the user will receive reminder e-mails on the days following expiry.

Service disablement

The user is disabled from all library services from the 4th day following expiry until the documents are returned.

Consultation

- monographs: texts on the open shelves in the reading room can be freely consulted. To consult material in the Compactus room, please ask at the information-loans desk;
- periodicals: in the journals area, issues under subscription for the current year may be consulted; to consult previous years please ask at the information-loans desk.

Consultation requests must be made at the loans desk.

Photocopying

A photocopying service is not available in the library.

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



PolimiLibrary