



TeDOC - Thesis and documentation service Presentation and services

POLITECNICO DI MILANO 2012.2013



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

Locations and hours

Via Bonardi, 9 (building 16) 20133 - Milano
Ph. 02/2399.2667 - 2655 www.tedoc.polimi.it

- **opening hours**
Monday to Friday
9:00 am - 8:00 pm
- **consultation room**
9:00 am - 8:00 pm
- **consultation of theses, monographs and periodicals**
9:00 am - 4:00 pm
- **printed cartography distribution**
9:00 am - 4:00 pm
- **digital cartography distribution**
9:00 am - 4:00 pm
- **microfilm section**
9:00 am - 4:00 pm
- **reference service**
9:00 am - 4:00 pm

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



Library resources

TeDOC, Servizio Tesi e Documentazione (TeDOC, the Thesis and Documentation Service), is a further evolution of the CeDAT service offering additional services to support university teaching and research activities.

Cartography

This section includes national, regional and municipal technical and/or thematic maps, including some in digital raster and/or vectorial format:

- technical and thematic cartography from the Region of Lombardy (years 1980 and 1994);
- different versions of technical/thematic cartography from the City of Milan;
- technical/thematic cartography from different regions and towns in Italy;
- different historical thresholds in national cartography from the Military Geographic Institute;
- historical cartography from the City of Milan.

The service portal permits research with key sheets from numerous cartographic series. Users may request up to 6 printed maps at a time and up to 10 files of each type.

Land registry maps

This section includes material from the State Archives of the Provinces of Lombardy, mostly on microfilm.

Plans, programmes and projects

This section includes documents on project themes determining territorial transformation:

- programming and planning documents published by territorial institutions, monographic and periodical publications of the Region of Lombardy;
- materials on Territorial Plans at different levels (regional, provincial, sovra-municipal, etc.);
- instruments used by City of Milan, General Town Planning Schemes and Variants, Long-term Implementation Programmes, Detailed Plans, Zoning Plans, Recovery Plans, Urban Redevelopment Plans, etc.

Databases

This section includes statistical data in digital form from a number of different institutions (ISTAT, Region of Lombardy, City of Milan, etc.). Much of the available data is difficult to obtain or produced exclusively in electronic form (e.g. commuting statistics, appendices to periodicals and monographs, etc.).

The service portal includes a database search engine for thematic research using lists, years or keywords. Data is extracted with the aid of an operator, and users must provide a CD-R or USB key for copying files.

Monographs and periodicals

This section includes more than 2,000 monographic publications and 400 periodicals primarily on statistical topics.

Graduate theses

The TeDOC Service collects, catalogs, files and offers for consultation graduating theses out of 4000 theses in digital form from the Faculty of Architecture and Society and Design. Graduate theses are unpublished documents subject to strict copyright protection and may not be copied.

Web services

The TeDOC Documentation Portal offers a new form of graphic access to the cartography catalog and detailed information on available materials with all forms required to use the service.
www.tedoc.polimi.it

Politesi (<https://www.politesi.polimi.it/>)

The online archive POLitesi contains all Post Graduate Theses (laurea specialistica/magistrale) submitted since July 2010.

Descriptive data are available to all users accessing the archive; full-text availability depends on access options chosen by the authors.

Services in the library

To access University Library System services, users must be registered and authorised in the university authentication system. External users and Alumni of Milano Politecnico cannot use the services related to Cartography and land registry maps because of restrictions placed by societies owning these documents.

Reference services

- reference in the library: assistance is available every day from 9:00 am to 4:00 pm for researching materials and information on presentation of graduate theses
- reference section appointments: a consulting service for users who need to conduct complex forms of research. reference@biblio.polimi.it

Distribution of materials

This service is available for monographs, periodicals and printed cartography. The material distributed must be returned before closing time on the same day. To take out material in digital form, users must provide a CD-R or USB key for copying files when presenting their requests.

Teaching and research services

The new services for teachers and researchers include:

- materials set: extraction and organisation of archive materials in response to the instructor's specific needs to support teaching and/or research work;
- processing set: processing of archive materials (cartography, databases) with use of GIS tools in response to the instructor's specific needs to support teaching and/or research work.

Consultation

Materials may be viewed in the TeDOC consultation room.