



Como Campus 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 del Polo Territoriale di Como Via Valleggio, 11
22100 - Como
Ph. 031/3327530
como@biblio.polimi.it

• opening hours

Monday to Friday

• **room 1 (monographs room):** 9:00 am - 7:00 pm

• **room 2 (periodicals room):** 9:00 am - 6:00 pm



Library resources

The Como Campus Library is a teaching Library and its collections include the textbooks adopted and recommended in the bibliographies of the official teaching programmes.

The library's resources include:

- 6000 volumes, Italian and international scientific works on Engineering, Information Science, Mathematics, Chemistry, Physics, Economics, Environmental Sciences, Industrial Design.
- 56 periodicals, on the subjects of Engineering and Industrial Design (22 in current subscription).

Services

• On site

To access services users must have a magnetic badge and be registered and enabled in the University authentication system.

Consultation

Monographs and periodicals are available on open shelves for consultation. Library users may also consult graduate theses and diploma theses defended in the Como Campus, which are in storage.

Loans

Loans are available upon presentation of the university badge. Each library user may request up to 5 books on loan at the same time for 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 or email to the Loans Service, provided that the book in question has not been requested by another user. Alumni can borrow only 1 book at a time, and they can renew the loan only once. Volumes may be reserved for loan. Fines will be charged for late returns. There is a machine for automatically signing out books, operated with the user's personal badge.

Volumes from the other Politecnico's libraries may be taken out on loan from this campus library. For an agreement drawn up with Como Insubria science library, the users of Politecnico and Insubria University can take in borrow the materials of each library (5+5)

Study area and internet workstations

- **room 1:** is reserved for individual study and consultation, and here absolute silence must be kept.
- **room 2:** is reserved for group study, and here students may speak quietly.

Web services (OPAC and Electronic Resources, e-books, e-journals, online databases) may be consulted using 3 public PC workstations.

Authorized users may connect to internet from their

notebook using the wireless service.

• online da OPAC, con autenticazione

Online services activated are:

- loan request for a document available
- 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