



Cremona 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@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

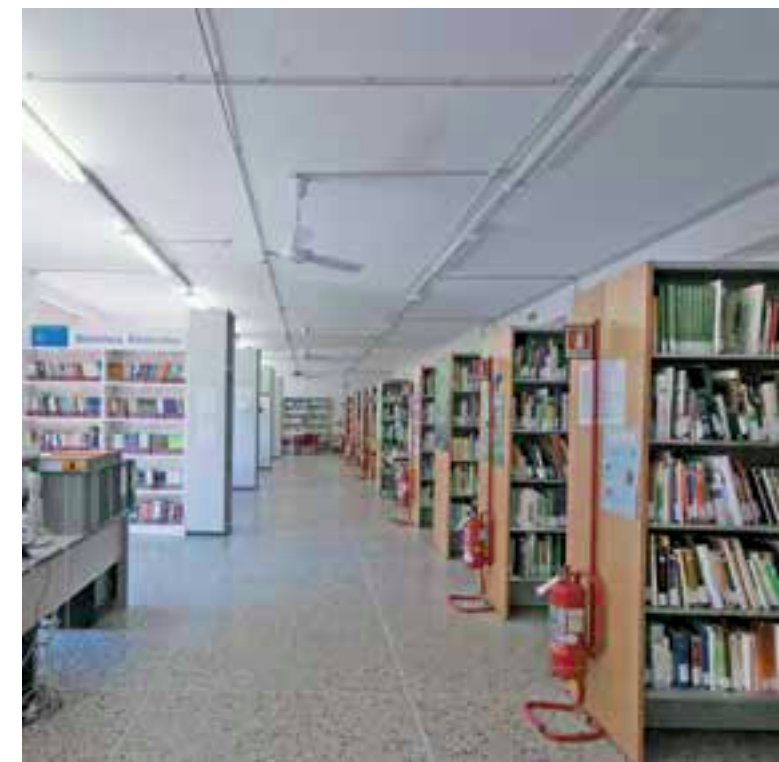
Biblioteca del Polo Territoriale di Cremona, Via Sesto, 41
26100 - Cremona
Ph. 0372/56.7723 - 7732 (loans) 0372/577723 (information)

• opening hours

Monday to Friday: 9:00 am – 5:00 pm

Reading room and loans

mezzanine floor



Library resources

The Cremona Campus Library was established to provide adequate bibliographic support for students registered in the degree programmes offered at the campus: Engineering Management and Information Technology.

The library's documents include:

- more than 3000 monographic volumes
- more than 450 graduate theses
- online databases

The Library has multiple copies of all textbooks used and recommended for degree programmes in the faculty, as well as dictionaries, encyclopedias and specialised manuals for in-depth study.

Services

• on site

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

Loans

To take a volume out on loan, the reader must identify the inventory number and location of the volume and provide it to library staff, showing a university badge. 2 workstations for online consultation of the Politecnico OPAC are available in the library. There is another workstation across from the administrative office; the campus laboratories are also available for internet research.

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 (0372/567732 or 02/2399.7723), 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.

Books and magazines are kept on closed shelves accessible only to library staff. Books may be returned or renewed at the library.

Consultation

The library collects graduate theses for degree programmes at the campus and makes them available for consultation. Material not available on loan may be consulted only in the Loans Room during opening hours, and must be returned on the same day and during closing hours. Library users must leave their magnetic badges on deposit to guarantee return. Consultation is also open to users from other universities or external organisations, who must present a formal request on letterhead paper from their institution and a valid identity document. Users must identify the location and inventory number of the material desired for

consultation.

• online via OPAC, with authentication

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
- purchase suggestion

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



PolimiLibrary