



Electronics and Information Technology Departmental 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

Piazza L. Da Vinci, 32 - 20133 - Milano
Ph. 02/2399.2553 (loan) 02/2399.2550 (information)

• opening hours

Monday to Friday: 9:00 am – 8:00 pm

• Loan service and reference at Central Engineering Library

ground floor Rettorato building
9:00 am – 8:00 pm



Library contents

The library possesses: approx. 9500 monographs concerning the fundamental disciplines of mathematics and physics and sectors relating to Information Technology, Automation Technology, Electronics and Telecommunications.

The journal collection comprises 350 journals, including non-current, of which approx. 100 published by IEEE, concerning the same subjects as the monographs.

Part of the journal collection is located in the Durando Campus Library.

The library also has conference proceedings and internal Departmental Reports.

The on-line catalogue, electronic journals, databases and e-books may be consulted from home at: www.biblio.polimi.it

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 4 weeks 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 6 months, renewable. Alumni may borrow only 1 book at a time.

Loan requests and reservations

By authenticating, loan requests may be made from the catalogue (OPAC) concerning available documents and documents out on loan may be reserved.

Documents must be picked up from the loan service of the Central Engineering Library. 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 on line from OPAC (Personal Area) or by applying in person with the book at the loan desk or by telephoning to the loans Service. Renewal is possible only if the book has not been requested by another user. Alumni may 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

Material may be consulted in the room situated on the ground floor of the rectory in the loans office of the Central Engineering Library. Consultation requests must be made to the loans desk.

Photocopying

A self-service photocopying service is available at the Loans Service, within the limits laid down by the copyright law.

Reserved material and material which cannot be reproduced is excluded from this service as well as material with particular preservation problems.

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



PolimiLibrary