



Lecco 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 Lecco, Via Marco d'Oggiono,
18/a 23900 - Lecco
Ph. 0341/488759 02/2399.8759

• opening hours

Monday to Friday: 8:30 am – 6:00 pm

• loans

9:00 am - 12:00 am

1:00 pm - 5:30 pm

Ph. 02/2399.8759 0341/488759



Library resources

The Lecco Campus Library was opened in 1991 to offer bibliographic assistance for students registered in the degree programmes taught at this Campus: Civil Engineering, Management, Mechanical Engineering, Construction and Construction/Architecture.

The library's documents include:

- monograph volumes
- periodicals
- specialised manuals for in-depth study
- graduate theses
- dictionaries and encyclopedias
- electronic periodicals • online databases
- essays from national examinations

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.

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, 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 on loan may be reserved by other users.

Consultation

Sectorial books are available for consultation. Consultation, standards, manuals, periodicals, dictionaries, encyclopedias, essays from national examinations and graduate theses. To obtain a book available for consultation, the user must provide a university badge or a valid identity document, which will be returned when the material is returned. Consultation is also available to users from other organisations upon presentation of a valid identity document. The material consulted must be returned before closing time on the same day.

To obtain material for consultation, users must have the location and inventory number, which may be found in Opac. More than one request may be made on the same day, but readers may not request more than 5 volumes at a time.

Periodicals

Failure to return the materials by the specified time will

result in fines being charged. All this information is available from the university OPAC.

Study areas

The library is in the Campus basement. It is open from 8:30 am to 6:00 pm and has 77 seats for individual study. The library has four internet workstations for online consultation of the bibliographic catalog (OPAC) and consultation of cd-roms. There is a reading room for group study next to the library. The printed catalog was closed in October 2003 and acquisitions after this date are only shown in the online catalog.

• 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
- 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