



Mantova Campus Library Presentation and services

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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 Mantova, Piazza D'Arco, 3
46100 - Mantova
Ph. 0376/317021 fax 0376/317024

• opening hours

Monday to Friday: 8:30 am – 7:15 pm

• loans

8:30 am - 7:00 pm



Library resources

The Mantova Campus Library currently has:

- more than 7,500 monographs, kept on open shelves (Rooms 2-3) on the basis of the Dewey Decimal Classification
- 50 periodicals on subscription, kept on open shelves in the reading room (Room 1) and in room 3
- more than 1,000 graduate theses in Architecture and in Architecture and Construction The online catalog and electronic resources may be consulted at 11 workstations in the library or from home at: www.biblio.polimi.it

Services

• on site

To access University Library System services, users must be registered and authorised in the university login system. The library offers users several services: consultation, loans, copying of documents (within the limits permitted by copyright laws), interlibrary loans, assistance in bibliographic research.

Consultation

Library users can freely access the shelves and take material from the collections of monographs (rooms 2-3) and periodicals (room 1) for consultation. Books should then be put on the trolleys provided or handed over to the loans desk, not put back on the shelves. Graduate theses may be consulted but may not be reproduced in any way.

Consulting graduate theses

Graduate theses defended at the Mantova Campus are kept in the library, where they are available for consultation only; they cannot be copied. Each library user may consult up to 5 theses every day, requesting them at the loans desk.

Loans

Each library user may request up to 5 books on loan at the same time (loan period: 2 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 (0376/317021), 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. There is a machine for automatically signing out books, operated with the user's personal badge.

Study areas

The library has 3 rooms:

- room 1: (reading room/periodicals): with 20 seats, for consultation of theses and for individual study

- room 2: contains collections of monographs from the MN section (000 to 720).
- room 3: has 51 seats; group study is permitted here.

Photocopying and internet use

Self-service photocopying machines are available where users may make copies in accordance with copyright laws. Authorised users can use the internet at 3 workstations or using their own notebook computers via the wireless network.

• 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