



Piacenza 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 Piacenza Via G.B. Scalabrini
113, - 29121 Piacenza
Ph. 0523/356871

• opening hours

Monday to Friday
9:00 am - 1:00 pm / 2:30 pm - 7:30 pm
Saturday
9:00 am - 12:00 am / 2:00 pm - 7:30 pm
Sunday
2:00 pm - 7:30 pm

• reading room

on the second floor
9:00 am - 7:30 pm



Library resources

The Piacenza Campus Library is located in the Campus Arata, in the building 11.

The library provides bibliographic assistance to students registered in the study programmes available on the Piacenza campus: the Mechanical Engineering and Environmental Architecture Degree Programmes.

The library's documents include:

- about 3,500 volumes of Italian and foreign monographs;
- subscriptions to 4 periodicals of Architecture.

The online catalog, electronic periodicals, databases and e-books may be consulted from workstations in the library or directly 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.

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. Each student may request up to 5 books on loan at the same time, for up to 4 weeks, which may be renewed for an additional two weeks at a time. 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 (0523-356871), but only if the book has not been requested by another user. Late return foresees a penalty. Alumni can borrow only 1 book at a time, and they can renew the loan only once. There is a machine for automatically signing out books, operated with the user's personal badge.

Consultation and reading rooms

The library has 4 small rooms on the 1st floor where students may consult materials that cannot be taken out on loan (theses, encyclopedias, dictionaries).

Consultation is available to students from other universities, members of the Order of Engineers and Architects and people from other organisations who present a valid identity document.

More than one request may be made on the same day, but readers may not request more than 5 volumes at a time. The reading room is open to all Politecnico students.

Periodicals

Periodicals may be consulted only in the reading room of the library; to consult periodicals readers must identify their location and check which years the library

has issues from. All this information is available from the university OPAC.

• 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