



EUCENTRE
FOR YOUR SAFETY.

Eucentre Library

Guidelines

Pavia,
February 2018





Introduction and context

The aim of the Library of the European Centre for Training and Research in Earthquake Engineering Eucentre (hereinafter referred to as Eucentre) is to provide information and documentation services that meet the needs of research activities and advanced studies in the field of Earthquake Engineering. These services are provided free from political, social, religious, and commercial constraints, pressures or ideological censorship.

The Eucentre library guarantees free access to the library's collections, as well as the preservation of the cultural heritage.

The Eucentre library is proposed as a place of cultural meeting and exchange.

Library tasks

The tasks of the Eucentre library are to:

- Provide appropriate services to the needs of its users by ensuring quality also through the training and the professional development of its staff.
- Guarantee opening hours compatible with the needs of its users and the gratuitousness of the consultation and loan services.
- Guarantee the right of the users to access services and information.
- Ensure the updating, the preservation, the protection and the enhancement of the library's collections.
- Promote and increase collaborations with national and international institutes, implement initiatives and cultural events in order to facilitate the exchange of information with these institutes.

Eucentre Library Science Director

The Science Director of the Eucentre Library, Dr. Rui Pinho, is responsible for the Planning and Coordination Activities of the Library, in synergy with the Technical Manager. The Science Director also assists in the establishment of the collaboration links between the Eucentre library and the UME School.

Eucentre Library Technical Manager

The Technical manager of the Eucentre library, MEng. Giulia Fagà, collaborates with the Science Director for the implementation of the development programs. He is responsible for the correct operation of the Library. He is in charge of the administrative management of the library and of the librarianship, he coordinates the organization of the work and staff. He is a reference point for



the users for any question related to the library and to complex literature search.

Eucentre Library executive director

The executive director of the Eucentre library, Dr. Roberto Nascimbene, collaborates with the Scientific Director and with the Technical Manager regarding the managerial aspects of planning and achievement of the objectives of the library and of personnel management. He is responsible for the development and implementation of the cultural project of the library.

Library collections

The Eucentre library's collections include books, papers, conference proceedings, theses, databases and electronic resources.

The Eucentre library's collections are constantly updated.

The Eucentre library's collections are freely available from the public online catalogue at the following link:

www.biblioteche.pavia.it/ricercaopac

The scientific journals can be found online from the public Italian catalogue of scientific journal papers ACNP at the following link:

<http://acnp.cib.unibo.it/cgi-ser/start/it/cnr/fp.html>

Users

The Eucentre library has the following five categories of users:

1. INTERNAL USERS: Researchers, members of the Eucentre staff, PhD and MSc students of the UME School affiliated to a Eucentre research group.
2. EUCENTRE PARTNERS: Professors, researchers, and other members of the University of Pavia staff, supporting partners of Eucentre, members of the Civil Protection Department and of the National Institute of Geophysics and Volcanology (INGV) staff
3. UME USERS: Members of the UME School staff, PhD and MSc students of the UME School not affiliated to a Eucentre research group.
4. UNIVERSITY OF PAVIA STUDENTS: Students of the University of Pavia.
5. OTHER USERS: Users not belonging to any of the above categories.



Admission to the Library

In line with the principles of equality and impartiality, the Eucentre library is open, upon registration, to all the user categories listed above.

The registration to the library can be done by presenting a valid identity document (identity card, passport, residency permit, driving license) and filling-in/signing the necessary registration documents.

Opening Hours

Opening hours are as follows:

Monday	9:30 -12:30	14:00-17:00
Wednesday	9:30 -12:30	14:00-17:00
Friday	9:30 -12:30	

The opening hours may be subject to changes upon notice to users.

Conduct in the Library

Users and visitors of the Eucentre Library reading room are asked to behave in a manner that is appropriate for a public place. They are asked to be respectful of the rules of civil coexistence, of the safety regulations and of these guidelines for the use of the services.

Users are expected to respect the library reading room as a place of study and to behave with consideration of both library staff and other users.

In particular the users must:

- speak quietly without disturbing others in any way;
- keep cell phones turned off or silenced. In case of reception of phone calls, users must move away from the studying and reading spaces;
- keep intact the documents of the Library without damaging them or mark them in any way;
- keep intact the PC and the other equipment, without disabling or tampering them in any way;
- keep in place and properly use the chairs, the armchairs and the PC workstations



- not mark, damage or misuse items belonging to the Library; these include all furnishings, fittings and equipment;
- respect the function of the PC stations without occupying them as reading seats or running other programs than those of the library;
- not hold unnecessarily occupied the reading seats when leaving the library;
- respect the instructions for use of specific services, the “rules for the Internet Access” and in particular not share with others for any reason the personal internet and network credentials;
- respect the rules of the loan services and, in particular, inform the library of any change of address;
- carry out photocopying, printing and scanning within the limits of the current legislation on copyright (Law 633/1941, as amended).

Cigarettes and waste

It is strictly forbidden and it is punishable by law to smoke in the Library. Smoke detectors are located in all the areas of the building, including the toilets.

It is strictly forbidden to extinguish cigarettes on the ground. It is requested to use the ashtrays provided in the external areas.

It is strictly forbidden to throw waste of any kind on the ground. It is requested to use the appropriate wastebaskets.

Violators of the above rules will incur the penalties provided by the Municipal Ordinance PG. No. 51238 of 04/06/2007 - Article 49 paragraph 2 letter F.

It is recommended to dispose of waste in the appropriate wastebaskets and not to leave any waste on the library tables or in the library spaces.

Food and Drinks

Eating and drinking (except bottled water) are not allowed in the Library.

Lost property

The Library is not responsible for the security of personal belongings - users should take care of their possessions at all times.

Objects forgotten and found in the library reading room will be warded by the Library. Valuable items or documents will be handed to the secretariat of Eucentre.

Animals



Animals are not allowed in the interior and exterior spaces of the library.

Those who do not respect these criteria will incur in temporary or permanent suspension from the library and its services.

Donation

The donation of single documents or of entire collections will be accepted and encouraged by Eucentre library if their acquisition is consistent with the nature and purpose of the library and, in particular, when such donations will enrich and complement collections already existing or when they serve to fill gaps in the existing collections.

Bibliographic material already available at the library will be accepted only if the acquisition of the supplementary pairs will favour service or conservation needs.

The donations may then be rejected or intended to other cultural institutions.

The homage of subscriptions to periodicals may be agreed with the Library staff.

Library Services

The Eucentre Library services are divided in two categories:

- Basic services
- Special services

Basic services

The basic services are those provided by the Eucentre library to all the categories of users defined earlier (Internal Users, Eucentre Partners, UME Users, University of Pavia Students, Other Users):

- consultation of documents in the library spaces
- borrowing of books and other loanable items

Special services

The basic services are those provided by the Eucentre library, at no cost, only to Internal Users and Eucentre Partners:

- Desiderata (purchase of documents)
- Document delivery
- Inter-Library Loan
- References



- Copying service

Consultation of documents in the library spaces

Users can ask to consult a maximum of 5 books and a maximum of 5 issues of scientific journals in contemporaneous fashion.

Information on the location of the documents will be provided on request by the staff.

The documents consulted must be returned to the library staff before the closing time of the same day.

The readers must treat with care all the documents provided for consultation.

Borrowing

The Eucentre library performs free loan service in line with the current legislation.

Are excluded from the loan: CD-ROMs, DVDs, the National and International Standards and the Scientific Journals.

Service delivery conditions:

INTERNAL USERS			
Loan period	90 days		
Total loan allowance	10 volumes		
Renewal	yes	90 days	Repeatable renewal yes (If not already required by other users)
EUCENTRE PARTNERS			
Loan period	30 days		
Total loan allowance	5 volumes		
Renewal	yes	10 days	UNREPEATABLE renewal



UME USERS			
Loan period	14 days		
Total loan allowance	3 volumes		
Renewal	Yes	7 days	Repeatable renewal For 2 times (if not already required by other users)
UNIVERSITY OF PAVIA STUDENTS AND OTHER USERS			
Loan period	7 days		
Total loan allowance	1 volume		
Renewal	Yes	7 days	Repeatable renewal For 3 times (If not already required by other users)

Governance and sanctions

The user must keep properly and must return no later than the due date the documents borrowed.

The Eucentre library will solicit the overdue users by email for 3 times, after 1, 3, and 7 days from the due date.

Fines will not be charged on books and other loanable items kept overdue within 10 days from the due date

For delays longer than 10 days the loan service to the user will be suspended for a period equal to the period of delay and a monetary fine of € 1 for each day of delay starting from the first day of delay will be applied.

In case of damage or loss of the document borrowed, the user is required to immediately repurchase the document. For documents out of print, the user will have to refund the current value of the document. In any case, the Eucentre library will remain the owner also of the damaged document.

In both cases of damage or loss of the document borrowed, the user will be excluded from the loan service for a minimum of 3 months.



Students are required to return all the documents received in loan at the moment of their graduation or at the moment of the delivery of their MSc or PhD thesis.

It is not possible to renew the loan of documents reserved by other users.

Reservation of documents

Volumes in loan can be reserved. The documents will remain available for 2 days from the day of delivery. After that period, the reservation will be considered expired.

Desiderata (purchase of documents)

It is possible to propose to the Eucentre library to purchase books or scientific journals that the library does not possess. The documents suggested by users are purchased in accordance with the nature of the collection, the purposes of the library and the available financial resources.

The purchase proposals should be submitted by sending an email to **biblioteca@eucentre.it** with the bibliographic details of the desired Book: Title, Author, Publication Year, and Publishing House.

The user will be notified by e-mail about the arrival of the document he/she requested. In the case of a monograph, this will be available for the loan and the user will have 2 days to request it. After this period the monograph will be available to anyone who will request it.

Document delivery (DD)

The document delivery is a research and delivery service of available duplicates of scientific journals, books, technical reports, and other documents. This service is carried out in compliance with existing rules on copyright.

Requests for Document Delivery must be presented upon registration to NILDE (Network for Inter Library Document Exchange), which is a software that allows libraries to send, receive, and process requests for documents in a standardised way. To get all the necessary information about the registration modality it is possible to send an email to biblioteca@eucentre.it.

The maximum number of document requests is equal to 5 weekly for user

Inter-Library Loan

The Eucentre library has the possibility of borrowing from other libraries documents that it does not have within its collection, in order to provide them



to users who request them. Requests for Inter-Library Loans (ILL) will be submitted by sending an email to **biblioteca@eucentre.it** providing the bibliographic details of the requested document, such as: Title, Author, Publication Year, and Publisher.

Once the requested book will arrive at the Eucentre library, the user will receive an email to be informed about the availability of the document and the duration of the loan period. It will be the lending library and not the Eucentre library to set the duration of the loan of the document requested through the ILL. Each registered user may request a maximum of 2 books per month by the ILL.

The user must take proper care of documents received through Inter-Library Loans, and is required to return them on time. In case of damage or loss, the user shall honour the terms of the Regulation of the lending library. For delays in delivery superior to 3 working days of a book obtained through ILL the user will be suspended from any service provided by the Eucentre library. Readmission to the services of the Eucentre library will be possible only after 60 days from the return date of the document borrowed by ILL.

References

The Eucentre library is able to provide advice and assistance for the bibliographic consultation of online journals, and for the searching in catalogues of other libraries and databases that the library provides.

Printing and photocopying

According to the Law on the Copyright (Ln 633, 1941, Ln 248, 19.8.2000 and subsequent amendments), the reproduction of documents for personal use by photocopying is allowed to the extent of **15%** of each volume or journal issue available at the Eucentre library.

Comments and feedback

In the event that the user deems unsatisfactory any service offered by the Eucentre library or has any suggestions to improve the services offered, he/she can fill in a form of "Comments and Feedback" available on request at the library. The Eucentre Library is committed to provide a reply within 7 working days from the form submission date.