



ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE

LIBRARY RULES

AANT - ACCADEMIA DELLE ARTI
E NUOVE TECNOLOGIE



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Art. 1. GENERAL REGULATIONS

1. The Director of AANT - Accademia delle Arti e Nuove Tecnologie approves the Library Rules and appoints all the staff of the Secretary's Office as the people in charge of the Library.
2. New Library assets are bought and updated through purchases and donations.
3. Donations of single volumes and small collections are accepted by the secretary's office if they comply with the Library's policy (topic, area of interest, etc.).

Art. 2. OPENING TIMES

1. The Library is open from Monday to Friday from 8:30 AM to 7:30 PM.
2. Access, consultation, and loan are free of charge.

Art. 3. ACCESS

1. Teachers, professors, assistants, specialization students, scholarship holders and students of AANT - Accademia delle Arti e Nuove Tecnologie are allowed to access the library. However, access is granted also to any person over eighteen years old, holding a valid ID.
2. The Library can be used exclusively for the purposes of studying, attending events and researching.
3. Respect for other library users and library staff members shall be maintained at all times.

All users are strictly prohibited from:

- smoking inside the Library and eat food or drink;
 - entering or staying in the reading room for purposes unrelated to studying;
 - drawing or writing on the Library books;
 - drawing, writing or damaging the Library rooms, tables and furniture;
 - leaving the room for more than 30 minutes leaving the place occupied; if a person leaves the library for more than 30 minutes his/her place will be assigned to others;
 - having any disruptive or inappropriate behavior.
4. Library staff members are not responsible for patrons' personal belongings left unattended.
 5. Should the Library schedule any conferences, users are required to leave the reading room at least two prior to the start of the event.

Art. 4. IN-LIBRARY CONSULTATION AND LOAN

1. Consultation of the Library collections is allowed provided that the user hand over to the room staff is Student ID or any other valid ID.
2. Reading volumes may be taken outside the room only for the purpose of reproduction and only if staff members authorize it.
3. Visitors can find purchase suggestion forms at the librarian's desk.
4. The reading room is equipped with 18 computer stations that can be used by students to support paper research.



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Art. 5. PHOTOCOPYING AND SCANNING POLICY

1. It is possible to reproduce any books in the Library for study purposes, respecting copyright and author's right (Law 284 August 18, 2000)
2. Partial photocopying or scanning is permitted for all books as long as in compliance with the aforementioned legislation.

Art. 6. LOAN

1. Book loan is intended exclusively for students and teaching staff of AANT - Accademia delle Arti e Nuove Tecnologie, upon registration.
2. A maximum of two books can be borrowed at a time.
3. Book loan period is two days and it can be extended for 2 additional days only if no other readers have booked it.
4. You can book documents that are on loan. Once booked the reader will be contacted by the Library as soon as the document is available. After this message the document will remain available for a maximum of 1 day - after 1 day the booking is no longer valid.
5. The loan is personal. Library users are responsible for any material signed out in their names and will be charged replacement and processing costs for lost or damaged items.
6. At the time of the loan the user is required to check the conditions of the material and must report to the staff any missing or torn pages, any scribbles or any irregularities. Should it be the case, the staff is required to note such irregularities at the time of the loan.
7. Upon return of the loaned material(s), the user will be held responsible for any damage or alteration of their material not reported to the staff at the time of the loan.
8. Should it be the case the user may be required to compensate the damage by buying a new copy of the book to be replaced.
9. For the necessary checks to be carried out, all loaned documents must be returned before the summer recess.
10. The head of the Library has the right to demand, at any given time, the immediate return of any loaned material.
11. Failure to return the loaned books will result in a written reminder. Should the reader still not return the book within 5 days from the reminder, he/she will have their library privileges temporarily suspended.
12. The user who returns a book late will be suspended from the loan service for a period of time equal to the numbers of days of delay (maximum six months). After this term, the user will automatically be permanently banned from the Library premises and from the loan service.
13. Whoever damages or loses a loaned book is required, according to the Academy Director's will, to fix it, buy a new copy or pay the sum needed for it to be replaced, based on market value.



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Art. 7. ENFORCEMENT

The staff of the Secretary's Office will enforce this regulation.

Rome, September 1, 2016