

Rules to follow:

- If you have difficulty to find a text or an article, ask for assistance to librarian;
- In library **it is forbidden**: smoking, speaking loudly, staying not for study, using noisy instruments, harming borrowed books;
- If you **lost or damage** a borrowed book, you have to buy back it. If this does not happen, you will be suspended from loan service definitively



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Opening time:

Monday	08:30-13:00	13:30-16:45
Tuesday	08:30-13:00	13:30-16:45
Wednesday	08:30-13:00	13:30-16:45
Thursday	08:30-13:00	13:30-15:15
Friday	08:30-13:00	13:30-15:15

Established by decree n. 3273 of 12.12.2007, Di.S.T.A.Bi.F. library has got a heritage of over 10.000 volumes, 121 periodicals (between suspended and current), 300 maps and ebooks for perpetual access relevant to Di.S.T.A.Bi.F. degree courses.

There are 60 seatings equipped with charging modules for electronic devices and 4 computer stations for catalogue and databases consultation.

Library access

In order to use library services, (seat and books reservation, reference service, use of computer stations) user will ask for issuing of credentials, by filling out registration form available on site.

Entrance is allowed from Monday to Friday in the opening time, after seat reservation to carry out on Sebinayou. It can access in the library all institutional users of the University, as well as the users from other Universities and institutions. Specifically, the entry for the study and books consultation is allowed to the students who attend Di.S.T.A.Bi.F. degree courses and no more than four students (04) of others University Departments and institutions.

Information service and reference

The Library provides an information service and support for catalogue consultation (OPAC – Online Public Access Catalogue) and university on-line databases, as well as support for bibliographical research.

How to apply and texts request

Text research shall be carried out on University catalogue, to which is possible to access by scanning the QRcode



or typing the following URL:

<http://unina2.on-line.it/opac/.do>

Access can be by any electronic devices or from one of library computer stations.

Check the availability of the desired book, you need to carry out the reservation.

Daily consultation and external loan

The Library provides consultation service and external loan to all institutional students (3 texts at the same time max.). The external loan lasts 15 days, with opportunity of only one extension.

In case of no text return, user is temporarily suspended from consultation service and external loan.

from 1 to 10 days late: 1 month's suspension
from 11 to 20 days late: 2 month's suspension
from 21 to 30 day late: 3 month's suspension,
and so on.

Request/Delivery of consultation or borrowed texts

Texts must be requested or handed back within **15 minutes** before library closing time:

Morning: - From Monday to Friday within **12:45**

Afternoon: - Monday, Tuesday and Wednesday within

16:30

- Thursday and Friday within **15:00**

Photocopies

The Library does not provide photocopies service. However, users can make by own resources reproduction for personal use of intellectual property by photocopies, or similar system, according to the Law n. 248 del 18/2/2000, *Nuove norme di tutela del diritto di autore, in the limits of 15% of each volumes or series of periodicals, not included pages of advertising.*

Supply service of scientific papers

University get a subscriptions of scientific databases. All articles published in journals that are include in these subscriptions can be personally downloaded from users by one of library computer stations.

If user required a paper not include in the University subscriptions, he can ask librarians, that would provide to retrieve it using Document-Delivery service.

For students, academic papers request, that are not included in the University subscriptions, is subject to form filling, available in Library, signed by Professor.

University scientific online databases

Access is through IP address recognition relating to University network, by connecting to following link:

https://www.unicampania.it/index.php/ateneo/st_ruttore-universitarie/sistema-bibliotecario/risorse-elettroniche

or on **EDS ALL IN ONE** catalogue

<http://imageserver.ebscohost.com/branding/s7606536/searchbox.htm>