

LIBRARY - SCIENTIFIC DOCUMENTATION CENTER

1. Role Purpose and Services
2. Opening Hours
3. Access to the Library
4. On-site Consultation Service
5. Electronic and Computerised Services OPAC
6. Reference Service
7. Document Delivery Service
8. Photocopying and Printing Service
9. User Rules
10. Contacts

1. ROLE PURPOSE AND SERVICES

The Humanitas Scientific Documentation Center was established to support, enhance and collaborate in the constant improvement of clinical care, research and education. This valuable bibliographical heritage reflects the orientation and progress in medicine as it is continuously enriched and updated.

The Center promotes and organises meetings, workshops and training courses in the field of digital bibliographic resources and tools supporting clinical care and research, with the aim to promote scientific culture.

The Center's Library has a remarkable selection of **monographs, scientific journals, databases, e-books and e-journals**, collected since 1996. Furthermore, the Center is part of the ACNP, the Italian collective catalogue of periodicals of the *Consiglio Nazionale delle Ricerche* (CNR - National Research Council). Available resources come from directly managed purchases, regional (*Sistema Bibliotecario Biomedico Lombardo, SBBL*) and national (*Bibliosan - Rete delle biblioteche degli Enti di ricerca biomedici italiani*) consortia projects, and material generously given in the form of donations.

All the bibliographic material is classified in accordance with the international cataloguing rules and is recorded in the on-line catalogue (**OnlinePublicAccessCatalogue**) of the Library, accessible 24 hours a day on the web.

In order to guarantee the correct use of the resources, the Service Charter gives a detailed description of the services offered by the Library Office, defines how users can participate in Library Activities and also states the rules of conduct.

LIBRARY - SCIENTIFIC DOCUMENTATION CENTER

The services provided are as follow:

- ✓ **Front office:** provides direct contact with users: reception, information and services to the public (consultation on-site, bibliographic reference, document delivery, photocopying services, etc.), room and shelf management.
- ✓ **Back office:** includes the purchase and cataloguing of resources, preparation of documents to be shelved (labelling, magnetisation, etc.), management of electronic periodicals (e-journals) and remote databases.

2. OPENING HOURS

The organisation of the Library space and the opening hours try to reflect the needs of its users as much as possible, based on the resources available.

The Library is open daily; the opening hours are indicated at the entrance, on the OPAC page and on the intranet page. There are two seasonal closing periods (in winter and in summer) and some periods where opening hours are reduced.

In the event of any cancellation or suspension of services, advance notice is given to minimise any inconvenience to the users.

The Consultation Room and internet stations are open: **Monday-Friday, 8.00 am-7.00 pm**

The Reading Room is open: **Monday-Sunday, 7.00 am-11.00 pm**

The Print Room is open: **Monday-Friday, 8.00 am-7.00 pm**

The Library Office is open: **Monday-Friday, 9.00 am-7.00 pm.**

3. ACCESS TO THE LIBRARY

The Library is open to students and all employees and staff of the Institute who have a badge enabled by management.

Visitors can consult the bibliographic material only by appointment and they will be issued a daily badge on presentation of an identity document.

LIBRARY - SCIENTIFIC DOCUMENTATION CENTER

4. ON-SITE CONSULTATION SERVICE

Monographs and scientific journals on the shelves can be freely consulted.

The volumes can be taken directly from shelves and only consulted in the Library Rooms, since they cannot be taken out of the Library.

After consultation, books and journals should be put onto the trolleys, as re-shelving materials is the responsibility of the Library Office.

Books and journals must be left in the same condition in which they were found: Any person causing damage to the Library Heritage will be held responsible and required to pay for or replace the damaged item.

Consultation of material stored on CDs must be requested from the Library Office, on the presentation of an identity document.

5. ELECTRONIC AND COMPUTERISED SERVICES: OPAC

Computer stations, accessible only for study and research purposes, are available to Humanitas students, employees and staff.

Free Wi-Fi is available to students, using their CampusID account.

The On-line Public Access Catalogue, OPAC, is an electronic catalogue open to users. In addition to the traditional functions of a paper catalogue (search by author, title, etc.), it provides access to electronic resources: the digital Library with the electronic journals, and other important tools that support retrieval of study materials and which make research faster and more effective.

OPAC can be consulted from any terminal connected to the Humanitas network, without needing to be in the Library itself.

It is possible to consult OPAC also outside Humanitas by registering on the Clas Service.

Bibliographic resources consultation is for research purposes and implies the observance of the contractual clauses for materials acquisition and the legislation on copyright.

For the duplication and transfer of documents in electronic format, whatever the source (remote or local), it is mandatory to comply with the contractual conditions established by the publisher, and underwritten by the Library for access to the databases and full-text journals.

Anyone is found using the computer stations improperly will be asked to leave the Library.

6. REFERENCE SERVICE

The Library Office provides the following reference services:

- ✓ guided information on materials
- ✓ assistance for catalogue and bibliography consultation
- ✓ assistance for search strategies on national and international on-line catalogues and scientific literature databases.

LIBRARY - SCIENTIFIC DOCUMENTATION CENTER

The Center periodically organises courses on how to use search tools. An appointment for reference services can be requested by sending an e-mail to biblioteca@humanitas.it.

7. DOCUMENT DELIVERY SERVICE

Copies of articles from journals not in the Library's collection can be requested from other libraries through the Network of Inter-Library Document Exchange (NILDE) and SBBL networks. Only requests for articles not present in the Library and relevant for the scientific research or professional activity of the user will be forwarded.

This service is available exclusively to internal users, with a maximum of 5 personal requests per week.

If the requested paper is not available, the Library will try to obtain it either from libraries providing this service free of charge or from institutions like the **British Library** and the **National Library of Medicine** upon payment of a fee.

8. PHOTOCOPYING AND PRINTING SERVICE

The partial reproduction of Library Documents is permitted for personal use, study and research according to the terms set out by the current legislation (Law 633/1941 and subsequent amendments). The service is available to all users in self-service mode. Users are solely responsible for the use made of the services. You can also scan and print PDF documents from USB stick in both A4 and A3 format.

9. USER RULES

Users have the right to access the areas and use the services above-indicated services in a comfortable study environment but they also have duty to preserve the heritage over time so that access is guaranteed-not only to the users of today but also those of tomorrow.

The Library is a public place for study and research: other activities not relevant to study or which disturb the environment in any way are forbidden.

Everybody must respect the rules of silence and appropriate behaviour.

Please note that on the Library's premises:

- Bags, briefcases or any other container cannot be brought into the rooms of the Library.
- Mobile phones cannot be used.
- Food and drink consumption is not allowed (except for water in resealable containers).
- It is forbidden to underline or highlight any documents or cause damage to books owned by the Library or to leave the Library without returning the material taken for consultation.

LIBRARY - SCIENTIFIC DOCUMENTATION CENTER

Library Office are not responsible for personal items or belongings left unattended.

Failure to respect these basic rules of conduct will lead to administrative penalties, which include partial or total limitation on the use of the Library. Please note that repeated misconduct will be reported to the Administration Board.

10. CONTACTS

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