



**REGULATIONS for SERVICES
of the
LIBRARY of the DEPARTMENT of METHODS and
MODELS for ECONOMICS, TERRITORY, and FINANCE –
MEMOTEF**
**Approved by resolution of the Board of Directors on
November 13, 2014**

These Regulations illustrate and govern the methods of operation, access, and use of the Library's services and are published on the Department's website.

They comply with the Framework Regulations for Library Services issued by
Rectoral Decree no. 1963 of August 18, 2014.

Definition

The MEMOTEF Department was created by merging the Department of Mathematics for Economic, Financial, and Insurance Decisions with the Department of Geoeconomic, Linguistic, Statistical, and Historical Studies for Regional Analysis, consolidating and expressing at an institutional level an existing collaboration between researchers from the two departments. The Department Library is divided into sections (Ferdinando Milone and Bruno de Finetti) with a total bibliographic collection, cataloged in SBN and ACNP, of over 55,000 volumes and approximately 1,100 periodical titles (subscriptions, gifts, and editorial exchanges). Its mission is to preserve and manage bibliographic material and provide research and documentation support to the University and, more broadly, to the community of researchers, scholars, and enthusiasts in the field. The Library provides documentation and specialized services in the disciplines related to the Department, including through the use of IT tools. It is part of the Sapienza Library System and actively cooperates in the implementation of projects and services proposed by the network.

General rules and rules of conduct

The Library is a place of study and research.

Users admitted to the Library are required to: observe the provisions contained in these regulations; behave in a dignified and respectful manner; treat all materials entrusted to them with the utmost care and protect them from any kind of damage.

It is strictly forbidden to disturb study and work activities; to use noisy equipment; to misuse the furniture, equipment, and premises of the Library. It is also forbidden



to use IT equipment for purposes other than consulting authorized websites and local electronic resources made available by the Library.

PUBLIC SERVICES

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Art.1. Opening hours, distribution, and other services

The opening calendar and service and reading room hours are posted at the library entrance, indicated on the Department's website, and on the pages of Si Biblioteche: the information system of Sapienza University and the Lazio Region.

The library observes the following standard opening hours: Monday and Wednesday from 9 a.m. to 6 p.m.; Tuesday and Thursday from 9 a.m. to 5 p.m.; Friday from 9 a.m. to 3 p.m. The Library is open all year round, except for the Christmas and Easter holidays and the month of August, offering consultation services, publication loans, and bibliographic research. Early closures, closures for routine and extraordinary maintenance or for any specific needs of the Library, changes to opening hours, and suspensions of service for any reason will be communicated promptly through notices posted at the Library entrance and on the website.



Art. 2. Reader access to reading rooms

Access to the reading room is free.

Works located in the open-shelf reading rooms can be consulted directly by users. Once consultation is complete, users are required to return publications to the shelves.

The Library is not responsible for objects, books, or bags brought into the Rooms by readers. Users are required to vacate their seats in the event of prolonged absence (more than 30 minutes) and to take their personal belongings with them.

Only items for study purposes may be brought into the Library.

The use of laptops and tablets is permitted.

Food and drinks are not allowed in the Library, nor is the use of cell phones in the reading rooms.

If the electronic detection equipment (anti-theft system) is activated, users are required to allow staff to check whether they are in possession of any Library books or documents.

Art. 3. Distribution and consultation of books and periodicals

Upon presentation of identification and registration in the automated system database, users may request a work (monograph and/or journal) for reading and consult it in the reading room. Works received for consultation may not be removed from the Library, and users are responsible for their safekeeping.

Readers are normally allowed to borrow a maximum of four volumes at a time. Users may request other publications after returning the previous ones. Works must be returned at least 10 minutes before the Library closes.

Art. 4. Reproductions

The photocopying service for articles from periodicals owned by the Library and carried out at external copy shops (one is located inside the Faculty on floor -1 near the driveway) is permitted for personal use only and in accordance with the terms of the law protecting copyright (Art. 2 Law 248/2000). Requests for photocopies must be authorized by a librarian.



Art. 5. Loans

All institutional users of Sapienza (students, teachers, researchers, doctoral students, fellows, TAB staff, and those who have a study and/or work relationship—even temporary but institutional—with Sapienza University, Policlinico Umberto I, Azienda Ospedaliera Sant'Andrea, and Polo di Latina) are eligible for loans upon presentation of identification and registration in the automated system's reader database.

Loans are granted on a personal basis (it is forbidden to transfer borrowed works to third parties), for no more than two volumes at a time for a period of 30 days. Borrowed books must be returned by the due date indicated on the form that the user will sign when collecting the documents. However, the Library has the right to demand the return of the work in advance.

Certain exam texts, volumes in poor condition, Istat publications, periodicals, encyclopedias, dictionaries, bibliographic repertoires, rare and antique books, bachelor's and doctoral theses, cartographic material, large-format works with plates or attachments, and certain documents on magnetic media are excluded from loan.

Bibliographic material purchased with research funds may be reserved for research holders for a minimum period of one year and renewable until the end of the research. Any requests for brief consultation may be submitted by reservation.

The availability of volumes for loan will always be indicated in the Library's online catalog.

External users affiliated with other universities, research institutes, or government employees may use the service by presenting identification and a partnership request form completed by their institution. Their personal details will be entered into the automated system's reader database, indicating the period of admission to the loan service.

SANCTIONS

- 1) Guarantees to protect the material covered by consultation, local loan, and interlibrary loan services
 - a. Loans are personal. Users are responsible for the documents they borrow and their integrity, for returning them by the due date, and for responding promptly to any reminders.
 - b. Those who are eligible for loans are required to immediately notify their library of any change of residence and/or domicile, telephone number, or email address.



- c. At the time of delivery, the lending staff and the user are required to check the integrity and condition of the document and any features of particular interest, as well as the presence and condition of any attachments. These elements, together with any missing parts, imperfections, and damage found that do not affect the preservation of the requested document and therefore allow its use and loan, must be reported by updating the data in the SBN system.
- d. Upon delivery of the document, the requester signs a receipt in which they also undertake to comply with the rules governing the service.
- e. The Library System promotes checks on students' status with regard to the loan service before the end of their studies.

1) Obligations and penalties in case of late return, damage, or loss of material

- a. Users who do not return borrowed documents on time will be reminded to do so.
- b. After a grace period of 3 days from the loan expiry date and 5 days from the first reminder to return the material, the user will be suspended from the local and interlibrary loan service at the library and all other Sapienza University libraries for a period equal to the number of days of delay, until their position has been regularized. More serious cases may result in indefinite exclusion.
- c. Users who damage or lose a borrowed document are required to replace it. At the discretion of the director, this may be done with another copy of the same edition, with a copy of a different edition provided that it is complete and of commercial value not less than that of the document itself, or according to specific procedures laid down in the internal regulations of the individual libraries.
- d. The names of those responsible for damage and violations of library regulations will be communicated to the Academic Senate for appropriate action.

Art. 6. Interlibrary Loan Service and Document Delivery

Interlibrary loans (ILL) are only available between library institutions. The service is provided in compliance with current copyright legislation, for educational and research purposes. The total loan period is 30 days from the date of dispatch, for a maximum of 3 volumes per request (notification of the availability of the material will be sent within 7 working days). The requesting library is responsible for the correct use and return of the material, which must take place within the specified time frame by registered mail, and "assumes responsibility for the borrowed material from the moment it leaves the supplying library until it is returned intact..." (Art. 7 "Responsibility for Loaned Material" IFLA document: Resource Sharing and International Document Delivery: Principles and Guidelines for Procedures, 1954 - rev. 2009).

Interested libraries may submit requests through the Sebina Open Library system to:

-Biblioteca "Ferdinando Milone" Dip. MEMOTEF
biblioteca.milone@uniroma1.it SBN code RMSGE / ICCU RM0973



The document delivery service, provided on a reciprocal basis exclusively between library institutions and in compliance with copyright law, can be requested through the NILDE and SOL systems, citing the complete bibliographic reference with all the information necessary to locate the document (maximum 5 copies per request) to:
- "Ferdinando Milone" Library, MEMOTEF Department
biblioteca.milone@uniroma1.it ACNP Code - RM158

Terms and conditions of service:

Institutional users may request materials not held by Sapienza for teaching and research purposes through the library to which they are registered. They undertake to comply with the rules laid down by the lending library regarding time limits, methods of use, and any reimbursement of expenses and services. Payment must be made in accordance with current tax regulations.

For institutional users, the interlibrary loan and copy supply service is free of charge if the documents are owned by libraries with which specific agreements and/or conventions have been signed. In other cases, the costs are borne by the applicant.

- a. For libraries outside Sapienza, with which agreements and/or conventions have been signed for a balanced exchange of services, the supply of material is free of charge. In all other cases, the sending of volumes by Sapienza libraries is subject to a fee, to reimburse the costs incurred for the service.
- b. Each package is sent by registered mail and must be returned by registered mail. Any shipments by priority mail or courier must be agreed upon with the lending library, which will bear the cost.
- c. The fees for recovering the costs of providing the service are established by the specific fee schedule approved by the SBS Committee. The fees will be applied in accordance with current tax regulations.
- d. The amounts, payment methods, and related specifications are communicated by the individual libraries providing the service.

Art.7. Online catalog services

Through OPAC online services, users registered with the Library will be able to access a personal space, through which they can reserve volumes (for example, for collections stored in areas not accessible to the public or not belonging to the Library or in external warehouses), record searches and bibliographies, examine their loan status, and suggest possible purchases.

Art. 8. Reference (research guidance and bibliographic information) - Services for teaching and research



Five network stations are available to students on the 5th floor for consulting online catalogs and conducting bibliographic research. When using the computer stations, users are required to behave in accordance with ethical standards and rules of good network use: users are directly responsible for their use of the service, including aspects related to the violation of protected access, copyright, and user licenses. It is forbidden to modify the configuration of the stations or install additional software/hardware.

Research support is provided by Library staff assigned to basic and/or specialized bibliographic guidance and information services through individual reference meetings, remote assistance, and the organization of information literacy courses. The Library carries out a series of activities in support of teaching, collaborating with faculty to provide students with teaching materials related to courses, exams, and theses.

The Library carries out a number of activities in support of research, such as: managing licenses for electronic resources, disseminating information, quality control of data, open access, and all activities aimed at disseminating Sapienza's research products. It also participates in cooperative projects according to its human resource availability.

Art. 9. Final provisions

For anything not expressly provided for in these internal regulations, the provisions contained in the aforementioned University Framework Regulations shall apply.