
LIBRARY LOAN RULES

INDEX

Article 1 - General rules

Article 2 - Opening hours

Article 3 - Admission

Article 4 - Consultation and distribution

Article 5 - Reproduction of library materials

Article 6 - Lending

Article 7 - Compliance

Article 1 - General rules

1. The Director of the Rome University of Fine Arts (RUFA), having consulted the Academic Council, hereby approves these Library Loan Rules and appoints the Library Supervisor.
2. The Library may promote collaboration agreements with the SBN/RMR network member libraries and provides integrated information services; it also promotes the development of bibliographical information and the circulation of documents and training in the use multimedia library tools and catalogues.
3. The Library is enlarged and updated by means of purchases and donations.
4. The donation of single or limited quantities of books is accepted by the Library Supervisor, if consistent with the Library's enlargement policy.
5. Large or valuable donations are accepted subject to the approval of the Director of RUFA.
6. Donations are irrevocable and are subject to the "Library Donation Rules", approved in connection with these Rules.
7. Pursuant to article 7(3) of the General Program Regulations of RUFA, and to ensure the proper operation of the Library, a Library Committee may be established with the following tasks and duties:
 - issuing directives for the enlargement and improvement of the Library and proposing the purchase of books, periodicals and other materials;
 - issuing directives relating to the organisation and management of the Library;
 - discussing and approving the annual report on operations for the previous year and the proposed plan of activities for the following year prepared by the Library;
 - proposing amendments to these Rules.

Article 2 - Opening hours

1. The opening hours of the Library are publicly displayed and may be viewed on the website of RUFA and the SBN/RMR network.
2. The Library consultation and borrowing services are free of charge.

Article 3 - Admission

1. The Library is open to members of the teaching staff, assistant teaching staff, students enrolled in specialisation programs, scholarship holders and students of the Rome University of Fine Arts. Members of the public are also admitted to the Library if aged 18 or older and provided they have valid ID.
2. Admission to the Library is allowed only for the purpose of study, cultural improvement and research.
3. Library users must not disturb the other users.

In the Library it is strictly forbidden to:

- smoke, eat or drink;
 - enter the reading room any other purpose than studying;
 - mark or write on the Library books;
 - soil or damage the Library premises, furnishings and fittings in any way;
 - leave the reading room for more than thirty minutes while occupying a place, in which case, if necessary, the place will be assigned to another user;
 - disturb others.
4. It is absolutely forbidden to use the librarian's workstation or remove the equipment present there for any reason.
 5. The Library staff accept no responsibility for any personal belongings left unattended on the Library premises.
 6. If a scheduled conference is held inside the Library, the users are required to leave the reading room at least two hours before the start time of the event.

Article 4 - Consultation and distribution

1. In order to consult the Library books users must present to the Library staff either a RUFA student card or valid ID.
2. The Library books may be taken outside the Library premises solely for reproduction purposes and with the consent of the Library staff.
3. The forms for book purchase proposals may be requested from the librarian.

Article 5 - Reproduction of library materials

1. Any Library materials may be reproduced at the user's expense and solely for study purposes, in accordance with the applicable copyright regulations (Law 284/2000).
2. The reproduction of graduation theses must be authorised by the author or the RUFA management body, if the author is unavailable.
3. No materials published less than eighty years ago, large books, bound magazines and works of historical or artistic value, drawings, prints, photographs and other perishable or easily damageable materials may be reproduced.
4. Materials the reproduction of which is prohibited, except for unpublished materials, may be partially reproduced by photographic or other suitable means, under the user's responsibility and in accordance with the above mentioned copyright regulations.

Article 6 - Lending

1. The lending service is available only for students and members of the teaching staff of RUFA, subject to prior registration.
2. Persons allowed to borrow materials from the Library are issued an alphanumerical code; the permission to borrow materials from the Library is valid for one year and may be renewed on expiry, provided that the borrower continues to be eligible.
3. It is forbidden to borrow the following materials:
 - reference books, such as dictionaries, encyclopaedias, atlases, repertories;
 - periodicals;
 - books published prior to 1960;
 - ancient, rare and precious books, such as volumes with special illustrations, such as folded maps;
 - materials the donor of which has prohibited the lending of which;
 - works published in four or more volumes;
 - materials in a bad state of conservation or which could easily be damaged;
 - thesis.
4. No more than two works may be borrowed for no more than four documents.
5. The maximum loan period is fifteen days, which may be extended for a further 15 days if the work has not been reserved by other users.
6. Audiovisual materials may be borrowed for no more than 7 days and without extension.
7. Suggested texts for examination preparation are loaned on a short-term basis and must be returned the day after.
8. Loaned materials may be reserved. When they are returned the person making the reservation is contacted by the Library and will be kept on hold for a maximum of 2 days, after which the reservation will be cancelled.
9. All loans are personal and Library users are liable for the loss of or damage to the materials they borrow.

10. When borrowing any materials from the Library the user is required to verify its condition and report any marks, torn pages or other damage to the library staff, who shall make a record of the report.

On returning the materials, the user shall be held responsible for any damage or alterations not reported to the library staff before borrowing the book.

If necessary, the user shall be required to replace any damaged book with a new copy.

11. No materials may be borrowed during the summer holidays, as specified on the website of RUFA or of the SBN/RMR network.

12. All borrowed materials must be returned before the start of the summer holidays to allow the necessary inspections to be made.

13. The Library Supervisor may at any time request the immediate return of any borrowed library materials.

14. If a user fails to return any borrowed materials within the due date he/she shall receive a request in writing. If, after 10 days from the request, he/she has still not complied, he/she shall be suspended from using the library services.

15. If a user returns any borrowed materials in delay he/she shall be suspended from using the library services for a period equal to the delay and up to a maximum of 6 months. Beyond this deadline the user shall be automatically barred from borrowing books from the library for an indefinite period.

16. If a user loses or damages any borrowed materials the Director of RUFA may decide to request him/her to either replace the lost or damaged materials or pay a fine, established by the management body, based on the inventory value and the market price of the materials.

17. If the user fails to replace the materials or pay the fine, the RUFA management body reserves the right to take the necessary legal measures, in accordance with the law.

Article 7 - Compliance

1. The library staff and scholarship holders providing services to the public shall comply with and enforce these rules.