

## Web services

- **on-line public access catalog (OPAC):** to search for documents in the possession of university libraries. OPAC permits access to customised online services (reservations, loan requests, purchase suggestions, saving bibliographies and searches, viewing reader status)
- **information** on opening hours and services of individual libraries
- **electronic periodicals and databases:** online consultation of numerous databases and more than 7000 electronic periodicals
- an **e-book** collection on engineering and architecture, scientific encyclopedias and dictionaries
- **POLIssearch:** meta-search engine for simultaneously locating and searching in online, subscriber and free resources and an environment offering customised services
- **SFX:** a tool for immediately checking whether the library has an electronic version of the resource you are searching for and allowing the user to access the full text of the document or access any additional services that may be available for the article in question
- the **interlibrary loan and document delivery** service: allows readers to ask other libraries to loan books and copy articles and parts of books not available in the university's libraries
- the **Chiedi@lla tua biblioteca** online information service answers questions about resources and services within 24 hours of receiving your request
- a **purchase request form**... if you can't find the book you need
- a **suggestion and complaint form** for university library services
- a **service charter** describing how university library services are provided

All services are accessible 24 hours a day via the university's IP network or from home via a proxy server. Information is available at: [www.biblio.polimi.it](http://www.biblio.polimi.it)

# Campus Como Library

## Presentation and services

POLITECNICO DI MILANO



SERVIZI BIBLIOTECARI  
DI ATENE0

[www.biblio.polimi.it](http://www.biblio.polimi.it)

### Location and opening hours

Biblioteca del Polo Regionale di Como  
Via Valleggio 11  
22100 - Como  
Ph. 0331/3327530  
[como@biblio.polimi.it](mailto:como@biblio.polimi.it)

### Opening hours

Monday to Friday  
• **room 1 (monographs room):** 9:00 a.m. - 6:30 p.m.  
• **room 2 (periodicals room):** 9:00 a.m. - 7:00 p.m.

english version



## Library resources

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The Como Regional Campus Library is a teaching Library and its collections include the textbooks adopted and recommended in the bibliographies of the official teaching programmes.

The library's resources include:

- 5000 volumes, Italian and international scientific works on Engineering, Information Science, Mathematics, Chemistry, Physics, Economics, Environmental Sciences, Industrial Design.
- 26 periodicals, on the subjects of Engineering and Industrial Design.

Library users may also consult the Politecnico's electronic periodicals and online databases from computer workstations.

## Services in the library

### Consultation

Access to the library is freely available. Monographs and periodicals are available on

open shelves for consultation.

Library users may consult all materials which are not available for loan and graduate theses and diploma theses defended in the Como Regional Campus.

### Loans

Loans are available upon presentation of a university badge.

Each library user may request up to 5 books on loan at the same time for 4 weeks.

Loans may be renewed for 2 weeks at a time by going to the loans desk with the volume or by telephone or email.

Volumes may be reserved for loan.

Fines will be charged for late returns.

Periodicals, dictionaries, encyclopedias, geographic atlases and all works which the librarian believes should be constantly available to all library users for consultation may not be taken out on loan.

Volumes from the other Politecnico's libraries may be taken out on loan from this campus library, by making a request at the charging desk, by telephone or email.

For an agreement drawn up with Como Insubria science library, the users of Politecnico and Insubria University can take in borrow the materials of each library.

### Study area and internet workstations

- **room 1** has 70 seats.

It is reserved for individual study and consultation and absolute silence must be kept.

- **room 2** has 84 seats.

Group study is permitted here and students may speak quietly.