<table>
<thead>
<tr>
<th>Service</th>
<th>Material type</th>
<th>Description</th>
<th>Where</th>
<th>Access to service procedure</th>
<th>Times and ways</th>
<th>Rules</th>
<th>Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Loan</td>
<td>paper books</td>
<td>It allows to borrow the materials which are indicated as &quot;available document&quot; in the catalogue</td>
<td>Leonardo Campus Library, Bovisa Candiani Library, Bovisa La Masa Library, Materials Library, Cremona Campus Library, Lecco Campus Library, Mantova Campus Library, Piacenza Campus Library</td>
<td>online borrowing request for available documents (if there is the button in the catalogue), withdrawal of the book in the library in the times indicated, online reservation for documents on loan, if there is the button in the catalogue, Withdrawal of the book in the library after receiving a notification via email e/o SMS, loan registration also through the selfcheck machine</td>
<td>immediate during the library opening hours, if you search by yourself the book on the shelf, the next working day you find the book reserved for you at the circulation desk, according to the times indicated in the catalogue you find the book reserved at the circulation desk (if the material is located in external storehouses)</td>
<td>up to 8 books 4 weeks</td>
<td>students, TA staff, co.co.co staff, retired professors, visiting professors and visiting PhD, external users*</td>
</tr>
<tr>
<td>Renewal</td>
<td>paper books</td>
<td>It allows to renew the loan</td>
<td>all libraries</td>
<td>online renewal from the personal area of the catalogue. Possible if the title is not reserved by other users</td>
<td>from the third day before the expiry date of the loan</td>
<td>2 renewals 4 weeks</td>
<td>students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professors and visiting PhD, external users*</td>
</tr>
<tr>
<td>Short loan</td>
<td>paper books</td>
<td>It allows professors to borrow books for one week</td>
<td>all libraries</td>
<td>in person in the library</td>
<td>immediate during the library opening hours, by looking for the books on the shelf</td>
<td>up to 40 books 1 week</td>
<td>professors and researchers, adjunct professors, temporary research fellows, PhD</td>
</tr>
<tr>
<td></td>
<td>paper books</td>
<td>It allows students to borrow books for the weekend (Friday-Monday)</td>
<td>all libraries</td>
<td>in person in the library</td>
<td>immediate during the library opening hours, by looking for the books on the shelf</td>
<td>up to 3 books from Friday to Monday</td>
<td>students</td>
</tr>
<tr>
<td></td>
<td>paper books and journals</td>
<td>It allows to view onsite the materials indicated in the catalogue as &quot;document for internal consultation only&quot; or as &quot;available document&quot;</td>
<td>all libraries</td>
<td>online consultation request (If there is the button in the catalogue)</td>
<td>immediate during the library opening hours, if the material is located in the library, according to the times indicated in the catalogue you find the book reserved at the circulation desk (if the material is located in external storehouses)</td>
<td>up to 5 at a time the same day</td>
<td>students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professor and visiting PhD, external users*</td>
</tr>
<tr>
<td></td>
<td>paper cartography</td>
<td>It allows to view technical and thematic maps, mostly historical</td>
<td>Leonardo Campus Library</td>
<td>mail to: <a href="mailto:consultazione@biblioteca.leonardo.polimi.it">consultazione@biblioteca.leonardo.polimi.it</a></td>
<td>Tuesday and Wednesday from 11 am to 5 pm, Monday-Friday, from 9 am to 11 pm</td>
<td>up to 6 at a time the same day</td>
<td>students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD</td>
</tr>
<tr>
<td></td>
<td>cadastral maps</td>
<td>It allows to view historical maps from the provincial Archivi di Stato of the Regione Lombardia</td>
<td>Mantova Campus Library</td>
<td>request in person in the library</td>
<td>immediate Monday-Friday, from 9 am to 8 pm</td>
<td>up to 10 at a time</td>
<td>students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD</td>
</tr>
<tr>
<td>Consultation</td>
<td>paper theses (discussed until 2010)</td>
<td>It allows to view onsite the post-graduate theses and PhD theses</td>
<td>Leonardo Campus Library</td>
<td>online consultation request</td>
<td>according to the calendar reported on the web page of BBC</td>
<td>up to 5 at a time</td>
<td>students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professors and visiting PhD, external users*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mantova Campus Library</td>
<td>request in person in the library or by phone</td>
<td>according to the calendar reported on the web page of BBC</td>
<td>up to 2 at a time</td>
<td>students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professors and visiting PhD, external users*</td>
</tr>
</tbody>
</table>

* update: June 2023
<table>
<thead>
<tr>
<th>Service Charter - Archives and Library System Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Materials Library</strong> (consultation, loan and reference)</td>
</tr>
<tr>
<td>It allows to view, borrow and get information on materials for Architecture and Design.</td>
</tr>
<tr>
<td>Materials Library (Bovisa Candiani Library)</td>
</tr>
<tr>
<td>Online borrowing request or in person or online reservation for an assistance session from the website: <a href="https://opac.biblio.polimi.it/SebinaOpac/.do?locale=eng&amp;sysb=materioteca">https://opac.biblio.polimi.it/SebinaOpac/.do?locale=eng&amp;sysb=materioteca</a></td>
</tr>
<tr>
<td>Immediate Monday-Friday, from 9 am to 4 pm</td>
</tr>
<tr>
<td>Up to 10 at a time</td>
</tr>
<tr>
<td>5 days</td>
</tr>
<tr>
<td>For Politecnico professors and researchers</td>
</tr>
<tr>
<td>For students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professors and PhD, external users*</td>
</tr>
<tr>
<td>Alumni</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service &quot;The book on your desk&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>It allows to receive in the department office a book on loan from a library located in another campus.</td>
</tr>
<tr>
<td>Leonardo Campus Library Bovisa Candiani Library Bovisa La Masa Library</td>
</tr>
<tr>
<td>1-2 working days (through the internal mail)</td>
</tr>
<tr>
<td>Up to 2 at a time</td>
</tr>
<tr>
<td>20 days</td>
</tr>
<tr>
<td>For Politecnico professors and researchers</td>
</tr>
<tr>
<td>For students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professors and PhD, external users*</td>
</tr>
<tr>
<td>Alumni</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inter Library Loan (ILL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>It allows to receive from an external library a book not available in the Politecnico catalogue.</td>
</tr>
<tr>
<td>Leonardo Campus Library Bovisa Candiani Library Bovisa La Masa Library Lecco Campus Library Mantova Campus Library Piacenza Campus Library</td>
</tr>
<tr>
<td>Online request from the catalogue home page &quot;Inter-library services&quot; Cost € 7 per book + possible other costs variable times and ways, depending on the lending library</td>
</tr>
<tr>
<td>Up to 5 at a time</td>
</tr>
<tr>
<td>20 days</td>
</tr>
<tr>
<td>For everybody, also external users*</td>
</tr>
<tr>
<td>Alumni</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document Delivery DD</th>
</tr>
</thead>
<tbody>
<tr>
<td>It allows to receive from external libraries copies of articles and parts of documents not available in the Politecnico catalogue.</td>
</tr>
<tr>
<td>Leonardo Campus Library Bovisa Candiani Library Bovisa La Masa Library Lecco Campus Library Mantova Campus Library Piacenza Campus Library</td>
</tr>
<tr>
<td>Request via NILDE form (v. website) free service variable times depending on the library providing the copies</td>
</tr>
<tr>
<td>Up to 5 requests at a week</td>
</tr>
<tr>
<td>1 request at a week</td>
</tr>
<tr>
<td>For students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professors and PhD, external users*</td>
</tr>
<tr>
<td>Alumni</td>
</tr>
<tr>
<td>Service Charter</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td><strong>Reproduction</strong></td>
</tr>
<tr>
<td>It allows to photocopy and scan materials in accordance with the current legislation on copyright, provided that the state of conservation is good</td>
</tr>
<tr>
<td>Mantova Campus Library</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td><strong>Purchase Suggestion</strong></td>
</tr>
<tr>
<td>It allows to suggest the purchase of books and journals</td>
</tr>
<tr>
<td>Bovisa Candiani Library</td>
</tr>
<tr>
<td>Bovisa La Masa Library</td>
</tr>
<tr>
<td>Lecco Campus Library</td>
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<tr>
<td>Mantova Campus Library</td>
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<tr>
<td>Piacenza Campus Library</td>
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<tr>
<td><strong>Ask@your Library</strong></td>
</tr>
<tr>
<td>It allows to ask online information on library services and archives</td>
</tr>
<tr>
<td>in person in the library or by phone</td>
</tr>
<tr>
<td>Bovisa Masa Library</td>
</tr>
<tr>
<td>Bovisa Candiani Library</td>
</tr>
<tr>
<td>Mantova Campus Library</td>
</tr>
<tr>
<td>Historical Archives</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Reference</strong></td>
</tr>
<tr>
<td>It provides specialised support and guidance on archival researches</td>
</tr>
<tr>
<td>electronic resources use, bibliography management, cartography consultation, thesis writing and thesis submission procedure</td>
</tr>
<tr>
<td>Bovisa Masa Library</td>
</tr>
<tr>
<td>Bovisa Candiani Library</td>
</tr>
<tr>
<td>Mantova Campus Library</td>
</tr>
<tr>
<td>Historical Archives</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Courses for Users</strong></td>
</tr>
<tr>
<td>It provides specialised support and guidance on archival researches</td>
</tr>
<tr>
<td>the dates and methods of the courses are communicated to the students by email</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Courses on Demand</strong></td>
</tr>
<tr>
<td>It provides specialised support and guidance on archival researches</td>
</tr>
<tr>
<td>professors may ask for specific courses for their students</td>
</tr>
<tr>
<td>Leonardo Campus</td>
</tr>
<tr>
<td>Bovisa Campus</td>
</tr>
<tr>
<td>mail to: <a href="mailto:biblio.corsiOnDemand@polimi.it">biblio.corsiOnDemand@polimi.it</a></td>
</tr>
<tr>
<td><strong>Corsi on Demand - Materials Library</strong></td>
</tr>
<tr>
<td>It provides specialised support and guidance on archival researches</td>
</tr>
<tr>
<td>professors may ask for specific courses for their students</td>
</tr>
<tr>
<td>Leonardo Campus</td>
</tr>
<tr>
<td>Bovisa Campus</td>
</tr>
<tr>
<td>mail to: <a href="mailto:biblio.corsiOnDemand@polimi.it">biblio.corsiOnDemand@polimi.it</a></td>
</tr>
<tr>
<td><strong>MOOC “In biblioteca con un click”</strong></td>
</tr>
<tr>
<td>It provides specialised support and guidance on archival researches</td>
</tr>
<tr>
<td>professors may ask for specific courses for their students</td>
</tr>
<tr>
<td>Leonardo Campus</td>
</tr>
<tr>
<td>Bovisa Campus</td>
</tr>
<tr>
<td>mail to: <a href="mailto:biblio.corsiOnDemand@polimi.it">biblio.corsiOnDemand@polimi.it</a></td>
</tr>
<tr>
<td><strong>Tutorials</strong></td>
</tr>
<tr>
<td>It provides specialised support and guidance on archival researches</td>
</tr>
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</tbody>
</table>

*update: June 2023*
<table>
<thead>
<tr>
<th>Service Chart - Archives and Library System Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exhibitions at Historical Archives</strong></td>
</tr>
<tr>
<td><strong>Archives documents</strong></td>
</tr>
<tr>
<td><strong>Free visit at the times indicated upon registration in the hall</strong></td>
</tr>
<tr>
<td><strong>Open access</strong></td>
</tr>
<tr>
<td><strong>Exhibitions at Historical Archives</strong></td>
</tr>
<tr>
<td><strong>Monday-Friday from 9.30 am to 1 pm</strong></td>
</tr>
<tr>
<td><strong>by appointment from 2.30 pm to 4.30 pm,</strong></td>
</tr>
<tr>
<td><strong>writing to <a href="mailto:archivio@polimi.it">archivio@polimi.it</a> or calling 02/23995703</strong></td>
</tr>
<tr>
<td><strong>Open access</strong></td>
</tr>
<tr>
<td><strong>Discovery tool - SEARCH</strong></td>
</tr>
<tr>
<td><strong>Monday-Friday from 9.30 am to 1 pm</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Open access</strong></td>
</tr>
<tr>
<td><strong>University catalogue</strong></td>
</tr>
<tr>
<td><strong>paper books and journals</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Open access</strong></td>
</tr>
<tr>
<td><strong>Personal Area</strong></td>
</tr>
<tr>
<td><strong>paper books and journals</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Open access</strong></td>
</tr>
<tr>
<td><strong>APP POLIMI Library iOS and Android</strong></td>
</tr>
<tr>
<td><strong>books and journals</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Open access</strong></td>
</tr>
<tr>
<td><strong>Materials Library Catalogue</strong></td>
</tr>
<tr>
<td><strong>samples of materials for Architecture and Design</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Open access</strong></td>
</tr>
<tr>
<td><strong>POLITESI archive online theses from 2010</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Open access</strong></td>
</tr>
<tr>
<td><strong>access to Electronic Resources on subscription</strong></td>
</tr>
<tr>
<td><strong>databases e-journals e-books</strong></td>
</tr>
</tbody>
</table>

update: June 2023
<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Details</th>
<th>Accessible to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proxy</td>
<td>through a configuration on your laptop, it allows to access from outside Politecnico the electronic resources on subscription</td>
<td>configuration by following the instructions <a href="https://www.ict.polimi.it/network/proxy/?lang=en">https://www.ict.polimi.it/network/proxy/?lang=en</a></td>
<td>students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, visiting professors and visiting PhD</td>
</tr>
<tr>
<td>study places</td>
<td>It allows to use the seats in the library for personal study or for reading the materials stored in the library</td>
<td>Leonardo Campus Library, Bovisa Candiani Library, Bovisa La Masa Library, Lecco Campus Library, Policard or Tempolicard</td>
<td>students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professors and visiting PhD, external users*, Alumni</td>
</tr>
<tr>
<td>APP Affluences</td>
<td>It allows to know the percentage of free places in the library, to book the study rooms to work in group and the individual stations (carrels and wallets)</td>
<td>Leonardo Campus Library, Bovisa Candiani Library, Bovisa La Masa Library, online service, free download from Apple and Android stores</td>
<td>everybody</td>
</tr>
<tr>
<td>study rooms to work in groups</td>
<td>It allows to book a room for studying and working in group</td>
<td>Leonardo Campus Library (3), Bovisa Candiani Library (3), Bovisa La Masa Library (2), reservation through the app Affluences</td>
<td>shifts of at least 30 minutes, at most 4 hours</td>
</tr>
<tr>
<td>individual stations (carrels) and mobile stations (wallet)</td>
<td>It allows to book a single station</td>
<td>Leonardo Campus Library (4 carrels 2 wallet), Bovisa Candiani Library (1 wallet), Bovisa La Masa Library (2 wallet), reservation through the app Affluences Request the key at the circulation desk</td>
<td>shifts of at least 30 minutes, at most 3 hours</td>
</tr>
<tr>
<td>Virtual reality goggles</td>
<td>It allows to watch educational content</td>
<td>Bovisa La Masa Library, reservation through the app Affluences</td>
<td></td>
</tr>
</tbody>
</table>

*Note: the external users may use some of the library services only if they purchase a library pass [https://www.biblio.polimi.it/en/services/services-for/external-users](https://www.biblio.polimi.it/en/services/services-for/external-users)

5 update: June 2023