Service	Material type	Description	Where	Access to service procedure	Times and ways	Rules		Users
						How many	How long	
External Loan	paper books	it allows to borrow the materials which are indicated as "available document" in the catalogue	Leonardo Campus Library Bovisa Candiani Library Bovisa La Masa Library Materials Library Cremona Campus Library Lecco Campus Library Mantova Campus Library Piacenza Campus Library	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	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)	up to 8 books	4 weeks	students, TA staff, co.co.co staff, retired professors, visiting professors and visiting PhD, external users*
						up to 10 books	4 weeks	professors and researchers, adjunct professors, researchers, PhD
						1 book	4 weeks	Alumni
Renewal	paper books	it allows to renew the loan	all libraries	online renewal from the personal area of the catalogue. Possible if the title is not reserved by other users	from the third day before the expiry date of the laon	2 renewals	4 weeks	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*
						1 renewal	4 weeks	Alumni
Short loan	paper books	it allows professors to borrow books for one week	all libraries	in person in the library	immediate during the library opening hours, by looking for the books on the shelf	up to 40 books	1 week	professors and researchers, adjunct professors, temporary research fellows, PhD
		it allows students to borrow books for the weekend (Friday-Monday)		in person in the library	immediate during the library opening hours, by looking for the books on the shelf	up to 3 books	from Friday to Monday	students
Consultation	paper books and journals	it allows to view onsite the materials indicated in the catalogue as "document for internal consultation only" or as "available document"	all libraries	online consultation request (if there is the button in the catalogue)	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)	up to 5 at a time	the same day	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*, alumni
	paper cartography	it allows to view technical and thematic maps, mostly historical	Leonardo Campus Library	mail to: consultazioneriservataleonardo-asab@polimi.it	Tuesday and Wednesday from 11 am to 5 pm	up to 6 at a time	the same day	students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD
			Mantova Campus Library	request in person in the library	immediate Monday-Friday, from 9 am to 8 pm	up to 10 at a time		
	cadastral maps	it allows to view historical maps from the provincial Archivi di Stato of the Regione Lombardia	Leonardo Campus Library	request in person in the library	upon request Monday-Friday from 9 am to 12.30 pm and from 1.30 pm to 4 pm	up to 10 at a time	the same day	
	paper theses (discussed until 2010)	it allows to view onsite the post-graduate theses and PhD theses	Bovisa Candiani Library	online consultation request	according to the calendar reported on the web page of BBC https://www.biblio.polimi.it/en/locations-and-times/bbc-library	up to 5 at a time	the same day	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*
			Leonardo Campus Library	request in person in the library or by phone	according to the calendar reported on the web page of BBC https://www.biblio.polimi.it/en/locations-and-times/bbc-library	up to 2 at a time		
						1 at a time		Alumni
			Mantova Campus Library		immediate	up to 5 at a time		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*

	digitalised theses (discussed until 2010), available on particular	it allows to view onsite the post-graduate digitalised theses on Architecture	Bovisa Candiani Library	online consultation request	immediate	1 at a time	the same day	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
			Leonardo Campus Library	request in person in the library	upon request Monday-Friday from 9 am to 12.30 pm and from 1.30 pm to 4 pm			
	books in the Historical library (published from 1500 to 1899)	it allows to view onsite the books stored in the Historical Library	Historical Library (Leonardo Campus)	mail to: biblioteca-storica@polimi.it	according to the reservation agreed	up to 20 books	the same day	everybody, also external users (without paying)
	documents Archives	it allows to view the documents of Archival Fonds stored at Historical Archives	Historical Archives	mail to: archivio@polimi.it	according to the reservation agreed	no limits	the same day	everybody, also external users (without paying)
	paper books and journals stored in Leonardo storehouses	it allows to view in the historical section of Leonardo Campus Library some materials indicated in the catalogue as "document for internal consultation only"	Leonardo Campus Library (historical section)	online consultation request	Tuesday and Wednesday from 11 am to 5 pm	up to 5 at a time	the same day	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
Materials Library (consultation, loan and reference)	materials samples for Architecture and Design	it allows to view, borrow and get information on materials for Architecture and Design and their properties	Materials Library (Bovisa Candiani Library)	online borrowing request or in person or online reservation for an assistance session from the website https://opac.biblio.polimi.it/SebinaOpac/.do?locale=eng&sysb=materioteca	immediate Monday-Friday, from 9 am to 4 pm	up to 10 at a time	5 days	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*
ISS Intra-University loan	paper books	it allows to obtain books from the Politecnico libraries that are located in other campuses, provided thath they are "available" in the catalogue	Leonardo Campus Library Bovisa Candiani Library Bovisa La Masa Library	request in person in the library or by phone	1-2 working days (through the internal mail)	up to 2 at a time	20 days	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*
						1 at a time		Alumni
			Cremona Campus Library Lecco Campus Library Mantova Campus Library Piacenza Campus Library		2-3 working days (through DHL)	up to 5 at a time		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*
						1 at a time		Alumni
Service "The book on your desk"	paper books	it allows to receive in the department office a book on loan from a library located in another campus	Leonardo Campus Library Bovisa Candiani Library Bovisa La Masa Library	online borrowing request and mail to the library owning the book https://www.biblio.polimi.it/en/services/how-to/ask-for-a-document-not-available-in-the-library#c124	1-2 working days (through the internal mail)	up to 2 at a time	4 weeks	Politecnico professors and researchers
Inter Library Loan (ILL)	paper books	it allows to receive from an external library a book not available in the Politecnico catalogue	Leonardo Campus Library Bovisa Candiani Library Bovisa La Masa Library Lecco Campus Library Mantova Campus Library Piacenza Campus Library	online request from the catalogue home page "Inter-library services" Cost € 7 per book + possible other costs	variable times and ways, depending on the lending library	up to 5 at a time	20 days	everybody, also external users*
						1 at a time		Alumni
Document Delivery DD	articles, or parts of books	it allows to receive from external libraries copies of articles and parts of documents not available in the Politecnico catalogue	Leonardo Campus Library Bovisa Candiani Library Bovisa La Masa Library Lecco Campus Library Mantova Campus Library Piacenza Campus Library	request via NILDE form (v. website) free service	variable times depending on the library providing the copies	up to 5 requests at a week		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*
						1 request at a week		Alumni

Reproduction	**paper books and journals**	**it allows to photocopy and scan materials in accordance with the current legislation on copyright, provided that the state of conservation is good**	Leonardo Campus Library Mantova Campus Library	to photocopy: purchase of a pay-as-you-go photocopy card of a value of € 5 to scan: personal USB pen drive	immediate		everybody, also external users*
Purchase suggestion	**books and journals**	**it allows to suggest the purchase of books and journals**	Leonardo Campus Library Bovisa Candiani Library Bovisa La Masa Library Lecco Campus Library Mantova Campus Library Piacenza Campus Library	online request from the catalogue home page "Suggest"	about 30 days if the book is on the market The steps are verifiable in the personal area. Purchase through successful tendered supplier		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
Ask@your library		**it allows to ask online information on library services and archives**	online service	online form on the website https://www.biblio.polimi.it/en/contacts/askyour-library-1	answer within 1 working day		evereybody, also external users
Reference		**it provides specialised support and guidance on bibliographic researches, electronic resources use, bibliography management, cartography consultation, thesis writing and thesis submission procedure**	Leonardo Campus Library	in person in the library or by phone	Monday-Friday from 9 am to 12.30 pm and from 1.30 pm to 4 pm by phone; in presence upon request		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
		it provides specialised support and guidance on bibliographic researches, electronic resources use, bibliography management,	Bovisa La Masa Library	in person in the library	Monday-Friday from 10 am to 12pm and from 1 pm to 4 pm		
			Bovisa Candiani Library	in person in the library	Monday-Friday upon request		
			Mantova Campus Library	in person in the library	Monday-Friday from 8.30 am to 8 pm		
		it provides specialised support and guidance on archives researches	Historical Archives	via mail and in person in the library	Monday-Friday from 9.30 am to 1 pm		evereybody, also external users
Courses for users		**users can participate in various types of courses taught by librarians on the use of print and digital resources, library services, bibliography and citation management**	online service	the dates and methods of the courses are communicated to the students by email	online		students and PhD
Courses on demand		**professors may ask for specific courses for their students**	Leonardo Campus Bovisa Campus	mail to: biblio.corsiOnDemand@polimi.it	in the classroom		professors and students
Corsi on demand - Materials Library		**professors may ask for specific courses for their students**	location to be decided	in person at Materials Library	in the classroom		professors and students
MOOC "In biblioteca con un click"		**self-learning tool that provides a methodology for bibliographic and documentary research**	online service (in Italian language only)	on the website https://www.pok.polimi.it/			everybody, also external users
Tutorials		**self-learning tools on using resources and services provided by libraries**	online service	online			everybody, also external users

Exhibitions at Historical Archives	**Archives documents**	**Several exhibitions a year are organized with documents kept in Historical Archives and / or requested on loan and from external institutions**	exhibition space at Historical Archives	free visit at the times indicated upon registration in the hall	Monday-Friday from 9.30 am to 1 pm; by appointment from 2.30 pm to 4.30 pm, writing to archivio@polimi.it or calling 02/23995703			everybody, also external users (without paying)
Open access		**it provides assistance and support on every topic related to open access (copyright, publishers policy, compliance with the mandates of the funders of the research)**		mail to: openaccess@polimi.it and in presence (group meetings, interviews)				professors and researchers, adjunct professors, PhD, TA staff
Discovery tool - SEARCH		**it allows to query multiple resources at the same time to find:** **- books and journals** **- Post-graduate and PhD theses, paper and digital** **- articles from electronic journals** **- e-books** **- e-journals** **- databases**	online service	http://www.biblio.polimi.it/en/home/				everybody, also external users may search Users view the resources found according the rules of each kind of resource
University catalogue	**paper books and journals**	**it allows to search and locate books and journals from all the Politecnico libraries. You can view if and how they are available. It is almost always possible to request online the documents**	online service	https://opac.biblio.polimi.it/SebinaOpac/.do?locale=eng				everybody, also external users
Personal Area	**paper books and journals**	**it allows to:** **- check the status of your loans** **- renew your loans online** **- make purchase suggestions and view the suggestions made** **- make inter library loan requests**	online service	from the catalogue click on "personal area" and enter your credentials				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
APP POLIMILibrary iOS and Android	**books and journals**	**it allows to use the catalogue and the personal area services via smartphone**	online service	free download from Apple and Android stores				everybody, also external users may search
Materials Library Catalogue	**samples of materials for Architecture and Design**	**it allows to search the samples and view if they are available. You can request the documents online.**	online service	https://opac.biblio.polimi.it/SebinaOpac/.do?locale=eng&sysb=materioteca				everybody, also external users may search
POLITESI archive online theses from 2010	**post-graduate theses from July 2010, PhD theses from 2012**	**it allows to view the post-graduate theses submitted from July 2010 and the PhD theses submitted from 2012. Descriptive data is accessible to all users, while access to the full texts of the theses depends on the option chosen by undergraduates at the time they had submitted their work.**	online service	https://www.politesi.polimi.it/?locale=en				green stamp: all the users yellow stamp: only Politecnico users red stamp: nobody
access to Electronic Resources on subscription	**databases e-journals e-books**	**it allows the access to electronic databases on subscription and to view and download e-journals e e-books on subscription**		within the Politecnico network https://www.biblio.polimi.it/en/services/how-to/access-to-an-electronic-resource				everybody

			online service	outside Politecnico by configuring the proxy or through Shibboleth https://www.biblio.polimi.it/en/services/how-to/access-to-an-electronic-resource#c143				students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, visiting professors and visiting PhD
Proxy		**through a configuration on your laptop it allows to access from outside Politecnico the electronic resources on subscription**	online service	configuration by following the instructions https://www.ict.polimi.it/network/proxy/?lang=en configure the proxy and create the proxy credentials				students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, visiting professors and visiting PhD
study places		**it allows to use the seats in the library for personal study or for reading the materials stored in the library**	Leonardo Campus Library Bovisa Candiani Library Bovisa La Masa Library Lecco Campus Library	Policard or Tempolicard				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
			Cremona Campus Library Mantova Campus Library Piacenza Campus Library					
APP Affluences		**it allows to know the percentage of free places in the library, to book the study roomsto work in group and the indivisual stations (carrels and wallets)**	Leonardo Campus Library Bovisa Candiani Library Bovisa La Masa Library	online service, free download from Apple and Android stores				everybody
study rooms to work in groups		**it allows to book a room for studying and working in group**	Leonardo Campus Library (3) Bovisa Candiani Library (1) Bovisa La Masa Library (2)	reservation through the app Affluences	shifts of at least 30 minutes, at most 4 hours			-students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professors and visiting PhD, Alumni
individual stations (carrels) and mobile stations (wallet)		**it allows to book a single station**	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	shifts of at least 30 minutes, at most 3 hours			students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professors and visiting PhD, Alumni
Virtual reality goggles		**it allows to watch educational content**	Bovisa La Masa Library	reservation through the app Affluences				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

*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