

Service	Material type	Description	Where	Access to service procedure	Times and ways	Rules		Users
						How many	How long	
External Loan	papaer 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 Como Campus 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)	immediate during the library opening hours, if you search by yourself the book on the shelf	up to 5 books	4 weeks	students, TA staff, co.co.co staff, retired professors, visiting professor and visiting PhD, external users*
				withdrawal of the book in the library in the times indicated	The next working day you find the book reserved for you at the circulation desk	up to 10 books	4 weeks	professors and researchers adjunct professors researchers PhD
				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	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)			
				loan registration also through the selfcheck machine		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	no limits	2 weeks	students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professor e visiting PhD, external users*
						1 renewal	2 weeks	Alumni
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"	Leonardo Campus Library Bovisa Candiani Library Bovisa La Masa Library Cremona Campus Library Lecco Campus Library Mantova Campus Library Piacenza Campus Library	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 e visiting PhD, external users*, alumni
	paper cartography	it allows to view technical and thematic maps, mostly historical	Leonardo Campus Library storehouses, building 2 - basement	mail to: consultazioneriservataleonardo-asab@polimi.it by the day before the consultation	Tuesday and Thursday from 10 am to 12 pm and form 2 pm to 4 pm only after sending the request via email	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 1 pm	up to 10 at a time		
	cadatral maps	it allows to view historical maps storiche from the provincial Archivi di Stato of the Regione Lombardia.	Leonardo Campus Library	request in person in the library	immediate 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 Leonardo Campus Library Mantova Campus Library	online consultation request	2 working days from the request	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 e visiting PhD, external users*
					2-4 working days from the request through the internal mail	up to 2 at a time 1 at a time		
					request in person in the library or by phone	immediate		
	digitalised theses (discussed until 2010), available on particular workstations	it allows to view onsite the post-graduate digitalised theses on Architecture	Bovisa Candiani Library Leonardo Campus 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 professor e visiting PhD, external users*, alumni
	books tn the Historical library (published from 1500 to 1899)	it allows to view onsite the books stored in the Historical Library	Historical Library (Leonardo Campus)	request in person in the library or by phone or via mail to biblioteca-storica@polimi.it	immediate	up to 5 at a time	the same day	evereybody, 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	immediate			evereybody, also external users* (without paying)

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"Reserved" consultation	paper books and journals stored in Leonardo storehouses	it allows to view in a room next to the Leonardo Campus storehouses some materials indicated in the catalogue as "document for internal consultation only"	Storehouses of Leonardo Campus Library building 2 - basement	mail to: <a href="mailto:consultazioneriservataleonardo-asab@polimi.it">consultazioneriservataleonardo-asab@polimi.it</a> by the day before the consultation	Tuesday and Thursday from 10 am to 12 pm and from 2 pm to 4 pm only after sending the request via email	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 e 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 <a href="http://www.materioteca.polimi.it/">http://www.materioteca.polimi.it/</a>	immediate Monday-Friday, from 8,30 am to 4.30 pm	up to 15 at a time	5 days	students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professor e 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 that 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 professor e visiting PhD, external users*
			Como Campus Library Cremona Campus Library Lecco Campus Library Mantova Campus Library Piacenza Campus Library		2-3 working days lavorativi (through DHL)	1 at a time		up to 5 at a time
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 <a href="http://www.biblio.polimi.it/en/services/intra-university-loans/">http://www.biblio.polimi.it/en/services/intra-university-loans/</a>	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 <a href="http://opac.biblio.polimi.it/SebinaOpac/Opac.do?locale=ENG&amp;KAS=true#2">http://opac.biblio.polimi.it/SebinaOpac/Opac.do?locale=ENG&amp;KAS=true#2</a> "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 professor e 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 Bovisa Candiani 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 Como Campus Library Lecco Campus Library Mantova Campus Library Piacenza Campus Library	online request from the catalogue home page <a href="http://opac.biblio.polimi.it/SebinaOpac/Opac.do?locale=ENG&amp;KAS=true#2">http://opac.biblio.polimi.it/SebinaOpac/Opac.do?locale=ENG&amp;KAS=true#2</a> "suggest"	about 30 days if the book is on the market The steps are verifiable in the personal area			students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professor e visiting PhD, external users*, alumni

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<a href="#">Ask@your library</a>		it allows to ask online information on library services and archives	online service	online form on the website <a href="http://www.biblio.polimi.it/en/home/">http://www.biblio.polimi.it/en/home/</a>	answer within 1 working day			everybody, also external users*
Specialist 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	Monday-Friday from 9 am to 12.30 pm and from 1.30 pm to 4 pm			students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professor e 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 from 11 am to 3 pm			
		it provides specialised support and guidance on archives researches	Mantova Campus Library	richiesta appuntamento tramite servizio Chiedi@lla tua biblioteca	Monday-Friday from 9.30 am to 3.30 pm			
			Historical Archives	in person in the library	Monday-Friday from 9.30 am to 1 pm			everybody, also external users*
Suggestions and complaints		it allows to send a suggestion or a complaint on libraries and archives services	online service	online form on the website <a href="http://www.biblio.polimi.it/en/home/">http://www.biblio.polimi.it/en/home/</a>	answer within 5 working days			everybody, also external users*
Courses for users		users may attend various courses held by librarians on using paper and digital resources, on library services, on bibliography and citations management	Leonardo Campus Bovisa Campus	registration through online form available on the website 15 days before the course <a href="http://www.biblio.polimi.it/en/courses-and-tutorials/courses/">http://www.biblio.polimi.it/en/courses-and-tutorials/courses/</a>	in the classroom			students, PhD
Courses on demand		professors may ask for specific courses for their students	Leonardo Campus Bovisa Campus	mail to <a href="mailto:biblio.corsiOnDemand@polimi.it">biblio.corsiOnDemand@polimi.it</a>	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
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	3 times a year exhibitions are organised on specific topics, referring to the documents stored at Historical Archives	exhibition space at Historical Archives	free visiting in the opening hours registration on a paper form at the entrance	in specific periods Monday-Friday from 9,30 am to 1 pm; by appointment from 2.30 pm to 4.30 pm, writing to <a href="mailto:archivio@polimi.it">archivio@polimi.it</a>			everybody, also external users*
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 <a href="mailto:openaccess@polimi.it">openaccess@polimi.it</a> and in presence (group meetings, interviews)				professors and researchers, adjunct professors, PhD, TA staff

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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	<a href="http://www.biblio.polimi.it/en/home/">http://www.biblio.polimi.it/en/home/</a>				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	<a href="http://opac.biblio.polimi.it/SebinaOpac/Opac.do?locale=ENG">http://opac.biblio.polimi.it/SebinaOpac/Opac.do?locale=ENG</a>				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 professor e 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	<a href="http://opac.biblio.polimi.it/SebinaOpac/Opac.do?locale=ENG&amp;sysb=materioteca">http://opac.biblio.polimi.it/SebinaOpac/Opac.do?locale=ENG&amp;sysb=materioteca</a>				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	<a href="https://www.politesi.polimi.it/?locale=en">https://www.politesi.polimi.it/?locale=en</a>				green stamp: all the users yellow stamp: only Politecnico users red stamp: nobody
<a href="http://www.polimi.it/GeoData">GeoData@Polimi</a>	Geoportale - digital territorial maps	it allows the geographic research of cartographic materials and the download of digital cartographies.	online service	<a href="https://geodata.polimi.it/opengeoportale/">https://geodata.polimi.it/opengeoportale/</a>				everybody, also external users, except for some maps that may be viewed only by institutional users
Refworks (software)		it allows to manage the citations and the bibliography	online service	within the Politecnico network <a href="http://www.biblio.polimi.it/call-to-action/refworks/">http://www.biblio.polimi.it/call-to-action/refworks/</a>				everybody
				outside Politecnico procedure described on the service webpage				students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, alumni (?)

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access to Electronic Resource on subscription	databases e-journals e-books	it allows the access to electronic databases on subscription and to view and download e-journals e-books on subscription	online service	within the Politecnico network <a href="http://www.biblio.polimi.it/en/resources/">http://www.biblio.polimi.it/en/resources/</a>				everybody
				outside Politecnico by configuring the proxy <a href="http://www.biblio.polimi.it/en/call-to-action/off-campus-access/">http://www.biblio.polimi.it/en/call-to-action/off-campus-access/</a>				students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, 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 <a href="https://www.asict.polimi.it/en/network-services/proxy.html">https://www.asict.polimi.it/en/network-services/proxy.html</a> configure the proxy and create the proxy credentials				students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD
access to e-books available on tablets in the library ("e-book corner")	a selection of the most used e-books	it allows to view some selected e-books on tablet	Biblioteca Campus Leonardo Biblioteca Bovisa Candiani Biblioteca Bovisa La Masa	request of tablet at the circulation desk. Use allowed within the library.	immediate			students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professor e visiting PhD, external users*, alumni
study spaces		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
			Cremona Campus Library Mantova Campus Library Piacenza Campus Library					
<a href="#">APP Affluences</a>		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)	online service for Leonardo Campus Library Bovisa Candiani Library Bovisa La Masa Library	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 tth app <i>Affluences</i>	shifts of at least 30 minutes, at most 4 hours.			students, professors and researchers, adjunct professors, temporary research fellows, PhD
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 tth app <i>Affluences</i> Request the key at the circulation desk	shifts of at least 30 minutes, at most 4 hours.			professors and BSc and MSc thesis students
Virtual reality goggles		it allows to watch educational content	Bovisa La Masa Library	reservation through tth app <i>Affluences</i>				tudenti, personale TA, personale co.co.co, docenti e ricercatori, docenti a contratto, assegnisti, dottorandi, docenti in pensioone, visiting professor e visiting PhD, utenti esterni a pagamento, alumni

\*Note: the external users may use library services only if they purchase a library pass

<http://www.biblio.polimi.it/en/services/external-users/>

Library	Opening hours	City and Campus	Address and building
Leonardo Campus Library - BCL	Monday - Sunday 8,00 am – 11,45 pm	Milano - Leonardo	via Ampère, 2 - building 11
Bovisa Candiani Library - BBC	Monday - Friday 8,30 – 20,50	Milano - Bovisa	via Candiani, 72 - building B1
Bovisa La Masa Library - BBL	Monday - Sunday: 8,00 – 21,00	Milano - Bovisa	via Lambruschini, 4 - building BL28
Hisotircal Library	Monday - Friday 9,30 am -12.30 pm; 1,30 pm - 4,30 pm	Milano - Leonardo	piazza Leonardo da Vinci, 32 - building 9, entrance B, floor 1
Materials Library	Monday - Friday 8,30 am – 8,50 pm	Milano - Bovisa	via Candiani, 72 - building B1
Historical Archives	Monday - Friday 9,30 am – 1,00 pm	Milano - Bovisa	via Candiani, 72 - building B1
Como Campus Library	Monday - Friday 9,30 am – 12,30 am	Como	via Valleggio 11 at student desk
Cremona Campus Library	Monday - Friday 9,00 am – 5,45 pm	Cremona	via Sesto 41
Lecco Campus Library	Monday - Friday 9,00 am - 9,30 pm Saturday 9,00 am - 6,00 pm	Lecco	Via Previati, 1/c - building 8
Mantova Campus Library	Monday - Friday 8,30 am - 7,15 pm	Mantova	Piazza D'Arco, 3
Piacenza Campus Library	Monday - Friday 9,00 am - 1,00 pm, 2,30 pm - 7,30 pm Saturday 9,00 am - 12,00 am, 2,00 am - 7,30 pm	Piacenza	via G.B. Scalabrini, 113 - building 11