



“The book on your desk” – Guidelines to access the service

Who the service is addressed to

This service is addressed to professors and researchers of Politecnico who want to get directly in their department office books on loan from a library situated in another University Campus, without moving.

The service is aimed at sparing time and reducing the trips between the sites of Leonardo, Bovisa Candiani and Bovisa La Masa.

The service is available for:

- professors
- contract lectures
- researchers

Information about the service

The requested books are delivered through internal mail service directly at the teacher's department office (mail boxes in the department). The books must be returned to the library inside a closed envelope, through the internal mail service

The service can be provided only among the sites of Milano campuses. In the territorial campuses users can receive books from Milano campuses libraries only through the intra-University service.

The teachers and researchers using this service accept these guidelines and agree to follow them.

Libraries providing the service

Leonardo Campus Library
Bovisa Candiani Library
Bovisa La Masa Library

Quantity of books you can request

If you use this service you can request 2 books at a time (up to 5 books on loan at the same time)

Duration of the loan

The loan lasts 4 weeks.

The loan can be extended online from your Personal Area in the online [catalogue](#), or by phone.

The renewal is possible only if the book has not been reserved by another user.

How to use the service

To use the service “The book on your desk” it is necessary:

1. to place a loan request from the online catalogue for the document of interest
2. to send an e-mail to the address of the library where the requested book is stored:

biblioteca-leonardo@polimi.it

biblioteca.campus.durando@polimi.it

biblioteca.ingegneria.bovisa@polimi.it

What information enter in your e-mail:

In the e-mail addressed to the library you must indicate:

- Name and Surname
- Person code, date of birth (necessary to distinguish homonymous users)
- Data of the requested book: title, author, inventory number, location. This information may be copied from the catalogue

- The exact address of the department office (campus, address, department, building, floor, room).

Service Rules

- The expiry date, indicated in the reminder that you find inside the book and communicated via email, may always be checked in your personal area in the catalogue, accessible by logging (icon in the high right side of the page).
The book must be returned to the library through the internal mail service. The book must be sent in a closed envelope, in which you have to indicate the name of the library, the campus and your name. You have to send the books no later than 2 working days before the expiry date.
Some days after you have sent the book, we suggest that you check in your personal area if the book has been returned.
- In case you return books after the due date you will be subjected to penalties, as described in the Service Charter. The returning date is when the book arrives at the library and is discharged.

Renewal online or by phone

If the book is not reserved by another user, you can do the renewal. The renewal may be done by phone or online, from your personal area in the catalogue.

The renewal is possible from the third day before and until the expiry date.

NB: if you cannot do the renewal because the book is reserved by another user, you have to return the book as soon as possible, at least 2 working days before the expiry.

Difference between the service “The book on your desk” and the service “Intra-University loan”

The service “**The book on your desk**” allows you to request a book via email directly to the library which owns the book, and receive it in your department office.

The book will be registered on your account, and you will have to return it to the library from which you have received it.

If you use this service, you will interact directly with the library where the book is stored.

The service “**Intra-University loan**” allows you to request a book in person or by phone or via email to the library where you want to collect the book (the library in your campus).

The book will be registered as an intra-university loan to your library, and it must be returned to the library of your campus.

If you use this service, you will interact with your library, and your library will request in your name the book to the library where the book is stored.

PATTERN OF THE E-MAIL TO REQUEST A BOOK TO THE LIBRARY

User data

SurnameName.....

Person Code.....

Date of birth (only if you do not indicate the Person Code)

Document data

Title.....

Author.....

Shelfmark..... Inventory Number.....

Address for delivery

Campus

Department

Address

Buildingfloor.....