

# ESU LIBRARY REGULATIONS

## *Book loan service*

### **1 – FOUNDATION AND OBJECTIVES**

ESU offers a book loan service to promote the dissemination of scientific and didactic material into the students community.

### **2 – COLLECTION**

The collection of the Esu library consists of books and documents possessed by the library at the moment, as well as the acquired and donated material - registered in specific inventories - the equipment and furniture in possession of the library, as well as the structure designed to offer the service.

The acquisitions of books, newspapers, and other documents are made on the basis of budgetary availabilities, following the current regulations and procedures, considering the users' needs.

Any inventoried property declared as lost, damaged, or obsolete is registered in a separate list, drawn up annually; they are removed from current register as well.

A special budget chapter is reserved to library acquisitions.

An annual report also proves the achievement of the objectives, even in numerical terms, in order to control the management of the service during the year.

### **3 – OPENING HOURS**

The library service can be managed by Esu employees, by a third party, or by student associations, according to the art. 25, subsection 2 of the law n. 390 of 1991 and the art. 28 of the Regional Law n.8 of 1998.

The Executive Officer, or their delegate, has the responsibility to: verify the application of the regulations and of the procedures, providing indications and directions following the Company's guidelines, and convene meetings. Additional library services and activities will be regulated and organized by the Executive Officer. The library opening hours are established by the Executive Officer, following the users' necessities.

### **4 – TEXTS CONSULTATION AND BOOKS LOAN SERVICE**

The consultation of book, catalogues, and any other material possessed by the library is possible for anyone who's entitled to, both in the library and at home. Employees will provide their help to users. The loan is granted to students enrolled in Padova University, presenting a valid ID. It will last a month (15 days for dictionaries, codes, and atlases) and can be renewed upon request, if possible, for another 30 days. The renewal of the loan will cost the user a rental fee of € 5,00 for the next 30 days. Users can loan a maximum of 2 texts each time.

The book loan service is accessible upon presentation of a **card**, provided by the employees, which identify the user as university student. The card is free, and has an annual renewable duration.

### **5 – GUARANTEES**

Foreigner students, not living in Esu Residences, can access to the book loan service upon presenting guarantee made by another student enrolled in University of Padova, with Italian citizenship and residence, or by a student living in one of Esu Residences.

## **6 – RENTAL FEES AND SANCTIONS**

Students have to pay a rental fee for every text loaned, calculated on the text's price, respectively:

rental fee of € 5,00, for books priced less than € 50,00=

rental fee of € 10,00 for books priced **between € 50,01= and € 100,00=**

rental fee of € 15,00 for books priced **between € 100,01= and € 150,00=**

rental fee of € 20,00, for books priced **between € 150,01= and € 200,00=**

rental fee of € 25,00, per for books priced **over € 200,01=**

The rental fee will be reimbursed once the books will be returned.

If the texts are not returned, the violation will be signalled to the Department the loaner is enrolled in, and to the Company's direction for the necessary measures. The food and accommodation services access card will be disabled.

If the loaned books are not returned within the established deadline, the loaner will pay a sanction of the **5%** of the texts' price for the first 3 days of delay, of the **10%** from the 4<sup>th</sup> to the 10<sup>th</sup> day, of the **20%** from the 11<sup>th</sup> to the 20<sup>th</sup> day, and of the **30%** of the texts' price after the 21<sup>st</sup> day of delay.

If the loaned books are lost, or returned with damages (notes, underlines, stains, tears, burns, etc.), the loaner will have to pay for a new copy of the book, of the same or a following edition.

Alternatively, the loaner will reimburse the price of the damaged books with the addition of a 20% of the book's price sanction.

Any student with irregularities on book loans will not have access to the service.

It is forbidden to loan to a third party books loaned in their own name.

## **7 – SUGGESTIONS AND COMPLAINTS**

Users can address their suggestions, criticisms, and complaints about the library management to the Executive Officer by signed and motivated letter, in order to improve the service itself.

Those suggestions and proposals will be evaluated, end, where possible, considered.

Loaners undertake to keep an appropriate behaviour in the structures, avoiding disturbance or prejudicing the service, they accept the following regulations and commit to comply with them.

## **8 – DISCOLSURE**

These regulations must be signed for acceptance by anyone who has access to the service. Personal data contain in this form will be treated in conformity to current regulations on the subject (Legislative Decree n. 196 of 30 June 2003) by the appointed employees, for service purposes only.