

Library Regulations

Access to the Library: for whom, and how?

1. The Library storerooms are accessible to Library Staff and Lecturers of the Institute only.
2. The Reading-room is open to students and researchers who have obtained the required authorization.
3. PISAI's internal students and the external students who are registered in the Universities/Institutes of the URBE network have access to the Reading-room and its facilities.
4. All other external students and visiting researchers must obtain a reader's card at the Library's office. The following requirements apply:
 - 4.1 Students from Universities other than those of the URBE group must provide a letter of recommendation or some similar document to justify their coming to the PISAI Library. They are to pay the appropriate fee fixed for students (see below n° 9).
 - 4.2 Visiting researchers are requested to establish their identity by means of an official and valid document.
 - 4.3 All the readers in these two groups have to provide two passport size photographs, and will receive a card valid for the period requested. The fee to be paid is fixed according to the length of this period (see below n° 9).

The Functioning of the Reading-room

5. The Reading-room contains general works on Islam and the Arab world, dictionaries and encyclopaedias and further works of reference, as well as the latest issues of the periodicals subscribed to, or published, by the PISAI. None of these documents may be removed from the Reading-room: they are to be consulted on the spot.
6. The Reading-room is a place for study in which all noise or any disturbing form of behaviour must be avoided. Mobile phones must be switched off. Working together, even in a low voice, is not permitted.
7. The Reading-room is open for the students and visitors from Monday to Thursday as from 8.30 to 17.00 hours and on Fridays from 8.30 till 15.00 hours. During the Christmas and the Easter breaks, the exact days of opening will be accordingly fixed from year to year. The Reading-room will remain closed during summer holidays, roughly from mid-July till mid-September with slight variations of the exact days.

On weekdays, the gate receptionist and Library staff are off duty from 13.00 till 14.00 hours. During this break, external readers who **are already** inside the Reading-room can however -if they wish to do so- continue working in the room. However, those who choose to leave at this time will have to wait till 14.00 hours to be able to re-enter the Reading-room. **No one is authorized to re-enter or allow anyone else to enter the Institute during the lunch break.**

8. Whenever external readers come to work in the Reading-room they are kindly requested to report to the Library's office. They will deposit there a personal document or their reader's card and they will be given a key for the use of a locker where they may leave their personal belongings.

9. The consultation fees, taking into account the duration of the research or the number of visits planned, are as follows:

9.1 For external students (with the exception of those belonging to URBE institutions and other similar students, cf. n° 2 and 3):

- a card for one week, or for five visits even if not within the one week: EUR 5,00
- a card for one month, or for 25 visits even if not within the one month: EUR 15,00
- a card for three months: EUR 30,00
- a card for one year: EUR 60,00

9.2 For lecturers, researchers, and other interested persons:

- a card for one week, or for five visits even if not within the one week: EUR 8,00
- a card for one month, or for 25 visits even if not within the one month: EUR 30,00
- a card for three months: EUR 50,00
- a card for one year: EUR 130,00

10. All readers can consult the books and documents available in the Reading-room itself, but always within the room itself only. All can ask books and periodicals from the Library's storerooms for consultation, always within the Reading-room itself. Request forms are available in the room which must be presented at the borrowing desk.

11. Only the students registered in the Institute can, for their own personal use, borrow books to take home, up to three books at the most. The borrowing period must not exceed 28 days. It can only be extended for one more period of 28 days, provided no one else has requested the book(s) in question already. Periodicals are under all circumstances excluded from the borrowing procedures.

12. The facilities available in the Reading-room:

- the books and documents of the room itself, to be consulted on the spot only;
- the catalogue;
- the possibility of consultation on-line;
- the possibility to request for books/documents from the Library's storerooms to be consulted in the Reading-room. In this case, the request must be made using the forms that are available in the Reading-room. The number of books that can be requested for consultation at any one time is limited to three. The books, students registered in PISAI would have in loan already at home, are not included in the number allowed for consultation in the Reading-room.

13. The books must be returned, in good condition, to the lending desk within the time limit set (the day itself for books requested for use in the Reading room, or, for students enrolled at the Institute, the time allowed for borrowing books). Books or periodicals that would have been lost or damaged must be replaced by a new copy. If replacement of such documents is not possible the Library's Prefect will fix an appropriate charge.

14. It is possible to ask for books to be put aside to continue their perusal at the next visit. This facility may not exceed the allowed maximum time limit of seven days.

The Photocopying Service

15. The Library has self-service photocopying facilities. The cost of copy credit card is € 5,00 per 50 sheet.

The readers are reminded of the following rules as regards this service.

16. The legal aspects of photocopying

The key issue here is the requirement to respect the intellectual property rights of books and articles. The basic rule therefore is that copying is only allowed against payment to the holders of the copyright, or with their permission (cf. EC Regulations of 1996 and 2001, incorporated into the Italian legislation in 2003).

However, for personal use permission can be presumed for copying a limited number of pages. More extensive photocopying would be possible if a document or book is not, or no longer, commercially obtainable, but always for personal use only.

The responsibility for respecting these rules rests with the person who asks for copies to be made, but also with the Library. The Library must therefore insist that the decisions by the Staff of the Library in this regard be accepted and respected without further discussion.

17. The practical aspects of photocopying

Over and above the legal restrictions mentioned previously a number of practical considerations must also be taken into account.

- The manner in which the documents are bound, or the condition of their binding, can be a reason for not allowing photocopies to be made of a given document. The decision rests with the Library staff and is not subject to discussion.
- Older documents should not be exposed to the light or the heat of a photocopying machine, a scanner or a flashlight, or of any other source of strong light or heat. The decision in this respect rests with the Library Staff and is not subject to discussion.
- Digital photography without the use of flashlight or other sources of special, strong light, does not have the inconveniences of light and/or heat of other methods. However, even here the general condition of the document must be taken into consideration, as must the legal restrictions (see point 16 above). Anyhow, PISAI Library prefers to restrict the use of such digital photography to cases where it is the only solution possible. Hence it is imperative to consult the Library Staff before proceeding with such ways of copying documents. The opinion of the Staff is, as in all previous forms of copying, binding and not subject to discussion.