

# BIBLIOTECA CIVICA BERTOLIANA

## Extract of the regulations Indications for users

- The library card is strictly personal
- Borrowing is permitted when the card is shown
- It is possible to borrow up to three bibliographical items at any one time (or three bibliographical items and three reservations)
- The borrowing time is for 30 days
- It is possible to renew the loan during this time, also by telephone, depending on current reservations
- It is possible to reserve in person works already borrowed or temporarily unavailable
- It is possible to borrow material in the possession of other libraries within the urban or provincial system
- Borrowing from libraries outside the province necessitates imposition of delivery charges
- In the case of returning books more than four days overdue, the sending of the first notice requires payment of 1 euro for each titled book to cover expenses, whilst after fourteen days the second notice requires 3 euro per volume
- Non-payment of established fees excludes users from services until such monies, including penalty fees, be paid
- Books must not be damaged or underlined with pens or pencils
- In the case of a borrowed item being lost or severely damaged, the user is expected to replace it with an identical one; if the item be no longer available, then by substitution of an item with the same text, following agreement with the appropriate member of library staff

### INTERNET:

The Bertoliana organisation guarantees free Internet access to all members.

In compliance of law D.L. no. 144 of 27<sup>th</sup> July 2005 (*emergency anti-terrorist legislation*), the library is required to identify those using telematic services and to monitor usage of equipment and record data relative to navigation.

(see [www.parlamento.it/leggi/051551.htm](http://www.parlamento.it/leggi/051551.htm))

To access the service, therefore, it is necessary to show the library card, and an acceptable form of ID, which will be recorded, photocopied, and filed at one of the urban branches.

For further information, please consult the library's website:

<http://www.bibliotecabertoliana.it>