POLITECNICO MILANO 1863

Milan, 9th July, 2018

"THE BOOK ON YOUR DESK"
Guidelines for accessing the service

Purpose and target users of the service

This service is intended for professors and researchers of the Polytechnic who wish to receive, directly at their department office, books on loan from a library located on a different campus from their home campus, without having to travel.

The service is designed to save valuable time by reducing unnecessary travel between the Leonardo, Bovisa Candiani and Bovisa La Masa campuses.

The service is available to:

- Full and Associate Professors
- Adjunct Professors
- Researchers

How the service is provided

Requested books are delivered through internal mail service, directly to the professor's office and must be returned to the library in a sealed envelope via internal mail service.

The service is available only between the Milan campuses; users at regional campuses may receive books from Milan libraries only through the interlibrary loan service.

By requesting this service, the user unconditionally accepts these guidelines and undertakes to comply with them.

Libraries providing the service

Campus Leonardo Library

Bovisa La Masa Library

Bovisa Candiani Library

Number of books that can be requested

Through this service it is possible to request 2 books at a time (up to the maximum limit of 5 books allowed on loan).

Loan period

The loan period is 4 weeks.

The loan may be renewed online through the personal catalog account or by telephone if there are no reservations by other users.

How to use the service

To use the "The Book on Your Desk" service you must:

1. place a loan request through the catalog for the item of interest
2. send an e-mail to the library that owns the requested book:

   biblioteca-leonardo@polimi.it

   biblioteca-bovisa-candiani@polimi.it

   biblioteca.ingegnerie.bovisa@polimi.it

Information to include in the e-mail

The e-mail sent to the library must include:

- Surname and First Name
- Person code or date of birth (required to identify the user in cases of identical names)
- Requested book details: title, author, inventory number, shelf mark (can be copied from the catalog)
- Full delivery address of the office in the department (campus, address, department, building, floor, room).

Service rules

The due date, indicated on the slip inserted in the book and communicated by e-mail, must always be respected and can be checked at any time in the personal catalog account.

The book must be returned to the owning library through the internal mail service: books must be sent in a sealed envelope indicating the library name, campus and sender name, at least 2 working days before the due date.

A few days after returning books, users are advised to verify in their personal account that the loan has been cleared.

In case of delayed return, penalties described in the service charter will apply. The return date is the date on which the library receives the book and checks it in.

Renewal

If the book has not been reserved by another user, the loan can be renewed by telephone or online through the personal account.

Renewal is possible from the third day before the due date up to and including the due date.

NB: if an existing reservation prevents renewal, the book must be returned promptly (at least 2 working days before the due date).

Difference Between "The book on your desk" service and the "Intra-University (Interlibrary) Loan" service

The **"The Book on Your Desk"** service allows users to request a book by e-mail directly from the library that owns it and receive it in their department office.

The book will be registered as borrowed by the user and must be returned to the owning library. This service involves direct interaction between the user and the library owning the book.

The **"Interlibrary Loan"** service allows users to request a book in person, by phone or by e-mail from the library where they wish to receive it and collect it there.

The book will be registered as an interlibrary loan to the requesting library and must be returned to the user's campus library.

This service therefore involves interaction between two libraries: the library from which the user requests the service and the library that owns the book.

LIBRARY REQUEST E-MAIL TEMPLATE

User Details

Surname
First Name
Person Code
Date of Birth (if person code is not provided)

Document Details

Title …….

Author……

Shelf Mark …… Inventory No. …….

Delivery Address

Campus ……

Department ……

Address ……

Building …….. floor……