

## Loan Rules

The *staff* from "Tor Vergata" University of Rome is automatically entitled to borrow texts while *students* are entitled to borrow texts either leaving their official student booklet as a deposit guarantee, or producing an Act of Endorsement (**Malleveria**).

*Students preparing for a PhD* and *residents* in Rome and its district can only borrow texts by producing an Act of Endorsement (**Malleveria**) together with any valid ID.

### Duration of the loan:

Texts may be borrowed for up to 30 days. This term may be renewed twice for 15 days if the same text is not being required by anyone else.

For didactic needs, the loan of some texts can have a maximum duration of a week, maybe renewable.

For didactic and research needs, the staff at the Department of Civil Engineering and Computer Engineering (D.I.C.I.I.) and the Department of Electronic Engineering (D.I.E.), (the latter one only for the material in the Information Engineering Library), could extend the loan duration for a period higher than that above indicated, to be established with the staff of the Library.

The librarian has the right to ask at any moment for the immediate return of any loaned text.

When the loan term comes to expiration during a closing period of the Library, the deadline is postponed to the first opening day.

The publications excluded from the loan are:

- periodical magazines;
- rare books and valuable books;
- those publications only for consultation.

### Special loan conditions for some books only for consultation:

- Week-end loan: from Friday at 12.30 PM to next Monday at 10.00 AM;
- public holidays and summer break: from the last opening hour of the previous day to 10.00 AM of the first day of Library re-opening;
- overnight loan: from last hour of each working day to 10.00 AM of the following day.



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Università degli Studi di Roma "Tor Vergata"

**Obligations:**

Users must show a valid ID prior to borrowing any item from the Library. Library staff must be given notice about any address change of the user.

It is strictly forbidden to loan to other people text borrowed from the Library.

**Penalties:**

In case of a delay in giving back the borrowed items, users will be excluded from further loans for an equivalent period of time.

Not giving back a borrowed item will make users unfit for further loan.

Should the borrowed texts be lost or otherwise damaged, users have to replace them at own cost.

The Direction of the Library can change the rules without advance notice.