

INTERLIBRARY LOAN AND DOCUMENT DELIVERY

National interlibrary loan and document delivery services (sending photocopies or files via email containing copies of documents) is open from 9.00 to 16.00, Monday thru Friday.

Requests can be sent to prestito-interbib@lett.unipmn.it – or placed by calling 0161228213; or by fax 0161228226.

Patrons must download the form from the library website (<http://biblioteca.lett.unipmn.it/servizi/pinter.htm>), fill it out and turn it in to the library, fax it or send in an email attachment.

The individual patron may present up to three requests at a time and not more than ten in a year. Lists of requests or bibliographies are not accepted.

Books received can be consulted at home if the lending library allows, otherwise the patron must use the book in the library. Photocopies will be given directly to the student. Books will be returned to the lending library in the time frame they set, and in any case, not more than thirty days from when they are received in the library, even if not consulted by the requestor. Photocopies do not have to be returned.

Not using a book requested on interlibrary loan, or failure to pick up the photocopies will result in exclusion of the user from this service.

Interlibrary loan requests and document delivery forwarded to other libraries are free, except if the lending library asks for payment. This payment will be the responsibility of the user for whom the request is made.



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(article 5.3 Internal Services Regulations)

Interlibrary loans made in the Department of Humanities library are for 30 days. The requesting library can present up to three requests at a time.

The following conditions apply to cost reimbursement

- €4 per mailing, up to a maximum of two books
- €8 per mailing of three or four books.

For document delivery service requests sent to the Department of Humanities library, reimbursement are paid according to the requestor's status.

The following are excluded from interlibrary loan:

- reference works in any form;
- antique, rare, precious works;
- journals;
- books for a course;
- deteriorated works.

