



## Library Rules

*General information about library facilities in College are outlined in the College website at [http://collegiovolta.unipv.it/index.php?option=com\\_content&view=article&id=67&Itemid=98&lang=en](http://collegiovolta.unipv.it/index.php?option=com_content&view=article&id=67&Itemid=98&lang=en). The page contains links to search facilities available for the Volta library and other libraries at Pavia.*

### *Admission*

The two College Libraries, named after JD Bernal and J Needham are located and are open 24 hours a day for the purpose of study and research to all members of the College and their guests. External guests are allowed to use the Libraries if accompanied and supervised by a College member.

### *Support*

Two students, on a rota basis, provide Library support in College. Their names and hours of service can be found on the noticeboard in the main College entrance hall and they are responsible for entering new books in the catalogue, for book loans and general supervision of library facilities.

### *Loans*

Loans are for one month and may be renewed if the book is not required by other College members.

Books on loan cannot be transferred to other College student or external guests and the person in whose name the loan was made is the sole responsible for the safekeeping and returning of the book.

Student failing to return the book in due time (or returning a seriously damaged book) will be charged for the cost of books and the money will be taken, if necessary, from the student deposit.

### *Conduct*

Noise, disturbance or inappropriate behaviour is prohibited in the Library areas.

No food is permitted in the Library. Soft drinks and hot drinks are allowed but spillages must be cleaned and containers disposed. Alcohol cannot be consumed anywhere in the Library rooms.

Mobile phones can be used inside the Libraries but should be set to silent mode and students making or taking telephone calls should exit the Library before engaging in loud conversations.

Library furniture, fittings or equipment must not be misused or their arrangement altered. Specifically it is forbidden to move tables and chairs around or to bring additional tables or desks into the libraries or revision rooms.

Italian copyright law must be observed in all copying in all copying.

