



Pavia, 04/06/2020

Services of the University Libraries – Special Plan: *Phase 2.2* (from 08/06/2020)
“Close, but at distance”

The Libraries of the University of Pavia - while continuing to provide some remote services and to remain closed to the public - have drawn up an extraordinary plan to allow access to certain categories of users for consultation of the material owned.

The following may be subject to changes based on the evolution of the situation and in line with any new provisions issued by the competent bodies.

1) Access to libraries for consultation: users and methods

With the entry into force of the extraordinary plan, Phase 2.2, access to some libraries¹ for consultation of the material owned will be allowed to the following categories of users, but only if equipped with any authorization and upon signing the appropriate form for admission to the consultation rooms (hereinafter '[Form](#)').

The form for the request for admission to the consultation rooms (mandatory for users belonging to the categories indicated below: see points 1-6) can be downloaded through various links in this document.

- 1) Bachelor students writing the final thesis (only if authorized by the supervisor and after signing the [Form](#))²
- 2) Master students writing the final thesis (by signing the [Form](#))³
- 3) PhD students (upon signing the [Form](#))⁴
- 4) Research fellows and fellows (upon signing the [Form](#))
- 5) Tutors (upon signing the [Form](#))
- 6) Contractors (upon signing the [Form](#))
- 7) Researchers (it is not necessary to sign the Form)
- 8) Teachers (it is not necessary to sign the Form)

Access to service points and consultation rooms - in addition to being allowed only to users already equipped with a mask and gloves - will take into account the indications provided by the University's safety regulations and protocols, in consideration of the evolution of the emergency situation.

¹ The Libraries where the on-site consultation service will be activated are as follows:

- Biblioteca della Scienza e della Tecnica: sezione Tamburo
- Biblioteca di Area Medica: sede principale
- Biblioteca di Economia
- Biblioteca di Giurisprudenza: salone di Diritto Privato
- Biblioteca di Scienze Politiche e Sociali
- Biblioteca di Studi Umanistici: sezione di San Tommaso, sezione Arte, sezione di Filosofia
- Biblioteca di Musicologia e Beni Culturali, Cremona

² In this specific case, it is reiterated that the user must hand over to the front office, together with the Form for admission to the consultation rooms, the authorization of the lecturer / tutor, who - if s/he deems it absolutely necessary - will give permission to his graduating student to access the premises of the University Libraries. Please note that, for access, priority will be given to students who will have to take the degree exam in the summer months of 2020.

³ Priority will be given to students who will have to take the degree exam in the summer months of 2020.

⁴ Priority will be given to PhD students in their third (and last) year.



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Each location will have a dispenser with hand sanitizer at the entrance.

Before entering the library, the user will be measured body temperature. It will be forbidden to enter the consultation rooms for users with a body temperature ≥ 37.5 ° C.

ACCESS WAYS TO LIBRARIES AND OFFICES FOR TEMPERATURE MEASUREMENT

Biblioteca della Scienza e della Tecnica: sezione Tamburo	Atrio di accesso al Polo Didattico della "Nave", Via Ferrata, 1
Biblioteca di Area Medica: sede principale	Porta di ingresso della sede principale della biblioteca
Biblioteca di Economia	Portineria del Dipartimento di Economia, via San Felice 5
Biblioteca di Studi Umanistici: sezione di Filosofia	
Biblioteca di Giurisprudenza: salone di Diritto Privato	Portineria Palazzo Centrale, Strada Nuova
Biblioteca di Scienze Politiche e Sociali	
Biblioteca di Studi Umanistici: sezione Arte	
Biblioteca di Studi Umanistici: sezione di San Tommaso	Portineria del Pal. San Tommaso, P.zza del Lino 2
Biblioteca di Musicologia e Beni Culturali, Cremona	Atrio di accesso al Dipartimento antistante all'ingresso della Biblioteca

Before accessing the library, the user will give the eventual authorization and the [Form](#) to the front office. It will also put its signature in a special register⁵, which the Library will keep.

The consulted books must be left on the table: the staff will take care of relocation, after the time required for the 'quarantine' to which the material is subjected.

For access, the user must make a request to the library of his interest, by sending an email to the addresses indicated below:

- Biblioteca della Scienza e della Tecnica: bst@unipv.it
- Biblioteca di Area Medica: bibmed05@unipv.it
- Biblioteca di Economia: prestito.bibeco@unipv.it
- Biblioteca di Giurisprudenza: prestito.giurisprudenza@unipv.it
- Biblioteca di Scienze Politiche e Sociali: prestito.scienzepolitiche@unipv.it
- Biblioteca di Studi Umanistici: biblioteca.studiumanistici@unipv.it
- Biblioteca di Musicologia e Beni Culturali, Cremona: biblioteca.cremona@unipv.it

For organizational and security reasons, without the reservation via email it will not be allowed access.

The user must submit the request for access exclusively by mail⁶ with an advance of at least 48 hours from the desired date and should:

- provide a telephone number to be contacted if there are no workstations available for the requested day;
- wait for the booking confirmation, which will be communicated with a reply to the request email;
- specify for which location / section of the library access is requested and if you intend to book a place for the whole day (from Monday to Thursday: 8.30-17.00; Friday 8.30-12.30) or for a part of it (morning: 8.30-12.30 from Monday to Friday; afternoon: 12.30-17.00, Monday to Thursday) and possibly for several consecutive days.

⁵ In the register, the following data will be reported: Name and Surname of the user admitted to the consultation, date and time entrance and exit from the library.

⁶ For organizational reasons request by telephone are not considered.



1b) Access to the Library of Economics for consultation of the Bloomberg database

During Phase 2.2, access to the Bloomberg room will be allowed in the manner indicated in point 1 and to the following categories of users:

- researchers and teachers;
- students who are writing the thesis (with authorization from the supervisor / tutor);
- PhD students, postdoc, fellows, contractors and tutors, upon signing the appropriate [Form](#).

Before accessing the library, the user will provide the eventual authorization and the request [Form](#) for admission to the consultation rooms. It will also put its signature in a special register, which the Library will keep.

Access to the Bloomberg room will be permitted:

- Monday to Thursday from 8.30 to 16.30 and Friday from 8.30 to 12.00;
- only by reservation through the usual procedure.

Only one person is allowed to consult the database at a time; between users, the rooms will be aired for at least 15 minutes and the worktops and PC will be treated with sanitizing substances. Before entering the Bloomberg consultation room, the user must deposit backpacks and / or bags in the appropriate lockers.

1c) Remote BMC-Bloomberg Markets Concepts Course Delivery (for students close to graduation and non-residents / non-domiciled in Pavia)

The University is evaluating the possibility of remotely delivering the BMC (Bloomberg Markets Concepts) course aimed at students close to graduation and non-residents / non-domiciled in Pavia. Communication on the possible activation and on the details relating to the provision of the distance course will be communicated shortly.

2) Local and interlibrary loan service in 'contactless' mode (for all categories of users)

For the entire duration of Phase 2.2, users, if necessary, will be able to take advantage of the local loan service, after booking the material through Fluxus application. The material can be collected, upon communication to the user by e-mail, at some points of the libraries specifically indicated and without meeting in person the staff normally assigned to the front office. In this case, the collection points that have been identified for the libraries are:

- *Portineria di Fisica, Via Bassi, 6 per prestito locale e interbibliotecario della Biblioteca delle Scienze*
- *Sede del Tamburo, Via Ferrata, 1 per prestito locale e interbibliotecario della Biblioteca della Scienza e della Tecnica*
- *Atrio di accesso alla Biblioteca, Policlinico San Matteo, Palazzina Cliniche Chirurgiche (Padiglione 2, primo piano), Piazzale Golgi, 2 per prestito locale e interbibliotecario della Biblioteca di Area Medica*
- *Portineria del Dipartimento di Economia, Via San Felice, 5 per prestito locale e interbibliotecario della Biblioteca di Economia e della Biblioteca di Studi Umanistici sez. Filosofia*
- *Sede di Arte, Palazzo Centrale, Strada Nuova, 65 per prestito locale e interbibliotecario della Biblioteca di Studi Umanistici sez. Arte*
- *Sede di Diritto Privato, Palazzo Centrale, Strada Nuova, 65 per prestito locale e interbibliotecario della Biblioteca di Giurisprudenza*
- *Biblioteca di Scienze Politiche e Sociali, Palazzo Centrale, Strada Nuova, 65 per prestito locale e interbibliotecario della Biblioteca di Scienze Politiche e Sociali*
- *Portineria di Palazzo San Tommaso, Piazza del Lino, 1 per prestito locale e interbibliotecario della Biblioteca di Studi Umanistici delle sezioni collocate a San Tommaso*

The restitution of the book material can take place both at the same point where the collection took place, and through the deposit of the volumes in the BOX which has been set up at the Main Entrance of the University downtown (Palazzo Centrale), Strada Nuova 65 - Pavia.

For those who do not have the possibility to return the loaned material, they can return it at the end of the emergency period. In this regard, however, the instructions received by email from Fluxus and from the



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address scu@unipv.it apply.

2b) The local and interlibrary loan service in 'contactless' mode will also be active at the Library of the Department of Musicology and Cultural Heritage of Cremona (Palazzo Raimondi, Corso Garibaldi 178) with the same methods of use indicated above (point 1), but according to a calendar that can be consulted at the following link: <http://biblioteche.unipv.it/home/biblioteche/biblioteca-di-musicologia>. The material can be collected, upon communication to the user via e-mail of the place and date of collection.

3) Online support service (for all categories of customers)

Customers can ask information and support, via telephone, email and Skype; please contact the relevant University library (for contact details, see <http://biblioteche.unipv.it/home/biblioteche>).

In this case, the service may be requested by appointment at the following e-mail addresses:

- Biblioteca delle Scienze: reference.bds@unipv.it
- Biblioteca della Scienza e della Tecnica: reference.bst@unipv.it
- Biblioteca di Area Medica: biblioteca.areamedica@unipv.it
- Biblioteca di Economia: bib06eco@unipv.it
- Biblioteca di Giurisprudenza: reference.giurisprudenza@unipv.it
- Biblioteca di Scienze Politiche e Sociali: reference.scienzepolitiche@unipv.it
- Biblioteca di Studi Umanistici: reference.studiumanistici@unipv.it
- Biblioteca di Musicologia e Beni Culturali, Cremona: biblioteca.cremona@unipv.it

4) Service for documents in .pdf format (for all categories of users)

The service of supplying documents in .pdf format will be available again. Throughout Phase 2, the service will be extraordinarily extended also to resources (paper and electronic) owned by the University Libraries (including the Library of Musicology and Cultural Heritage of Cremona), subject to authorization from the relative Managers and in compliance with current regulations on copyright (Law 22 April 1941 n. 633 and subsequent amendments).

5) Book loan service at home, by courier (for all categories users who are not in Pavia and Cremona)

The book lending service at home, by courier and at no charge for customers, will be exceptionally active, intended in particular for those ones who are not in Pavia and Cremona. Those who want to use it shall send an email request to the library email address (<http://biblioteche.unipv.it/home/biblioteche>), indicating, in addition to the details of the volume, also a telephone number and exact postal address where material must be delivered. It might happen that the shipment is unsuccessful or that it delays, in consideration of the general weakening of postal services.

6) Electronic resources that can be accessed online (for all categories of users)

Please note that many electronic resources purchased by the University can also be consulted online, via connection from outside the University (information available at the following link: <http://libraries.unipv.it/services/off-campus-access/>).

The list of databases, magazines and books in electronic format is also accessible filtering by disciplinary area on the page: <http://libraries.unipv.it/resources/databases/>

In this emergency period, digital solidarity services offered by publishers and editors are also available: these are access to databases, electronic journals and e-books not subscribed by the University, services to support teaching and training, expansion of the number of simultaneous accesses, additional and alternative remote access methods. The list of everything that is gradually made available is constantly updated and is reported on the page <http://biblioteche.unipv.it/servizi-bibliotecari-per-emergenza-covid-19#part5>

There are also important initiatives, such as open access to the World Digital Library:



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<https://www.wdl.org/en/>.

This, and many other freely accessible resources, can be consulted starting from the page available at the following link: <http://biblioteche.unipv.it/home/risorse/banche-dati>.

6.1) MediaLibraryOnLine - MLOL (for all categories of users)

In addition to the above services, please note that you can access the MediaLibraryOnLine (MLOL) service, the first Italian network of public, academic and school libraries, which allows you to consult e-books of major publishers and newspapers from all over the world, to listen to music and audiobooks in streaming and downloads, as well as to access hundreds of thousands of other digital resources.

For further information, please consult the page <https://openweb.unipv.it/openweb/mlol>, on which presentations and webinars for users are also available.

To discover the MLOL contents, you can start from our online catalogue in the [OpenWeb](#) version: by starting a search, in addition to the results normally proposed, at the bottom right there is a widget showing the MLOL contents. You can also search from the [MLOL Lomellina-Pavese](#) portal.

A part of these resources is freely available, another part is accessible with a username and password. Anyone interested in accessing reserved resources can register, and therefore access with his/her credentials, by sending an email to the "Carlo Bonetta" Municipal Library of Pavia at the following address: bonetta@comune.pv.it, specifying to be related to the University of Pavia and indicating the personal tax code number (*codice fiscale*).

Registration is free and will be managed directly by the "Carlo Bonetta" Library, which will send the access credentials to the MLOL service via email.

For further updates and for information on the University electronic resources and library services, please consult the portal of the University Library System on a regular basis at the following link: <http://biblioteche.unipv.it> and in particular the page on Library Services during Covid-19 emergency, close-up in the news box (<http://biblioteche.unipv.it/servizi-bibliotecari-per-emergenza-covid-19>).

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