



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

AREA  
DICAMPUS DI CESENA

## LEON BATTISTA ALBERTI CENTRAL LIBRARY - CESENA CAMPUS

### Regulations\*

The Leon Battista Alberti Central Library at the Cesena Campus is a place for study and research. The Library is organised into three sections: the central section, which brings together the former Aldo Rossi Architecture section, the Computer Science, Biomedical, Electronics and Telecommunications Engineering sections and the Psychology section, the Food Science section and the Aquaculture section based in Cesenatico. The Library is open to everyone who needs its services for study or research purposes.

#### 1. USERS

The Library has the following users:

- internal users: students, teachers, researchers, research fellows, technical and administrative staff at the University of Bologna;
- Campus users: students enrolled on degree programmes delivered in Cesena and Cesenatico; academic staff, researchers, research fellows, technical and administrative staff based at the Cesena Campus;
- network users: all adults registered with a library within the Bologna local network of the National Library Service (SBN) or the Romagna and San Marino library network;
- external users: all those who need to use the services of the Library for study or research purposes, on condition that they are adults.

Minors may use the Library's services with permission from their parents or guardian.

#### 2. RULES OF CONDUCT

Users are requested to co-operate to ensure the smooth functioning of the Library, by complying with its rules and behaving in an appropriate manner when using the library materials, services and facilities.

For this purpose, users are not allowed to make telephone calls or use mobile phones or other devices, except in silent mode, to consume food and drink (except for water) or, in general, to use the facilities or behave in an inappropriate manner by, for example, speaking loudly, sitting on the floor or tables, or disturbing other users in any way. Pets are not allowed in the Library.

Regardless of their format, reference materials must be used carefully and not underlined or damaged in any way.

Users are required to use the facilities, furnishings and equipment properly and respectfully, taking care not to damage them.

#### **LIBRARY SERVICES UNIT - LEON BATTISTA ALBERTI CENTRAL LIBRARY**

Via S. Quasimodo, 431 | 47521 Cesena | Italy | Tel. + 39 0547 3 38315 | [bibliotecacesena.info@unibo.it](mailto:bibliotecacesena.info@unibo.it)



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The Library accepts no responsibility for users' personal belongings left unattended on the premises. If a user leaves their place unattended for an extended period, staff may remove personal items and clear the seat in the reading room.

### 3. ACCESS

The Library sections are open at the following times:

	Central Section	Aquaculture section	Food Science section
Monday	8.30 am-11.30 pm	8.30-18.30	9.00-14.00
Tuesday	8.30-23.30	8.30-18.30	9.00-18.00
Wednesday	8.30-23.30	8.30-18.30	9.00-14.00
Thursday	8.30-23.30	8.30-18.30	9.00-18.00
Friday	8.30-23.30	8.30-18.30	9.00-14.00
Saturday	9.00-18.00		
Sunday	9.00-18.00		

The opening times of the Library sections may vary subject to personnel availability and in compliance with indications and restrictions established in the Framework Regulations of University Libraries.

Any temporary closures or changes to opening hours (including extended or reduced hours) will be announced promptly on the Library's web page and on noticeboards on site.

Access is guaranteed for users with mobility impairments. Routes and accessibility aids are described on the web pages of each section.

### 4. REFERENCE

The Library makes its reference materials available to users, except - possibly on a temporary basis - for specific documents that may be subject to legal restrictions or in a bad state of conservation, as well as for all materials that have not yet been counted, sorted and catalogued.

Details on how to consult special materials are available on the web pages of the individual sections.

The Library makes available textbooks and learning materials for the courses run by the divisions operating on the Cesena Campus.

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The Library allows users direct access to the on-line catalogue via the workstations provided for that purpose.

## 5. LOANS TO EXTERNAL USERS

The Library guarantees lending services to internal users, library network users and other categories of users covered by specific agreements, subject to identification and registration, in accordance with the *Regulations on loan duration for library materials and consequences*, Rector's Decree 15/07/2016.

Materials	Loan duration	Extension duration	Quantity:	Users
Textbooks	30	30	5	All internal users
Multimedia	7	7	5	All internal users
Other	30 (60 days for academic staff, researchers, PhD students, research fellows, scholarship holders)	30 (60 days for academic staff, researchers, PhD students, research fellows, scholarship holders)	5 (20 for academic staff, researchers, PhD students, research fellows, scholarship holders)	All users

The total **amount of** documents that can be borrowed at the same time is:

- 20 for academic staff, researchers, PhD students, research fellows, scholarship holders
- 10 for students (of which max. 5 textbooks and/or 5 multimedia items)
- 5 for external users

Some types of document **cannot** be loaned:

- journals and serials;
- antiquarian, rare and valuable books;
- manuscripts;
- reference books;
- archive materials;
- dissertations;
- any other documents not made available to borrowers, due to their condition or for practical reasons.

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The Library has established online services for requesting loans, reserving materials and extending loans.

Users are personally responsible for the materials they take on loan or consult; these materials must not be damaged, underlined or marked in any way. Any complaints about the condition of documents must be made when they are loaned.

The consequences of failure to comply with the lending rules (delayed return, failure to return, losses etc.) are governed by the *Regulations on loan duration for library materials and consequences*, Rector's Decree 15/07/2016.

## **6. INTER-LIBRARY LOANS AND DOCUMENT DELIVERY**

### **Incoming documents**

This service enables users to request other libraries for the loan or copy of documents not held by the Central Library or other local public libraries. The service is provided for the relevant disciplinary areas.

All Campus users are eligible for inter-library loan, inter-system loan and document delivery services. Internal users with disabilities or certified specific learning disorders (SLD) are also entitled to use the service. Internal users who are not Campus users are eligible only for inter-system loan and document delivery, and only when the service is provided free of charge.

Incoming inter-library loan and document delivery requests may be submitted according to the procedures described on the web pages of the Campus Library's individual sections.

Users may be required to reimburse the costs of the service, according to the conditions applied by the supplying libraries.

### **Outgoing documents**

This service enables other libraries to request the loan or reproduction of documents held by the Central Library. The service is provided for the relevant disciplinary areas. Textbooks and other items included in examination reading lists are excluded.

The service is free of charge for all libraries that guarantee reciprocity. Other libraries are required to reimburse service costs, under terms to be agreed.

Outgoing inter-library loan and document delivery requests may be submitted according to the procedures described on the web pages of the Campus Library's individual sections.

Inter-library loan and document delivery services are not provided to libraries located within the Municipality of Cesena.

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Both incoming and outgoing services are carried out in compliance with current copyright legislation, conventions, licence agreements and any agreements made with the holders of the relevant economic rights.

## 7. ACCESS TO ELECTRONIC RESOURCES

The Library provides networked workstations to users for accessing the electronic resources acquired by the University (e.g. databases, electronic journals and e-books), in compliance with the conditions of use specified in the licences signed by the University. These workstations can be accessed using username and password.

The Library is also equipped with sockets for connecting personal computers to the University network, and Wi-Fi access is available throughout its sections using username and password.

External users (walk-in users) who wish to consult the University's reserved resources may obtain temporary accounts by presenting a valid identity document. Access to these resources is permitted exclusively for study and research purposes, in accordance with the conditions of use established by the University's licence agreements and in compliance with the *Walk-in user service regulations* published on the Campus Library website.

Internal users can obtain remote access via the proxy server.

## 8. SUPPORT AND REFERENCE SERVICE

Library personnel provide a support service covering basic information about the facilities and use of the main services, as well as the organisation of the University libraries.

The support service is available during Library opening hours, except when the Library is reserved for reading only.

Experienced personnel offer a reference service to meet the users' needs, providing information about the search tools available at the Library, support for bibliographic searches, help with the use of IT resources, especially databases and electronic journals, and advice on how to make bibliographic references and prepare bibliographies.

Bibliographic searches are carried out by appointment, to be agreed in person or by email or telephone. You can find contact details on the web pages of the individual sections.

The Library offers remote support for users' information needs and participates in the centralised online reference service "Ask the Librarian".

## 9. TRAINING

Periodically during the academic year, the Library organises theoretical-practical training designed to enhance basic skills in finding and using bibliographic resources, as well as inter alia to teach search strategies for databases and electronic magazines. Key objectives include making students aware of how to cite their sources correctly, from a formal, ethical and legal standpoint.

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The Library also organises meetings and training courses, either on its own initiative or in response to specific requests from the academic staff of the degree programmes in Cesena and Cesenatico.

## **10. ACCESSIBILITY AND SERVICES FOR DISABLED USERS**

The Library guarantees access to its services by users with special needs, providing these services in the best possible way, having regard for the specific requirements of those types of users.

See the section titled “Access” for information about access to the facilities.

The Library sections have at least one accessible workstation for the scanning of learning materials by persons with certified sensory or learning disabilities. Internal users of the University of Bologna must access this workstation using their own username and password; external users can access it by appointment. Information about the sections that have this equipment is available on the web pages of the individual sections.

The Library also participates in the University's inter-library cooperation programme for the special needs of internal users with disabilities, working together with the University's Student Services with Special Needs and Dyslexia.

The Library enables internal users with disabilities or certified SLDs to request loans or copy of documents not held by the Library, even if they are held by other local libraries, without any restrictions on the disciplinary areas concerned.

The Library may provide these services directly and/or in collaboration with other libraries within the University.

The Library may request the user's reference library or the user directly to reimburse any costs incurred to provide the service.

## **11. TEXTBOOKS AND LEARNING MATERIALS**

The Library makes textbooks and learning materials available to the students enrolled on degree programmes taught by the relevant departments.

The Library guarantees to keep at least one copy of each textbook. The Library also ensures the purchase of additional copies, subject to budget constraints and their availability on the publishing market.

The Library, on the basis of specific agreements and conventions with other institutions, may make copies of the reference degree programme textbooks available for loan and/or reference also at libraries that are not part of the University.

\*These Regulations were approved on 07/06/2018 and revised on 23/10/2025.

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