



SCUOLA
NORMALE
SUPERIORE

Regulations of the Library of the Scuola Normale Superiore

(translation of the original Italian version issued with

D.D. No. 398 of 30 September 2013 and modified with D.D. No. 632 of 25 November 2020)

Art. 1 Range of application

1. Pursuant to Art. 35-bis of the Statute, the regulations herein govern the structure and running of the support centre of the Scuola Normale Superiore (hereinafter Scuola) denominated “Library of the Scuola Normale Superiore” (hereinafter Library).

Art. 2 Purpose

1. The Library's aim is to conserve, safeguard, develop and enhance the bibliographic material of the SNS.

Art. 3. Activities of the Library

1. The Library undertakes the following:

- a. the conservation and safeguarding of the bibliographic materials of the Scuola, making them available also in digital and online modes;;
- b. the processing of the bibliographic information, ensuring their accessibility and dissemination;
- c. the enhancement of the SNS's printed and handwritten book collections on paper, electronic or other formats;
- d. the development and augmentation of the bibliographic and book collections of the Scuola and of the bibliographic research tools developed in compliance with national and international standards;
- e. the promotion of cooperation with other national and international libraries with the aim of sharing resources and optimising the services offered.

2. In order to augment the bibliographic and book collections of the Scuola, the Library may propose to the governing authorities of the Scuola the acquisition of bibliographic and book material of particular historical, cultural or scientific value.

Art. 4 The President

1. The President of the Library is nominated by the Academic Senate, at the proposal of the Director, from among the permanent professors of the Scuola. The mandate lasts two years and may be renewed. An external professor operating entirely within the SNS on the basis of a special agreement with his or her university of appurtenance may also be nominated President, providing the agreement goes beyond the end of the mandate.

2. The tasks of the President are as follows:

- a. to represent the Library;
- b. to convene and preside over the Scientific Committee pursuant to Art. 5;
- c. to prepare the annual plan of activities;

- d. to promote an efficacious and co-ordinated activity of the structure.
3. On consultation with the Director of the Scuola, the President may nominate a vice president from among the members of the Scientific Committee.

Art. 5 The Scientific Committee

1. The Scientific Committee carries out functions of a scientific nature in accordance with the cultural choices and the planning of the activities and initiatives of the Library. It consists of the following members:
 - a. the President of the Library;
 - b. three members nominated by the Academic Senate from among the professors and researchers of the Scuola;
 - c. three students of the Scuola nominated by the Students' Assembly;
 - d. a representative of the Ministry for Cultural Heritage and Activities and Tourism nominated by the competent Director;;
 - e. the Librarian of the Scuola, as referred to in Art.6 below, a member by right.
2. In consultation with the President of the Library, the Director of the Scuola can nominate an expert as a further member of the Committee.
3. All members referred to in paragraph 1, letters a. to d. stay in office for two years; their mandate may be renewed.
4. The Scientific Committee carries out the following tasks:
 - a. to formulate the general criteria for the development of the bibliographic and book collections of the Scuola;
 - b. to approve the yearly and three-yearly draft budgets to be submitted to the federated Executive Council and to deliberate the utilisation of the draft budget assigned and of any variations to the same;
 - c. to give mandatory advice regarding the proposals referred to in Art. 3, paragraph 2;
 - d. to approve the annual plan of activities;
 - e. to express opinions regarding any issue brought to its attention by the authorities of the Scuola;
 - f. to define the general criteria for the services on offer at the Library.
5. The Scientific Committee is formed by order of the Director of the Scuola and convenes at least twice yearly.

Art. 6 Administration

1. The General Secretary of the Scuola provides the Library with the tools and personnel needed to guarantee its smooth administrative running and management. To this end, he or she selects from among the technical and administrative personnel a figure with the necessary qualifications and experience for the role of Librarian of the Scuola.
2. In compliance with the specifications of the CCNL for the category of appurtenance, the Librarian of the Scuola manages the human, financial and instrumental resources assigned to the Library. In particular, he or she undertakes the following tasks:
 - a. to implement the resolutions of the Scientific Committee;
 - b. to support the President in preparing the annual plan of activities, other planning tools and the yearly and three-yearly draft budgets;;
 - c. to manage the annual draft budget assigned to the Library by the federated Executive Council in accordance with the indications of the Scientific Committee;
 - d. to submit yearly reports to the Scientific Committee and to the other authorities of the Scuola on the activities carried out by the Library and on the utilisation of the budget assigned;
 - e. to prepare all acts and measures necessary for the running of the Library to be submitted to the governing authorities or for signing by the General Secretary or the managers;;
 - f. to ensure observance of the laws, the Statute and regulations, and any other attributions specified by prevailing legislation and acts and measures of the General Secretary regarding safety in the

workplace and privacy.

3. The Librarian of the Scuola writes up the minutes of the meetings of the Scientific Committee.

Art. 7 General arrangements

1. The activities carried out by the academic and student members within the Scientific Committee are unpaid and constitute an institutional duty.

2. Members referred to in Art. 5, paragraph 1, letter d) and in paragraph 2 are guaranteed reimbursement of expenses incurred in the carrying out of their activities within the Scientific Committee of the Library, in compatibility with prevailing national legislation.

Art. 8 Implementation date

1. The regulations herein are issued with a decree of the Director of the Scuola and come into force from the date established in the same.