



SCUOLA
NORMALE
SUPERIORE

Rules of the Library of the Scuola Normale Superiore

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Rules of the Library of the Scuola Normale Superiore

Art. 1 – Purpose

The Library of the Scuola Normale Superiore (SNS) aims to support the research and teaching activities of the SNS through the conservation, protection, development and enhancement of the bibliographic material of the SNS, and is the designated place for the use of the said material. Based on the principles set out in the Library Regulations, the Disciplinary Code herein, which all users are required to know, defines the methods of use of the collections and services provided, and establishes the rules of conduct which are an essential condition for maintaining the right to their access.

Art. 2 – Services to the public

The various locations of the Library, including one situated in Florence and an ancient collection at the Cortona site, offer the following services:

- reception, orientation and assistance in using the Library and its services
- admission to the Library
- online catalogue
- on-site consultation
- local loans
- interlibrary loans and supply of copies of documents
- distribution of material on closed shelves
- movement of volumes between the Pisa and Florence sites
- increase in collections based on purchase proposals
- access to local and remote electronic resources
- access to archives owned by the Library
- bibliographic information relating to local and remote electronic collections and resources, also through the drafting and updating of information tools on the website
- copies, including on digital media
- institutional archive
- wi-fi

Art. 3 – Admission to the Library

Access to the Library is subject to possession of a valid admission card. The card is strictly personal and cannot be transferred to third parties.

Upon registration, all users undertake to comply with the rules included in the Disciplinary Code herein.

All users who do not access with a temporary permit are issued the authentication keys for accessing the catalogue, which are strictly personal and must not be given to third parties, under penalty of exclusion from the services.

The data provided by users upon registration will be processed by the Library for purposes related to the planned institutional activities and in any case in compliance with current privacy legislation.

The absence of a valid email address will result in exclusion from loan services. Any exceptions are managed by referring to the service managers.

Admission to the Library allows access to the material and services offered, in accordance with the methods defined below.



a. Institutional users

The category includes: undergraduate students, PhD students, scholarship holders, lecturers, researchers, technical-administrative (TA) staff and external staff assigned to library services, guests of the SNS and all those who are affiliated with it, in any capacity, limited to the period of affiliation /contract/duration of the agreement. It also includes, after retirement and without time limits, lecturers, researchers and TA staff who have completed their career at the SNS.

Admission to the Library

Admission to the Library is automatic and lasts for the entire period of stay at the SNS (including any waiting periods and extensions). It is conferred on request, with no time limits for lecturers, researchers and TA staff who have completed their career at the SNS. For SNS guests, admission to the Library is conferred upon request from the academic or administrative structure or the hosting lecturer.

Accessibility to loans

Accessibility to local loans is automatic with the issuing of the card for all affiliates with a period of stay of at least 30 days. Those who have a relationship with the SNS for less than 30 days are excluded from local loans, book loan reservations, interlibrary loans and the provision of copies of documents.

b. Users affiliated with the Scuola Superiore Sant'Anna of Pisa

b.1 Lecturers and researchers

Admission to the Library

Admission, at the request of the interested party and after verification of the requirements, lasts 5 years for permanent personnel; in other cases, it lasts one year, extendable for as long as the employment status is maintained.

Accessibility to loans

Accessibility to local loans is automatic with the issuing of the card.

b.2 Undergraduate students, PhD students, students of higher education courses, post-docs and research fellows

Admission to the Library

The admission card is issued at the request of the interested party, after verification of the requirements, and has an annual duration, extendable for as long as the student status is maintained.

Accessibility to loans

Accessibility to local loans is automatic with the issuing of the card.

c. Other users

c.1 Lecturers and researchers belonging to universities and recognised Italian and overseas research centres; librarians in the research area (Universities, research institutions) and those belonging to state libraries.

Admission to the Library

Admission, at the request of the interested party and after verification of the requirements, lasts 5 years for permanent personnel; in other cases, it lasts one year, extendable for as long as the employment status is maintained.

Accessibility to loans

Admission to local loans is permitted to users resident in Tuscany or affiliated with a university, research institution or library based in Tuscany, and is automatic with the issuing of the card.



c.2 PhD students, post-docs and research fellows from Italian and overseas universities

Admission to the Library

The admission card is issued at the request of the interested party, after verification of the requirements, and is valid for one year, extendable for as long as the employment or student status is maintained.

Accessibility to loans

Accessibility to local loans is permitted to users resident in Tuscany or affiliated with a university or research institution based in Tuscany; it has an annual duration and is subject to the presentation of a signed declaration of guarantee from an SNS professor or university professor of reference.

c.3 Undergraduates of the three-year degree course and students of the master's degree course of the University of Pisa and the University of Florence enrolled in degree courses that correspond to the disciplines present at the SNS (MIUR areas 01, 02, 03, 05, 10, 11, 14)

Admission to the Library

The admission card is issued, after verification of the requirements, at the request of the interested party and is subject to the presentation of a handwritten declaration of guarantee from the supervisor, a reference lecturer or an SNS lecturer. It lasts one year and can be extended for as long as the student status is maintained.

Accessibility to loans

Accessibility to local loans lasts one year and is subject to the presentation of an autographed letter of guarantee from the supervisor, a reference lecturer or an SNS lecturer.

c.4 Students of the three-year degree course of the University of Pisa and the University of Florence enrolled in degree courses that correspond to the disciplines present at the SNS (MIUR areas 01, 02, 03, 05, 10, 11, 14), students who fall within the international university mobility projects relating to the departments of the universities mentioned above, for the same areas.

Admission to the Library

The admission card is issued, after verification of the requirements, at the request of the interested party and is subject to the presentation of a handwritten declaration of guarantee from the supervisor, a reference lecturer or an SNS lecturer. It lasts one year and can be extended for as long as the student status is maintained.

Accessibility to loans

They do not have access to the local loan service.

c.5 Undergraduates of the three-year degree course and students of the master's degree course of Italian universities not included in the previous categories.

Admission to the Library

The admission card is issued, after verification of the requirements, at the request of the interested party. It is subject to the presentation of an autographed declaration of guarantee from the supervisor, from a reference professor or from an SNS professor, stating the specific research reasons underlying the request. The card has a duration strictly necessary for carrying out the research (in any case not exceeding one year) and may be extended.

Accessibility to loans

They do not have access to the local loan service.

c.6 Users not included in the previous categories who need to use the material owned by the Library



Admission to the Library

When requesting admission they must produce a document, preferably drawn up by the affiliated organisation or company, which certifies their status and states the need to consult the Library's material.

Retired users referred to in point c.1 also belong to this category.

Admission and its duration are subject to the approval of the Chief Librarian or a delegate, who may request further documentation.

The card has a duration strictly necessary for carrying out the research (in any case not exceeding one year), and may be extended.

Accessibility to loans

Accessibility to local loans is subject to residence in Tuscany and the presentation of a signed letter of guarantee from a professor of the SNS or one of the Tuscan universities, or upon authorisation from the Librarian or his delegate.

c.7 Temporary access

On the basis of justified needs, which must be communicated in advance to the Library, daily access permits may exceptionally be issued to those who do not have an admission card.

Art. 4 – On-site consultation

1) Consultation of free access material

Most of the volumes (books and periodicals) are available on open shelves at the various branches of the Library. All users duly registered with the Library, including those in possession of a temporary permit, have free access to this material.

Users are required, whenever possible, to consult the material in the reading rooms of their sector.

At the end of the consultation, the material must be left on the trolleys, if available, or on the tables. Material consulted in areas other than the one to which it belongs must be returned to the trolleys or tables in the appropriate area.

Relocation of material to the shelf is the responsibility of the assigned staff.

Bibliographic materials must be treated with care and not kept for consultation longer than is necessary for the user's work.

A maximum of five books can be kept in reserve on a table in the sector to which they belong for five days, using the appropriate reservation form.

2) Closed shelf material

Closed shelf material essentially falls into two main groups:

- A. material which, for reasons of conservation and specific methods of use, is mainly kept at the Capignano site: antique and rare collections, authors' collections, digital and analogue media, microformats, archival material, large format material, material in poor conditions of conservation; collections of miscellanies
- B. material preserved, for reasons of space, at the Book Depository outside the city: material of lesser use or owned in multiple copies; authors' collections.

To use the material on closed shelves, a loan request must be submitted via the online catalogue (subject to authentication).



The material on closed shelves can normally be consulted in the Reading Room at the Palazzo del Capitano site. It is made available for the first collection by the user and kept in reserve in his name for 6 days, after which it is placed back on the shelf. Repeated failure to collect the requested material may result in exclusion from the service.

Once collected, the material can be consulted in the Library via a specific "loan in the Reading Room" for the duration of:

- 6 days for material from the *Ancient and Rare* collections
- 10 days for all other materials.

With the exception of the Antique and Rare collections, the material on closed shelves can also be assigned on local loan subject to the loan conditions (see Art. 5) explained in the online catalogue, in the availability information of each copy.

All duly registered users can simultaneously borrow up to 10 volumes for consultation in the Reading Room (a maximum of 3 of which from the *Ancient and Rare* collections).

On receiving the material, the user remains responsible for its integrity until it is returned to the personnel in charge.

3) Online electronic resources

The online electronic resources can be consulted from the public workstations located in the Library and from all the SNS workstations. Institutional users can also consult them outside the university network, using the VPN service.

Art. 5 – Local loans

1) Loan services

The Library provides the following loaning services:

- local loans
- loans between the Pisa and Florence offices (reserved for institutional users)

The loan has a duration of 30 days and is renewable, once only, for a further 30 days.

Volumes loaned for 15 days may be renewed for a further 5 days. Loans can only be renewed if the volume is not requested by other users.

The conditions for access to the loan service vary for the different categories of users, as indicated in Art. 3.

2) Loanability conditions

The conditions of loanability of bibliographic documents are indicated in the online catalogue and vary in relation to the type of material and the category to which the user belongs. To verify them it is therefore necessary to authenticate.

The following materials are normally only permitted for on-site consultation:

- general and specialist reference works (encyclopaedias, dictionaries, bibliographic and cataloguing repertories, etc.)
- works for which constant presence on site is considered necessary
- archival material, including drawings and prints
- ancient and rare books, rare magazines, valuable material
- works in a precarious state of conservation.

As a rule, only the following are available for evening/holiday loaning, reserved for institutional users:

- periodicals



- miscellanies bound in volumes available on open shelves
- sheet music and musical scores in editions covered by copyright (circulation is permitted only on the premises of the SNS, at the request of institutional users)
- CD-ROMs and DVDs containing software and data

Works which are the subject of undergraduate courses or special seminars held at the SNS may be temporarily made available for on-site consultation only.

3) User rights

a. *Institutional users* can have:

- up to a maximum of 10 volumes among those available for loan
- up to a maximum of 10 volumes among those available for out-of hours/non-working day, to be returned by 1 p.m. on the next day the Library is open
- the possibility, via the catalogue, of making requests for material situated in a location other than the one of appurtenance (Pisa or Florence), provided it is eligible for local loans. The requested materials will normally be delivered to the user's site of appurtenance
- the possibility, via the catalogue, to reserve books on loan to other users. The reservation does not give the right to an early return of the current loan, but prevents its renewal.

In particular circumstances (needs relating to courses, interviews, theses, etc.), the Library may grant exemptions from the indicated limits.

For motivated research or teaching needs, lecturers and researchers of the SNS can benefit from extended loans (in any case not exceeding 12 months) by making a prior request to the Library.

Similarly, the laboratories and research centres of the SNS holding a specific card can obtain prolonged use (in any case not exceeding 12 months), also of particularly relevant materials, for special activities (digitisations, critical editions, etc.). These materials can be consulted on site, by agreement with the custodians.

Those with a relationship with the SNS of less than 30 days are excluded from local loans, the reservation of books currently on loan, interlibrary loans and the provision of copies of documents; they are, however, entitled to consult material stored on closed shelves in the Reading Room.

b. *Non-institutional users referred to in Art. 3, points B, C1, C2, C3 and C6*, provided that the indicated requirements are met, can have up to a maximum of 4 volumes.

c. *Non-institutional users referred to in Art. 3, points C4, C5 and C7* are only eligible for loans in the Reading Room.

Any exceptions to what is established in points b. and c. must be authorised by the Library. For an overview, the rights of each category of user are detailed on the Library website.

Art. 6 – Complementary services and rules relating to local loans

- For all categories of users, an extension of a current loan is possible only in cases where the volume has not been reserved by another user
- With a view to the safeguarding of privacy the Library undertakes not to provide information to third parties relating to loans and the identity of users
- To ensure maximum use, material returned from loan is placed on the shelves for 7 days, available to other users; during this period the user who returned it cannot borrow it again.
- Via the catalogue and after authentication, users can check the status of their loans, make requests for extensions and for materials not available on shelves, and, where permitted, reserve works already on loan. By the end of their studies at the Scuola Normale, the students of the undergraduate course and the PhD course must have returned any material on loan to them.
- The loan is individual; it is not permitted to transfer loaned material to third parties



- Users are required to carefully store the material received
- The Library reserves the right to request compensation in cases where the material is returned damaged. Therefore, users are advised to check in advance, at the time of the loan, the state of the material they are receiving, to avoid any future claims on the part of the Library.
- When using the service, users are required to comply with current legislation on copyright. Any infringements of this regulation are in no way attributable to the Library
- All users are required to promptly communicate to the Library any change in the data provided upon registration, under penalty of exclusion from the service.

In the case of delay in returning the works received on loan, the user is excluded from the service for a number of days equal to the number of days the material is overdue. If it is not returned, the user is required to repurchase the work for the Library.

If the user, despite reminders, does not return the work or does not repurchase it for the Library, he or she will be permanently excluded from the service..

Art. 7 – Interlibrary services

The possibility of requesting a loan or copy of documents stored in other libraries is reserved for institutional users of the Scuola Normale Superiore.

Up to ten active requests are allowed.

The loan is individual: users are required to carefully preserve the material received, which cannot be transferred to third parties.

The Library reserves the right to request compensation in cases where the material is returned damaged and in cases of loss. Therefore, users are advised to check in advance, at the time of loan, the conditions of the material they are receiving, to avoid any future claims on the part of the Library.

In the case of delay in returning works received on loan, the user is excluded from the service for a number of days equal to the number of days the material is overdue. If the user does not return the work despite reminders, he or she will be temporarily excluded from the service or, in the event of repeat infringement, permanently.

In the event of failure to collect a document without notice, the document will be returned to the supplying library on the expiry date without the possibility of requesting extensions and the user may be temporarily excluded from the service.

By the end of their studies at the Scuola Normale, students of the undergraduate course and the PhD course must have returned any interlibrary material on loan to them.

The Library sends its own materials on loan or in copies upon request from other libraries (in compliance with copyright legislation, the requirements for protecting materials, and licensing agreements with the publisher for electronic resources).

The manuscript materials owned by the Library are preferably provided in digital copy and subject to authorisation from the Chief Librarian or a delegate.

Art. 8 – Reproductions

The following are available at the various branches of the Library:

- multifunction devices for photocopying, scanning and printing
- scanner for microfilm and microfiches

Some services may be subject to charges.



Reproduction is permitted in compliance with current legislation on copyright (L. 633/1941 and subsequent amendments and additions thereto).

Musical scores and sheet music are excluded from reproduction (Art.68, paragraph 3, L.633/1941).

The **reproduction of manuscript materials** (paper and digitalised) must be expressly authorised by the Library and is entrusted to the internal service. It is subject to current legislation on copyright (L. 633/1941 and subsequent amendments and additions thereto), the protection of privacy (Code of ethics and good conduct for the processing of personal data for historical purposes, Provision no. 8 /P/2001, published in Official Journal no. 80 of 5/4/2001) and cultural heritage (Code of cultural heritage and landscape, Legislative Decree 42/2004).

The **photographic reproduction** of printed materials is permitted in compliance with the limits imposed by law on the protection of copyright (L. 633/1941 and subsequent amendments and additions thereto, in particular Articles 68, 87-92). The use of flash is always prohibited, for reasons of protection and conservation.

Users will be held entirely responsible for any violations of the law that they commit within the Library.

If the copies are intended for publication, the authorisation of the Library is always required.

The work in which the aforementioned material is used must contain the bibliographical references of the original work, its location in the Library and the express warning of the prohibition of further reproduction or duplication by any means.

The user is required to deliver a copy of the publication to the Library.

Art. 9 - Communal spaces

The spaces of the Library accessible to users are divided into reading rooms, rooms for group work and areas intended for relaxation.

The reading rooms are accessible to all duly registered users, including those who access with a temporary permit.

The SNS Library has available for its users LCRs (Learning Commons Rooms), the use of which is regulated as follows.

1. Purpose

The LCRs are meant for communal activities of study, research, teaching and discussion, with the documental support of the bibliographical materials (analogue and digital) present in the Library.

2. Beneficiaries of the service

The service is reserved for users who are members of the Library.

The work/study groups can be attended by both affiliated and non-affiliated users.

3. Access and reservation system

Access to the LCR is by reservation; if the room is not occupied, access is free to any user (also those who are non-affiliated), provided it is used for group activities. Reservations can be made only by users affiliated with the SNS.

Reservations can be planned well ahead or they can be made at the last minute; in any case, reservation gives priority over a group that has occupied the room without having booked.

Reservations can be made exclusively online through the appropriate platform.

After 15 minutes have passed without the room being occupied, the reservation is cancelled automatically; the room is considered as being occupied after check-in by QR-code scan.

Reservations are made by a co-ordinator of the study group, who must be affiliated with the SNS.

The co-ordinator is responsible for the management of the study group, for making the reservation, indicating the names of the other members of the group, and for carrying out the check-in to register the effective occupation of the room to avoid the automatic cancelling of the reservation; he or she must immediately cancel the reservation should it become impossible for the group to attend, and effect the check-out should the room be free before the allotted time is up.



If the group leaves the room before the end of their allotted time, the co-ordinator undertakes to check out so as to free up the room for the use of others.

The co-ordinator also superintends the study group, making sure that the rooms and equipment are used in a proper manner.

In order for as many users as possible to have access to the service, no co-ordinator may make more than one reservation per day or two reservations per week.

The room may be reserved by the same group consecutively for a minimum of 30 minutes and a maximum of four hours, always in slots of 30 minutes.

4. Use of the rooms

The rooms may be occupied by only one group at a time. They may not be used for individual study; the traditional reading rooms are available for this purpose; occupation by a sole user is thus not permitted.

The rooms may be occupied by two to 8 people at any one time, save for different indications relating to the individual rooms.

The LCRs of the Library are different from the other available study rooms at the SNS in that they constitute not only a physical space but also a service.

The said service consists first and foremost of the opportunity for studying and utilising in a shared, collaborative and critical manner the bibliographical materials present in the Library, including those not available for borrowing.

Hence activities such as collaborative research or study are intended and encouraged: the shared use of paper-based bibliographical materials, databases, electronic resources and anything else that encourages discussion. Communal sessions are permitted for connecting to external online events (such as lectures, meetings and workshops).

The LCRs are not intended for recreational activities.

Users of the LCRs undertake to make correct use of the rooms, tools and service, with consideration for other users.

In the case of improper use, the management can temporarily ban users from the right of reservation or access.

The same materials may be taken into the LCRs as into the reading rooms; hence no food may be taken in, and drinks are allowed but only in closed containers.

The Library is not responsible for any items left unattended in the rooms.

5. Times of availability of the service

The LCR service is in operation indicatively at the following times, save for reductions in the opening times of the Library or other contingent limitations: from Monday to Friday, continuously from 9 a.m. to 10 p.m. and Saturday from 9 a.m. to 6 p.m.; in any case, the service ends one hour before the closing of the specific site of the Library.

Surveillance may be carried out in the rooms; at the request of the Library staff, users are required to show their membership card.

Art. 10 – Rules of conduct

Library users are required to respect the rules of conduct appropriate to a place of study. In particular:

- they are required to be recognised upon entry in accordance with the procedures established for each individual location
- bags, backpacks or other containers must be left at the entrance, in the appropriate lockers; the Library is not responsible for personal property introduced by users into its premises or stored in the lockers; if lockers are not available due to a heavy influx, the staff are not required to store users' personal property, but will indicate an alternative storage location if necessary
- mobile phones must be kept on silent mode and talking on the phone is in no way permitted in the Reading Rooms
- food and drinks can only be consumed in the places where the specific vending machines are situated. However, bottles of water may be brought into the reading rooms, with the exception of the Reading Room for Ancient and Rare Volumes.
- the Library premises and equipment must not be damaged or used improperly, or used for purposes and services other than those specified in Art. 2 of the Disciplinary Code herein
- bibliographic material currently being catalogued and not yet available to users cannot be removed or



moved

- the reading places are intended primarily for consulting the materials kept in the individual sectors of the Library; in the case of overcrowding, the staff will be able to direct users towards the most immediately relevant sectors
- users who need to bring their own bibliographic materials into the Library premises must show them to the reception staff. In any case, these materials cannot remain on the premises beyond opening hours. The Library assumes no responsibility in the event of loss or theft
- the boxes intended for storing personal effects must be used in accordance with the methods illustrated on site
- if anti-shoplifting detection equipment comes into operation, users are required to allow staff to carry out the necessary checks
- during the closing hours of the Library, it is not possible, under any circumstances, to access the premises. Personal effects found in the Reading Rooms are kept by the Library for three months; after this period, they can no longer be claimed.

Without prejudice to compensation for any damages, the sanctions provided for those who do not comply with the aforementioned rules are commensurate with the seriousness of the infringement and any recurrences, and consist of temporary or definitive exclusion from the Library.

Art. 11 – Final provisions

The Disciplinary Code, the forms referred to in previous articles and further information relating to the collections and services are available on the Library website.

The Disciplinary Code herein is issued by decree of the Director and comes into force from the day following its publication on the official noticeboard.

The Disciplinary Code herein may be integrated and modified by order of the Director of the Scuola Normale Superiore, at the proposal of the Scientific Committee of the Library.