



Pavia, 1 July 2020

University Library Services – Extraordinary Plan: *Phase 3* (effective 6 July 2020) ¹
"Getting closer (and closer), but (still) at a distance"

This is to inform you that while public access to the University of Pavia's Libraries will still be unavailable, the Libraries will continue to provide their services remotely and allow certain user groups to gain access for consultation purposes, subject to signing the new  "Application form for admission to the reading rooms" - hereinafter referred to as the "[Phase 3 Form](#)".

On an entirely experimental basis,  starting Monday 6 July 2020, the **St Thomas Section** of the Library of Humanistic Studies and the **Tamburo section** of the Library of Science and Technology will allow access to students of the University of Pavia and to all "institutional" users, in the manner as set out below (see 1 and 1(b) below) and subject to signing the "[Phase 3 Form](#)".

The information provided below may be amended depending on the situation as it unfolds and consistent with any new provisions issued by the relevant authorities.

1) Access to libraries – General conditions

Further to the entry into force of the extraordinary plan, *Phase 3*, access to the libraries of the University of Pavia will be allowed subject to signing the "[Phase 3 Form](#)".

To gain access to service points and reading rooms users are required to wear a mask (at least of the surgical type)  . Moreover, access will be granted with due account being taken of the guidelines set out in the regulations and safety protocols of the University, in view of the evolution of the emergency situation².

During their stay in the reading rooms, users are required to keep the interpersonal safety distances set forth in the regulations in force and everyone must comply with the other hygiene measures laid down.

A dispenser containing a hand disinfectant solution will be available at the entrance of each location.

Before entering the library, the body temperature of each user will be taken. Users whose body temperature is $\geq 37.5^{\circ}\text{C}$ will not be allowed to access the reading rooms.

ACCESS ROUTES TO LIBRARIES AND TEMPERATURE MEASUREMENT LOCATIONS	
Library of Science and Technology: Tamburo section	Entrance hall leading to the "Nave" Educational Centre located in Via Ferrata 1
Medical Area Library: central section	Entrance gate of the central section of the library
Economics Library	Reception desk of the Department of Economics, via San Felice 5
Library of Humanistic Studies: Philosophy section	

¹The most significant changes compared to the previous extraordinary plan are marked by the following label symbol 

²See the latest update to the guidelines called "Access to the University's laboratories, libraries and facilities for research activities: operational guidance and behavioural guidelines".



Law Library: Private Law hall	Reception desk of Palazzo Centrale, Strada Nuova
Library of Political and Social Sciences	
Library of Humanistic Studies: Art section	
Library of Humanistic Studies: St Thomas section	Reception desk of St Thomas Building, P.zza del Lino 2
Library of Musicology and Cultural Heritage, Cremona	Entrance hall leading to the Department

Before entering the Library, users are required to hand over the "[Phase 3 Form](#)" to the front office duly filled in and signed. Users are also required to sign a special register³ to be stored by the Library.

Once consulted, the books must be left on the table. It will be the responsibility of the staff to put them back upon expiry of the time necessary for the "[quarantine](#)" the material is required to undergo.

In order to gain access, users must submit a request to the relevant library by sending an email to the addresses specified below:

- Library of Science and Technology: bst@unipv.it
- Medical Area Library: bibmed05@unipv.it
- Economics Library: prestito.bibeco@unipv.it
- Law Library: prestito.giurisprudenza@unipv.it
- Library of Political and Social Sciences: prestito.scienzepolitiche@unipv.it
- Library of Humanistic Studies: biblioteca.studiumanistici@unipv.it
- Library of Musicology and Cultural Heritage, Cremona: biblioteca.cremona@unipv.it

N.B. It should be noted that (i) due to organisational and safety reasons, requests made by telephone will not be taken into consideration and (ii) access will not be allowed without booking by email.

Users must send their request for access by email **at least 48 hours before the desired date** and must:

- Provide a telephone number where they can be reached if no workspace is available for the day requested;
- Await confirmation of their booking, which will be notified through a reply to their email request;
- Specify which location/section of the library they require access to and whether they intend to book a seat for the whole day (Monday to Thursday: 08:30-17:00; Friday 08:30-12:30) or for part of the day (morning: 08:30-12:30 from Monday to Friday; afternoon: 12:30-17:00, Monday to Thursday) and possibly for several consecutive days, but only if access is required for consultation of material owned.

1(a) Access to libraries for consultation purposes only – Locations and types of users

Libraries where on-premise consultation service will continue to be available include:

- Library of Science and Technology: Tamburo section⁴

³The following data will be entered in the register: first name and last name of the user admitted to consultation, date and time of accessing and leaving the Library.

⁴With regard to "extended" access to the **Tamburo section** of the Library of Science and Technology, see 1(b) below. 



- Medical Area Library: central section
- Economics Library
- Law Library: Private Law hall
- Library of Political and Social Sciences
- Library of Humanistic Studies: St Thomas Section⁵, Art Section, Philosophy Section
- Library of Musicology and Cultural Heritage, Cremona

Access to the above-mentioned libraries will be granted only to the following user groups and further subject to signing the "[Phase 3 Form](#)":

- 1) Three-year degree course thesis students (even if not authorised by their supervisor ) and subject to signing the "[Phase 3 Form](#)"⁶
- 2) Thesis students of specialist or single-cycle degree courses (even if not authorised by their supervisor and subject to signing the "[Phase 3 Form](#)"⁷)
- 3) PhD students (subject to signing the "[Phase 3 Form](#)")
- 4) Research fellows and scholarship holders (subject to signing the "[Phase 3 Form](#)")
- 5) Tutors (subject to signing the "[Phase 3 Form](#)")
- 6) Contractors (subject to signing the "[Phase 3 Form](#)")
- 7) Researchers (no need to sign forms)
- 8) Teachers (no need to sign forms)

 Moreover, subject matter experts and occasional external visitors will be granted access to the consultation rooms for research purposes only. In this case, users will be required to complete the "Other" section of the "[Phase 3 Form](#)".

1(b) "Extended" access to the St Thomas section of the Library of Humanistic Studies and the Tamburo section of the Library of Science and Technology

On an experimental basis, starting Monday 6 July 2020 and throughout *Phase 3*, the St Thomas Section of the Library of Humanistic Studies and the Tamburo Section of the Library of Science and Technology will allow access to all students of the University of Pavia and, in general, to all "institutional" users, subject to signing the "[Phase 3 Form](#)" and according to the procedures as set out under 1 above and herebelow. It should be noted that due to organisational and safety reasons, users must send their request for access via email, at least 48 hours in advance of the desired date, to bst@unipv.it or biblioteca.studiumanistici@unipv.it, specifying whether access is requested for consultation of material owned and/or for individual study.

In the event of a large number of requests for access, priority will be given to users interested in consultation and belonging to the groups listed under 1(a) above.

Users who intend to access the library only for individual study reasons cannot book a seat for more than 2 consecutive days.

⁵With regard to "extended" access to the **St Thomas section** of the Library of Humanistic Studies, see 1(b) below. 

⁶It should be noted that with regard to access, priority will be given to students who are scheduled to sit for their degree exam in the summer months of 2020.

⁷It should be noted that with regard to access, priority will be given to students who are scheduled to sit for their Master's degree or single-cycle exam in the summer months of 2020.



1(c) Access to the Economics Library to consult the *Bloomberg* database

During Phase 3, access to the Bloomberg Room will continue to be granted in the manner as described under 1 above and to the following user groups:

- Researchers and teachers;
- Graduates (with the authorisation of their supervisor/tutor and subject to signing the "Phase 3 Form");
- PhD students, research fellows, scholarship holders, contract lecturers and tutors (subject to signing the "Phase 3 Form").

Before entering the library, users must hand over the authorisation, if required, and the form duly completed and signed. Users are also required to sign a special register to be stored by the Library.

Access to the Bloomberg room will be allowed

- from Monday to Thursday from 08:30 to 16:30 and on Friday from 08:30 to 12:00;
- only by booking through the usual procedure.

Only one person at a time will be allowed to consult the database. The premises will be aired out for at least 15 minutes between user accesses and worktops and PCs will be cleaned using sanitising substances. Before entering the Bloomberg consultation room, users must place their backpacks and/or bags in the appropriate lockers.

1(d) Delivery of BMC-Bloomberg Markets Concepts course remotely (*for students close to graduation and who are non resident/domiciled in Pavia*)

The University will continue to allow students of Economics who are close to graduation [June-December 2020] and are not resident/domiciled in Pavia to follow the BMC (Bloomberg Markets Concepts) course remotely.

Those interested may, with the permission of their thesis supervisor/tutor, contact the Library Manager by sending an email to the following address: bloomberg@unipv.it.

The Library staff will reach out to the users and provide them with details of distance course delivery.

2) Contactless services

2(a) Local and interlibrary loan (*for all user groups*)

Throughout Phase 3, users may, if they deem it necessary, rely on the local loan service, subject to booking the material via the **SmartOpac App**  (see 4 below) or the user interface of the **Fluxus** application. Subject to notification to be sent to the user via email, the material can be picked up at certain points of the specially designated libraries and without the aid of the staff normally dealing with front office operations. In this case, the pick-up points identified for the individual libraries are specified below:

- Reception desk of the Physics Department, Via Bassi, 6 for local and interlibrary loan of the Library of Sciences
- Tamburo section, Via Ferrata, 1 for local and interlibrary loan of the Library of Science and Technology
- Entrance hall leading to the Library, San Matteo General Hospital, Surgery Ward Building (Pavilion 2, first floor), Piazzale Golgi, 2 for local and interlibrary loan of the Medical Area Library
- Reception desk of the Department of Economics, Via San Felice, 5 for local and interlibrary loan of the Philosophy Library
- Art section, Palazzo Centrale, Strada Nuova, 65 for local and interlibrary loan of the Library of Humanistic Studies Art section
- Private Law section, Palazzo Centrale, Strada Nuova, 65 for local and interlibrary loan of the Law Library
- Library of Political and Social Sciences, Palazzo Centrale, Strada Nuova, 65 for local and interlibrary loan of the Library of Political and Social Sciences



- Reception desk of the St Thomas Building, Piazza del Lino, 1 for local and interlibrary loan of the Library of Humanistic Studies of the sections located at St Thomas

The **books must be returned** to the same place where they were collected.  Starting Monday 6 July 2020, **it will no longer be possible to drop the borrowed books in the BOX** located, until now, at the Reception desk of Palazzo Centrale, Strada Nuova 65 – Pavia.

Users who are unable to return the borrowed material may do so at the end of the emergency period.

 Should this material be urgently requested by another user, it will be the responsibility of the library staff to inform the first user of the need for prompt return, relying on the library's own courier service, if necessary, and without charging any fee to the user.

2(b) Local and interlibrary loan at the Library of the Department of Musicology and Cultural Heritage of Cremona (Palazzo Raimondi, Corso Garibaldi 178).

The service will be provided under the same conditions as set out under 2(a) above, but according to the schedule available at <http://biblioteche.unipv.it/home/biblioteche/biblioteca-di-musicologia>. The material can be collected and returned according to the time schedule as shown in the above link at the entrance hall of the library, Corso Garibaldi, 178 – Cremona.

2(c) Remote information support (for all user groups)

Users may continue to have access to a remote information support service, via telephone, email and *Skype*. To use such service, users need to reach out to the individual libraries of the University (for contact details see <http://biblioteche.unipv.it/home/biblioteche>).

If required, the service can be requested by appointment by sending an email to the following addresses of the individual libraries:

- Science Library: reference.bds@unipv.it
- Library of Science and Technology: reference.bst@unipv.it
- Medical Area Library: biblioteca.areamedica@unipv.it
- Economics Library: bib06eco@unipv.it
- Law Library: reference.giurisprudenza@unipv.it
- Library of Political and Social Sciences: reference.scienzepolitiche@unipv.it
- Library of Humanistic Studies: reference.studiumanistici@unipv.it
- Library of Musicology and Cultural Heritage, Cremona: biblioteca.cremona@unipv.it

2(d) Delivery of documents in .pdf format (for all user groups)

The service allowing documents to be provided in .pdf format will continue to be available. Throughout Phase 3, the service will, on an exceptional basis, be extended to (paper-based and electronic) material owned by the University's own libraries (including the Library of Musicology and Cultural Heritage of Cremona), subject to authorisation from the relevant managers and in compliance with current copyright laws (Law No. 633 dated 22 April 1941, as amended from time to time).

2(e) Home delivery book lending, by courier (for users who are not resident/domiciled in Pavia)

The home delivery book lending service will continue to be operational, by courier and without any fee being charged to the user. This service is especially designed for users who are not resident in Pavia. The service will also be exceptionally extended to book material normally available for consultation purposes only, subject to prior authorisation from the Library Managers. Anyone wishing to use the above service should send a request by email to the address of the relevant library

(<http://biblioteche.unipv.it/home/biblioteche>), providing both the details of the book and a telephone number as well as the exact address to which the material should be sent. The risk that delivery may prove unsuccessful or be delayed (including to a significant extent) is not an unlikely event, considering the overall underperformance of postal services.



3) Remotely accessible electronic resources (for all user groups)

It should be noted that many electronic resources (except for the *Bloomberg* database, see 1(c) above) purchased by the University can also be consulted remotely, via a connection from outside the University (information available at the following link: <http://biblioteche.unipv.it/home/servizi/connessione-da-fuori-ateneo>).

The list of databases, journals and books available on electronic media can also be accessed by discipline area on the following page: <http://biblioteche.unipv.it/home/risorse/banche-dati>

Digital solidarity services offered by publishers and aggregators are also available in this emergency period, including access to databases, electronic journals and e-books not subscribed by the University, services to support teaching and learning, increasing of the number of simultaneous accesses, additional and alternative remote access methods. The list of resources that are made available from time to time is constantly updated and can be found at <http://biblioteche.unipv.it/servizi-bibliotecari-per-emergenza-covid-19#part5>

Important initiatives should also be highlighted, such as – by way of illustration and not limitation – open access to the World Digital Library at <https://www.wdl.org/en/>.

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

3(a) *MediaLibraryOnLine – MLOL (for all user groups)*

It should be noted that users may access (and benefit from) the *MediaLibraryOnLine (MLOL)* service, the first Italian network of public, academic and school libraries, allowing users to (i) consult e-books of major publishers and newspapers from around the world, (ii) listen to music and audiobooks available in streaming and for download, and (iii) access hundreds of thousands of other digital resources.

For more information, please visit <https://openweb.unipv.it/openweb/mlol/>, where slides and webinar recordings intended for users are also available.

To discover *MLOL* contents user can rely on our online catalogue in its [OpenWeb](#) version: when running a search, a widget showing *MLOL* contents will appear in the lower right corner in addition to search results normally returned. Users can also run searches right from the [MLOL Lomellina-Pavese](#) portal.

Part of these resources are freely available, while others may be accessed by entering a username and a password.

Users interested in accessing restricted resources may apply for registration and, therefore, request login credentials To this end, an email must be sent to the "Carlo Bonetta" Municipal Library of Pavia to the following address: bonetta@comune.pv.it. When applying, users must specify their affiliation with the University of Pavia and provide their tax identification number.

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



4)  **SmartOpac: the Libraries in the City and Province of Pavia at the touch of an App**

Starting 30 June 2020, the App of the Libraries in the City and Province of Pavia will be available free of charge on Apple Store and Google Play: [SmartOpac](#).

The App will provide immediate access to the [Single Catalogue of Pavia \(Catalogo Unico Pavese\)](#), which is already available via the Internet through the more traditional [EasyWeb](#) or the more recent and more performing [OpenWeb](#).

In addition to traditional methods, searches can be run by using the camera of one's own device and by scanning the barcode on the book cover. Once the search has been completed, it will be possible to geolocalise the library that has the document, activating the features provided by Google Maps.

Thanks to SmartOpac, users enrolled in a library of the Library System may, after identifying themselves with a username and a password, book material easily and quickly.

Although using SmartOpac is simple and intuitive, a short [video tutorial](#) has been created (and is available online).

For further updates and for information about the University's electronic resources and library services, please visit the University's Library System portal on a regular basis at the following link: <http://biblioteche.unipv.it>, with special reference to the page on Emergency Library Services During the Covid-19 Crisis, featured in the news box (<http://biblioteche.unipv.it/servizi-bibliotecari-per-emergenza-covid-19>).

Cesare Zizza
Rector's Delegate for Libraries

Lorenzo Duico
Director of the Cultural Heritage Area

Chiaretta Albertini
Head of the Documentary Resources Management Service

Paolo Nassi
Head of the Digital Library Service

Gabriele Rossini
Head of the Library Service