

Regulation for the Document Delivery and Interlibrary Loan service

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The SISSA Library offers the Document Delivery (DD) and Interlibrary Loan service (ILL) to provide articles from journals and parts of books it does not own. This service is operated within the spirit of the national and international library cooperation, for non-commercial purposes and according to the library's institutional purposes.

By forwarding the request, the user agrees to use the material received solely for study and research purposes in compliance with the applicable copyright legislation.

1. Users

Internal users: all users correctly registered in the library database (as referred to in the general regulation of the SISSA library).

External users: other libraries. The DD and ILL service is offered only to other libraries of scientific or public institutions, for study and research purposes of their users, in mutual free exchange; users of other institutions must make requests through their reference library, requests from private individuals will not be considered.

2. DD for internal users

2.1 Requests

Articles or parts of books must be requested exclusively through the online form available on the SISSA library website, the Ebsco-EDS form (from the SISSA Discovery Service) or by sending an e-mail to dd@sisssa.it

The SISSA library does not guarantee that requests sent through other means will be processed.

2.2 Timelines

The Library commits to forwarding the request to the supplying library within 4 working days, except in the event of temporary service suspensions or if the document is particularly difficult to find. Additional waiting times depend exclusively on the supplying libraries.

Upon receipt of the document the user will be informed by e-mail.

2.3 Document delivery

Documents will be delivered to the requesting user via:

- the internal I.T. system, which prints the document only if connected to the SISSA network, for documents obtained through the Nilde platform or if requested by the publisher

- via e-mail for the articles purchased directly from the publisher or if allowed by the publisher
- picking up of the paper copy at the library loan desk if provided in hard copy format. If the user does not collect the document within 5 working days it will be disposed of and the user will be excluded from the service for 3 months. Any particular need due to force majeure should be previously arranged with the library staff.

3. DD for external users

3.1 Requests

Requests, complete with bibliographic references, must be submitted via Nilde or, only for libraries outside this network, by e-mail to the address dd@sisssa.it

Each library can submit no more than 5 requests per week. The service is free.

Any requests for articles published in journals for which SISSA has only an electronic subscription will be processed in accordance with the copyright law and the contracts signed by SISSA with the relevant publisher.

3.2 Timelines & Delivery

The Library commits to processing the request within 4 working days, except in the case of temporary service suspensions.

Copies of articles or chapters of books will be sent electronically by Nilde or by e-mail depending on the licenses and copyright regulations.

4. ILL for internal users

4.1 Requests

Books and thesis must be requested exclusively through the form available on the SISSA library website, using the Ebsco-EDS form (from the SISSA Discovery Service) or by sending an e-mail to ill@sisssa.it

The SISSA library does not guarantee that requests sent through other means will be processed.

Each user can request a maximum of 3 interlibrary loans per month.

4.2 Timelines

The library commits to forwarding the request to the supplying library within 4 working days, except in the case of temporary suspension of the service or if the book is particularly difficult to find. Additional waiting times depend solely on the supplying libraries. Upon receipt of the material, the user will be notified by e-mail.

4.3 Document delivery

Books still in commerce must be collected from the loan desk and can be consulted outside the library after signing the relevant receipt, which indicates the interlibrary loan expiry date and the physical conditions of the book.

Rare books that are no longer in commerce or damaged, can be consulted in the library only. Users must sign a consultation form, in which they undertake not to take it outside the library.

If the user fails to comply with this commitment, the staff reserves the right to withdraw the volume, to return it to the supplying library and, if necessary, to exclude the user from the Interlibrary Loan service for 3 months.

If the user does not collect the document within 5 working days, it will be returned to the supplying library and the user will be excluded from the service for 3 months. Any particular need due to force majeure should be previously arranged with the library staff.

4.4 Returns

Books suitable for consultation outside the Library must be returned to the library staff by and no later than the expiry date indicated on the receipt, in the same condition as they were provided. In case of damage or loss of a book, the user must repurchase it as soon as possible.

Users who delay in returning the book, by even just one day, will be subject to the payment of any fines requested by the supplying library.

5. ILL for external users

5.1 Requests

Requests, complete with bibliographic references, must be submitted by e-mail to ill@sissa.it.

No more than 2 books may be requested per month. The service is free.

The service cannot be provided if SISSA only possesses the book in electronic format.

Rare or out-of-print books cannot be consulted outside the premises of the requesting library.

5.2 Timelines & Delivery

The Library commits to processing the request within 4 working days, except in the case of temporary service suspensions.

Books are sent and should be returned by safe means, such as a courier service or registered letter with acknowledgment of receipt.

6. Restrictions on the use of material provided for internal and external users

Copies of articles and books must be used for the sole purpose of study and for strictly personal use. The Library disclaims any responsibility in case of non-compliance with copyright reproduction regulations (Law n°.633 dated 22.04.1941, the subsequent amendments introduced by law 248/2000 and by Leg. Dec. 68/2003), which set the maximum limit of photocopying at 15% of each volume)