

Public Library “B. Partenio” - Spilimbergo
EXERPTS FROM THE LIBRARY REGULATIONS
(Approved by the Town Council - delibera consiliare n. 74 of 24.09.2004)

Article 17
Lending services

Anyone can borrow books and other documents owned by the Library, as well as material obtained through the interlibrary loan service.

Borrowing books and documents owned by the Library is authorized after subscribing to the service.

Library members will be issued a library card which they must show each time they wish to borrow a book or other documents belonging to the Library.

The card is personal and has no expiring date. All borrowers must keep it with care and immediately inform the Library of any changes in personal data declared when the card was issued.

To be issued the library card, the applicant must show a personal i.d. and pay € 2,50 for the issuing expenses. Library personnel may issue duplicates of a lost card after a payment of € 2,50 as reimbursement for the expenses.[...]

Card holders may borrow up to 5 items for a maximum period of 30 days.

The period of loan may be extended for 30 more days. This request should be submitted at least 20 days after the initial borrowing date; this extension can be granted only once.

Books referring to current exhibitions, special collections of current events materials and particular bibliographic reference materials chosen by Library staff may be lent for a limited time of 10 days; no extensions will be allowed. Users can borrow only one DVD at a time.

Videotapes, cd-roms, DVDs and other multimedia material can be borrowed only for 10 days; no extensions are allowed.

Multimedia material contained in books, magazines or other items can be borrowed for the same length of time as the material it is attached to.

Magazines can also be borrowed, except for the most recent issue. Magazines can be borrowed for 10 days; a further 10-day extension can be requested. [...]

Extra number of items may be borrowed under special circumstances. Specific categories of users such as teachers and educators in general may borrow more items for a longer length of time; conditions will be agreed upon together with the library staff each time there is such a request.

Items out on loan may be reserved.

Upon return of books, the borrowers are requested to keep the receipt they will receive from staff library for 3 (three) months.

Article 18

Penalties

A borrower whose library books or materials are overdue will be expected to pay a fine of € 0,10 (ten cents) for each day of delay.

The days when the Library is closed will not be calculated towards the fine.

Article 19

The Library staff will periodically verify the situation of all loans and they shall notify by letter the borrowers whose items are overdue. 15 days after the first written reminder, a second letter shall be sent by registered mail, indicating a final deadline of 15 days to return the borrowed item. In addition to the overdue fine, the user will be charged € 4,00 as a reimbursement for administrative expenses.

Should the situation persist, then legal action will be taken and the borrower will be excluded temporarily or permanently from future borrowing and the payment due will be enforced.

Should the borrowed item be lost, the borrower will be expected to replace it with an identical item or to pay for its replacement. The value of the item and the sum of money to be paid will be estimated by Library staff.

The above rule is also applied to users who return damaged items.

Article 21

Inter-Library loan services

The Library offers an inter-library loan service with other Italian Public Libraries.

The user who wishes to use this service may borrow up to 5 books a month.

Inter-library loan services are free of charge. Any expenses for packaging and postage and/or any other inter-library loan service fees are the full responsibility of the user requesting these services.