

Library  
Guides

**ALL  
USERS**

# **IMT LIBRARY**

**A library open to anyone**







## FINDING ITEMS

### Ebsco Discovery tool

Start your search here! You can use the search bar at:

**<https://www.imtlucca.it/library>**

This tool offers an integrated search which allows you to browse our book and e-book collections, electronic journals, and most of our electronic databases.

### Book catalogue

If you are looking specifically for hard copy items, such as books, journals or PhD theses, browse our OPAC at:

**<http://imtlucca.comperio.it/>**

At this link you can also see new acquisitions and access your personal area, **MyDiscovery**.

#### ACCESSING YOUR PERSONAL AREA

##### Logging in

Login is required to access your library account. At first access, insert the following credentials:

**Username: your IMT email address**

**Password: your date of birth (dd/mm/yyyy)**

After logging in, you can change the password from your settings.

##### MyDiscovery tools

From your personal area, you can check current loans, your loan history and the status of your requests.

You can reserve books, and renew your current loans, starting 5 days before the due date (see p. 4).

You can also create shelves, save your searches and share them with your peers, post messages in our forum and share book records on social media.

## Electronic resources

Our library subscribes to several journals, databases and e-book collections.  
Browse our catalogue at:

**<https://www.imtlucca.it/library/discovery>**

### ACCESSING LIBRARY RESOURCES OFF-CAMPUS

All our electronic resources are available by connecting to the IMT network. However, most of them are also available off-campus via remote access.

You can find instructions at:

**<https://www.imtlucca.it/library/resources/remote-access>**

## IRIS and E-theses

**IRIS** is a digital repository adopted by IMT, in order to collect and manage bibliographic information of research published by IMT's faculty and PhD students.

Authentication through IMT credentials is required to register, upload and edit your publications on IRIS.

**<https://iris.imtlucca.it/>**

**E-theses** is IMT digital repository for PhD theses. All theses are deposited in full text, to improve dissemination, retrieval and web impact of our PhD students' research.

**<http://e-theses.imtlucca.it/>**

# LIBRARY SERVICES

## Borrowing

Loan services are available **Monday to Friday, 9:15 to 18:20** and **Saturday, 9:15 to 13:15**. All loans must be registered at the Library desk.

Number of books	Loan period	Renewals
10	1 month	2

At the desk, you can also ask the staff for reference material, such as dictionaries, atlases, PhD theses.

### Returning items

Return items at the desk. If you need to return items during the weekend or during closing hours, you can leave them in the Book return box located at the entrance.

### Renewing items

If you still need an item that is due for return you may renew it. You may renew items:

- ❖ via **MyDiscovery**;
- ❖ by telephone (**+39 0583 4326701/702**);
- ❖ by email (**lib@imtlucca.it**).



**Items may be renewed up to 2 times if no one requests them.** After the second renewal, you need to bring them to the desk to renew them for a third time.

### Reserving items

If an item you need is already out on loan, you may reserve it. When it is returned we will keep the item at the desk for you to collect.

To reserve an item, login to your **MyDiscovery** account and search the Library catalogue for the item. Once you have found the record, click on "Reserve". You will receive an email when the item is available.



## Interlibrary loan and Document Delivery

**InterLibrary Loan (ILL)** is a borrowing service you can use to obtain books that are not available in the collection of the IMT Library. **Document delivery (DD)** provides the same service for articles and book chapters. This service is free of charge.

### TO REQUEST A BOOK:

Send an email to [ildd@imtlucca.it](mailto:ildd@imtlucca.it), providing accurate and complete bibliographic data (title, author, year of publication).

You can **borrow up to 3 books at a time**.

The average time to obtain requested items is 10 days. Please note that some documents may take longer.

**When the item arrives, we will notify you by e-mail. The loan period lasts approximately 20 days.** If you would like to extend your interlibrary loan, please remember to ask us **at least 1 week before the due date**.

### TO REQUEST AN ARTICLE OR A BOOK CHAPTER:

Place requests using **NILDE** at <https://nilde.bo.cnr.it/> (personal registration is required).

#### NILDE: LOGGING IN

To access, registration is required.

To register, click on "Registration area" and follow the instructions.

We recommend you to register using your Institutional IDEM-GARR account.



#### WHY USE NILDE

With NILDE you can:

- ❖ submit requests for journal articles or book chapters to our library;
- ❖ **obtain a printed version of your requested documents** in approximately 2 working days;
- ❖ check the status of your requests;
- ❖ tag and classify your documents using NILDE reference manager.

Our staff will process your request ASAP, usually within 24 hours (weekends and holidays excluded). **Copies obtained via NILDE are yours to keep.**

## Purchase requests

The Library welcomes purchase requests from faculty and students for the Library collection.

Requests must be submitted by email to the library ([lib@imtlucca.it](mailto:lib@imtlucca.it)), CCing your track manager.

We also accept requests for new subscriptions to journals or databases. These requests need the final approval of the Library Committee.

**Please check our catalogue and Ebsco Discovery Service before placing ILL, DD or purchase requests: the item you need may already be available in our collection.**



## FACILITIES

### IT and printing facilities

The Library has two PC workstations, which provide access to our catalogue and to our subscriptions in full text.

**Wireless connection and power strips are provided** for those wishing to bring in their own laptops. Please do not leave trailing wires, which would create a trip hazard for other library users.

Xerox machines and printers are available in the Library. We kindly ask you to **print on both sides of the paper** (when possible), and to respect the **limit of 15% for each volume or publication**, set by the Italian copyright law regarding the reproduction of published materials.



## Studying in the Library

Access to the library's main floor is open to both internal and external users.

IMT students have private access to some areas:

- ❖ **Third floor:** this area is entirely reserved for PhD students. You may ask the library staff to assign you a personal drawer.
- ❖ If you need an office where you can study in pairs or individually, you can use one of the **4 PhD Shared Offices** located on the **first and second floor** of the library. To get a key, you have to register at the library desk.
- ❖ The so-called "**crypt**" is the oldest room in the library. It is located on the **ground floor** and is for internal staff use only. You can request and book its use for group work or meetings.



## General rules of conduct

We kindly ask you to:

- ❖ be considerate of those working around you: avoid speaking loudly and keep your conversations to a minimum;
- ❖ do not listen to music or watch videos without headphones. Also, sound from headphones must be inaudible to others;
- ❖ take care of all Library materials and equipment;
- ❖ keep your belongings with you at all times.

Please respect the Library environment: do not pollute it with litter *or noise*.

## Mobile phones

We please ask you to take phone calls in the break room or outside the Library. Cell phone ringers should be set to silent.

## Safety

### In case of emergency

- ❖ If you hear the alarm bell ringing you must leave the Library immediately;
- ❖ Do not stay behind to collect personal belongings;
- ❖ Go as quickly as possible to the designated assembly point (Piazza San Ponziano) and wait there until you are told it is safe to return.

### In case of an accident

If you have an accident, please report it to a member of the library staff, who can assist you with the first aid kit, and call an ambulance if needed.

If an accident happens during closing hours, **you can find a first aid kit in the restroom on the ground floor** (the key is on the box).

You can find the security service's telephone number and the security plan of the building on the notice board at the entrance.

## When you need to ask for help

IMT library staff is available to help you browse catalogues and resources, find books and to give you all the information you need.

You can contact us:

- ❖ By phone: **+39 0583 4326 701/702**
- ❖ By fax: **+39 0583 4326 799**
- ❖ By email: **lib@imtlucca.it**

### What help is available when the Library is closed?

Useful information is available at the Library website. Add our address to your Bookmarks/Favourites:

**<http://www.imtlucca.it/library/>**

And don't forget to follow us on Facebook and Instagram!

 **IMT Library**

 **imtlibrary**

Remember that Library services are available:

**MON-FRI 09:00 –18:30**  
**SAT 09:00–13:30**

...but you can access to the building using your personal badge every day

**from 07:30 to 00:50**

***Come and visit us in the Library!***

## **IMT Library**

**E-mail:** [lib@imtlucca.it](mailto:lib@imtlucca.it)

**Web page:** <http://library.imtlucca.it>

**Phone number:** 0583 4326 701/702

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