

SERVICES AVAILABLE IN THE LIBRARY

A Reference Desk and an Information

Reference Service are available to all users even to those not entitled to borrowing. The staff of the library will provide information about the services offered, the different sections of the library and all the available resources. They will also help in the use of the on-line catalogue and bibliographic searches. They can also inform about other resources present in the area. Requests of information are accepted by telephone (0373/893331) or by email (bibliotecacrema@comune.crema.cr.it).

Borrowing

Each item in the library can be borrowed, except for the ones which can only be consulted on the premises. The borrowing is free and without restrictions of residence, but to be entitled to the service you must register with the library.

The form with your personal data (which can be downloaded in the "document" section of our site) will be registered in the automatized data bank on presentation of a valid identification document.

The borrowing is private and the user is responsible for the safekeeping of the items.

Borrowing under the name of another user is not normally allowed. The maximum number of items you are allowed to borrow is 10, including a maximum of 5 multimedia .

The borrowing lasts thirty days and can be renewed before the deadline on condition that the item has not already been requested by other users.

Multimedia borrowing

Music CDs, videotapes, and DVDs can be borrowed for a period of 15 days. Maximum 5 items at a time.

EBR (ebook-reader)borrowing

See ebook section

Borrowing between libraries

Crema's library offers the possibility to borrow items for free from other libraries belonging to the library net (namely the ones in Brescia's and Cremona's provinces).

Registered users are entitled to a maximum of 5 requests.

Requests can be made personally or sent by e-mail to (bibliotecacrema@comune.cremacr.it).

The duration of the borrowing depends on the rules applied by each library.

The borrowing between libraries which do not belong to the area of Brescia or Cremona is not free. The amount charged is established by the library concerned.

On the premises

Reading and consultation

All items on show can be consulted for free.

Each user can consult each item as many times as he likes.

Newspaper and periodicals

The library is subscribed to some newspapers and magazines which can be read and consulted freely by everyone.

The borrowing is available for all items, except for the latest issues which can be consulted only on the premises.

The copying of magazines is allowed in compliance with current legislation.

Local magazines are periodically microfilmed in order to be consulted and copied but the microfilm post cannot be occupied for more than two consecutive hours a day by the same user.

The staff guarantees assistance to all users.

Local archive

The local archive preserves all published material related to Crema and its neighbourhood in a dedicated hall, which is directly accessible to all users.

The borrowing of volumes belonging to the local archive follows the same set of rules established for the general borrowing.

Volumes which are unique, antique, out of print or damaged cannot be borrowed.

Young adults' section

Qualified staff is ready to provide information and help. The borrowing is ruled by the same principles of the adults' section.

Internet

The library provides internet access at specific workstations to all adults who will be entitled to use it after filling in a form. The charge for the service is established by the local authorities (**click here to download the rates**).

Services available:

- Internet consultation
- Download of files on pen-drives
- Registration to free web mail and consultation of personal web mail
- b/w prints

Any service not mentioned above is forbidden.

Under sixteen-year-old users are allowed to surf the net for free only in the dedicated room after their parents have filled in the form.

Over sixteen-year-old users will be allowed to surf the net even at workplaces usually reserved to adults only if their parents have filled in the specific form.

Wi-Fi Zone

The library offers wi-fi connection to adults on their own computers. The service must be paid by the hour and is subject to the same rules which regulate the workplaces.

The use of computers for documents processing

Computer workstations (Office apps Word, Excel, Power Point, Access) are free and accessible for personal use. Users can work, print and save personal documents on pen drives. Each workstation cannot be occupied for more than two consecutive hours by the same user.

Photocopies

The photocopy service (A4-A3 black-and-white) is limited to the material present in the library, Photocopying personal documents is not allowed. The rates are established by local authorities **(see rates)**. Some documents that are believed to be damaged by being photocopied, cannot be subjected to this practice; For example some encyclopedias, ancient or damaged documents and books. It is strictly forbidden to copy more than 15% of each document/book, in compliance with the current legislation on copyright (art. 68/ L633/1941 and L 248/2000).