

## Document delivery (DD) and Interlibrary loan (ILL) conditions

Document delivery and interlibrary loan services are provided nationally and internationally.

### DD service:

Upon request and in compliance with current Italian legislation on copyright (Law 633/1941 and subsequent amendments), the Library supplies scans in pdf format of journal articles or essays contained in monographs.

Requests must be received: for DD requested from outside Sapienza (outgoing) from a library which becomes responsible for the copies received; for DD requested in Sapienza (incoming) by institutional users.

The Library works preferably through the NILDE (<https://biblio.saras.uniroma1.it/servizi/nilde-document-delivery>); alternatively (only after a negative NILDE response) it is possible to send a request via e-mail.

### ILL service:

The Library carries out interlibrary loan preferably through the SEBINA-NEXT service; alternatively it is possible to send a request by e-mail. The ILL has a duration of 30 days from the date of shipment. It is possible to request an extension in absence of a reservation by another user.

The service is not provided for libraries in the Rome area, with the exception of the network Biblioteche di Roma (Institution of the Libraries and Cultural Centers System of Rome Capital: <https://www.bibliotechediroma.it/opac/.do>).

In agreement between Sapienza and Biblioteche di Roma, the PIM service (Metropolitan Interlibrary Loan) is active. The loan lasts 30 days and it's not renewable. The service is free. Biblioteche di Roma can forward, for their users, up to 4 simultaneous requests to a single Sapienza library. Sapienza libraries can forward, for their institutional users, requests to Biblioteche di Roma for a maximum of 4 books per user.

The following are normally excluded from ILL lending (details in the library Regulations):

- handwritten or printed material of particular historical or artistic value, or older than 100 years, or of particular scientific and didactic interest;
- books in a precarious state of conservation;
- encyclopaedias, dictionaries, periodicals, collections, bibliographic repertoires, text books and reference works in general.

Loan requested in Sapienza (incoming): reserved for institutional users for a maximum of 4 transactions per month. Shipping costs are regulated by the lending library and may include: mutual gratuity, reimbursement with IFLA voucher paid by the Library, reimbursement by the user if the first two are excluded.

Loan requested from outside Sapienza (outgoing): a library can obtain a maximum of 3 works on loan at a time and per month. Free reciprocity agreements are possible if it is expected that there will be other exchange opportunities between the two libraries involved.

The ILL service provides for a refund via 1 IFLA voucher for each volume requested, alternatively it is possible to make a bank transfer of €6 per volume (the payment details are specified in the form inserted in the volume sent).

If an external library or a Sapienza user loses the works received with the loan transactions or returns them damaged, they are obliged to compensate them by buying them back on the ordinary or antiquarian market.

The shipment of the works requested for ordinary loan is carried out on a weekly basis on Wednesdays, instead PIM loan on Tuesdays.

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