

## Library services

To use the services offered by the DMF Library, it is necessary to follow the procedure indicated below:

- A. Fill in the module attached to this guide;
- B. Attach to the module 1) a passport copy;  
2) a passport-type photo in .jpg format;
- C. Send all the above listed documents from the own official mailbox (name.surname@studenti.unicampania.it) to the library mail address [uff.biblio.dmf@unicampania.it](mailto:uff.biblio.dmf@unicampania.it)

You'll receive an email with the credentials to access your personal area on the University OPAC

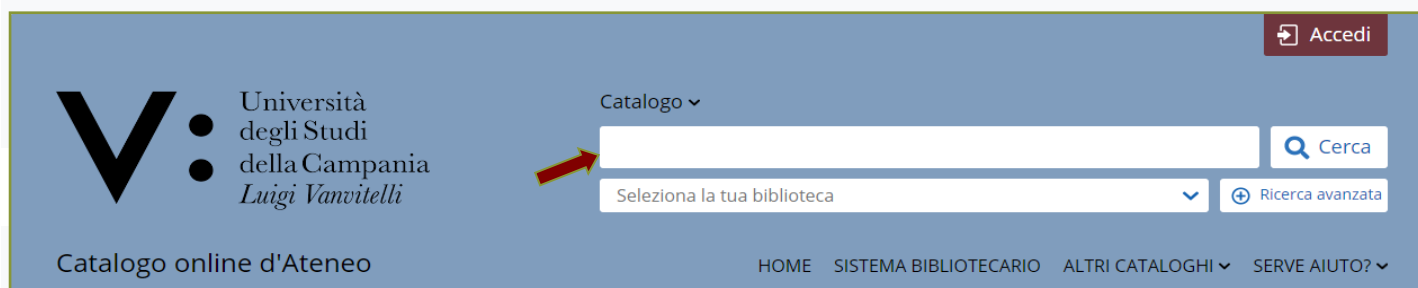
### How to submit a loan request or reserve a book

Please connect to the University on-line catalogue at the following address:

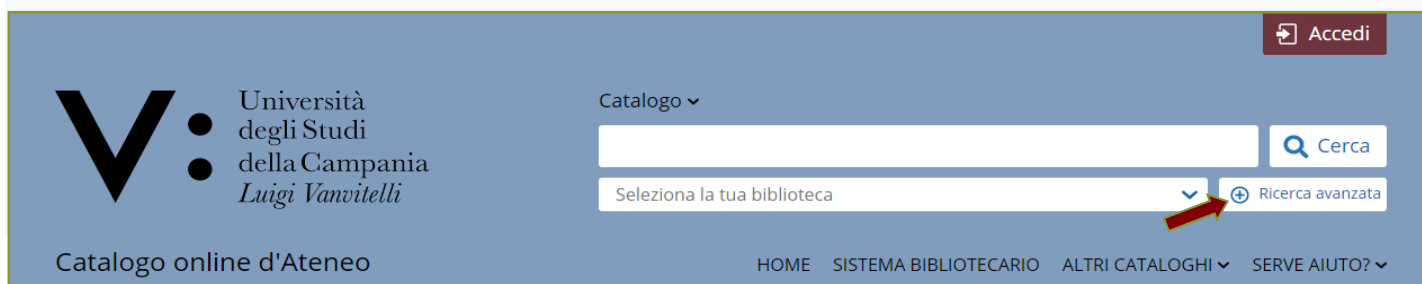
<http://unina2.on-line.it/opac/.do>

From the main OPAC screen you can do a simple search:

You can enter multiple search terms (ex: title and author) in the same string



You can also do an advanced search, by clicking on the dedicated push-button



## Ricerca Avanzata

Da questa pagina puoi costruire una ricerca complessa, utilizzando diversi campi a tua disposizione.

The search fields are:

The screenshot shows the advanced search interface with the following fields:

- Contesto di ricerca: Catalogo
- Biblioteca/Sistema: tutte le biblioteche
- Titolo: Contiene
- Autore: Contiene
- Soggetto: Contiene
- Classificazione: Contiene
- Anno pubblicazione: da a
- ISBN/ISSN: Contiene
- Editore: Contiene
- Lingua: Contiene
- Parola chiave: Contiene

A green bracket on the left groups the search fields, and a green arrow points to the '+' sign at the bottom left. Red arrows point to each search field. A green arrow also points to the 'X' sign at the bottom right of the search fields.

Click on + sign to increase searching fields

Click on X sign to delete selected searching fields

Once you have finished the search, it will be showed the area **Lo trovi in**, related to the number of copies available in a Library, their location and availability in real time.

The screenshot shows the search results page for the book "ANALISI MATEMATICA" by Paganì, Carlo Domenico. The "Lo trovi in" section is highlighted with a red arrow. It shows the following information:

- SCEGLI UNA BIBLIOTECA
- Le tue biblioteche preferite
- BIBLIOTECA DEL DIPARTIMENTO DI MATEMATICA E FISICA
- Apri la lista completa
- BIBLIOTECA DEL DIPARTIMENTO DI MATEMATICA E FISICA
- Documento disponibile
- Richiesta di prestito
- Documento per sola consultazione interna
- Inventario 1717
- Collocazione CONS 26-XX 3141 III a
- Documento ammesso al prestito
- Inventario NS 174
- Collocazione PREST 26-XX 3141 III c
- Documento in prestito. Rientro previsto

If there are copies available, you can submit a loan request.

Now, the system will ask to do the log-in and to confirm the request.

**Please note** = you can forward max 2 requests at a time

The screenshot shows the search results page for the book "ANALISI MATEMATICA" by Paganì, Carlo Domenico. The "Richiesta di prestito" section is highlighted with a red arrow. It shows the following information:

- BIBLIOTECA DEL DIPARTIMENTO DI MATEMATICA E FISICA
- Documento disponibile
- Richiesta di prestito
- Documento per sola consultazione interna
- Inventario 1717
- Collocazione CONS 26-XX 3141 III a
- Documento ammesso al prestito
- Inventario NS 174
- Collocazione PREST 26-XX 3141 III c
- Documento in prestito. Rientro previsto
- Inventario NS 172
- Collocazione PREST 26-XX 3141 III b

Should all copies be already on loan, you can do a reservation.

BIBLIOTECA DEL DIPARTIMENTO DI MATEMATICA E FISICA

Nessuna copia del titolo disponibile per il prestito  
Prenotazione documento

Documento per sola consultazione interna

Inventario 3420  
Collocazione CONS 26-XX 1606 I a

Documento in prestito. Rientro previsto [barra verde]

Inventario 3421  
Collocazione PREST 26-XX 1606 I b

As soon as the volume will be available, you'll receive an email that inform you about new availability.

**Please note** = you can reserve max 2 volumes at a time

**Attention please!** If you already have a volume loaned, you can neither proceed with new loan request nor reserve a copy of the same document.

In the **Scheda** section, will be showed volume bibliographical references.

NUCLEAR PHYSICS IN A NUTSHELL

Bertulani, Carlos A.  
Princeton university 2007

Anteprima

Lo trovi in Scheda

Testo a stampa (moderno)  
Monografia

Descrizione \*Nuclear physics in a nutshell / Carlos A. Bertulani. - Princeton : Princeton University, 2007. - xiii, 473 p. : ill. : 26 cm.  
ISBN 9780691125053

Primo Autore Bertulani, Carlos A.  
Soggetti 81V35 - Nuclear physics [MSC 2020]

Luogo pubblicazione Princeton  
Editori Princeton university  
Anno pubblicazione 2007

Le mie liste  
I miei tag  
f

If the document is available in electronic version (ebook), after the “**Lo trovi in**” and “**Scheda**” sections, you'll find the **Links** section

THE ESSENCE OF NUMBERS

Patras, Frédéric  
Springer 2020

Fa parte di  
Lecture notes in mathematics , 2278

Lo trovi in Scheda Links

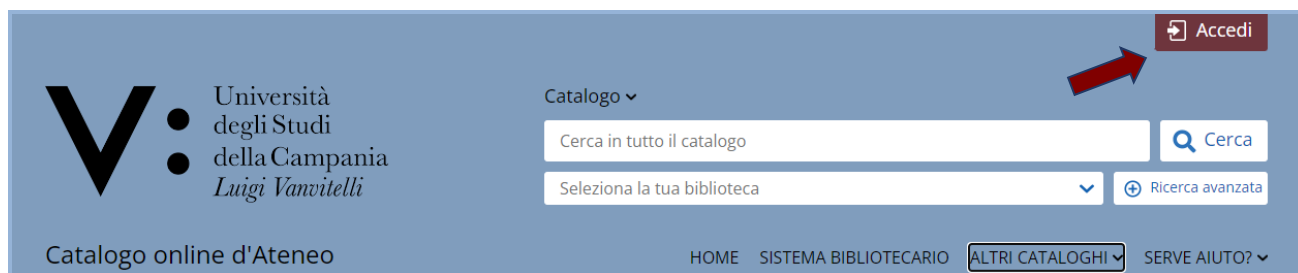
f

Using the University network or the proxy connection and clicking on the wording “**E-book – Accesso al full-text attraverso riconoscimento IP di Ateneo, proxy e/o Shibboleth**”, you can download a volume copy.

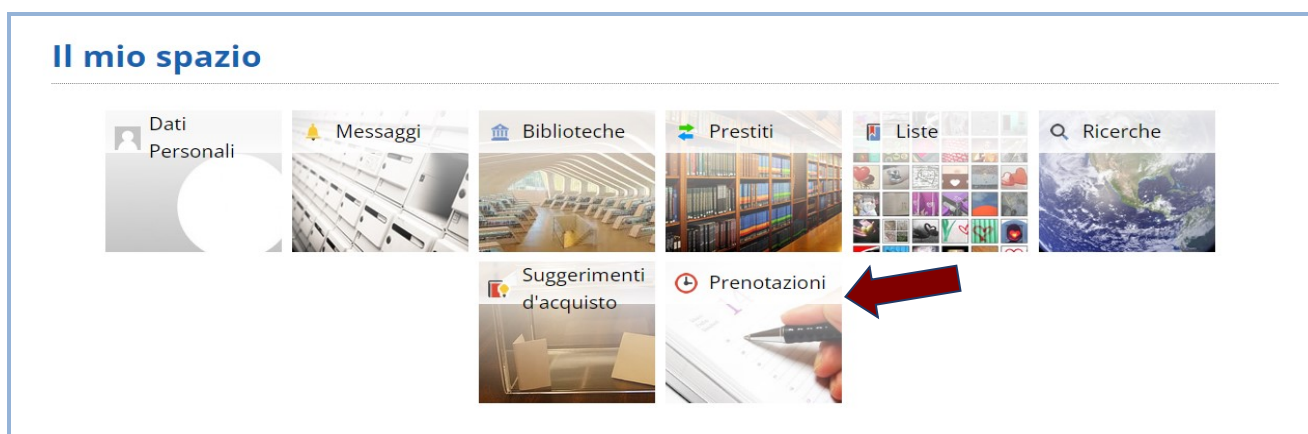
# Book a reading seat in the Library

In order to reserve a seat in the Library, you must be registered to the Library services and be in possession of your credentials to access the OPAC.

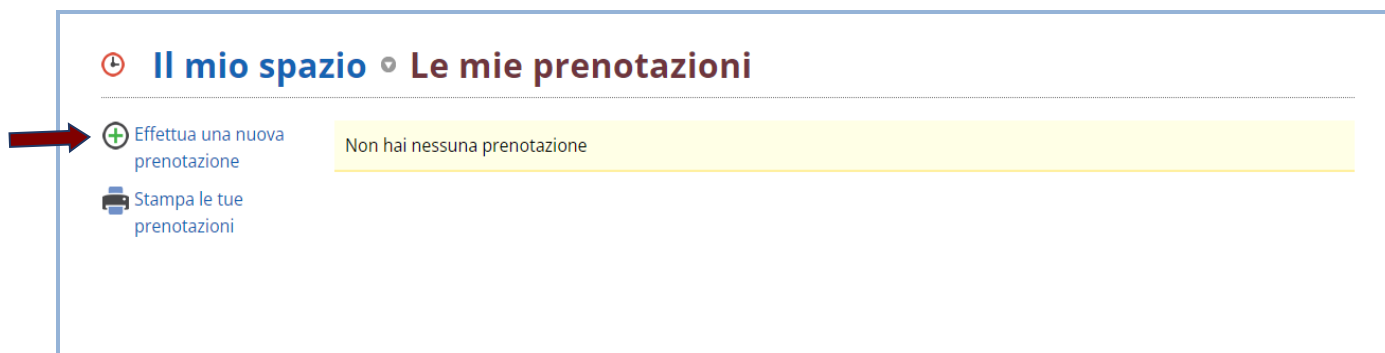
1) Connect to the OPAC at the following link <http://unina2.on-line.it/opac/.do> and do the login.



2) Click on “Prenotazioni” in your personal area.

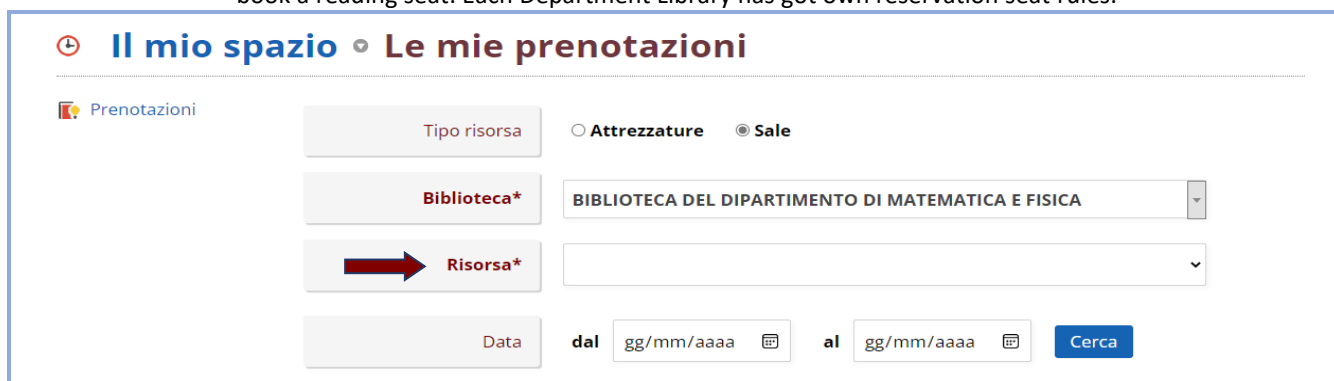


3) Click on + to book a reading seat in the Library.



4) By default, you will find “Sale” resource type and your reference Library.

**Attention please!** If you are enabled in several Vanvitelli University’s Libraries, you should select the Library where you want book a reading seat. Each Department Library has got own reservation seat rules.



5) Then, select **Risorsa Postazione lettura** and a window will open to show you the available reading seats.

**Il mio spazio • Le mie prenotazioni**

Prenotazioni

Tipo risorsa  Attrezzature  Sale

Biblioteca\* BIBLIOTECA DEL DIPARTIMENTO DI MATEMATICA E FISICA

**Risorsa\*** Postazione lettura

Data dal gg/mm/aaaa al gg/mm/aaaa **Cerca**

Viale A. Lincoln, 5  
81100 - CASERTA  
Telefono : 0823-274711  
Email : uff.biblio.dmf@unicampania.it

Data	dalle	alle	Posti	Disponibili	N.Posti
04/05/2022	13:30	16:30	5	5	▼
05/05/2022	08:30	13:00	5	5	▼
	13:00	16:30	5	5	▼
06/05/2022	08:30	13:00	5	5	▼
	13:30	15:30	5	5	▼

**Conferma** **Cancella**

You have the chance to do 4 reservations, 1 for each time slot.

The reservation is personal therefore, you cannot book a reading seat for another User.

You can book a seat as from 2 days before to the same day you need to use it.

For each date, 2 time slots are available: **Morning** (Mon-Fri: 08.30-13.00)

**Afternoon** (Mon-Thu: 13.30-16.30 / Fri: 13.30-15.30)

**Attention please!** If you will spend the entire day in the Library, please do the reservation for both time slots.

6) Choose both date and time slot you will do the reservation for and select the number from the drop-down menu. Now confirm by clicking on **Conferma** and wait for confirmation window.

Data	dalle	alle	Posti	Disponibili	N.Posti
04/05/2022	13:30	16:30	5	5	1 ▼
05/05/2022	08:30	13:00	5	5	1 ▼
	13:00	16:30	5	5	▼
06/05/2022	08:30	13:00	5	5	▼
	13:30	15:30	5	5	▼

**Conferma** **Cancella**

7) In the Library, we have a limited number of seats with plug (usable **only** to charge laptops and/or tablets). To book the above plug seats, select **Risorsa Postazione elettrificata** and repeat the procedure as per paragraph 5 and 6.

The screenshot shows a web interface for making reservations. At the top, it says 'Il mio spazio • Le mie prenotazioni'. Below this, there are several input fields: 'Tipo risorsa' with radio buttons for 'Attrezzature' and 'Sale' (selected); 'Biblioteca\*' with a dropdown menu showing 'BIBLIOTECA DEL DIPARTIMENTO DI MATEMATICA E FISICA'; 'Risorsa\*' with a dropdown menu showing 'Postazione elettrificata' (indicated by a red arrow); and 'Data' with 'dal' and 'al' date pickers and a 'Cerca' button.

**Attention please!** On the time slot chosen you can book only one type seat.

8) Should you realize that you made a reservation mistake or for any reason decide not to use the reading seat reserved, please proceed by deleting your booking.

You can cancel a reservation by clicking on **X**, in the booking list.

The screenshot shows the 'Le mie prenotazioni' page with a list of reservations. On the left, there are links for 'Effettua una nuova prenotazione', 'Stampa le tue prenotazioni', and 'Visualizza tutte le prenotazioni'. The reservation list is titled 'Prenotazioni' and shows two entries for 'BIBLIOTECA DEL DIPARTIMENTO DI MATEMATICA E FISICA - Postazione lettura'. The first entry is for 'Data 05/05/2022 dalle 08:30 alle 13:00' and has a red 'X' icon next to it, which is pointed to by a red arrow. The second entry is for 'Data 04/05/2022 dalle 13:30 alle 16:30'.

**Welcome to DMF Library!**

## Library Regulations

(According to D.R.181 - March 14, 2014)

### Article 1 – Access

The access to the Library is subject to signing the attendance register and for consultation of bibliographic material available.

Bags and backpacks must be stored in the dedicated cabinets located outside Library entrance.

It is strictly forbidden to reserve seats with any clothing or else, to bring food or drinks, to stay in the Library for purposes other than studying or consultation, to disturb other users with all likely behaviours, to damage the bibliographical material.

Mobile phones must be on silent. It is not allowed to make or receive calls, neither is allowed to record or to listen to voice messages.

### Article 2 – Opening Hours

The Library has a weekly opening to the public of at least 32 hours. Opening times are exhibited at the entrance of the Library and on-line on both Department and University web site. Any change, for special reasons, will be communicated with notice.

### Article 3 – Users

The Library recognizes as own Users the following:

#### A - Internal Users

- I. Teachers and researchers belonging to Mathematics and Physics Department.
- II. Research fellows, contractors, enrolled in doctoral courses and post-doctoral fellows of the Mathematics and Physics Department.
- III. Students of the Vanvitelli University and Erasmus students.
- IV. University technical and administrative staff.

#### B - External Users

- I. Teachers from any school, scholars, experts, and simple citizens interested in the mathematics and physics subjects.

### Article 4 – Library services

In order to use Library services, it is necessary to subscribe by filling in the dedicated form and to provide a passport-photo.

To each User, a card will be released. The card will be exhibited every time a library service is requested.

All library services are suspended 15 minutes before its closing time.

Library services are:

- **Reference** (article 4.1)
- **Consultation** (article 4.2)
- **Loan** (article 4.3)
- **Document Delivery (DD) and Interlibrary Loan (ILL)** (article 4.4)
- **Photocopying** (article 4.5)

#### **4.1 – Reference**

Library staff provides Users with necessary information and service support in connection with Library own heritage as well as all necessary indications for correct use of university database and OPAC.

#### **4.2 – Consultation**

The consultation is allowed to all type Users asking for that.

Books allowed for consultation can only be used internally and not allowed to go outside the Library excluding Library Internal Users as per article 3 letter A, point I.

Consultation books time and quantity can change according to type Users so as specified:

**Internal Users as per article 3, letter A, point I:** 3 volumes for 7 days

**Internal Users as per article 3, letter A, points II, III and IV and External Users:** 3 volumes to return 15 minutes before Library closing time.

#### **4.3 – Loan**

Loan is allowed to all type **Internal Users** requesting for that.

Excluded:

- Rare or valuable items or published since more than 100 years;
- Precarious physical status books;
- Dictionaries, encyclopaedia and bibliographical repertoires.
- Periodicals

Loaned books time and quantity can change according to type Users so as specified:

**Internal Users as per article 3, letter A, point I:** 45 volumes for 365 days

**Internal Users as per article 3, letter A, point II:** 10 volumes for 28 days. The loan is, in case, renewable only once for 28 extra days.

**Internal Users as per article 3, letter A, points III and IV:** 2 volumes for 14 days. The loan is, in case, renewable only once for 7 extra days. To undergraduates who deliver a statement signed by the thesis advisor are granted a loan of 5 volumes for 28 days. The loan is, in case, renewable only once for 28 extra days.

The extension request must be sent the day before loan expiry date or on the same expiring day.

For educational, scientific or administrative reasons it can be requested to immediately return a borrowed book.

If borrowed books are kept beyond the due date, a suspension will be applied from all Library services as follows:

- from 1 to 10 days delay: 1 month suspension
- from 11 to 20 days delay: 2 months suspension
- from 21 to 30 days delay: 3 months suspension

and so on ....

The suspended user must return all books on loan.

#### **4.4 – Document delivery (DD) and InterLibrary Loan (ILL)**

The Library is providing both in entrance and in exit Document Delivery and InterLibrary Loan (ILL) services. The above services are solely provided for study and research purposes in compliance with the applicable copyright legislation.

Services are usually free of charge. Should the lender asking for money to deliver articles or to ship books, such amount will be paid by the User.

The Library provides the InterLibrary Loan service exclusively with other Libraries who will pay for shipping costs when returning a book. The loan time is max. 30 days. It is not allowed to ask for more than 1 book at a time.

#### **4.5 – Photocopying**

The photocopying service is limited to scientific articles in paper format only and on periodicals owned by the Library itself and always in accordance with copyright legislation.

### **Article 5 – Internal Scientific Commission**

The Library is supported by an internal scientific commission that meets at least three times/year. It is made of: Library Manager, Mathematical and Physical Department Director and a Delegate.



Commission tasks are:

- to issue directives such to increase and enhance Library heritage;
- to examine purchasing proposals and donations of books and periodicals;
- to examine inventory discharge proposals of the bibliographical material which is irreversibly damaged;
- to deliberate on damages compensation to the Library heritage.

## **Article 6 – Purchasing Politics**

The bibliographical material is purchased according to Library purpose and financial disposal. Purchasing material proposals are presented by filling in and subscribing a form that will be delivered to the Library on the first 20 days of February, June and September.

## **Article 7 - Donations**

Library welcomes any gifts and documentary donations from private citizens, authorities and associations. Donations represent an important and relevant integration to the Library heritage however, in order to stick to the nature and purpose of the Library and also for room needs, donated material will be deeply evaluated by a Scientific Commission that will decide if to include. Therefore, it is necessary for the Donor to make a list of suggested titles to donate (in case of periodicals to also attach a specification of the years and to indicate as if completed) is strictly necessary for the analysis.

## **Article 8 – Measures to protect Librarian Heritage**

Library material is in User's responsibility at all times when using it including protection to keep the integrity until returning it. When registering an item to borrow the User must check the status and if any damages to inform the library staff. It is strictly forbidden to write in, mark, or otherwise deface or damage library material.

When returning borrowed material both the User and Loan Responsible must check the integrity and document conservation status.

In the event of loss, damage such to make the item not usable the User is liable to immediately purchase the item. For materials out of the market, the User will refund with market price/value.

Should the User not return the borrowed item he/she will be excluded from Library services.

All borrowed books must be returned before presenting the form for graduation exam admission, before moving on to another University, before moving on to another graduation course within the University, before study abandoning. Furthermore, the User must deliver to the own Student Segretariat, the declaration of non-possession of books - viewed and signed by the Library Manager.

## **Article 9 - Books check-list**

In accordance with Administration, Finance and Accounting Regulation (D.R. 85 – February 04, 2014), a checklist of bibliographical material must be done at least every 3 years. Therefore, on specific request of Library Manager, all borrowed material must be returned.



## LIBRARY SERVICES REGISTRATION FORM

WRITE IN BLOCK LETTERS

The undersigned (Surname) .....(Name).....

date of birth ...../...../..... (dd/mm/yyyy), place of birth .....:

address (in Italy).....

cell. number (\*) ..... University serial number \_ \_ \_ 000 \_ \_ \_

mail (\*).....@studenti.unicampania.it

### ASKS:

to be enrolled in the services of the Library of the Department of Mathematics and Physics.

Caserta, ...../...../.....

.....  
(signature)

Passport n° ..... (exp. date ...../...../.....)

Send this form, together with a passport copy and a passport-type photo in .jpg format, from your official mailbox (name.surname@studenti.unicampania.it), to the library mail address [uff.biblio.dmf@unicampania.it](mailto:uff.biblio.dmf@unicampania.it)

**(\*) mandatory data.**

\*\*\*\*\*

In compliance with the Regulation EU no. 2016/679 (GDPR - General Data Protection Regulation), I hereby authorize you to use and process my personal details contained in this document for the purposes related to the library services.

**Ufficio di Biblioteca del Dipartimento di Matematica e Fisica**

Viale Lincoln, 5 - 81100 - Caserta (CE)

Tel/Fax 0823-274711 e-mail: [uff.biblio.dmf@unicampania.it](mailto:uff.biblio.dmf@unicampania.it)

**Personal Data Policy**  
**Pursuant to the General Data Protection Regulation**  
**EU no. 2016/679**

Dear User, with this policy, made pursuant to and for the purposes of article 13 of EU regulation 2016/679 concerning the protection of individuals about the processing of personal data as well as the free flow circulation of such data, we intend to provide you some necessary information in order to the purposes and methods of the processing of personal data you gave at the time of your subscription at the University library services.

This policy intends to define which user data are collected and processed from the University Library System software (SebinaNEXT). The processing of your information is managed in respect to the above-mentioned regulation and to the privacy obligation set forth there in and it will be based on the principles of correctness, lawfulness and transparency and the protection of your privacy and your rights.

The Library collects and processes your data exclusively for institutional purposes, related to or instrumental to the University Library System (S.B.A.) activity.

According to the above-mentioned process purposes, your data will be exclusively used for the provision of University Library services and for service communications, e.g.: any changes to the opening hour or temporary closure provisions of your Library.

Your written consent to personal data processing is necessary regarding the purposes specified in this regulation. Any refusal to personal data processing will imply the impossibility of providing University library services.

Requested data, collected, and processed are:

**personal data** i.e. information through which a subject can be identified as a natural person – name, surname, date of birth, residence, email address, telephone number, etc - and do not include sensitive data such as, data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership and data concerning health or individual's sexual orientation;

**biometric data** aimed to uniquely identify a natural person, through an identifying card release complete with photo whose copy is stored in the library of mathematics and physics department until the end of your course degree.

At any time, you can exercise the right to:

**access** your own personal data processed by the library and to receive a free copy (article 15 GDPR);

**rectification of** the inaccurate or not updated data concerning you (article 16 GDPR);

**erasure** (right to be forgotten) personal data in case you should consider them no longer necessary for the purposes they have been collected and processed for (article 17 GDPR);

**restriction of processing** in case lawfulness conditions being violated (article 18 GDPR).

This policy is subject to modifications. Should major modifications being applied to the use of data subject's from either the data Controller or data Processor, they will be duly communicated. For all that is not specified in this regulation please refer to University web page: <http://www.unicampania.it/index.php/privacy>

The controller of personal data processing is the Magnificent Rector of Università degli Studi della Campania *Luigi Vanvitelli*

The University has appointed a Data Protection Responsible (Data Protection Officer, D.P.O.) whose contact details are: [rpd@unicampania.it](mailto:rpd@unicampania.it) and PEC address [rpd@pec.unicampania.it](mailto:rpd@pec.unicampania.it)