



Regulations of the Document Delivery Service

The present Regulation outlines the supply methods and terms of use of the Document Delivery Service offered by the Library of the Pontifical Gregorian University, hereinafter referred to as "PUG Library".

The service is carried out in compliance with the current Italian copyright law (Law of April 22nd 1941, no. 633 and related amendments).

Users and libraries who intend to use the service agree to comply with the abovementioned law, and therefore will use library's material for personal use only and for the sole purpose of study and research.

1. Definition

The Document Delivery Service allows the exchange of document copies between libraries at local, national and international level.

1.1 Type of Service

The service is divided into the following categories:

- ✓ Incoming Document Delivery
- ✓ Outbound Document Delivery

1.2 Categories of Users

The following categories of users are admitted to the Incoming Document Delivery Service:

- ✓ professors, teachers and students of the Pontifical Gregorian University (institutional users)

The following categories of users are admitted to the Outbound Document Delivery Service:

- ✓ university libraries, cultural institutions, research institutes and public libraries (non-institutional users)

2. Incoming Document Delivery

The Incoming Document Delivery Service, intended for institutional users, provides for the acquisition, from other libraries, of copies of articles published in not owned by PUG Library.

2.1 Request: submitting procedure and conditions

Users interested in submitting a request for a specific document shall:

- ✓ check that material of interest is not already available at PUG Library, by using the available research tools
- ✓ register at [NILDE \(Network Inter-Library Document Exchange\)](#) and fill out the request form by entering the bibliographical information necessary for the identification of requested material

For each applicant, a maximum of three requests per month will be processed.

2.2 Delivery: methods, timing, and conditions

It will be PUG Library's care to identify the library where the Document Delivery request should be sent to, and which will be contacted via e-mail within three business days of the user's request. Upon arrival of the requested document, users will be contacted by email right away.

Where allowed by copyright terms and conditions, documents will be sent in digital format, otherwise they will be delivered in hard copy. Photocopies must be collected within five business days of receipt of the notification, at the Distribution Desk located in the Library's Reading Room 2, according to the following schedule: Monday-Friday, 9:30 a.m. -12:30 p.m. and 2:30 -5:30 p.m.

Users who fail to collect requested material, will be prevented from using the Document Delivery Service for one month.

The service does not entail costs for the user, with the exception of shipment refunds, when requested by the supplying library.

3. Outbound Document Delivery

The Outbound Document Delivery Service, intended for non-institutional users, provides a copy of articles published in periodicals owned by PUG Library.

3.1 Request: submitting procedure and conditions

Users interested in submitting a request for a specific document shall:

- ✓ check that material of interest is available at PUG Library, by using the available research tools
- ✓ fill in the request form, using the NILDE service or the online request form available from the Library's home page ("Services" → "Document Delivery"), by entering the personal information and the bibliographical information necessary for the identification of requested material

Requests for the following types of documents are not allowed:

- ✓ periodicals with publication date prior to 1900
- ✓ large format and/or illustrated periodicals
- ✓ material in a poor state of conservation
- ✓ material that cannot be reproduced due to practical impediments (e.g. too big for the copy machine)

3.2 Delivery: methods, timing, and conditions

The service is reciprocally free of charge within the Unione Romana Biblioteche Ecclesiastiche (URBE).

For other categories of applicants, service is provided free of charge for a maximum of three requests per month.

Documents are sent in electronic format to the requesting library, which shall deliver them to the user in hard copy, and delete the received files.