



Rome, 19/03/2018

Document Delivery (DD) Service Regulations

These regulations define the terms and methods of provision for the Document Delivery (DD) service offered by the Library of the Pontifical Biblical Institute, hereinafter referred to as the "PBI Library".

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

Users and libraries intending to use the service commit themselves to respect these laws and to use the material for personal use and exclusively for study and research purposes.

1. General Definition

The DD service consists of the exchange of document copies among libraries at the local, national, and international levels.

1.1 Type of Service

The service is divided into the following types:

- ✓ Incoming DD
- ✓ Outgoing DD

1.2 Categories of Users

The following are eligible for the incoming DD service:

- ✓ Professors, lecturers, and students belonging to the Pontifical Biblical Institute (institutional users)

The following are eligible for the outgoing DD service:

- ✓ Libraries belonging to universities, cultural institutions, research institutes, and public libraries (non-institutional users).

2. Incoming Document Delivery

The incoming DD service, intended for institutional users, provides for the retrieval from other libraries of **copies of journal articles** not held by the PBI Library.

2.1 Request: Submission Methods and Conditions

The user wishing to submit a request for the provision of a specific document must:

- ✓ Verify that the material needed is not already available in the PBI Library by consulting the appropriate search tools;
- ✓ Complete the request form, accessible online from the Library's homepage ("Services" → "Document Delivery"), entering their personal details and all of the bibliographic data necessary to identify the required material.

A maximum of three requests per month will be satisfied for each applicant; requests submitted to the service via the online form cannot be cancelled.

2.2 Delivery: Methods, Timing, and Conditions

The PBI Library will identify the library to which the DD request will be directed, which will be forwarded to that library by email within three working days of receipt of the request.

Upon arrival of the requested document, the user will be contacted immediately by email.

Documents will be delivered in paper format. Photocopies must be collected at the Library Desk within five working days after the email is sent to the user.

In the case of non-collection of a printout, the DD service will be withheld from the user for one month.

The service entails the following costs for the user:

- ✓ Reimbursement for printing according to the PBI Library's standard rates.
- ✓ Charges by the supplying library for sending the document.

3. Outgoing Document Delivery

The outgoing DD service, intended for interested libraries, **exclusively provides copies of journal articles held by the PBI Library.**

3.1 Request: Submission Methods and Conditions

The library wishing to submit a request for the provision of a specific document must:

- ✓ Verify that the material needed is available in the PBI Library, by consulting the appropriate search tools;
- ✓ Complete the request form, accessible online from the Library's homepage ("Services" → "Document Delivery"), entering their personal details and the bibliographic data necessary to identify the required material.

It is not permitted to submit requests for the following types of documents:

- ✓ Journals published before 1861;
- ✓ Issues in fragile condition;
- ✓ Issues that cannot be reproduced due to mechanical impediments.

3.2 Dispatch: Methods, Timing, and Conditions

For libraries of the URBE consortium and the ACNP network, the service is carried out free of charge for a maximum of **three requests per month** on a reciprocal basis.

For other requesting libraries, the service is carried out free of charge for a maximum of one request per month on a reciprocal basis.

Documents will be sent in electronic format to the requesting library which must deliver them to the user in paper format and delete the received file.

Please Note:

Requests from private individuals will not be considered. If they wish to make a request to the PBI Library, they must do so through a library.