

# GENERAL NORMS OF PBI LIBRARY

(Approved by Fr. Rector, 1 December 2019 and updated 20 June 2021)

## Art. 1 - Mission, Purpose and Management of the Library

### §1. Library Mission

The Library is an essential component and resource for the Institute (cf. *Vinea Electa*). It is available to the professors and students of the Institute both for course work and for personal research, and it provides access to academic books and journals in biblical and oriental studies and related fields (cf. Statutes of the PBI Art. 65).

### §2. Library Purpose

In accordance with §1, the Library serves as the custodian of the Institute's intellectual patrimony, making books and journals readily available when needed rather than functioning as a lending library, except for the cases listed in Art. 4.

### §3. Library Management

According to Art. 67 of the Statutes of the Institute, the Librarian is charged with the management of the Library. The librarian should possess competence and expertise in biblical and oriental studies, with the help a sufficient number of competent people and by the Library Council (cf. Statutes of the PBI Art. 67 a and 67 c).

### §4. Librarian Role

It is the Librarian's task to oversee the maintenance and updating of the Library's patrimony and services to facilitate the scientific research of its users.

## Art. 2 - Library Users

The following may access the Library:

- Internal Users:
  - o Professors and students of the Institute, including the faculty and students of the Pontifical Gregorian University and of the Pontifical Oriental Institute;
- External Users:
  - o Former professors and alumni of the Pontifical Biblical Institute;
  - o Professors and students of institutions belonging to URBE (Roman Union of Ecclesiastical Libraries);
  - o Professors and researchers from other universities (ecclesiastical and non-ecclesiastical);
  - o Graduate or doctoral students from other universities (ecclesiastical and non-ecclesiastical), with a letter of introduction from a professor

- specifying the reason for the request and vouching for the scientific nature of the research to be carried out;
- o Scholars who certify the need to use the resources of the Library

## Art. 3 - Library Use

### §1. Conditions for Access

To access the Library it is necessary:

- for professors and students of the Institute to possess an ID card issued by the General Secretariat;
- for external users to acquire an access pass whose duration can be:
  - o Annual (1. October - 30 September)
  - o Half yearly
  - o Monthly
  - o 10 visits
  - o Daily
- to deposit all bags, briefcases, jackets, coats, personal books and other objects in the special lockers located outside the entrance to the Library. The Library is not responsible for personal objects or goods brought by users into the premises or stored in lockers; if lockers are not available, the Staff is not required to keep users' personal items or valuables;
- to keep the locker key carefully and return it to the staff when leaving the library;
- to exhibit the personal card/pass upon request of the Staff within the Library premises;
- to permit the Staff, when deemed appropriate, to verify the users' possession of bibliographic or documentary material belonging to the Library;
- to show staff all personal books at the time of entry and exit.

### §2. Library Behaviour

In the Library, one must:

- maintain proper decorum, in bearing and clothing, in line with the identity of the institution;
- ensure that the patrimony and furnishings are in no way damaged or depleted;
- avoid disturbing the study and concentration of others;
- refrain from impeding the use of library resources or hindering the work of library staff;
- follow any instructions communicated by the Library Staff.

More detailed provisions on this matter and relevant penalties are contained in the Special Rules of the Library.

## Art. 4 – Loan

**§1.** The Library does not offer personal or interlibrary loan services (cf. Statutes of the PBI. 69), except in the case of the professors and scientific collaborators of the Pontifical Biblical Institute (cf. Norms of Application to Art. 69).

**§2.** The following are not subject to loan:

- Rare books (old, precious, rare editions);
- Encyclopedias;
- Dictionaries;
- Journals.

**§3.** Authorized persons can borrow items under the following conditions:

- Each user may borrow a maximum of 10 items at any one time;
- Each user must check the item in and out at the auto-loan station;
- Each item may be borrowed for a maximum duration of 1 month;
- The items must be returned to the Library as soon as possible;
- The items cannot be taken out of the Institute (cf. Norms of Application to Art. 69).

**§4.** When a user requests an item already on loan, the Library recalls it from the borrower. The borrower will make the material available to the applicant as soon as possible, via the Library, which will return it to the borrower after the person who made the request is finished consulting the item.

**§5.** Once the maximum loan term has expired, the Library sends users a request for the return of the items. If the user still needs it, the loan may be renewed for another month, but in no case can the loan be extended beyond this additional month.

**§6.** Before the summer holidays, the Library requests the return of any borrowed books in order to check and review all the holdings in the library. The borrower is obliged to return all books on loan at this time (cf. Norms of Application to Art. 69). If a borrowed book is not returned in accordance with the rules above, the Library will procure a new copy at the borrower's expense.