



PHOTOCOPY SERVICE

The photocopy service is organized in the following ways:

- Self-service with badge
- With operator

1. SELF-SERVICE PHOTOCOPYING

Self-service photocopying is carried out through the use of your library card, which can be recharged at the entrance of the Library.

The scans made can be sent directly to your USB device or to the e-mail address provided for registration in the Library.

2. LIBRARY PHOTOCOPY SERVICES

As an alternative to self-service, Library staff may be hired to make copies.

This service does not accept requests to place a new job ahead of others already in the queue.

On average it takes about 3 working days to deliver the final product.

To help the staff fulfil your request, please observe the following guidelines:

- Provide the Librarian with the date, location of the volume (if it is a magazine, indicate the volume number, year and number of the issue), and the page(s) to be copied.
- Write your name, surname and telephone number legibly.

If your request is not complete or is illegible, no photocopies will be made.

Photocopies can be collected at the desk at the entrance of the Library at the following times:

- Monday - Friday from 8:00 to 17:30;
- Saturday from 8:00 to 12:00



3. RATES

	Self-service	With Operator
Photocopy		
Service	0 €	5,00 €
A4	0,07 €	0,14 €
A3	0,15 €	0,30 €
A4 coloured	0,30 €	0,60 €
A3 coloured	0,60 €	1,00 €
Scan		
All scans per page	0,05 €	0,10 €

4. WARNINGS

Whatever the method chosen, in compliance with copyright legislation, it is not possible to photocopy books for a use other than personal use.

It is also forbidden to photocopy volumes:

- Whole (within the limit of 15% of each work);
- Printed before 1900 (unless permitted by the librarian);
- Available for reading or borrowing (sections I, II, III);
- Larger than the panel size of the copier;
- In danger of being damaged by the copier.

For exceptional requests, it is necessary to negotiate with the librarian to determine whether the work can be undertaken by the staff.