

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 (not a selfie);
- 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

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

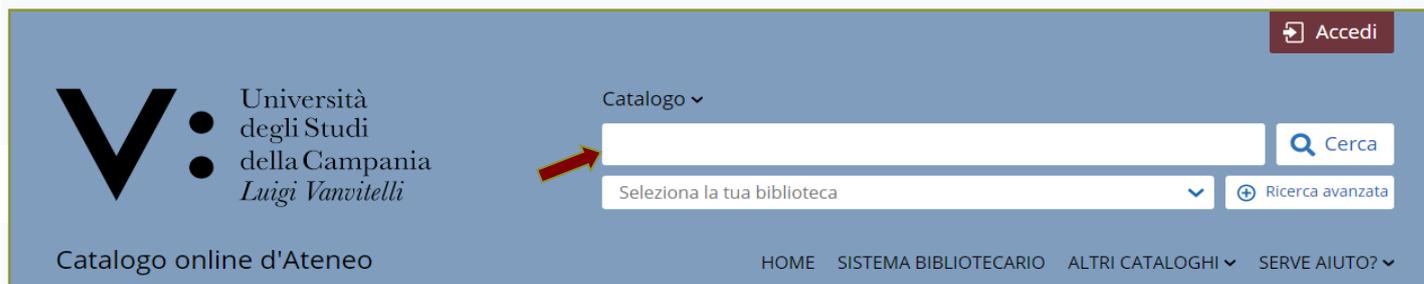
How to submit a loan request or reserve a book

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



The screenshot shows the top navigation bar of the OPAC system. On the left is the University logo and name. In the center, there is a search bar with a dropdown menu labeled 'Catalogo'. A red arrow points to the search bar. To the right of the search bar is a 'Cerca' button with a magnifying glass icon. Below the search bar is a dropdown menu labeled 'Seleziona la tua biblioteca'. To the right of this menu is a 'Ricerca avanzata' button with a plus icon. At the bottom of the page, there are navigation links: 'HOME', 'SISTEMA BIBLIOTECARIO', 'ALTRI CATALOGHI', and 'SERVE AIUTO?'.

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



This screenshot is identical to the previous one, but with a red arrow pointing to the 'Ricerca avanzata' button, indicating that this is the button used for advanced searches.

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 and options:

- 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. Red arrows point to each field. An 'X' sign is visible in the top right of each field, and a '+' sign is at the bottom right of each field.

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 page displays the following information:

- Lo trovi in: Scheda
- 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

A red arrow points to the "Lo trovi in" section.

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 page displays 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

A red arrow points to the "Richiesta di prestito" link.

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

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

Le mie liste

I miei tag

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

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

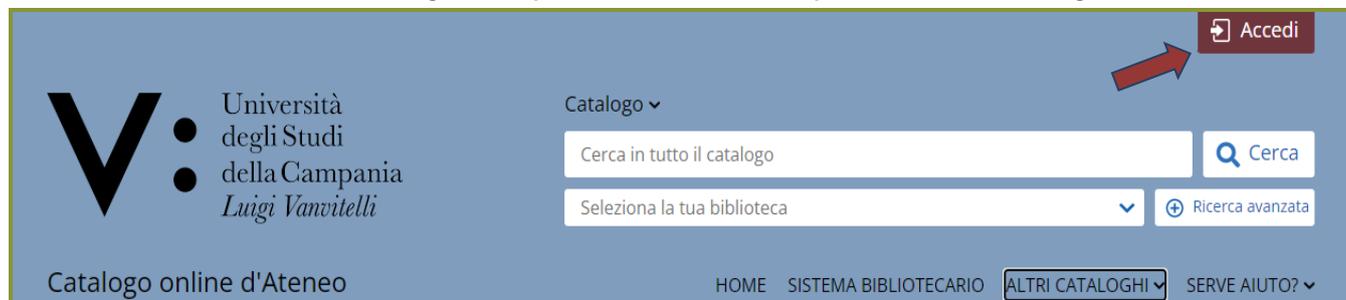
Lo trovi in **Scheda** **Links**

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.

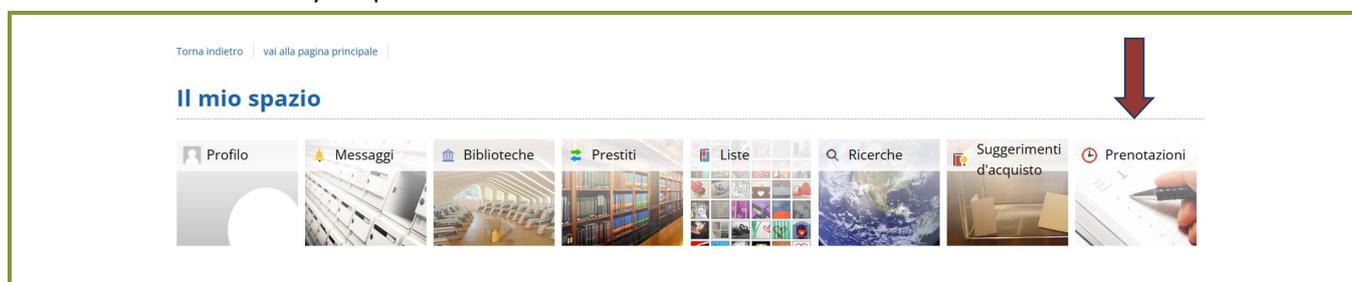
Book a reading seat in the Library

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.

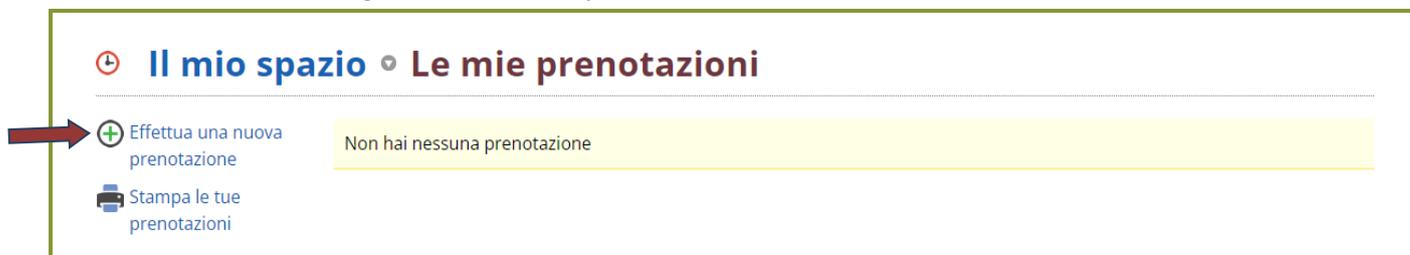
1) Connect to the OPAC at the following link <http://unina2.on-line.it/opac/.do> and do the login.



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 to book a reading seat. Each Department Library has got own reservation seat rules.



5) Two types of seats are available in the Library:

- **Postazione lettura**

- **Postazione lettura con presa elettrica** (utilizzabile esclusivamente per la ricarica di Laptop e Tablet)

Select the **Resource** type and a window will open to show you the available seats.

Choose both date and time slot you will do the reservation for and select the number from the drop-down menu.

Finalise your reservation by clicking on **Conferma**.

The screenshot shows the 'Le mie prenotazioni' page. At the top, there are filters for 'Tipo risorsa' (Attrezzature, Sale), 'Biblioteca*' (BIBLIOTECA DEL DIPARTIMENTO DI MATEMATICA E...), and 'Risorsa*' (Postazione lettura). Below these are date and time slot selection fields. A table lists available seats with columns for Date, Fascia, Posti, Disponibili, and N.Posti. A red arrow points to the 'Risorsa*' dropdown, and another points to the 'N.Posti' dropdown in the first row. At the bottom right, a red arrow points to the 'Conferma' button.

Data	Fascia	Posti	Disponibili	N.Posti
02/04/2025	08:30 - 13:00	28	28	1
	13:45 - 17:00	28	28	
03/04/2025	08:30 - 13:00	28	28	
	13:45 - 17:00	28	28	
04/04/2025	08:30 - 13:00	28	28	
	13:45 - 16:30	28	28	

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

Afternoon (Mon-Thu: 13.45-17.00 / Fri: 13.45-16.30)

You can book a seat from 1 day before you need to use it.

You have the chance to do 2 reservations, 1 for each time slot.

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

6) Upon your arrival, go to the Library staff (with your library services card) to register your entry.

Attention please! For each booked time slot, your entry must be registered.

7) If you decide to no longer use a reserved seat, you will have to delete your reservation from the list.

The seat will be available again for other Users.

The screenshot shows the 'Le mie prenotazioni' page with a list of reservations. A red arrow points to a reservation for '04/04/2025 dalle 08:30 alle 13:00' in the 'BIBLIOTECA DEL DIPARTIMENTO DI MATEMATICA E FISICA - Postazione elettrificata' category. A red 'X' icon is visible in the top right corner of the reservation row, indicating a delete option.

Library Regulations

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

Article 1 – Access

The access to the Library is subject to booking of reading seats and consultation of bibliographic material available.

Bags, backpacks, books and notes must be stored in the dedicated cabinets outside Library entrance. An exception is made for students enrolled in the undergraduate courses of Mathematics and Physics Department.

It is strictly forbidden to reserve seats with any clothing or else, to bring inside food or drinks (except water), 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 1 time/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 or damage, 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.

Ufficio di Biblioteca del Dipartimento di Matematica e Fisica

Viale Lincoln, 5 - 81100 - Caserta (CE)

Tel. 0823-274711 e-mail: uff.biblio.dmf@unicampania.it



LIBRARY SERVICES REGISTRATION FORM

WRITE IN BLOCK LETTERS

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

date of birth/...../..... (dd/mm/yyyy), city of birth

Italian fiscal code 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

(*) 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

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;

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 and PEC address rpd@pec.unicampania.it