

BIBLIOTECA

Public library 'LINO PENATI'

Via Cavour 51 - 20063 Cernusco sul Naviglio (MI)

Cont@cts

Main desk	029278300	biblioteca @comune.cernuscosulnaviglio.mi.it
Children area	029278299	magolibero@comune.cernuscosulnaviglio.mi.it
Media center	029278306	mediateca@comune.cernuscosulnaviglio.mi.it
Head office	029278305	direzione.biblioteca@comune.cernuscosulnaviglio. mi.it
Ask us		www.chiediloanoi.it

Web site:

www.comune.cernuscosulnaviglio.mi.it/biblioteca

Opening hours

	Main desk	Children area	Media center
Monday	14.00 - 18.00	CHIUSO	14.00-18.00
Tuesday	9.00 - 19.00	14.00 - 18.00	9.00-12.00/14.00-18.00
Wednesday	10.30 - 19.00	14.00 - 18.00	10.30-12.00/14.00-18.00
Thursday	9.00 - 19.00	14.00 - 18.00	9.00-12.00/14.00-18.00
Friday	9.00 - 19.00	14.00 - 18.00	9.00-12.00/14.00-18.00
Saturday	9.00-12.30/14.00-18.00	9.00-12.30/14.00-18.00	14.00 - 18.00

Membership and benefits

Library membership is free, with no age limits and has a one-year validity. ID card and Tax Code are required to applicants in order to get the member card.

The card is necessary to borrow any material from the library or to use the internal internet services. Simple consultation in place of documents and magazines does not require the card.

Membership gives access to all libraries joining the North-East Milan System.

Personal data will be protected according to Law 45/2004. Any personal information will be used exclusively for activities related to the service provided, such as reservations, loans, reminders and cultural events of Municipality.

Furthermore, the member card gives the opportunity to buy discount tickets for various theatres in Milan, Cinema-Theatre Agora in Cernusco sul Naviglio, Cinema Arcadia in Melzo and Arcadia in Bellinzago.

For information and conditions, please visit the site: www.comune.cernuscosulnaviglio.mi.it/biblioteca

What you can find

The library collects about 70,000 items (books, VHSs, DVDs, music CDs, CD-ROMs) on an 'open-shelf' system, with direct access and view. All items are available for loan, except the books of the section "quick reference" (QR) and "consultation" (CONS) and video/ audio material published within the last 18 months.

New items are exposed in special shelves at the library entrance, in the children area and in the media center. A suggested book list, periodically prepared by the library staff, is also available.



Newspapers and magazines

The library has a dedicated area with nine daily national newspaper titles, local weekly newspapers and about one hundred magazines, including copies of past issues. It is possible to borrow past issues up to a maximum of three copies and for a maximum of a seven day period. This period can be renewed only once.

Newsletter

The library issues a newsletter twice a month with bibliographies, new cultural initiatives and events. The paper version is available at the library staff desks; the electronic version is available at web page: www.comune.cernuscosulnaviglio.mi.it/biblioteca

It is also possible to receive the newsletter via mail. Request has to be made to:

biblioteca@comune.cernuscosulnaviglio.mi.it

Please note that a 'blog' version of the newsletter will be available online shortly!

How to find a document and other services

Library staff is available to assist you for any request. Furthermore, an online Library Catalogue, is available at: www.biblioclick.it with the list of all documents of the North-East Library System.

By accessing to personal area it is possible to:

- o download e-Books on a personal device such as PC, e-Reader, Tablet, Smartphone
- o reserve documents not available at the moment
- o extend loan terms
- o make requests for any document available in all North-East Library System
- o keep track of activities as far as material in charge, requests, reservations, history record
- o save search results, to build and share lists
- o enter opinions and comments on a book
- o have online access to newspapers and dictionaries
- o have access to communications of the library



Loan regulations

From January 2015 new improvements in the loan service have been introduced.

By consulting the online catalogue, it is possible to look for the earliest availability date of a book or other material among the libraries of the System. Every library member can borrow up to maximum of 20 items. In order to make the process fast and simple the same procedures have been adopted by all libraries of the North-East System: a member can have access to all libraries and same rules apply.

Terms: 30 days for books, 7 days for audio and video material.

Quantities: maximum 20 loans in the whole North-East System, with a maximum of 10 audio video items. For special items same limitations can apply.

Return: it can be at any library of the North-East System.

Request of documents or reservation of documents that are not available:

Quantities: maximum 20 items. As soon as the material is available, the library staff will inform you and a maximum of 7 days will be given for the pickup.

Return date extension

The return date can be extended up to a maximum of 30 days as far as books and 7 days for Audio-Video material. Extension can be granted only twice for the same item.

The request of extension should be addressed within 3 days before due date and not later than 6 days after. The extension will not be granted in case the item requested is already reserved.

Delay in return date

A maximum delay of 7 days is accepted without incurring in penalty.

Penalties for delays, lost or damaged documents

Delay in return: a grace period of 7 days is granted. For return after such a period, a charge of €0.10 per day and per item is applied over the whole delayed period, counted from the first day of delay.

Maximum charge applied to adults: €10 in case of one item, €20 in case of more than one item.

Maximum charge applied to children: €5 in case of one item, €10 in case of more than one item.

In any case the maximum cumulative charge applied for delay in return will not exceed €20.

Temporary interruption of services

Failure to pay the amount due or a delay beyond 30 days in returning any borrowed item, may stop the provision of services to the user in default in whole North-East System, until settlement is done and appropriate receipt is released by the library staff.

Lost or damaged material

The user is required to purchase a new item to replace the lost or damaged one. In case the item is no longer on the market, the price shown on the cover page must be paid, with a minimum of 10€.

Please note that emails or notifications sent by library staff have to be considered only as a reminder therefore they do not affect applicable penalties.



Medi@ center

Audio -Video material

Audio-Video material is available on an 'open-shelf' system, which allows direct access and view. The material includes VHSs, DVDs, Audio CDs and Audio books. In accordance with the applicable laws such material can be borrowed only after 18 months from the date of publication. However, in case such period has not yet elapsed, the material can be used for consultation only in the library area.

A registration is required at the library desk. Portable CD players are available for use in the Media Center area. For such items a reservation is not required but it is necessary to leave an ID card. Equipment can be used for the time necessary to listen maximum 3 CDs or to watch one DVD or one VHS. Exception can be made in special cases or in case there is no request from other users. The service is free of charge. Maximum two users can be served simultaneously.

Internet service

The area is equipped with 8 personal computers connected to Internet and sharing a black and white printer. Each workstation can serve two users.

The access is allowed to adult library members. User identification is required in order to protect against computer and network misuse. To have access to the workstation the member card or an ID must be shown to the library staff. Personal data will be stored for traffic monitoring and in accordance with applicable privacy law.

For such a service a reservation is not required, but it is possible to do it by phone with an advance notice of half a day. Standard computer sessions last one hour. However, this time limit will be considered binding only in case pending requests have been placed by other users. In case of time prolongation, the library staff may ask to leave the workstation in order to satisfy a pending request.

Library staff is available for advice, information and to solve problems at workstations. Internet connection charge is €0.50 per hour. Minimum chargeable time unit is one hour. Off-line consultation of the CD ROM is free of charge. CD ROM loan can be made in accordance with the same rules of Audio - Video material.

Printing charge per page: black and white €0.10; colour €0.25.



WI-FI service

A free of charge internet connection is available in the library area, by using same Wi-Fi hot spot covering Unità d'Italia Square. To register please get the Wi-Fi signal on your notebook, smartphone or tablet and follow the instructions.



'CHIEDILO A NOI' - 'ASK US' - Reference system

North-East Library System has implemented an online, integrated reference system called “ CHIEDILO A NOI”, “ASK US”. It provides free of charge information on activities, services and resources of the library. Furthermore, it helps to get information about availability and location of items such as books, magazines, DVDs, etc. Requests can be made directly on line at www.chiediloanoi.it. Answers are sent via email.

MAGOLIB(e)RO

This area is especially designed for children and teenagers (from 0 to 14 years). There are about 10,000 books, a large number of comics, magazines and movies. All material is ready for direct use in the area or for loan. Same loan rules of adults apply. Following equipment are available: a TV monitor for movie-watching and two PCs for Internet access to selected websites useful for school works or researches. The library has joined the project “Born to Read”. Every Tuesday from 10 am to 12 am, the library reserves a dedicated space for this project. Guided tours, reading suggestions, bibliographies are also available for local schools. You are all welcomed to our animated readings and performances.

Photocopy service

Within the limits of applicable law (max 15% of a document), it is possible to make copies or prints but only related to library items. The service is subject to the following charge:
€0.10 per page, A4 Format and €0.15 per page, A3 Format

Cultural activities

The library organizes meetings based on different age groups or fields of interest. The main target is to promote reading, movie and music culture. The library has two meeting rooms: a bigger one with 75 seats equipped with all latest technology and a smaller one for meetings or conferences with a reduced number of participants. These facilities can also be available to private companies and associations. For terms and conditions, please refer to the library Head Office.