

## **Document Delivery Service (DD) – document supply.**

The Library of the Departments of the Medical Area carries out a document delivery service (Document Delivery - DD).

With this service it is possible to request copies of periodical articles and parts of monographs not owned by the Library, exclusively for study or research reasons, in a regime of free reciprocity, from the libraries of public or private bodies and institutions.

As part of this service, the Library adheres to the Nilde system (Network Inter-Library Document Exchange) which aims to increase interlibrary cooperation.

### **Document Delivery for Internal Users - (Inbound DD)**

The service is reserved for internal users of the Library (teachers, researchers, experts in the subject, undergraduates, research fellows, PhD students, postgraduate students, master students, Erasmus students and technical-administrative staff belonging to the Departments of the Medical Area) who need documents, which are not present in the library.

To take advantage of the service, you must be accredited as a NILDE user of the Medical Area Department Library, by completing the registration at the link <https://nilde.bo.cnr.it/register.php> with subsequent authorization by the library.

Before making the request, it is recommended to verify the actual absence of the document in the Library by querying the catalog of ACNP periodicals (library code: NA217) or the University Catalogue.

The request for the articles must be made for the exclusive purpose of study and for strictly personal use; the Library declines all responsibility for their use and dissemination, in compliance with current legislation on copyright (Law No. 663 of 4/22/1941 and subsequent amendments and additions).

The waiting times for the delivery of the documents may vary according to the fulfillment times of the queried libraries. Users will be notified via email of the fulfillment or non-fulfilment of the requested item. The paper copy can be picked up at the library.

The service is usually free with libraries operating under a free reciprocity regime. In case of additional costs, the user will be notified in advance of the amount and of the reimbursement methods before starting the procedure, thus having the possibility to cancel or accept the request. In the event that you accept, the costs will be at your expense.

The service is suspended in August and on other days of the year, communicated in advance on the NILDE system.