**MINISTRY OF FOREIGN AFFAIRS**

**AND INTERNATIONAL COOPERATION**

**Directorate General for Public and Cultural Diplomacy - Unit for Analysis, Policy Planning, Statistics and Historical Documentation**

**Section V: Library**

**Regulation of the Inter-Library Loan and Document Delivery service**

1. The Library of the Ministry of Foreign Affairs and International Cooperation subscribes to the Inter Library Loan (ILL) and Document Delivery service. The purpose of this service is the exchange of original documents between libraries, only for personal use and study purposes.
2. The service can be accessed by all Italian and foreign libraries and, subject to registration with the Loan Office of the Library of the Ministry of Foreign Affairs and International Cooperation (link ), by the following categories of users, who must be at least eighteen years old and present themselves at the Library with a valid identity document:

a) Italian citizens;

b) citizens of the Vatican City State, the Republic of San Marino, and the member States of the European Union who can document their study or research purposes and their permanent or temporary domicile in the Lazio region;

c) non-EU citizens who, in addition to being able to document their study or research purposes and their permanent or temporary domicile in the Lazio region, are presented by a consulate, an embassy or a cultural institution of international importance and are in possession of a certification attesting their period of stay.

1. Requests must be submitted by e-mail (uap.ILL/DD@esteri.it) or through the ILL-SBN platform. Each requesting library is allowed to borrow a maximum of two books at the same time and the return must be carried out by the expiry date of the loan, which lasts 30 days and is renewable, subject to authorization by the lending Library.
2. The following categories of materials are excluded from the Inter Library Loan (ILL) and Document Delivery service:
* frequently consulted works (encyclopedias, dictionaries, bibliographic directories, atlases, manuals, codices, treatises, bulletins);
* works of considerable bibliographic value and material requiring special conservation;
	+ - works that are prior to 1900;
* periodicals and ongoing works.
1. The requesting library is responsible for any damage or loss of the material it has borrowed; should such a situation occur, it agrees to repurchase the work, or to replace it with one of equal scientific and commercial value indicated by the lending library.
2. The service is free of charge for institutions operating on a mutual gratuity exchange basis; otherwise, a refund of shipping costs via IFLA Voucher is required.
3. Users of the Library of the Ministry of Foreign Affairs and International Cooperation (in accordance with the requirements laid down in article 2) who wish to use the Inter-Library Loan service can request a maximum of 2 volumes at the same time and are required to consult the documents only on the premises of the Library of the Ministry.