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To the Director of the Library
The University of Florence

Florence,/...../.....

I, the undersigned

Surname First name

Home Address (street, number, town, area code).....

State.....Country..... Phone

Nationality..... Date of birth.....

Email@..... ID n.

- ☐ teaching staff from another Italian or foreign university,
☐ secondary school teacher,
☐ staff in an Italian or foreign public or private institution,
☐ student from another Italian or foreign university,
☐ other (specify)

University or institution of affiliation

Ask

for the following study or research reasons (specify the disciplinary area):
.....
.....

to be granted privileges as

☐ **external user** to use the services of:

1. access to the library
2. on-site reading

☐ **authorised external user** to use all services including:

3. consultation of rare books, special collections and graduation theses
4. borrowing
5. interlibrary loans

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- use the reproductions of the material I am consulting, and made with my own means and for personal study reasons only, strictly abiding by the current laws and the [Regulations for the use of photographic and film reproductions](#) of the University of Florence and exclusively for the purposes stated.

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www.siaf.unifi.it/CMpro-v-p-606.html

(Signature)

Office use only

L'utente è ammesso come **utente esterno**

come **utente esterno autorizzato**

Visto del Direttore

Numero di Codice utente assegnato: Autorizzato fino al/...../.....

Description of Services [For your info only. Do not print]

| SERVICE | Description |
|--|---|
| 1. Access to the Library | In some locations equipped with entrance turnstiles, this is done exclusively through the use of the personal magnetic card. Authorized external users can request a personal access card at the Library counter. General external users can access the Library through a day pass issued by the Library Director after a specific request. |
| 2. On-site Reading | Reading and consultation of open-shelf material. |
| 3. Loans | Local library loans, according to the rules of the various area Libraries . For this purpose users are issued a card in addition to the identification code and the password that allow online access to their Library User Profile , to obtain information on their status , to reserve or renew loans , to create personalized bibliographies. The e-mail provided during registration will be used to send expiration notices and loan reminders. Registration to obtain loan privileges entitles users to assistance in consulting the bibliographic resources available through the University Library System. The service is free of charge. |
| 4. Consultation of rare books, special collections and graduation theses | Consultation of authorized graduation theses, valuable material and archival collections which takes place, after a prior request, in particular reserved and supervised areas. The reproduction of this material, when allowed, is protected by specific Regulations |
| 5. Inter-Library Loans and Document Delivery (ILL-DD) | National and international inter-library loan and supply of documents, owned by other libraries, outside the University Library System. Electronic supply of journal articles owned by the University libraries. An online form is available for this purpose. the service can be subject to a fee as a contribution to obtain the material. |

Please note the following:

- The above form needs to be filled in by the actual user intending to request the services
- The card, ID code and password given by the library are personal and non-transferable
- This authorisation does not give access to internet services, databases or e-periodicals** as for such services a specific authorisation must be lodged to the **University Computer Services SIAF**, regulated by specific guidelines found on the page: <http://www.siaf.unifi.it/>.
- Any changes in the information supplied must be communicated promptly.