

At the library you will find the perfect book for every occasion and activity:

- ❖ Sport
- ❖ Gardening
- ❖ Cooking
- ❖ Music
- ❖ Books written in foreign languages
- ❖ Handbooks and textbooks
- ❖ Web and IT
- ❖ Guidebooks
- ❖ Hobbies & manual activities
- ❖ Books for children and teenagers

...and obviously...

- ❖ Bestsellers and literature's classic
- ❖ Magazines and newspapers

**District of Codogno
Department of the Culture**

Civica Biblioteca "Popolare - L. Ricca"-
Viale Gandolfi, n° 6 - 26845 CODOGNO
Tel 0377 314288-287-275

e-mail:

biblioteca@comune.codogno.lo.it

request to other libraries:

protocollo@pec.comune.codogno.lo.it

web site:

www.comune.codogno.lo.it

FB page:

[BibliotecaCodogno#Invitoallalettura](https://www.facebook.com/BibliotecaCodogno#Invitoallalettura)

Opening times:

Tuesday 10-12.30 am / 2.15-6.30 pm
Wednesday 10-12.30 am / 2.15-5.30 pm
Thursday 2.15-6.30 pm
Friday 10-12.30 am / 2.15-5.30 pm
Saturday 9-12.30 am

ANNUAL CLOSING DAYS

February 3th (Patron Saint)
Friday and Saturday in Easter's Holidays
August's central week
From December 23rd to January 1st



**Civica Biblioteca
"Popolare - L. Ricca"**



LIBRARY'S SERVICES

Books Loan

The access to the public library is totally free. The loan is allowed upon the release of a card obtainable by showing a valid document (ID card or passport) to the employees. For the registration of minors, is required the signature and the document of a parent. For the people who are not Italian citizens, the settlement visa or the residency permit are also needed. Registration and loan operations stop 15 minutes left to the library's closing time. The card has 5 years validity on the provincial area; the user in possession of the card is allowed to enjoy all the provincial services offered by the libraries. The loan is allowed for maximum six books at the same time, it has the duration of 30 days and it can be renewed but only if in the meantime, nobody has made a reservation for the book. The first renewal can be requested by telephone or online, whereas for the second time the user has to come to the help desk with the book. If the delay of the book's restitution is more than 90 days from the expected date, after a written or telephonic solicit the library has the power of excluding the user from the loan in every library of the system for a period equal to the delay. After three suspensions, the exclusion from the loan can become definitive. The availability of the warehouse goods stops 30 minutes before the closing time.

Consultation at the library

The consultation at the library location is free.

Consultation room is open for studying and personal researches. Consulted books need to be left on the desks: the employees will care about putting them back on the right shelf. It is allowed to keep mobile phone on but only turning off the ringtone, however, it isn't a reading room, so silence can not be guaranteed. Drinking is possible, while eating on the consulting room's desks is forbidden.

Consultation of ancient collection

It is allowed to consult the ancient collection only at the library place and only subjected to consultation's form compilation.

Catalogues (OPAC): online and paper archive

In the library it is possible to consult, through the assistance of the staff, paper catalogues concerning the part of the library's assets which are not included in online catalogue. The catalogue (OPAC) of the entire library's network of Lodi's district area can be consulted online.

Books can be ordered online from one's own computer on the website: www.bibliotechelodi.it (in this case it's necessary asking for the access password to the library's staff, that will consign the instructions' module of the following procedure).

Online digital platform: MEDIALIBRARY

Library's system makes available for the users a web portal through where it's possible to consult a lot of digital assets: music, videos, newspapers and magazines, online courses, e-books, audio books, various texts, database, pictures and more. It can access to the page by the website: www.bibliotechelodi.it, inserting the same password used for the access at the online services of the library's system.

Provincial Area Loan

Codogno's Library is a part of Lodigiano's Area system, so it's possible to ask a loan for all the books that are in possession of the other libraries in the area. The request is totally free and can be done whether at the library's office or sending an e-mail at this web-address: protocollo@pec.comune.codogno.lo.it. It will be attention of the user to check (also by phone) if the requested book is arrived at the library. The book are delivered by the service's van at the Codogno's Library on Tuesdays, Thursdays and Saturdays every week.

National Area Loan

If the requested book is not available in any of the system's libraries, it is possible to make a request (by completing the specific form) to the library which owns the book in the whole nation. All the requests (maximum 5 books at the same time) will be submitted in 3 days if it turns up at the library to fill up the form or send it from the internet site of the Municipality - on paperwork section. Libraries who send the books can apply shipping costs that will be at the expense of the applicant (art. 5 of the library's regulation). Delivery time doesn't depend on the staff. Service will not work in August.

Photocopies

It is possible to have copies only of the library's material, within the limits established by the law and at the costs decided by the public administration. Copies superior than 50 will be delivered the day after the request. Self-service photocopying isn't allowed.

Multimedia's Tools and Newspaper library

At the library there is a computer that's available for the users to access to the Internet, but only for selected websites. The newspaper library service allows to read newspapers and magazines: these can be loaned for 15 days except for the last issue exhibited. Lots of newspapers and magazines are also available online on the digital platform: Medialibrary. Multimedia's tools like CDs, DVDs, vinyl records can be loaned by 7 days; audiobooks for 30 days.

Various

It is permitted the entry of small animals as long as they do not disturb other users. It is possible to eat only in the fit for area where there are vending machines with snacks and drinks.

The improper use of multimedia tools and the lack of respect for the behavior's rules will produce written or verbal rebuke.