

MULTIMEDIA LABORATORIES SELF ACCESS

Access to the self-learning Multimedia Laboratories is possible in the opening hours communicated for each didactic period of the academic year on the University Language Center website.

Access to the self-learning Multimedia Laboratories is free and is allowed to:

- Regular students of the University's degree courses;
- PhD students, specialization course students and master's degree students;
- Teaching staff, researchers, scholarship and fellowship holders;
- Collaborators and language experts (CEL) and internal staff of the Language Center;
- Foreign students in mobility;
- Technical and administrative staff of the University;
- Students of the courses organized by the Center according to agreements with private and public institutions.

For the self-learning, students have the priority in the use of the workspaces with respect to the other users.

For the access to the services, users must register to the online booking system showing the staff in charge an identity card currently valid (or, for the students, a university document) and the tax code.

Use of material and resources

The resources of the Multimedia Laboratories can be used only for language learning purposes. Any other use is not allowed, in particular:

- It is not possible to make photocopies of multimedia video and audio material;
- It is not possible to print material downloaded from the internet;
- Users are not allowed to install or copy software on the computers of the laboratories;
- Users are not allowed to modify the settings on the computers and alter the hardware and software components;
- Users are not allowed, without an authorization, to use accounts and access codes or Internet Protocol addresses;
- Users are not allowed to copy, download, and share material protected by copyright;
- Users are not allowed to view multimedia material with equipment different than the one present in the laboratory.

We remind you that, for the correct use of the Multimedia Laboratory, it is not possible to:

- Consume food or drinks, or introduce other kinds of products which can cause damages to the equipment;
- Smoke;
- Keep open cell phones and disturb, in any other way.

Audiovisual library

Access to the self-learning Multimedia Laboratories is possible in the opening hours communicated every semester on the Center's website.

The use and reading of the material available is allowed to users from inside the University. For the external users the access is subject to the authorization on behalf of the President.

To access the services, users must give an identity card to the staff in charge. In case of students, the university document is accepted.

Upon request, it is possible to view VHS/DVD films and the multimedia material.

The resources of the library/audiovisual library can be used only for language learning purposes.

We remind you that for the correct use of the Audiovisual Laboratory, it is not possible to:

- Write on the books and damage in any way the bibliographic resources, to avoid the compensation for the damages and the exclusion from the attendance of the laboratory;
- Consume food or drinks, or introduce other kinds of products which can cause damages to the equipment;
- Smoke;
- Keep open cell phones and disturb, in any other way;
- Make photocopies of the paper material, and duplicate multimedia material;
- Print material downloaded from the internet;
- View the multimedia material with equipment not belonging to the laboratory.