







The **Vox Imago** multimedia series is a project created by **Intesa Sanpaolo** as part of **Progetto Cultura**. Each edition, issued annually, presents a significant title in the opera repertoire and seeks to stimulate, promote and spread an understanding of opera through the most modern media.

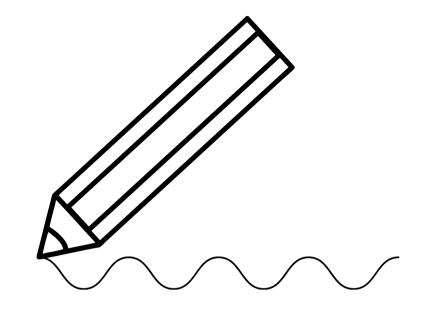
Since 2019, Vox Imago has been in **digital delivery**. The documentary, the video selection and the complete audio recording of the opera, the synopsis and the libretto, the listening guide, the study guide and the book (also available in paper format, but in a limited edition), plus essays and historical sources: all the contents listed are now available on the portal www.voximago.it and through the Vox Imago app (for iOS and Android).

Inspired by the principle of producing a common good and making it useful to the greatest number of people, Intesa Sanpaolo makes all editions of the series available free of charge to institutions and libraries, who can request them by sending an e-mail to:

editoriamusica@intesasanpaolo.com

Enrolment for the module **Tools for libraries** offers users who request the digital delivery editions for libraries and public reading places the opportunity to access all the multimedia contents for the whole duration of the loan.

HOW TO SIGN IN?

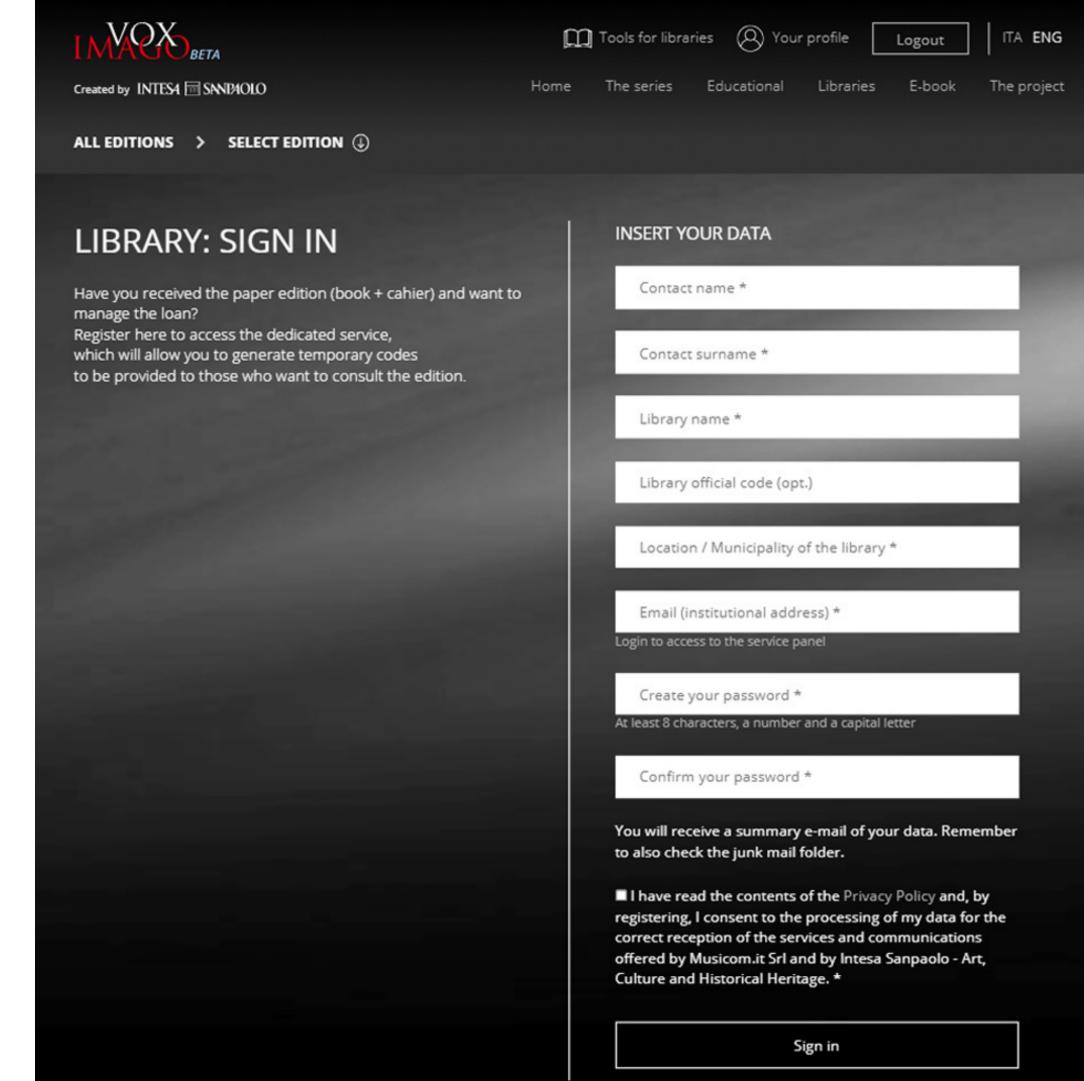


Access the site www.voximago.it, at the page Libraries, click on "Sign in"

Fill in all the fields and click on the "Sign in" button. You will receive a confirmation e-mail with your details.

Registration will be active but awaiting verification. Our staff will contact you to verify the validity of your identity as a library. In the meantime, you will be able to access the free contents of the site.

Once verified, the library will be able to access all the contents of the site and the "**Tools for libraries**" section.



In the "Tools for libraries" section, click on "Volumes" to register your copy, including the code found on the label applied to the cover of the cahier.





From the drop-down menu, choose the title and language of the volume

Enter the code, hyphens included

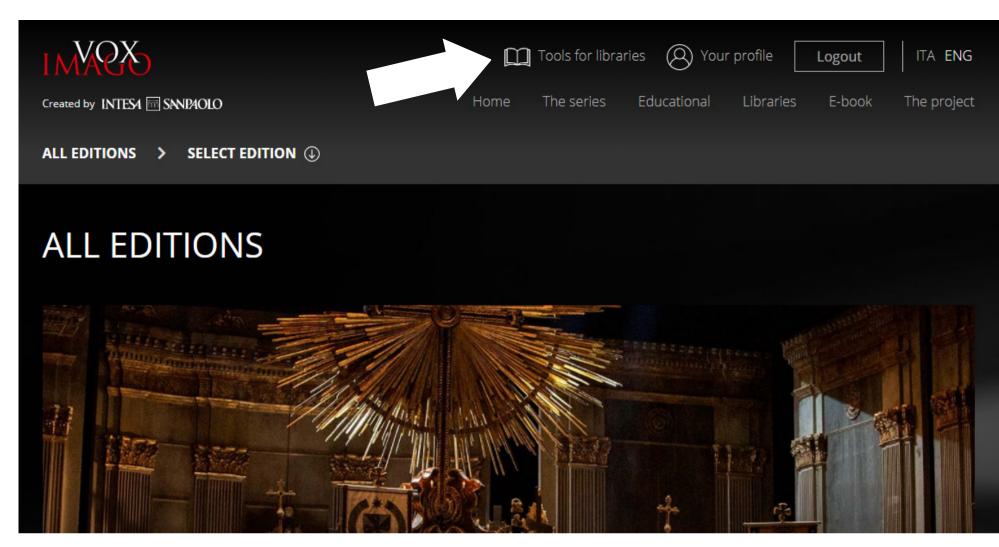


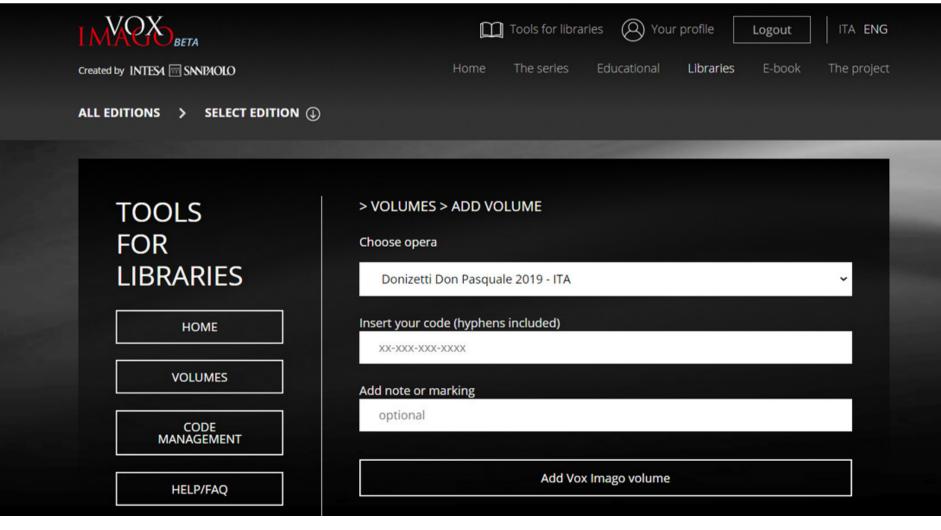
3.



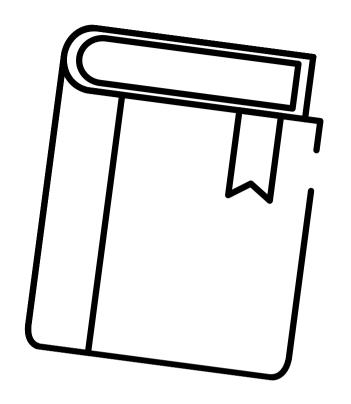
Personalize the notes field to suit your needs (e.g. classmark of the volume)

4.
Fill in all fields and click on "Add volume"

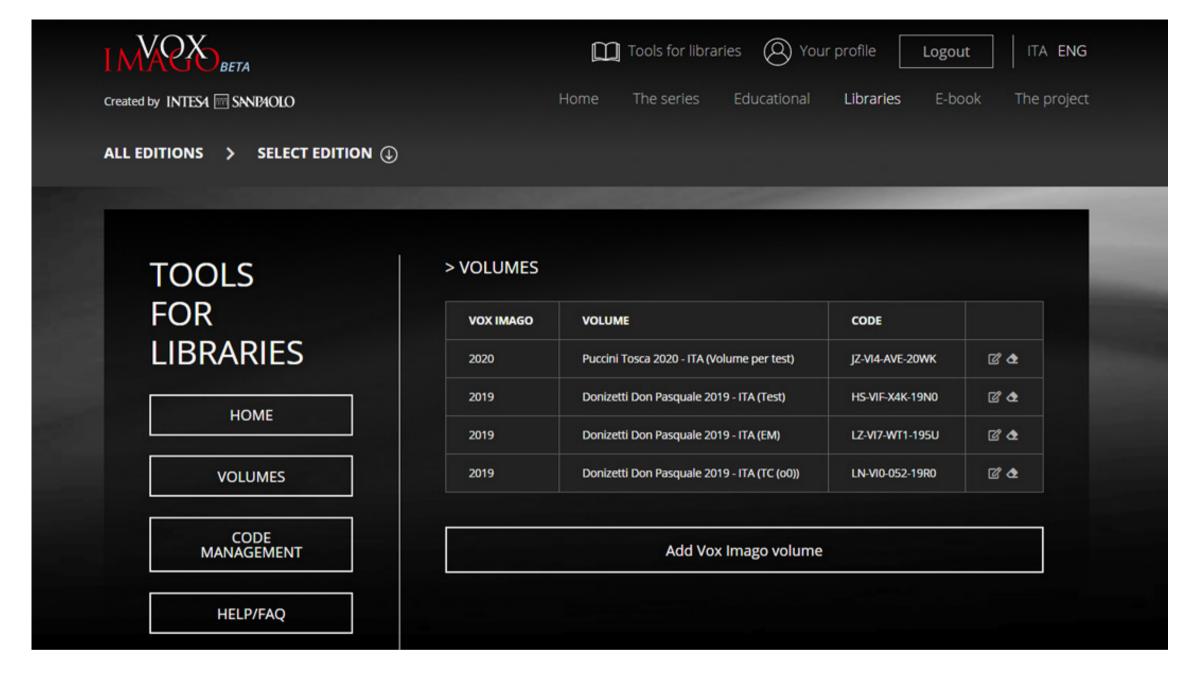




TOOLS FOR LIBRARIES



Register a new volume



IIn this section you can also:



EDIT the notes you entered on the volume



DELETE the volume from the library service

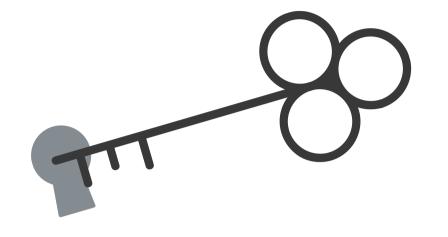
If you have successfully registered your copy, it will appear in the "Volumes" section.



PLEASE NOTE

If you **delete a volume** from the list of registered volumes, you will also delete the code associated with it, so deleting the ability to create temporary codes for users of your library.

TOOLS FOR LIBRARIES



Create a temporary code

In the "Code Management" section, you can create a new temporary code starting from one of the volumes already registered.

1.



From the drop-down menu, select the loan volume and click on "Create new code"

Complete the notes field, to suit your needs

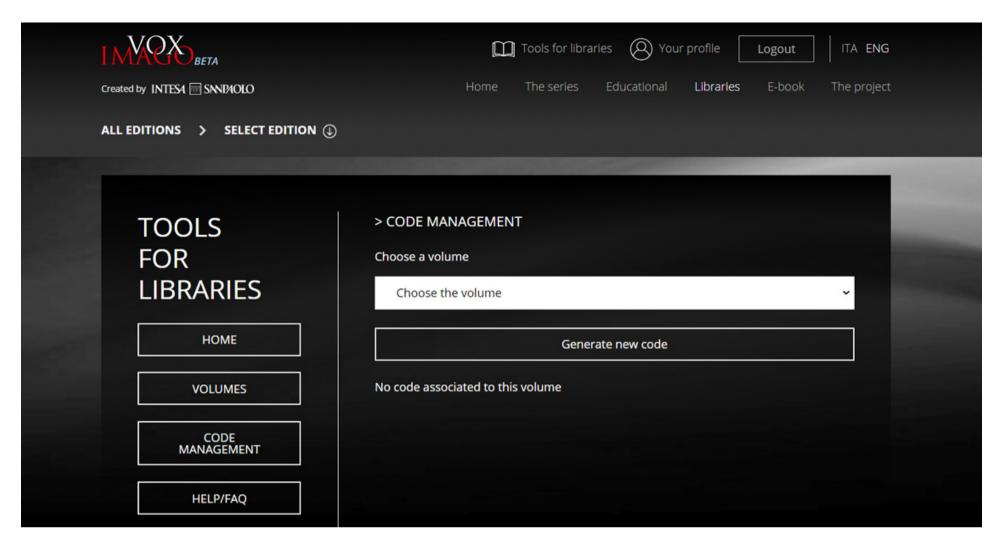


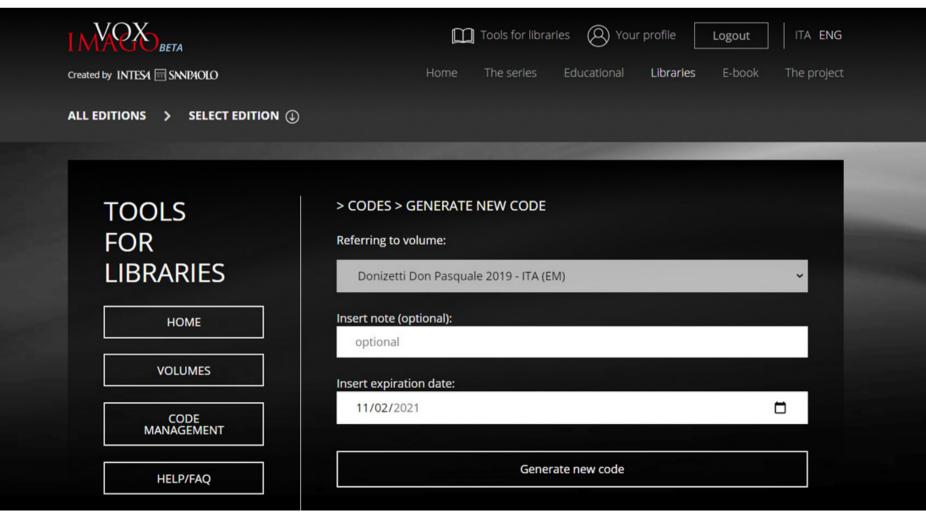
3.



Enter the expiry date of the temporary code by using the calendar

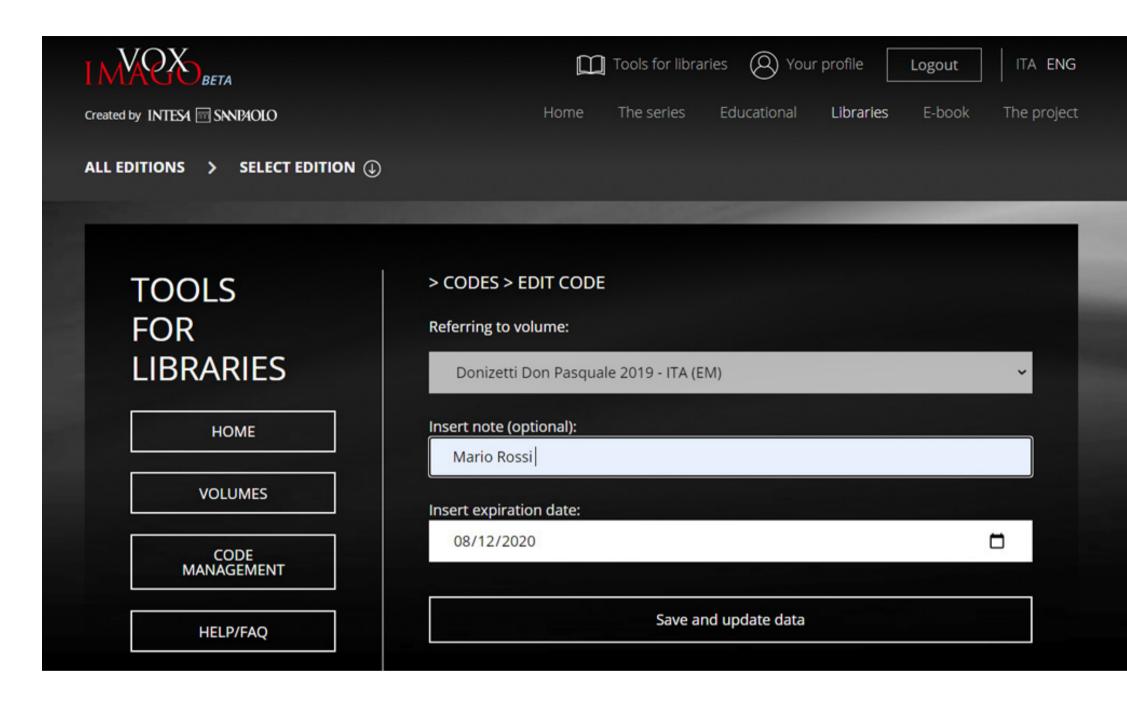
4.
Fill in all the fields and click on "Create new code"





The newly created code will appear in the first column of the temporary code summary table and can be delivered to the user.

The **expiry date of the code** is shown in the third column. In the fourth column you can check the status of the code.



Using the icons in the last column you can:



EDIT the notes associated with the code or the expiry date



CHANGE THE STATUS OF THE CODE, which may be: valid, in use, expired or invalidated

The code may be:

VALID: the code is ready for use but the user has not yet paired it to their account.

IN USE: the user has already entered the code in their profile and is browsing the site and accessing all the contents of Vox Imago.

INVALIDATED: regardless of its expiry date, the librarian can for any reason decide to make the code no longer valid.

EXPIRED: on reaching the expiry date indicated when it was created, the code is no longer valid.



If you accidentally invalidate a code, don't worry. Just click on the button again to reactivate the code.





CONTACTS

For more information on the Vox Imago Library module or any technical assistance requests:



info@voximago.it



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To receive the volumes in the Vox Imago series:



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