BIBLIOVIVA · DOCUMENTATION

Compliance

What the rules ask of a school that adopts BiblioViva, and what BiblioViva does about each.

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Compliance

This section gathers what the rules ask of a school that adopts BiblioViva, what BiblioViva does about it and what is left to the school. It is written for the head teacher, the school's administrative manager (DSGA), the data protection officer (DPO) and the officer for digital transition (RTD).

The pages give the facts useful for the school's evaluations, each one checked in BiblioViva's code; the decisions belong to the school and its DPO, and the pages are not legal advice. Where the rule leaves a point open, the page says so.

Why these rules

A state school is a public administration: D.Lgs. 165/2001 (legislative decree), article 1, paragraph 2 (in Italian) includes "educational institutions and schools of every type and level" among the administrations of the State. For this reason the rules on public administrations apply to the tools the school adopts, in particular those on software, on accessibility and on IT security, in addition to the data protection rules that apply to every data controller.

The Codice dell'amministrazione digitale (CAD, the Digital Administration Code) assigns to every administration an officer for digital transition (article 17, in Italian), the office or the person who follows digital matters, among them security, accessibility and the purchase of software. In schools this is the person who usually evaluates, with the head teacher and the DPO, a software such as BiblioViva.

The rules at a glance

The table lists the rules that concern a school that adopts BiblioViva. The column "What BiblioViva does" says what the software does today; the page named in the last column gives the details, what is left to the school and the official references.

Data protection

RULE	WHAT IT ASKS	WHAT BIBLIOVIVA DOES	PAGE
Regulation (EU) 2016/679 (GDPR)	From the school, as data controller: record of processing activities, information notice, minimisation, security measures, answers to the requests of data subjects	Keeps the data on the school's computer; the patron's record holds only what lending needs; removal deletes the identifying data at once; exports the data of one person; the page gives the texts for the record and the notice	Personal data protection
D.Lgs. 196/2003 (Personal Data Protection Code, "Codice privacy"), amended by D.Lgs. 101/2018	The Italian rules that complete the GDPR, among them the legal basis for processing in the public interest	As above; photos and covers can be switched off, and the choice of the legal basis for photos is left to the school and its DPO	Personal data protection

Accessibility

RULE	WHAT IT ASKS	WHAT BIBLIOVIVA DOES	PAGE
Law 4/2004 and AgID guidelines (AgID is the Agency for Digital Italy)	Accessible IT tools, even when used on an internal network; assistive technologies for an employee with a disability	Aims at WCAG 2.2 level AA, checked with automatic and manual tests; the known limits are written down	Accessibility
EN 301 549	The technical reference of the guidelines: version 3.2.1 for WCAG 2.1 AA, 4.1.1 for WCAG 2.2	WCAG 2.2 AA includes the criteria of 2.1 AA; the checks are the project's own, not a certification by a third party	Accessibility

Inclusion

RULE	WHAT IT ASKS	WHAT BIBLIOVIVA DOES	PAGE
Law 170/2010 (specific learning disorders)	From the school, teaching and tools suited to pupils with specific learning disorders	Configurable reading levels, types of material and accessible formats of books; accessible interface	Inclusion
Law 104/1992 (persons with disabilities)	From the school, the integration and the right to education of pupils with disabilities	As above	Inclusion

Asset inventory

RULE	WHAT IT ASKS	WHAT BIBLIOVIVA DOES	PAGE
D.I. 129/2018 (interministerial decree), article 31	Books and bibliographic material among the assets inventoried by the school, with serial number, origin, place, condition and value	With the school inventory on (optional) records on each copy the inventory number, origin and value, and offers the lists of the copies entered and withdrawn in a period; records the date of acquisition and the withdrawal of the copy, with its day and reason; the inventory register stays with the school	The school's inventory of assets

Software in public administration

RULE	WHAT IT ASKS	WHAT BIBLIOVIVA DOES	PAGE
CAD, articles 68 and 69	Comparative evaluation before acquiring software; reuse of software developed for public administrations	Free software under the GPL-3.0-or-later licence, public code, no licence cost; exports in open formats, including the catalogue in MARC 21 and UNIMARC	Free software in public administration
AgID guidelines on acquisition and reuse	How to make the evaluation and how to publish software for reuse	Has the `publiccode.yml` file in the repository, required for the Developers Italia catalogue	Free software in public administration

IT security

RULE	WHAT IT ASKS	WHAT BIBLIOVIVA DOES	PAGE
AgID minimum ICT security measures (Circular 2/2017)	From the school, measures on the inventory of systems, configurations, administrator users, backups	Accounts with permissions, passwords stored as a hash, audit log, nightly backup; does not update itself; the AgID form is filled in by the school	IT security
GDPR, article 32	Technical and organisational measures appropriate to the risk	The same measures; backups are not encrypted	IT security

Cloud

RULE	WHAT IT ASKS	WHAT BIBLIOVIVA DOES	PAGE
ACN regulation on cloud services for public administrations (ACN is the National Cybersecurity Agency)	Cloud services qualified by the ACN for the data and services of the administration	Is installed on the school's computer, is not a cloud service; Tailscale and the external copy are optional choices of the school	IT security

Rules that do not concern BiblioViva

Some rules may be believed to apply to school software. Other rules says for each one what it asks and why it does not concern BiblioViva, or concerns it only in part.

RULE	OUTCOME
European Accessibility Act (directive (EU) 2019/882)	Concerns products and services for consumers: not BiblioViva
NIS 2 (directive (EU) 2022/2555, D.Lgs. 138/2024)	Schools are as a rule outside its scope, according to the ACN FAQ
SPID and CIE (CAD, article 64)	Concern online services to citizens: BiblioViva has none
pagoPA (CAD, article 5)	Concerns payments to the public administration: BiblioViva handles no payments
Copyright (Law 633/1941)	Concerns in part the book covers: whether to keep them is for the school to decide
Electronic documents and their preservation (AgID guidelines)	Concern the school's official records: BiblioViva keeps the library's working registers

The whole section can be downloaded as a single PDF file from the documentation site.

Related pages



Overview

Personal data protection

This page covers Regulation (EU) 2016/679 (GDPR) and the Italian Personal Data Protection Code (D.Lgs. 196/2003, a legislative decree), for the processing of the library patrons' data with BiblioViva. It is written for the head teacher, the DSGA and the DPO, and it contains two ready texts to copy: one for the record of processing activities and one for the information notice.

What the rule asks

The school is the controller of the personal data of its students and teachers (GDPR, art. 4 and 24), represented by the head teacher. Running the school library is one of the school's tasks: the legal basis of the processing is the task carried out in the public interest (art. 6, paragraph 1, point e), and not the consent of the families. The rule does not say expressly whether the patron's photo falls within the same task: the school evaluates it with the DPO, and BiblioViva makes it possible not to use photos.

Among other things, the school must:

- keep the record of processing activities, listing the library in it too (art. 30);
- give the information notice to the data subjects, that is, to the families and the staff (art. 13): usually this is the school's general notice, which names the library;
- process only the data that are necessary and only for the time that is necessary (data minimisation and storage limitation, art. 5);
- choose tools that protect data by design and by default (art. 25);
- adopt security measures appropriate to the risk (art. 32);
- answer the requests of the data subjects, in particular of access (art. 15) and of erasure (art. 17);
- appoint a DPO, and evaluate with them whether a data protection impact assessment is needed (art. 35), which is required when a processing may present a high risk for individuals. Whether this is the case for a school library, which processes the data of minors, is for the school and its DPO to evaluate.

When an outside company processes data on the school's behalf, it is a processor and the school appoints it with a written act (art. 28).

The Italian data protection authority (Garante per la protezione dei dati personali) has published for schools the guide «La scuola a prova di privacy» («The school, privacy-proof»), which recalls the same principles: only the indispensable data, care with images of minors, no publication of personal data.

The Personal Data Protection Code

In Italy the GDPR applies together with the Personal Data Protection Code (D.Lgs. 196/2003), which D.Lgs. 101/2018 amended to bring it into line with the regulation. Two articles of the Code are useful to the library.

- Art. 2-ter, the legal basis of the task carried out in the public interest. When the processing is founded on art. 6, paragraph 1, point e, of the GDPR, the legal basis provided by art. 6, paragraph 3, is a law or a regulation, or a general administrative act. Which law, regulation or general administrative act supports the processing of the data for the school library is an evaluation for the school's DPO: BiblioViva does not replace it, and this page does not make it.
- Art. 2-quinquies, the consent of minors. A minor who is at least fourteen years old can consent to the processing of their own data in relation to the direct offer of information society services; under fourteen, consent is given by whoever holds parental responsibility. The article does not concern BiblioViva: BiblioViva offers no service to the students, who have no account in it, and the processing is not founded on consent.

The patrons' photos

A patron's photo is personal data (GDPR, art. 4, point 1). For schools the Garante recommends care with images of minors, as in the guide already cited. The GDPR treats a photograph as biometric data, and therefore as a special category of data (art. 9), only when it is processed by technical means that allow the unique identification of a person (art. 4, point 14, and recital 51); BiblioViva does no face recognition.

Law 633/1941 on copyright (Legge 633/1941) also regulates the right to one's image: the portrait of a person may not be displayed, reproduced or put on the market without their consent (art. 96), except in the cases of art. 97, among them reproduction justified by scientific, educational or cultural purposes. The two rules concern the publication and dissemination of a portrait, which BiblioViva does not do. The rule does not say expressly whether printing the photo on the patron's card falls within the reproduction of art. 96: the school evaluates it with the DPO, together with the legal basis indicated above.

What BiblioViva does

Data kept

A patron's record (a student or a teacher) contains:

- first name and last name;
- the type (student or teacher), the class and the year, or the teachers' group;
- the card number;
- the registration number, if the school imports it from its own list;
- the email address that the school assigns to the patron, if filled in;
- the photo, if photos are switched on;
- the internal notes and the note for the circulation desk, if anyone writes them;
- the date of the last card print and the dates when the record was created and modified.

There is no date of birth, tax code, home address or phone number. Each loan records the patron, the copy, the dates and, as a snapshot of the day of the loan, the patron type, the class and the school year. A wish may carry the name of whoever expressed it; removing the patron deletes the name and the wish stays.

The patrons' photos and the books' covers can each be switched off on their own; switching them off does not delete the files already saved. The guide Switch off photos or covers describes the procedure. For the photo census, pictures of a whole class can be uploaded: they stay until the classes are upgraded (see "How long").

The staff accounts are personal data of the people who work in the library: user name, display name, password hash, roles and date of the last login. As a rule the accounts are shared, one per role; whoever wants to know who did what creates one account per person (Manage the staff accounts).

BiblioViva has no public catalogue and no accounts for students or families: no library patron ever enters the software.

Patrons' photos

- Photos are optional. The **Patron photos** switch in the Configuration turns them on or off for the whole installation; with photos off, no page shows any, none are taken or uploaded, and the records show a neutral image. The school can also keep photos on and remove the requirement (**Photo required**): the reminders about missing photos disappear and the photo stays optional.
- Photos are seen only with a staff account that opens the records or works at the circulation desk ("patrons" and "loans" permissions); the cataloguing and reports accounts do not see them. There is no public address for a photo.
- The photo is saved by the software at fixed dimensions (480 × 640 pixels, WebP format, by default), on the school's computer.
- Removing a patron deletes the patron's photo at once and without any possibility of recovery (see "How long").
- The photo can appear on the printed card, according to the template chosen: the setting **Photo on the card** removes it from the print, and BiblioViva supplies card templates without the photo.
- BiblioViva does not publish the photos, does not send them to other services and does not compare them with each other.

Where they are

The data are on the school's computer where BiblioViva is installed: the database, the photos and the backups are folders of that computer. BiblioViva does not use a cloud service and does not send the patrons' data to the project or to anyone else. The software contains no analytics or usage reporting, and the pages that the browser loads do not call external services: the fonts, the icons and the images are served by the school's computer.

When the school installs BiblioViva by itself, on its own computer, no company processes the data on its behalf, and so there is no processor to appoint under art. 28. An appointment would be needed if the school entrusted the installation and the management of the data to a supplier, or if someone offered BiblioViva as a hosted service on their own computers: in that case whoever hosts it would become a processor.

How long

- As long as the patron is at the school. A patron's data and loans stay in the archive until the school removes the patron; BiblioViva does not delete data on expiry. The storage period is therefore the patron's stay at the school, and the school decides when it ends.
- Removal deletes at once. Removing a patron deletes first name and last name, email, registration number, notes, card number and photo, at once and without any possibility of recovery. In the class pictures of the census the patron's box is covered and the patron's file is deleted. The procedure is in the guide Remove a patron.
- The class upgrade removes whoever leaves the school. The students of the last year are removed in the same way, and the class pictures uploaded for the census are deleted. The upgrade is run by the administrator, never by BiblioViva on its own (Upgrade the classes).
- What stays after the removal. The class, the year, the patron type and the loans with the class of the day of the loan stay, so that they serve the statistics. The loans of the same removed patron stay linked to each other by an internal number, without a name. BiblioViva calls this operation "anonymization"; whether the remaining data are anonymous in the sense of the GDPR, that is, no longer traceable to a person, is for the school to evaluate with the DPO, taking into account, for example, how small the class is.
- Backups keep the data for the days chosen. A copy of the database made before the removal still contains the person's data, until the backup is deleted. BiblioViva deletes the backups older than 30 days (setting **Days kept**), always keeping the most recent one. The photos copied into the backups folder are aligned with the archive at every nightly backup. The files that the administrator has downloaded or copied elsewhere, and the external copy if switched on, stay until the school deletes them. If the school restores a backup, the patrons removed after that backup reappear with their data and must be removed again.
- Free-text notes are not searched. Removing a patron does not search for the patron's name in the notes between colleagues or in the notes typed by hand: for this reason a patron's data must not be written in the notes, and the archived notes are deleted.
- Audit log. Its rows older than 24 months are deleted (setting **Months of the audit log**).

Who sees them

An account of the staff is needed to enter. Each account has one or more roles, and each role is a set of permissions (loans, patrons, catalogue, reports, imports, anonymization, administration): an account does only what its permissions allow. Photos and covers open only with an account. Removing a patron requires the anonymization permission; exporting a person's data, downloading the backups and managing the accounts are for the administrator. Whoever lends the books sees the name and the class of whoever takes them, because the loan needs it.

Passwords are kept as hashes and not in clear, and failed login attempts are limited. The security measures are described in the page Security.

What leaves the school

- Book searches. To fill in a book's record BiblioViva queries the OPAC SBN catalogue (a service of the Italian national library service), with the ISBN or with the title and the author that the operator has typed. For the covers it looks for the image by ISBN at Amazon and Open Library, which are on by default; Google Books is available but off. No names, photos or card numbers of the patrons are sent to these services; their operators see the network address the request comes from, that is, the school's. Switching off the covers (Switch off photos or covers) stops the image search.
- Tailscale, if chosen. With Tailscale the school's devices communicate in a private network and the traffic is encrypted end to end: Tailscale does not see its content, so it does not see the patrons' data. It does know, however, the account the school has registered with and the data of the connected devices (for example names and addresses), and it is a US company: how it treats them is written in the Tailscale privacy policy, which the school and the DPO read in order to decide. The local network passes through no external service and has no such point. The choice is described in Choose the network.
- External copy of the backups. It is an optional function, off by default: an administrator switches it on and chooses the destination, which can be a second disk, a school server or a storage service the school already has an account with. When it is on, the whole backups folder, with the patrons' data and the photos, is copied every hour to that destination. The destination, if it is outside the school, is a choice of the school, with its own data protection rules (Backups).
- Downloaded files. The exports and the backups that the administrator downloads stay where the administrator saves them.

Logs

BiblioViva writes its technical logs to the standard output, with no log files of its own, and no names, photos or card numbers appear in them. The **Audit log** lists who did what: it contains the account name, the type of operation, what was touched and its internal number; the fields that carry names, emails, notes, photos or card numbers are discarded before the row is written. The rows can be consulted from Audit log.

What the school does

- Enter the library in the record of processing activities, with the text of the next section completed.
- Name the library in the information notice to families and staff, with the paragraph below.
- Decide with the DPO the open questions: the legal basis for the photos, the need for an impact assessment, the judgement on the data left after the removal, the choice of Tailscale or the local network.
- Choose who has which account, and how many: one account per role or one account per person (Manage the staff accounts). Change the passwords when the staff changes.
- Keep the backups safe. The backups are not encrypted: a lost USB stick with a backup contains the patrons' data. Keep the sticks and the disks in a locked place, delete the backups that are not needed, and encrypt the medium or choose a destination that does so if the DPO considers it necessary (Make and download a backup).

- Decide how long to keep the backups with the setting **Days kept**, knowing that a removed person stays in the earlier backups until they are deleted (Configuration).
- Answer the access requests. From the patron record the command **Export the person's data** downloads that person's record, loans and their events. The photo is not in the file, and neither are the notes typed by hand: if they are needed, they are searched for separately (Exports, Patron record).
- Answer the erasure requests. Remove the patron (Remove a patron). A patron with loans in progress is removed after the return or after the loss is reported. The retention time of the backups must be told to the requester.
- Instruct the staff not to write patrons' data in the notes and in free-text fields.
- Upgrade the classes every year, so that whoever leaves the school is removed: BiblioViva does not do it on its own.

Text for the record of processing activities

The following text is copied into the school's record of processing activities and completed. It follows the fields of art. 30, paragraph 1, of the GDPR. The parts in square brackets are to be filled in or chosen.

Processing: management of the school library (patron records, catalogue, loans and returns), with the BiblioViva software.

- Controller: [name of the school], represented by the head teacher [name]; contact: [mail or PEC address]. Data protection officer: [name and contact].
- Purposes: management of the loan of books and of the other materials of the school library; printing of cards and overdue reminders; statistics on the use of the library. Legal basis: task carried out in the public interest by the school (art. 6, paragraph 1, point e, GDPR). [Legal basis chosen for the patron's photo, or: photos are not used.]
- Categories of data subjects: students; teachers; staff who use the library with an account of their own.
- Categories of data: first name and last name, patron type, class and year, card number, registration number, email address assigned by the school, photo [if switched on], internal notes; loan history with the class of the day of the loan. For the staff: user name, display name, roles, date of the last login, audit log. No special categories of data and no data relating to criminal convictions are processed.
- Recipients: the authorized school staff, with accounts that limit access to the data necessary for their role. No external recipient. [Any suppliers who manage the computer or the backups, to be appointed processors under art. 28.]
- Transfers to third countries: no patron data is transferred. [If the school uses Tailscale: the connection between the devices goes through a private network provided by Tailscale Inc.; the traffic is encrypted end to end and the provider processes the data of the school's account and of the connected devices; basis for the transfer: [to be checked with the DPO]. If the school uses the local network: no external service takes part in the connection.] [If the external copy is on: destination, operator and location.] The search for the books' data and covers sends to external services only the ISBN, the title or the author of the book.

- Storage periods: the patron's data and loans stay for as long as the patron is at the school. At removal (also with the end-of-year class upgrade) first name, last name, email, registration number, notes, card number and photo are deleted at once; what stays, without identifying data, is the patron type, the class and the loans for the statistics. Backups are kept for [30] days. The audit log is kept for [24] months.
- Security measures: access reserved to staff with personal or per-role accounts, protected by a password kept as a hash; separate permissions for loans, patrons, catalogue, reports and administration; data kept on the school's computer [located in: place]; nightly backup [kept in: place and custody arrangements]; audit log; software updates [at the interval: ...]. The backups are not encrypted by the software: [measure adopted by the school].

Text for the information notice

The following paragraph is added to the information notice that the school gives to families and staff (art. 13 GDPR), and completed.

School library. To allow the loan of the books and of the other materials of the school library, the school records in a library management software the first name and last name, the class and the card number of students and teachers[, the email address assigned by the school][, the registration number][, the photo for the card] and the loan history. The processing falls within the school's task carried out in the public interest (art. 6, paragraph 1, point e, GDPR). The data are accessible only to authorized staff, stay on the school's computer and are not communicated to other parties[, except: ...]. When the student or the teacher leaves the school, first name, last name and the other identifying data are deleted; what stays, without identifying data, is the class and the loans for the statistics. Backups are kept for [30] days. To exercise the rights provided by articles 15 to 22 of the GDPR (access, rectification, erasure and others), contact [school contact] or the data protection officer, [name and contact].

References

- Regulation (EU) 2016/679 (GDPR), on EUR-Lex
- D.Lgs. 30 June 2003, no. 196, Personal Data Protection Code (articles 2-ter and 2-quinquies), on Normattiva (in Italian)
- D.Lgs. 10 August 2018, no. 101, which brings the Code into line with the GDPR, on Normattiva (in Italian)
- Law 22 April 1941, no. 633, on the protection of copyright, with the right to one's image in articles 96 and 97, on Normattiva (in Italian)
- Scuola, the page of the Garante per la protezione dei dati personali on schools, with the guide «La scuola a prova di privacy» (in Italian)

- Tailscale privacy policy

Related pages

Security

Overview

Make and download a backup

Choose the network

Accessibility

This page covers the rules on the accessibility of the IT tools of public administrations, that is, Law 4/2004 and the guidelines of AgID (the Agency for Digital Italy). It is written for the head teacher, the officer for digital transition (RTD) and whoever at the school evaluates BiblioViva before adopting it.

What the rule asks

- Law 4/2004 (the «Legge Stanca», the Italian accessibility law), amended by D.Lgs. 106/2018 (legislative decree), which transposes Directive (EU) 2016/2102. It obliges public administrations, state schools included, to make their IT tools accessible.
- AgID guidelines on the accessibility of IT tools. They refer to the European standard EN 301 549, version 3.2.1. For web content the rule requires conformance to WCAG 2.1 level AA. The WCAG (Web Content Accessibility Guidelines) are the W3C's international guidelines: a list of verifiable criteria, such as colour contrast, use with the keyboard alone, understandable error messages. Level AA is the intermediate level, the one required.
- Applications on an internal network. The guidelines (paragraph 2.2) extend the web requirements to internet applications made available on intranet networks. BiblioViva is opened from the browser on the school's network or on the private Tailscale network: it is a web application used on an internal network. As a precaution it is advisable to treat it as subject to the requirements, because it falls within the description in the guidelines.
- Employees with disabilities (Law 4/2004, art. 4, paragraph 4). The employer gives the employee with a disability the hardware, software and assistive technologies suited to their work. A member of staff who uses a screen reader or a magnifier must be able to work at the library desk with BiblioViva.
- Version 4.1.1 of EN 301 549. It has been published and is aligned with WCAG 2.2. It becomes the legal reference when it is cited in the Official Journal of the European Union and AgID updates its guidelines. WCAG 2.2 includes the criteria of WCAG 2.1.
- European Accessibility Act (Directive (EU) 2019/882, D.Lgs. 82/2022). It covers products and services offered to consumers. Free software that a school installs for its own staff is not one of these: the rule does not apply to BiblioViva.
- Accessibility statement. It is the document, filled in on AgID's form, in which an administration says how far the accessibility of its websites and mobile applications has got. The guidelines do not expressly provide for a statement for an internal tool such as BiblioViva. If the school decides to make one, this page and the technical page are the material to start from.

What BiblioViva does

The aim of the project is conformance to WCAG 2.2 level AA, which includes the level AA of WCAG 2.1 required today. It applies to the application, to the documentation site and to the presentation page.

How it is checked

- Every main page is checked by an automatic accessibility testing tool at every run of the project's tests, both in the computer window and in the phone window. The same check is made on a form with errors, on an open dialog and on the camera opened on a phone. The project admits no serious violations.
- The circulation desk is tried with the keyboard alone, as happens with the USB barcode scanner, which types like a keyboard. Also tried are the link to skip to the content, which the first Tab key reaches, the visible mark of where the keyboard is and moving through lists with the arrow keys.
- Eleven main pages are tried at a width of 320 pixels, that of a page zoomed to 400 %, and no element may go outside the window.
- Colour contrast is checked for each of BiblioViva's colour sets: texts, buttons, field borders and hint text.
- In forms, the hint and the errors of a field are tied to the field itself, so that a screen reader reads them together with it. A screen reader is software that reads aloud what appears on the page, used by people who cannot see or who see little.

These are checks of the project itself. Automatic tools do not cover all the criteria. For this reason the project also provides manual checks before every version that changes the screens: a screen reader on the circulation desk (NVDA with Firefox or Chrome, Orca on Linux), a form with errors, the lists, the dialogs and the notifications; zoom at 200 % and 400 %; text spacing; the Windows high-contrast themes.

What is respected

- The language of the page follows that of the installation. Every page has a title of its own, a single main area, a link to skip to the content and menus with a name.
- The circulation desk messages are announced by screen readers and always say what happened with colour, icon and text: colour is never the only cue. After every read the cursor stays in the read field.
- The camera is never indispensable. Every code can be typed or read with the USB scanner, and every photo or cover can be uploaded as a file.
- No operation requires dragging with the mouse: the crop of a photo, the corners of a cover and the frames of a class picture are moved with the arrow keys and with a tap. In the drawing of the print templates the positions are set with the arrow keys and with numeric fields.
- Dialogs keep the keyboard inside them, close with the Esc key and return the keyboard to where it was before. Buttons with only an icon have a name that screen readers can read.
- The login page accepts the password manager and pasting the password, and it proposes no memory or arithmetic tests.
- A login lasts days and is renewed with use: no time limit interrupts the work.
- Text sizes follow those of the browser and zoom is never blocked. On the phone the buttons are at least 44 pixels large. If the system asks for less motion, the animations are switched off.

Known limits

- On the computer the top bar shows the page title on a single line; the whole title is in the description that appears when the mouse passes over it and in the page heading. On the phone, and therefore with any strong magnification, the title is shown in full.
- The Tab key reaches the menu first, then the page and finally the buttons of the top bar (help, account): it is the order of the document.
- A title in a language different from that of the installation, for example the title of an English book in an Italian record, is not flagged as such to screen readers, because a book's record has no field for the language.

The detail of the criteria and of the tests is in the technical page Accessibility, in English.

What the school does

- Take this page and the technical page as a self-assessment of the software, to cite in the evaluation of BiblioViva.
- Decide with the officer for digital transition whether the school wants an accessibility statement that includes BiblioViva. The guidelines do not expressly ask for one, as said above.
- Give the member of staff who needs it the assistive technology necessary for the work at the desk: a screen reader, a magnifier, a suitable keyboard.
- Try BiblioViva with the assistive technology the school already has, and report the problems found.
- Report an accessibility problem by opening an issue among the project's issues on GitHub: a GitHub account is needed, which is free.

References

- Law 9 January 2004, no. 4, on Normattiva (in Italian).
- Legislative Decree 10 August 2018, no. 106, on Normattiva (in Italian).
- Directive (EU) 2016/2102, on EUR-Lex.
- Accessibilità e usabilità, the AgID page with the guidelines and the statement form (in Italian).
- Web Content Accessibility Guidelines (WCAG) 2.2, the English text, which is the authoritative one. An Italian translation is authorised by the W3C.
- EN 301 549 v3.2.1 and EN 301 549 v4.1.1, on ETSI.
- Accessibility: BiblioViva's technical page, in English.

Inclusion

This page covers the rules on the school inclusion of students with disabilities and with specific learning disorders (DSA), for the part that concerns the library. It is written for the head teacher, for the inclusion officers and for whoever at the school is evaluating BiblioViva. Those rules set no requirements for library management software: they ask the school to give the students the tools and materials they need. BiblioViva therefore has a limited role, which the page describes.

What the rule asks

- Law of 8 October 2010, no. 170 (Legge 170/2010), on specific learning disorders (dyslexia, dysgraphia, dysorthography, dyscalculia). Students diagnosed with a DSA have the right to dispensatory and compensatory measures of teaching flexibility (art. 5, paragraph 1). Schools guarantee individualised and personalised teaching and the introduction of compensatory tools, including alternative learning aids and information technology (art. 5, paragraph 2, points a and b).
- Guidelines attached to the ministerial decree of 12 July 2011, no. 5669 (D.M. 5669/2011). They implement Law 170/2010 and say how the school organises the tools and measures for students with a DSA, starting from the personalised learning plan.
- Law of 5 February 1992, no. 104 (Legge 104/1992), on assistance, social integration and the rights of persons with disabilities. School integration is also achieved by providing schools with technical equipment, teaching aids and every form of technical aid (art. 13, paragraph 1, point b), and with support activities (art. 13, paragraph 3).
- The Inclusion Plan (legislative decree of 13 April 2017, no. 66, D.Lgs. 66/2017, art. 8). Each school prepares it within the three-year plan of the educational offer: it defines how resources are used and how barriers are overcome, in order to design and plan the actions that improve the quality of inclusion. The article does not name the library: whether and how the library appears in it is for the school to decide.

None of these rules sets functional requirements for library software. The part that concerns BiblioViva directly, as a work tool of the staff, is the accessibility of the interface, covered in the page Accessibility.

What BiblioViva does

For whoever works in the library

The staff interface is designed to meet WCAG 2.2 level AA: use with the keyboard alone, screen readers, magnification, colour contrast. The criteria, the checks and the known limits are in the page Accessibility.

For the students

BiblioViva has no public catalogue and no accounts for students: the student does not use the software, the staff use it at the desk. It contains no diagnoses, personalised learning plans or health data of the students, and it has no function to mark that a student has a DSA or a disability.

To help whoever chooses a book for a student, the catalogue offers:

- The materials. The **Materials** list of the **Library and school** section of the Configuration holds the library's types of material (book, DVD, magazine...). The administrator adds others, for example a material for audiobooks, and the **Material** filter of the catalogue makes it possible to search for that material only. Each material can have its own loan rules, such as the duration and the number of books (see Set the loan rules).
- The reading levels. If the library uses them, fiction carries a **Level**, a code of a scale that the school defines in the **Reading levels** panel of the classification; the codes supplied with BiblioViva go from 1 to 5. The **Level** filter of the catalogue finds the fiction of one level. The scale is the school's: BiblioViva does not say to which reading difficulty a level corresponds, nor does it link it to a DSA.
- The subjects. The **Subjects** field of a book's record holds keywords chosen by the school, and the catalogue search finds them.
- The **Physical description** and the book's notes, free-text fields.
- The accessible formats. A book's record can have one or more accessible formats (high legibility, symbols for augmentative and alternative communication, audiobook, large print, tactile). The list of formats is the school's: the administrator edits it in the **Accessible formats** field of the **Catalogue** section of the Configuration. The **Accessible format** filter of the catalogue finds the books with one format or with any, and the "Accessible books by format" report lists the books of each format, with the copies and the loans of the period. The inclusion officers can thus find what to lend to a pupil with a DSA or a disability.

The accessible formats are data of the book, not of the student: BiblioViva records nothing about the students who use them. With the list of formats empty the catalogue does not show them.

BiblioViva does not keep the files of digital books and does not read them aloud: it records the physical copy or the medium (for example a CD) and its loan.

What the school does

- Decide with the inclusion officers whether the library is among the tools provided by the inclusion plan and by the personalised learning plans, and which accessible materials to acquire.
- Choose the accessible formats of the list in the Configuration and assign them to the books that have them; for materials other than books, for example sound media, a dedicated material can also be used.
- Provide the staff with disabilities with the assistive technology they need at the desk, as said in the page Accessibility.
- Do not record in BiblioViva diagnoses or health conditions of the students, not even in the notes: they are special categories of data (art. 9 of the GDPR), for which the school has other tools. See Personal data protection.

References

- Law of 8 October 2010, no. 170, on Normattiva (in Italian): new rules on specific learning disorders in schools.
- Ministerial decree of 12 July 2011, no. 5669, on the Ministry's site (in Italian), with the attached guidelines on the right to education of pupils and students with a DSA.
- Disturbi specifici dell'apprendimento (DSA), the page of the Ministry of Education and Merit (in Italian).
- Law of 5 February 1992, no. 104, on Normattiva (in Italian): framework law for assistance, social integration and the rights of handicapped persons.
- Legislative decree of 13 April 2017, no. 66, on Normattiva (in Italian): rules for the promotion of the school inclusion of students with disabilities.
- Alunni con disabilità, the page of the Ministry of Education and Merit (in Italian).

Related pages

Accessibility

Set the loan rules

Find a book

The school's inventory of assets

This page covers the rules on the inventory of the assets of schools, that is, the accounting regulation (Interministerial Decree of 28 August 2018, no. 129, D.I. 129/2018), title III, articles 29 to 34, for the part that concerns the library's books. It is written for the head teacher and for the school's administrative manager (DSGA), who keeps the inventory.

What the rule asks

- The inventories (art. 31, paragraph 1). The school's assets are entered in separate inventories by category. One category is «libri e materiale bibliografico» (“books and bibliographic material”). The others are movable assets, assets of historical or artistic value, securities, vehicles and boats, and real estate.
- What is entered (art. 31, paragraphs 2 and 3). The movable assets of the first four categories, books included, are entered in chronological order, with a progressive and uninterrupted numbering and with all the elements that establish their origin, the place where they are, the quantity or number, the state of conservation, the value and any income. Each object bears the progressive number under which it is entered. The value (art. 32) is the invoice price for the assets purchased, the cost price for those produced in the institution, the estimated price for those received as gifts.
- What is not entered (art. 31, paragraphs 5 and 6). Consumables and movable assets worth two hundred euro or less, VAT included, are not inventoried, unless they are elements of a set of assets of higher value. Periodicals and other serial publications are not inventoried either, nor are the books intended for the class libraries; they must, however, be kept in the ways of use or with the arrangements provided by the institution's regulation. Each school approves, with a resolution of the school board (Consiglio d'istituto), its own regulation for the management of assets and inventories, which also contains the rules for the assets that are not inventoried (art. 29, paragraph 3). The rule does not say whether and how a set of books of a school library, whose total value exceeds two hundred euro, is entered by title, by copy or by lot: the school's regulation establishes it.
- The changes (art. 31, paragraph 7). Every change, increase or decrease, of the inventoried assets is noted in chronological order in the inventory.
- Who keeps it (art. 31, paragraph 8; art. 30). The inventory is kept and looked after by the DSGA, who has the responsibilities of the custodian (consegnatario), that is, of whoever keeps and manages the assets.
- The physical verification (art. 31, paragraph 9). At least every five years the assets are physically verified (ricognizione), and at least every ten years the inventories are renewed and the assets revalued.
- The write-off (art. 33). Material that is missing through theft or force majeure, or has become unusable, is removed from the inventory with a decision of the head teacher. The decision states the duty of replacement at the expense of those responsible, or that it has been ascertained, with adequate reasons, that there are no causes of administrative liability. Attached to it is a copy of the report to the public security authority, if the material is missing through theft, or the minutes of the committee referred to in art. 34, if it has become unusable. For assets missing through theft or force majeure the DSGA's report on the circumstances of the theft or loss is attached as well.

- The transfer of assets no longer in use (art. 34). Assets that can no longer be used are transferred with a decision of the head teacher, following a notice published on the school's website; the write-off decision records the sum paid.

What BiblioViva does

BiblioViva is a catalogue and a loan system for the library. It is not the school's inventory register and does not replace it. With the **School inventory** switched on it does record, for each copy, the data that the school office enters in the register (inventory number, origin, value), and it provides the lists of the copies entered and withdrawn in a period. On this page «the school inventory» is the accounting inventory of art. 31; «the shelf inventory» is the check of the copies on the shelf, run with the campaigns of the **Stocktaking** page of the **Catalogue**.

The school inventory

The school inventory is optional and is off by default. The administrator switches it on in **Administration**, **Configuration**, section **Catalogue**, in the group «School inventory», with the switch **School inventory**; in the same group the list **Origins** (one per line) holds the choices offered for the origin of a copy (by default Purchase, Gift, Other). Switching it off deletes nothing: the fields and the column disappear from the pages, the values stay and come back when it is switched on again.

What it records for each copy

- The barcode of the copy, which identifies it uniquely.
- The acquisition date, optional (**Acquisition date**), which can be changed from the record and for many copies together.
- The call number, the status (**Available**, **Lost**, **Damaged**, **In repair**, **Withdrawn**), the copy's notes and, for periodicals, the designation of the issue.
- The material of the title (book, DVD, magazine...), according to the library's **Materials** list.
- With the school inventory on, three more items: the **Inventory number**, the **Origin** and the **Value (€)**.
- With the status **Withdrawn**, the day of the write-off and the reason.

The **Inventory number** is unique: BiblioViva refuses a number already given to another copy. It is written with letters, digits and the signs `.`, `/`, `-`, up to 20 characters. When copies are added BiblioViva proposes the number after the highest one made of digits only (numbers with letters, kept from an earlier register, do not count; leading zeros are kept: after `000123` comes `000124`), and the number can be changed or emptied. The numbering is proposed, not imposed: that it is progressive and uninterrupted, as art. 31, paragraph 2 asks, is checked by the school. The **Value (€)** is the price or the estimated value, for example 12.50; the school sets it according to art. 32.

BiblioViva does not keep the chronological register of changes of art. 31, paragraph 7, and does not produce the inventory in the form of the register. The purchase accounting documents stay in the school's accounts.

Withdrawing a copy

A copy that has been lent is not deleted: when it leaves the library it is marked **Withdrawn**, from its record or, for many copies together, from **Change the copies of the selection** in the **Catalogue**. The **Reason** is optional for a single copy and required when many copies are withdrawn together. A copy on loan cannot be withdrawn. A withdrawn copy is never lent and does not count among those expected on the shelf in the stocktaking campaigns. The procedure is in the guide Withdraw a lost or damaged copy.

Where the trace of the withdrawal stays:

- The copy stays in the catalogue with the status **Withdrawn**, in the book's record. A book with all its copies withdrawn disappears from the searches of the **Catalogue** and comes back with **Also show withdrawn books**.
- The copy keeps the day of the withdrawal and the reason on itself, with or without the school inventory: the table of the copies shows them under the status («Withdrawn on» followed by the date and the reason). If the copy goes back to another status, the day and the reason are cleared.
- The change of status, with the reason, the account and the time, is also a row of the **Audit log**, which the administrator consults, filters by **Action** and by dates, and exports. The rows older than the number of months chosen (24 by default) are deleted (setting **Months of the audit log**); the list of the copies withdrawn does not depend on the log and covers any period.

The lists for the inventory

Two reports of the **Books** category of the **Reports**, with the parameters **From** and **To** (by default the start of the school year and today), are printed and exported as CSV or ODS like every report:

- **Copies withdrawn in the period**: the copies withdrawn between the two dates, with **Inventory number**, **Copy**, **Title**, **Author**, **Withdrawn on**, **Reason**, **Origin** and **Value (€)**. It is the list to attach to the head teacher's write-off decision (art. 33).
- **Copies entered in the period**: the copies acquired between the two dates, in the order of the inventory number, with **Inventory number**, **Copy**, **Title**, **Author**, **Publisher**, **Year**, **Acquired on**, **Origin** and **Value (€)**. It is what the school office enters in the inventory register (art. 31, paragraph 7: the increases).

Two other reports: "Acquisitions by year" counts the copies that entered the library each year (it uses the acquisition date, and the date the copy was entered when the former is missing); "Lost, damaged or in-repair copies" lists the copies in those statuses and does not include the withdrawn ones.

The shelf inventory campaigns

The **Stocktaking** page of the **Catalogue** runs the checking campaigns: every copy on the shelf is read with the barcode scanner, and at closing the copies never read are marked **Lost**. A campaign lasts as long as needed, even several days; it reports the copies out of place, the ones found again and the ones on loan, which do not count among the missing. The list of the copies still to be found can be downloaded as CSV or ODS, with the code, the call number and the title of each; with the school inventory on, the list shows «Inv.» and the number next to each copy and the export has the **Inventory number** as its first column. At closing the page shows the summary: copies seen out of those expected, marked lost, found again, on loan, out of place. The procedure is in the guide Do the stocktaking.

The campaign ascertains which copies of the catalogue are on the shelf: the list of the missing copies, with the inventory number, serves the physical verification, at least every five years, of art. 31, paragraph 9. The campaign is not, however, a write-off decision: marking a copy **Lost** does not remove it from the school inventory.

Exports

- **Catalogue (CSV)**, from **Exports** in Administration: one row per copy, withdrawn ones included, with barcode, call number, title, author, publisher, year, ISBN, status, acquisition date, the copy's notes, inventory number, origin and value. It is the list to compare with the school's inventory register.
- The **Export** menu of the **Catalogue**: the search results, with the filters in use, as CSV or ODS.

Class libraries and periodicals

Magazines are catalogued with a material of their own (as a rule "Magazine") and the designation of the issue. For the books of a class library BiblioViva has no field for the location of the copy: the school can tell them apart with a dedicated material, added in the **Materials** list of the **Library and school** section of the Configuration, and record their loans like those of the other books. How the school keeps and records the assets that are not inventoried is set by its regulation (art. 31, paragraph 6; art. 29, paragraph 3).

What the school does

- Keep the inventory register in its own accounting system: the register of art. 31 belongs to the school and the DSGA, even if BiblioViva records number, origin and value on each copy. Decide whether to switch on the school inventory in BiblioViva and which **Origins** to offer.
- Decide in the regulation for the management of assets how the books of the school library are inventoried and how the class libraries and the periodicals are kept.
- Check that the numbering is progressive and uninterrupted, and set the value of each copy according to art. 32.
- At the end of a period, enter in the register the copies of the report **Copies entered in the period**.
- For the physical verification, at least every five years, run a campaign in **Stocktaking** and compare the list of the missing copies, with the inventory numbers, and that of the **Catalogue (CSV)** with the inventory register. The school does the comparison: BiblioViva does not run it.
- For the write-off, adopt the head teacher's decision with the attachments required (report to the authorities, minutes of the committee, DSGA's report) and, once the decision is adopted, mark the copies **Withdrawn** in BiblioViva with the **Reason** (for example the reference of the decision). Attach to the decision the report **Copies withdrawn in the period**.
- Keep the lists needed for the records, exported from the reports and from the catalogue.

References

- Interministerial Decree of 28 August 2018, no. 129, on Normattiva (in Italian): regulation containing general instructions on the administrative and accounting management of schools, title III (articles 29 to 34).
- Gazzetta Ufficiale no. 267 of 16 November 2018 (in Italian), the Official Journal with the text of the decree.

Related pages

Withdraw a lost or damaged copy

Do the stocktaking

Stocktaking

Reports

Configuration

Exports

Audit log

Free software in public administration

This page covers the rules of the Digital Administration Code on the choice and reuse of software in public administrations. It is written for the head teacher, the DSGA and the officer for digital transition (RTD), who have to give reasons for adopting software.

What the rule asks

- Codice dell'amministrazione digitale (CAD, the Digital Administration Code, D.Lgs. 82/2005), article 68. Before acquiring software, the administration makes a comparative technical and economic evaluation among the available solutions. The article lists them: software developed on behalf of the public administration, reuse of software of other administrations, free or open source software, cloud software, proprietary software under a license of use, and combinations of these solutions. The evaluation takes into account the total cost, the use of open data formats and interoperability standards, and the supplier's guarantees on security, data protection and service levels.
- CAD, article 69. It covers reuse: an administration that owns software developed to its own specifications must make its source code available, with the documentation, in a public repository and under an open license. It does not concern a school that uses existing software, such as BiblioViva.
- AgID guidelines on the acquisition and reuse of software for public administrations. They explain how to make the comparative evaluation and how to publish the software to be reused.
- Developers Italia catalogue. It is the list of free software that administrations can reuse. Software enters it with a description file, `publiccode.yml`, in the software's public repository.

The rule does not say whether and how to document the comparative evaluation for software that is downloaded free of charge: it is a decision of the school.

What BiblioViva does

License

BiblioViva is free software, under the GNU General Public License version 3 or later (GPL-3.0-or-later). The license allows anyone, a school included, to:

- use the software for any purpose, without paying any license;
- study its source code;
- modify it;
- redistribute it, also modified, under the same license.

The source code is public on GitHub. The license and the address of the code can also be read in BiblioViva's About page; the same page lists the **Libraries used**, that is, the programs by others that are inside BiblioViva.

The publiccode.yml file

In the main folder of the repository there is the file publiccode.yml. It is written according to the publiccode.yml standard (version `0`) and describes the software so that a catalogue can read it by itself: the name, the address of the code and of the documentation, the license, the category (integrated library system), the type (web application), the development status (beta), the scope (education, Italy), the descriptions in Italian and in English, the contact of whoever maintains the project and the dependency on Docker.

The Developers Italia catalogue reads the file from public repositories. Whether BiblioViva is in the catalogue is checked on the Developers Italia site. A test of the project checks that the file respects the mandatory fields and the values allowed by the standard.

Data usable outside BiblioViva

The data stay in the following formats, readable without BiblioViva (the Exports page describes the entries).

- Lists in CSV, from **Administration → Exports**: students, teachers, catalogue (one row per copy), loans in progress and loan history. The first four are in the format of BiblioViva's imports.
- The catalogue in MARC 21 and in UNIMARC, in ISO 2709 and in MARCXML, from the **Export** menu of the Catalogue (also for a print list of copies and for the missing copies of a stocktaking): they are the formats in which library programs exchange records.
- A single JSON file with patrons, catalogue, loans and lists, «to move to another installation or program».
- The data of a single person, in JSON, from the patron's record, to answer an access request.
- The tables and reports that are downloaded from their lists, in CSV or in ODS (the open spreadsheet format of LibreOffice).
- The configuration as a single ZIP archive, from **Administration → Configuration**.
- The backups: the database is an SQLite file, an open and documented format, and **Export everything** downloads a ZIP archive with the database, the photos, the covers and the configuration. They are restored on another installation of BiblioViva.

The catalogue is exported in the MARC 21 and UNIMARC formats, which many library programs read, and imported from a MARC file: a school can therefore leave BiblioViva or come to it from another program (Koha, SebinaNEXT, Clavis). Whether the destination program reads the fields of the copies as BiblioViva writes them is to be checked at the migration.

What the school does

- The comparative evaluation of article 68 stays with the school, which compares BiblioViva with the other solutions it considers possible and gives reasons for its choice.

- In the evaluation the school can cite: the free license and the absence of a license cost; the public code; the documentation, which is public; the `publiccode.yml` file, with the presence or not in the Developers Italia catalogue; the export formats described above, which meet the criterion of open data formats.
- Consider in the total cost also what the free software does not include: the computer to install it on, whoever manages it and how support is obtained; the `publiccode.yml` file declares community maintenance.
- The guarantees on security and data protection that article 68 asks of suppliers are, for BiblioViva, those that the school itself provides on its own computer: see IT security and Personal data protection.

References

- Codice dell'amministrazione digitale (D.Lgs. 7 March 2005, no. 82), on Normattiva (in Italian), with article 68 and article 69.
- Guidelines on the acquisition and reuse of software for public administrations, on the AgID site (in Italian).
- Developers Italia, the catalogue of free software for public administration (in Italian).
- publiccode.yml standard.
- GNU General Public License, version 3, the text of the license.
- BiblioViva's code on GitHub.

IT security

This page covers the rules on IT security that apply to schools as public administrations and says which part of them concerns BiblioViva. It is written for the head teacher, the DSGA, the DPO and the officer for digital transition (RTD).

What the rule asks

- Minimum ICT security measures for public administrations (AgID Circular of 18 April 2017, no. 2/2017; AgID is the Agency for Digital Italy). Each administration adopts them and applies them to its own IT systems: they concern, among other things, the inventory of devices and programs, configurations, users with administrator privileges, backups and data protection. The head of the structure in charge of organisation, innovation and technology fills in and signs the implementation form attached to the circular. The measures concern the school's systems as a whole: a single software contributes to those that touch it, and does not certify compliance with them.
- GDPR, article 32. The controller, that is, the school, adopts technical and organisational measures appropriate to the risk, including confidentiality, the ability to restore data after an incident and the periodic testing of the measures. The library's patrons are mostly minors. See Personal data protection.
- ACN regulation on cloud services for public administration (ACN is the Agenzia per la cybersicurezza nazionale, the National Cybersecurity Agency). Administrations use cloud services qualified by the ACN, with levels that depend on the classification of the data and of the services. The qualified services are in the ACN's public catalogue.

What BiblioViva does

What follows is checked in the code and in the technical documentation (Security and Deployment, in English).

Access and permissions

- An account is needed to use BiblioViva. All pages, except the login page, require being logged in; so do the photos and the covers.
- The staff accounts are defined in the configuration; as a rule there is one per role (administration, loans, catalogue, cards, reports), shared by several people. Personal accounts, one per person, can also be created, from **Administration → Staff accounts**. See Manage the staff accounts.
- Passwords are not stored: the configuration holds only a value computed from the password with the argon2id algorithm (a hash, from which the password cannot be recovered). The minimum length of a password is eight characters. A personal account can be created with the requirement to choose its own password at the first login.

- Each account can do only what the permissions of its roles allow. The permissions are checked by the server on every request, not just hidden in the interface. Backups, accounts, the audit log and the settings are reserved to the administration permission, which as a rule only the `admin` account has. The last account with the administration permission cannot be removed or reduced.
- After five failed login attempts in fifteen minutes, for the same user name or from the same network address, further attempts are refused. The two numbers are settings.
- The session is identified by a random code, stored in the database only as a hash, and lasts for the number of days set (14 as a rule), renewing itself with use. A deactivated account or a changed password closes the sessions of that account.
- The **Audit log** lists who did what: logins, changes, imports, backups. It contains no personal data of the patrons. The rows are deleted after the months set in **Months of the audit log** (24 as a rule). With shared accounts the log shows the name of the account and not that of the person; to know who did what, personal accounts are needed. See Audit log.

Network and connection

- With Tailscale the BiblioViva computer can be reached only by the devices of the school's private network, not from the internet; the connection uses HTTPS with a valid certificate. The traffic between the devices is encrypted by Tailscale.
- With the local network BiblioViva can be reached by the devices connected to the school's network, with the HTTP protocol: the connection is not encrypted and passwords travel in clear on that network. The camera and use from outside the school are not available. This way suits a network the school trusts. See Choose the network.
- In the Docker installation BiblioViva runs in a container with an unprivileged user, with the file system read-only except for the three data folders. The pages send the browser the usual security headers; uploaded files (photos, covers, archives, CSV files) are checked and the images are re-encoded, to remove hidden data as well, such as the location.
- The internet searches of a book's record and cover send only the ISBN, the title or the author, never data of the patrons.

Backups

- BiblioViva makes a copy of the database by itself every night (at 3:00 as a rule), also copies the photos and the covers and keeps the copies of 30 days as a rule. If the computer was off at that hour, the copy is made at the next start. A copy can be made at any time with **Back up now** and is downloaded from **Administration → Backups**.
- Restoring starts from a copy in the list or from an uploaded archive. Before restoring, BiblioViva checks everything and shows what would change; it restores only the parts chosen.
- An external copy is optional and is switched on in the installation: on another disk, on a USB stick, on a network disk or on a storage service the school already has an account with. The **Backups** page shows the outcome of the last external copy and flags a copy older than two days.
- The backups are not encrypted. They contain the data of students and teachers.

Updates

- BiblioViva does not update itself: the configuration provided contains no automatic update service. Updating is an operation for whoever administers the computer, who downloads the new version and restarts BiblioViva; a backup is made first. See Update BiblioViva.
- The libraries that BiblioViva uses are pinned to exact versions; the list is in the About page.
- The computer's operating system and the rest of the installed software are not updated by BiblioViva.

Cloud

BiblioViva is installed on a school computer and keeps its data there: it is not a cloud service bought by the school, and the ACN qualification does not concern it. Whoever offered it to schools as a hosted service should check the ACN rules for cloud service providers. Two choices of the school can, however, involve a third-party service:

- Tailscale, if chosen, is a service of a US company, which processes the data of the Tailscale account and the connection data of the devices; the content of the traffic is encrypted from one device to the other. The rule does not expressly say whether the cloud service rules apply to this use: the evaluation is the school's, with its DPO and its officer for digital transition. With the local network this service is not there.
- An external copy on an online storage service is a cloud service of the school, and the ACN rules apply to that service, not to BiblioViva.

What the school does

- Choose where the BiblioViva computer is kept: in a room not accessible to anyone who is not staff.
- Decide who knows the password of the `admin` account, change it when whoever knew it leaves the post, and give colleagues accounts with only the permissions they need. Create a personal account for each person who must be recognisable in the log.
- Update the computer's operating system and, when a new version comes out, BiblioViva.
- Choose where to keep the backups and who can take them: they are not encrypted, so a USB stick or a disk with the copies must be kept like an archive of personal data. For a destination outside the school, the school's own data protection rules apply.
- Try restoring a copy once, to know that it works and how long it takes. See Restart from a backup.
- Choose the way to connect: Tailscale or the local network. With the local network, use it only on a network that is trusted.
- Keep the processing documents in order (record of processing activities, information notice, security measures adopted): see Personal data protection.
- Fill in the implementation form of the AgID minimum measures for the school's own systems: BiblioViva is only one of them.

References

- Minimum ICT security measures for public administrations, AgID Circular of 18 April 2017, no. 2/2017, on the AgID site (in Italian).
- Regulation (EU) 2016/679 (GDPR), on EUR-Lex, article 32.
- Cloud per la pubblica amministrazione, on the ACN site (in Italian), with the regulation and the catalogue of qualified services.
- Security: BiblioViva's technical page on security, in English.
- Deployment: the technical page on installation, backups and updates, in English.

Other rules

This page lists the rules that may be believed to apply to a school that adopts library software, but that do not concern BiblioViva, or concern it only in part. For each one it says what the rule asks and why it does not apply, or what BiblioViva does about it. It is written for the head teacher, the DSGA, the DPO and the officer for digital transition (RTD).

European Accessibility Act

Directive (EU) 2019/882, transposed in Italy by D.Lgs. 82/2022 (legislative decree), sets accessibility requirements for certain products and services offered to consumers: for example computers, e-commerce, banking services, e-books and transport. Free software that a school installs for its own staff is neither a product nor a service for consumers, and the directive does not concern BiblioViva. The accessibility rules that apply to the school are those of Law 4/2004, described in the page Accessibility.

NIS 2

Directive (EU) 2022/2555 (NIS 2), transposed by D.Lgs. 138/2024, asks the entities within its scope to register on the platform of the Agenzia per la cybersicurezza nazionale (ACN, the National Cybersecurity Agency), to adopt security measures and to notify significant incidents. Among public administrations, those listed in annex III of the decree are included, whatever their size.

The ACN's frequently asked questions (answer AMB.PU.1, on the scope) list schools among the entities that, as a general rule, are outside the scope. The list is called indicative and not exhaustive, and the exception concerns entities that carry out activities of annexes I and II of the decree or that receive a notice of designation from the ACN. The same result is reported by ItaliaOggi (in Italian): primary and secondary schools are outside the scope and do not have to register on the ACN platform. Unless the ACN designates it, NIS 2 therefore creates no obligation for the school that concerns BiblioViva. The AgID minimum ICT security measures and article 32 of the GDPR remain, described in the page IT security.

Digital identity, SPID and CIE

Article 64 of the CAD (the Digital Administration Code) provides that public administrations, when an online service requires the identification of the user, do it with SPID (the Public Digital Identity System) or with the electronic identity card (CIE). The rule concerns the services that the administration offers to citizens online. BiblioViva has no access for pupils, families or other citizens: only the library staff log in, with an account defined in the configuration or created by the administrator. The rule does not concern BiblioViva.

pagoPA

Article 5 of the CAD obliges public administrations to accept payments in their favour by electronic means, through the national platform pagoPA. BiblioViva handles no payments: it provides no fines, penalties or other amounts for delays or lost books (for a delay it shows only the days), and the value that the school inventory records on each copy gives rise to no payment. The rule does not concern BiblioViva.

Copyright and covers

Law 633/1941 (the Italian copyright law) protects copyright. Book covers are images that may be protected, and BiblioViva treats them as follows:

- By default it looks up the cover by ISBN at Amazon and Open Library and saves it on the school's computer, usually reduced to 600 pixels in width; Google Books is available but off (`covers.providers` in `config/config.example.json`). The operator can also photograph or upload the cover of a copy.
- Covers are shown only in the catalogue pages, after logging in with a staff account: BiblioViva has no public catalogue and does not publish them elsewhere.
- Covers are switched off with the setting **Book covers** (`covers.enabled`): they are no longer looked up online, photographed or uploaded, and the catalogue does not show them. Switching them off does not delete the files already saved. The procedure is in the guide Switch off photos or covers.

The law does not expressly provide for this internal use of covers, that is, showing them only to staff inside a library catalogue. BiblioViva gives no answer: the decision to keep covers on is the school's, which can ask the opinion of its DPO or of a lawyer.

BiblioViva itself is free software under the GPL-3.0-or-later licence; the libraries it contains keep their own licences, and the page About lists them in the section **Libraries used**. The licence is covered in the page Free software in public administration.

Electronic documents and preservation

The AgID guidelines on the creation, management and preservation of electronic documents regulate how public administrations create, register, keep and preserve their documents: the school's document management system, with its electronic registry and the preservation of records.

BiblioViva is neither a document management system nor a preservation system. It keeps the library's working registers: the patron records, the catalogue, the loans, the lists and the reports. An official act of the school, for example the decree by which the head teacher removes an asset from the inventory, is created, registered and preserved with the school's registry system. A list exported from BiblioViva in CSV or ODS can accompany the act, if the school so decides.

The rule does not say expressly whether the registers of a school library, such as the loan history, are to be treated as administrative documents to be preserved: the answer is for the school, its document management officer and its DPO. The retention time of the data of patrons and loans is described in the page Personal data protection.

References

- Directive (EU) 2019/882, on EUR-Lex, and the D.Lgs. 27 May 2022, no. 82, on Normattiva (in Italian).
- Directive (EU) 2022/2555 (NIS 2), on EUR-Lex, and the D.Lgs. 4 September 2024, no. 138, on Normattiva (in Italian).
- NIS, the ACN page, and its frequently asked questions on the scope (answer AMB.PU.1), both in Italian.
- Nuove regole per la cybersecurity, scuole fuori, article in ItaliaOggi (in Italian, partly behind a paywall).
- CAD, article 5 (payments) and article 64 (digital identity), on Normattiva (in Italian).
- SPID, CIE and pagoPA, the sites of the three systems (in Italian).
- Law 22 April 1941, no. 633, on Normattiva (in Italian).
- Guidelines of AgID, with the guidelines on the creation, management and preservation of electronic documents (in Italian).

Related pages

Compliance

Accessibility

IT security

Free software in public administration