



Regulation of University Fernando Pessoa's Libraries

Article 1 Object

This Regulation defines the conditions of access and use of the services of University Fernando Pessoa's Libraries (UFP).

Article 2 Location and contacts

Alberto Caeiro Library (ACL)

Casa da Garrida
Rua Conde de Bertiandos
4990-078 Ponte de Lima
Phone: +351 25 8741026
E-mail: bibac@ufp.edu.pt

Fernando Pessoa Library (FPL)

Praça 9 de Abril, 349
4249-004 Porto
Phone: +351 22 5071301
E-mail: bibfp@ufp.edu.pt

Ricardo Reis Library (RRL)

Rua Delfim Maia, 334
4200-253 Porto
Phone: +351 22 5071300
E-mail: bibrr@ufp.edu.pt

Article 3 Opening hours

1- The opening hours of UFP's Libraries are displayed in the different libraries and posted on the website (<http://biblioteca.ufp.pt>).

2- The opening hours of UFP's Libraries are as follows:

Alberto Caeiro Library (ACL)

School period and school holidays: 9am-12:30pm and 2-6:30pm
August: 9am-12:30pm and 2-6:30pm

Fernando Pessoa Library (FPL)

School period and school holidays: 8am-8pm

August: 9am-6pm

Ricardo Reis Library (RRL)

School period and school holidays: Monday to Thursday - 8am-8pm; Friday - 8am-6pm

August: 9am-6pm

Article 4

Users

UFP's Libraries consider as users:

- 1- UFP enrolled students, researchers and collaborators, being considered internal users.
- 2- Users who do not belong to UFP, who will have to be identified and authorized by the Library staff, being considered external users.

Article 5

Identification of the users

- 1- All users must have an updated Student Card or, if they don't have it, a Library Card that identifies them, which must be presented at the entrance, at the service desk and whenever requested by Library staff.
- 2- The issuance of the Library Card is done in any of the three UFP's Libraries, the first card is free and for its issuance it is required a photo, the last payment receipt (or a registration declaration) and an identification document. A second card can be issued with a cost of 2 Euros.
- 3- UFP researchers and collaborators identify themselves by presenting the card issued by UFP.
- 4- UFP external users (classified in Article 10 as type D and E) must request the Library Card. The first Library Card is free and for its issuance it is required a photo and an identification document. In the event that these users claim to use the book loan service, they will have to fill out a form, provide proof of their address and pay an annual fee, being the amount indicated in the table in Article 10.

Article 6

Rights and duties of the users

1- Users have the right to:

- Request information about the Institution, the services available and UFP's Libraries rules.
- Consult the bibliographic catalog and existing databases.
- Benefit from the reading on-site.
- Use the book loan service.
- Have access to the copy and printing service.
- Have support in the selection and acquisition of bibliography and other sources of information.
- Have wifi access to the UFP network and the Internet.
- Have free access to the shelves of the works that are in this regime.

- Submit bibliographic suggestions, which will be subject to budget approval and availability, and claims.

2- Users have the duty to:

- Comply with this Regulation.
- Be polite, correct and respect other users as well as all UFP's Libraries staff.
- Report to staff the damages they may have noticed on the consulted works.
- Respect loan deadlines or request its renewal before the deadline.
- Respect UFP's Libraries opening hours.
- Remove the sound from the cellphone before entering UFP's Libraries.
- Respect the silence, refrain from eating, smoking or have any kind of behaviour that may interfere with and disrupt the normal functioning of the Libraries.
- Contribute to the maintenance of order, cleanliness and preservation of spaces and equipment.
- Ensure the integrity of publications.
- Present the Student Card or the Library Card whenever requested.
- Respect the security measures.

Artigo 7.º **Reading Rooms**

1- Reading Rooms are intended for the realization of individual intellectual, on-site and silent work, and any activity in group is strictly prohibited.

2- All internal and external UFP users, duly identified, have access to this service.

3- Simultaneous use of existing works with other materials, including personal computers, is allowed provided that the normal functioning of these spaces is not disturbed and that the preservation of the premises, furniture and equipment is not at stake.

4- All the documents which constitute the Library fund are in free access and do not require requisition, except those which belong to the reserved collection, the audio-visual and cartographic material, the psychological tests (see Article 18) and the academic work.

5- The on-site reading of publications in reserved access areas, namely in the Group Work Offices located in Ricardo Reis' Library, is subject to the following obligations by the reader:

- Fill in a requisition at the service desk.
- Request up to 3 (three) publications simultaneously.
- Request new publications is only possible after returning at the service desk the ones previously requested.

6- In the reading rooms is not allowed to:

- Deteriorate the consulted works, i.e. with notes, underlining or markings.
- Speak aloud.
- Activate the sound of the mobile phone, make or receive any kind of calls, including video calls, or play games of any kind.
- Smoke, eat or drink (except bottled water).
- Change the location of existing furniture and equipment.

- Leave the taken reading seat for more than 30 minutes; if this happens, and if there are users waiting to have access to the reading room, the seat will be considered available and the items left to reserve the seat will be removed by one of the Library's staff and later returned when requested.
- Leave personal items to reserve seats.
- Use computers for purposes other than research support.
- Withdraw any publications from the Library without proper authorization.
- Store the consulted Library's works on the shelves, but place them in the designated places, as their replacement is the sole responsibility of the Library's staff.

7- UFP's Libraries are not responsible for personal items that are forgotten, lost or missing in their facilities.

8- In case of violation of the standards described in this article, the user can no longer enjoy the Libraries facilities until the end of the corresponding semester.

Article 8 Group Work Offices

1- The Group Work Offices are spaces adjacent to the reading rooms (FPL and RRL) and with reserved access exclusively for group study or work. These rooms cannot be used by only one user.

2- In these spaces all the rules of the preceding article are applied, but the conversation between the elements of the group is allowed, as well as those described in this article.

3- The access to Group Work Offices is reserved, exclusively, to internal users identified in point 1 of Article 4, as long as they are in groups, and is limited to the capacity of the rooms.

4- For the request and use of the Group Work Offices, it is mandatory to book in person at the Libraries' service desk or by e-mail up to 24 hours in advance.

5- The requisition is valid for 2 hours, renewable for the same period if there are no users on the waiting list.

6- Regardless of having made the reservation, users cannot occupy the offices without previously leaving the Student Card or the Library Card at the service desk.

7- The management of the occupation of the Group Work Offices is done exclusively by the Libraries' staff.

8- Users may not be absent from the Group Work Offices for more than 15 minutes.

9- Users who have booked a Group Work Office have a 15-minute entry tolerance and may, in the event of a bigger delay, lose their full right of use it, if there are reservations for the same space.

10- It is forbidden to eat, drink (except bottled water) and smoke in the Group Work Offices.

11- Users are responsible for the preservation and maintenance in good conditions of all equipment available in the Group Work Offices.

12- In case of violation of this article's rules, the user can no longer use the Group Work Offices until the end of the corresponding semester.

Article 9 Lockers

1- Lockers are located at the entrance of the FPL and the RRL and are intended for use by the internal users of the services and resources of these spaces.

2- The use of the lockers is daily.

- To use the lockers, the user must:

- Go to the service desk, present the Student Card or the Library Card and request the use of a locker.
- Use the locker whose number corresponds to the number of the key provided.
- After putting the material in the locker, return the key to the service desk.
- At the end of the use, which must be daily, remove the material, empty the locker and return the key to the staff.

Article 10 Book loan service

1- The requisition of works under the book loan service regime always requires the presentation of the Student Card or the Library Card, the completion and signing of the request form and the keeping of the loan ticket provided by the Library staff.

2- The requisition for book loan service may be made by institutions, provided they are duly identified and authorized for this purpose in the interlibrary loans regime.

3- By completing and signing the requisition form, the user assumes that he/she is solely responsible for the borrowed work(s) and that he/she is obliged to return it/them in good condition and before the deadline established for the loan, and that will have to compensate the Library in case of damage or loss of the work(s).

4- For the purposes of the previous number, it is considered that, upon the requisition, all publications are in a good state of preservation, unless otherwise indicated and duly marked in the request form.

5- The request or return of the works must be made up to 15 minutes before the closing time of the Libraries.

6- The book loan service of works which, due to their characteristics, are not subject to the normal loan regime, require authorization from the Coordination of the Library Services.

7- The following documents are not included in the normal loan regime: reference works (dictionaries, encyclopaedias etc.), periodicals, psychological assessment tools, academic works, works with an on-site consultation label, works with 3 (three) or more reserves, cartographic material and works from the reserved fund.

8- It is forbidden to give the publications requested to third parties for whatever reason.

9- The normal home loan conditions vary according to the different types of users, whose characteristics are defined in the following table:

Type	Description	Deadline	Nr. of works	Annual Fee
A	master and post-graduation teachers and students	10 working days	3	free service
B	CTeSP (pre-university) and undergraduate students and non-teaching staff	5 working days	3	free service
C	PhD students	1 month	3	free service
D	external readers	5 working days	3	€20
E	UFP alumni	5 working days	3	€15

10- The normal loan period begins on the day of the requisition of the work and ends on the day of the deadline mentioned for each case in point 9 of this article. The return may be made by a third party or by registered parcel, and must indicate the number of the reader who made the loan.

11- The loan period may be renewed subject to the following conditions:

- The user must request the renewal at the Libraries, by e-mail or telephone, provided that it is preferably done up to 2 (two) days before the deadline for the return.
- General conditioned fund works cannot be renewed.
- Each loan can only be renewed up to a maximum of 2 (two) successive renewals. A new loan requested by the same user will only be possible after one week of interval, given the need to ensure access to works by other users.

12- The works borrowed the days before Christmas and Easter holidays can be returned the day classes resume without penalties, even if the duration of the holiday period exceeds the deadline for the normal loan.

13- The user loses the right of renewal if, in the meantime, a reservation has been requested by another user.

14- For the purposes of the preceding number, the Library services will have to notify the user to return the borrowed document.

15- A user who wishes a work that is requested on a home reading loan regime, may request that its reservation be made under the following conditions:

- The request must be made in person, by phone or e-mail;
- The user will be informed by e-mail of the availability of the reserved work;
- After receiving information from the Library that the work is available, the user has 2 (two) business days to get it, otherwise the right to the loan will be transferred directly to the next user in the waiting list;
- Each user can reserve up to 3 (three) works simultaneously.

16- If a work has more than 3 (three) reservations, it will be retained in the Library it belongs to for a certain period of time, so that all users have access to it.

Article 11

Interlibrary loan

1- The interlibrary loan service includes access to works that do not belong to UFP's Libraries fund but that can be borrowed from other national or foreign libraries and document centers.

2- It is intended exclusively for UFP's internal users and its cost will depend on the amount charged by the entity to which the loan is requested.

3- The loan granted by UFP's Libraries, except works referred to in point 7 of Article 10, must comply with the following rules:

- Requests must be in writing, signed by the requesting library manager, and sent to UFP's Libraries by mail or email;
- The requesting entities are solely responsible for the damage caused to the works or the loss of the works provided by UFP's Libraries, being subject in these cases to the penalties/indemnities foreseen in this Regulation;
- The loan term is 5 (five) working days after its date of shipment;
- The loan is granted for a maximum of 3 (three) simultaneous works;
- The loan is free of charge for institutions with which UFP has signed protocols or has privileged relations, and the Library may establish amounts to be charged to third parties to cover the expenses related to the service rendered and the shipping costs;
- The works sent by post mail must be sent in registered parcel;
- The Library reserves the right to refuse the interlibrary loan to libraries that do not respect this Regulation or when the interests of UFP's users may be harmed.

Article 12

Penalties

1- Failure to comply with the rules and deadlines foreseen in this Regulation implies the following penalties:

- Delay in return up to 15 working days - The requisition and renovation rights are suspended until the return of the work and the payment of a penalty of € 0.50 per day of delay and per work withheld.
- Delay in return from the 16th working day - in addition to being subject to the fine set forth above, the user cannot use the book loan service for a period equivalent to the time in which he/she was in breach with the Library.

2- UFP's Libraries have the right to temporarily suspend the book loan service to any user who:

- Did not pay the penalties;
- Did not replace damaged or misplaced publications while in his/her possession;
- Is a repeat offender not complying with this Regulation.

3- In case the works are retained, the users are subject to the retention of any document requested from UFP services and, in the case of students, they are subject to the suspension of the grade publication until the return of the missing work to UFP's Libraries.

4- It is the responsibility of the Coordination of the Library Services to notify users of irregular situations.

Article 13

Indemnities

- 1- The user is responsible for the work he/she requested and must reinstate or indemnify the Library in the event of loss or damage of the borrowed work.
- 2- It is considered to be a damage: cutting, folding, tearing, writing or scratching, drawing, underlining, soiling, tearing or rendering unusable sheets or covers of a work.
- 3- The calculation of the indemnity that the user will have to pay, in case of loss or damage of the loaned work, will take into account its real or estimated value, as well as all the costs related to the procedure.
- 4- The indemnity amount must be communicated and asked in writing to the user, determining a reasonable time for its payment.
- 5- By dispatch of the Coordination of the Library Services, the user who has damaged or misplaced a work may be prevented from using the services of the Libraries until he/she pays the compensation, after the deadline set for this purpose.

Article 14

Database search/Internet access

- 1- The computers available in the Group Work Offices are used to access UFP and Internet databases, they are intended solely to provide access to online information and should be understood as an extension to the document reference service.
- 2- Downloads are not allowed on computer hard disks.
- 3- Under this service, access to the Internet as leisure is prohibited.
- 4- Libraries reserve the right to limit access to users who do not use these services for the purposes set out in this article.

Article 15

Reference and research service

- 1- The reference service aims to guide and support the users in a good use of the documentary fund and the local or remote information resources, regardless of their medium, to explain the ways of research in the different databases, manage and control on-site reading and book loan service.
- 2- This service can be requested on-site or virtually.

Article 16

Training service

- 1- UFP's Libraries develop each year training and dissemination events on the services and the resources that they offer.
- 2- These events are accessible only to UFP's internal users.

Article 17

Reproduction of documents

1- When reproducing the documents that exist in the Libraries, users must respect the Portuguese Copyright and Related Rights Code, as well as all legislation applicable to the protection of intellectual property.

2- It is not allowed to reproduce the works:

- Which are in a poor state of preservation;
- Which, given its nature, may suffer irreparable damages;
- Which are academic works.

3- The Library provides its users with equipment for the reproduction of documents in self-service regime.

Article 18

Test library

1- This space is located at Fernando Pessoa Library and is made by psychological tests.

2- Test loan is only allowed to UFP's teachers and students, the latter having to present a written authorization signed by a teacher.

3- External users can consult these materials but can not loan them.

4- The home loan, when authorized, can be done under the following conditions: maximum of 3 (three) documents during 3 (three) working days.

5- The user undertakes to respect the ethical rules that relate to the good use of psychological assessment materials with regard to the training required for the application and interpretation, the confidentiality of the results obtained and the respect by the copyright.

Article 19

Instructions for donating works to the Library

1- The donor must send the list of books to donate to the e-mail: biblioteca@ufp.edu.pt.

2- After receiving the list, the Library will contact the donor specifying which works were accepted;

3- The library will carry out the technical procedures necessary for the integration of the works in its fund which will be executed according to the available time and the organization of the work of the technical team;

4- Usually, the following works are accepted:

- Topics related to areas of interest of the Library, mainly subject matters taught at UFP and Portuguese literature;
- Updating of the bibliographic fund by the introduction of relevant and current topics;
- The need for new copies to satisfy requests;
- Filling gaps in the collection;
- Replacing damaged or lost works;
- Adding of historical value to the Institution.

5- The works with the following characteristics will not be accepted:

- Works damaged or in poor preservation condition;
- Photocopies;
- Poorly accessible language;

6- Exceptional cases will be examined by the Coordination of the Library Services.

Article 20 Theft

1- The user who tries to remove works from the Libraries without previous requisition will be suspended of all the rights of the Libraries' use for a period that may be between one semester and one year, without prejudice of possible criminal law procedure against the user in question.

2- The Library declines any responsibility for the possible loss of the users' personal belongings.

Article 21 Final provisions

1- Failure to comply with the provisions of this Regulation may lead to:

- For internal users, disciplinary procedure, being the Coordination of the Library Services responsible for writing the participation;
- For external users, the procedures provided by the Portuguese Law in general;

2- UFP's Libraries reserve the right to prevent access to any user with repeated inappropriate behavior.

Article 22 Unforeseen situations

The cases omitted in this Regulation will be resolved, in the first instance, by the Coordination of the Library Services, whose decision is appealed to the Rector or his delegate.

Article 23 Revision

This Regulation will be revised whenever necessary, having in mind the correct and efficient functioning of UFP's Libraries.

Article 24 Coming into force

This Regulation takes effect on the 16th of September of 2019 and will be published on UFP's official website.

Porto, the 16th of September of 2019