

Rules of the Libraries of the Instituto Politécnico de Bragança

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Regulation of the Libraries of the Polytechnic Institute of Bragança

Chapter I

General Provisions

Article 1

Object

This Regulation defines the conditions of the use of the services provided and the physical spaces of the Libraries of the Instituto Politécnico de Bragança (IPB).

Article 2

Scope

This Regulation shall apply to all Libraries of the IPB.

Article 3

General objectives

1. The general objectives of the Libraries of the IPB are:
 - a) Facilitate, disseminate and provide the documentary and informational resources that exist in the IPB Libraries, thus contributing to the performance of teaching functions, permanent education and cultural extension;
 - b) Support investigation and research;
 - c) Support, through a set of services, the users who address them;
 - d) Participate in bibliographic information systems or networks, scientific and technical, according to the interests of the IPB;
 - e) To be recognized by their users (individual and institutional) as an indispensable and excellent service in supporting teaching, learning, research, as well as the creation, dissemination and use of knowledge generated in the IPB;
 - f) Promote professional training and personal development of the library staff, facilitating interaction with its users;
 - g) Promote professional training for users of the information resources made available by the Documentation and Library Services of the IPB.

Chapter II

Users

Article 4

Types of users

Users are divided into: internal users and external users

1. Internal users are: students, teachers, researchers and non-teaching staff of the IPB;
2. External users are any other persons, outside the academic community of the IPB. Also considered as external users are former students, former employees and former teachers of the IPB.

Article 5

Identification of Users

1. Internal users must have an identification card of the IPB having to present it whenever requested;
2. The IPB ID card is personal and non-transferable;
3. The ID card is provided by the central services of the IPB;
4. External users should:
 - a) Present a valid personal identification document and fill out an application form provided at the service location of any IPB Library;
 - b) In the specific case of users under the age of 18, the person in charge must authorize the registration of the minor, taking responsibility for all the actions of the minor;
 - c) In case of former students and former teachers and non-teaching staff of IPB, the procedure is identical to that described in a);
5. Internal users should proceed to request the central services of the IPB in case of renewals or duplicates of the ID card of the IPB, updating all personal data on-site service of any IPB Library.

Article 6

User rights

Users rights are:

- a) Request information on the services and standards used in IPB Libraries;
- b) Use of open-access spaces, namely reading rooms, group study cabinets, informal reading areas;
- c) Use of the information services and resources provided by Libraries under the conditions established in this regulation as well as those defined and published by the Documentation and Library Services of the IPB;
- d) Take from the shelves the documents you want to consult, read, view or, possibly, request for domiciliary reading;
- e) Request the consultation of the funds and request loan publications, within the norms established in the present Regulation;
- f) Access electronically to your user record and the associated electronic services;
- g) Browse existing databases;
- h) Reproduce documents, pursuant to Decree-Law no. 63/85 of 14/3/1985, the Copyright Code and Related Rights;
- i) Have a pleasant and conducive environment to research, study and reading;
- j) To benefit from the support of the technical staff in the different Libraries;
- k) Reserve documents that, at the time of your request, are required;
- l) To present suggestions or complaints, using for this purpose an appropriate form, available on the website of the Services of Documentation and Libraries of the IPB.

Article 7
User Duties

It is the duty of users to fully comply with the rules contained in the IPB Regulation of Libraries, namely:

- a) Adopt a civic conduct before other users and staff of the Libraries, in all situations;
- b) To promote an environment of silence and well-being, refraining from talking, eating, smoking, taking objects and / or taking actions that disrupt the normal functioning of Libraries;
- c) To keep in good state of conservation the documents that are provided, thus respecting the integrity of the bibliographic and documentary funds;
- d) To properly use the facilities and equipment, maintaining the disposition of the furniture;
- e) Place the documents you have taken from the shelves for consultation or reading in the library, on the adjacent tables to the bookshelves;
- f) Return requested documents within the set deadline;
- g) Compensate the Libraries for damages or losses that are of your responsibility as provided in articles 29 and 30;
- h) Comply with the rules of use of reading rooms, group work rooms;
- i) Make good use of Libraries' computers, not installing or changing software;
- j) Respect and abide the warnings of the Librarians', treating them with courtesy and respect;
- k) Respect the current timetable stipulated by the Libraries;
- l) Leave the premises 5 minutes before closing time, so that the library staff can close at the scheduled time;
- m) Show the identification card whenever you are asked.

Chapter III
Use of Libraries
Article 8
Schedules

1. Opening hours of the IPB Libraries are defined by each School and placed in a visible place in the respective spaces and should also be disclosed on the Micro-site of the IPB's Documentation and Library Services;
2. Access to the workrooms group is possible only for two or more students, up to a maximum of eight;
3. In order to request the use of a workroom group, the interested parties must always present their IPB identification card to the attendant of the library service desk;
4. Whenever the elements of the working group need to leave the room, the attendant's desk employee should be notified;

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5. After 30 minutes of absence of the workgroup room assigned to them, and if other groups are waiting, library staff shall remove all personal objects from the members of that group and assign the space concerned to another group;
6. The group is entirely responsible for the conservation of the space and furniture in the group workroom assigned to them, and the members are responsible, in case of damage or misuse, for repair costs of damaged goods;

Article 10

Rules of conduct in library spaces

1. Libraries reserve the right to prohibit the access to users who show inappropriate behaviour;
2. In reading and group work rooms is not allowed: Smoking, eating, drinking or taking any action that jeopardize the environment of silence and concentration required in Libraries; speak loudly or using any device (mobile phone) that bother other users; changing the arrangement of the furniture; bring pets;
3. Libraries are not responsible for the loss or damage of personal objects caused by the abandonment of them on the tables;

Article 11

Presential reading

Presential reading is understood to be the one performed exclusively in the reading room, in the opening hours.

- a) Users have the right to the presence reading of all bibliographic species that are in the reading room without the need for requisition;
- b) Presence reading of the documentation that is stored in other reserved areas of the Library, such as the deposits, may be restricted by its nature. Documents in these spaces, when strictly necessary for consultation must be requested until 16:30 each day to the library staff at the service desk.

Chapter IV

Loan

Article 12

Domiciliary loan

Domiciliary loan is understood as the loan of works for reading outside the library.

- a) Loan of publications is provided individually to each user for Domiciliary reading, or to institutions, in interlibrary loan scheme;
- b) Solicitation of publications under a domiciliary loan scheme is the exclusive right of internal users of the IPB;
- c) Request of publications in domiciliary loan scheme to external users should be authorized by the head of the Library;
- d) Loan of publications always implies the presentation of the ID card of the IPB;
- e) Loan of publications always implies the fulfillment of a requisition that will be realized by computer;

- f) When applying for domiciliary loan the user assumes the commitment to return it in good condition and within the specified period;
- g) It is strictly forbidden to give in to third parties the requested publications.

Article 13

Restrictions on domiciliary loan

There will not be provided for domiciliary loan:

- a) Reference works: encyclopedias, dictionaries, vocabularies and atlases;
- b) Periodicals;
- c) Current reference works;
- d) Documents in bad conditions;
- e) Species of exhausted editions
- f) PhD and Master dissertations;
- g) End of Course reports;
- h) Documents that are in deposits/archives.

Article 14

Term of domiciliary loan

Domiciliary loan is carried out for 3 to 15 business days, according to the following specifications:

- a) Students – 3 working days;
- b) Staff – 7 working days;
- c) Teachers/researchers – 15 working days;
- d) External users – 3 working days;
- e) Special cases: students with post-working hours, stage research and/or training, the domiciliary loan period may be extended by a maximum of 15 working days.

Article 15

Renewal of domiciliary loan

1. If required by the user, the loan term can be renewed until the last day of the deadline established for delivery;
2. Renewal of the deadline can be made in person at the service counters of the IPB Libraries, by telephone or via Internet in the application of library management in the personal area;
3. You may only request one (1) renewal for each loan;
4. All users lose the right for the renewal of the loan term (even automatically) if the documents concerned have in the meantime been requested by another user or if the user return the documents after the deadline;
5. For the purposes of the previous paragraph, the Library will notify the user by email or telephone to return the documents within the maximum of 1 day.

Article 16

Simultaneous number of loans

1. Students – up to 3 publications;
2. Staff – up to 3 publications;
3. Teachers/researchers of the IPB – up to 10 publications;
4. External users – up to 2 publications.

Article 17

Reservation of publications

1. Users intending to loan an available publication in the libraries of the IPB may request their reservation;
2. Reservation can be made via internet in the personal area, at the library desk, or alternatively by phone;
3. Each user can reserve up to 3 publications simultaneously;
4. Orders will remain valid until the working day following the reservation.
5. If the user doesn't get the document within the indicated period, it will automatically switch to the next user in the reservation list, or if there is no following user, the document will be stored in the respective shelf.

Article 18

Reservation of borrowed publications

1. Users intending the loan of a publication that is already requested in domiciliary loan can request their reservation;
2. Reservation can be made via internet in the personal area, at the library desk, or alternatively by phone;
3. Each user can reserve up to 3 publications simultaneously;
4. Orders will remain valid until the end of the next working day of the availability of the reserved publication;
5. For the purposes of the previous paragraph, the Library will notify the user by email or telephone of the availability of the reserved documents.
6. If the user doesn't get the document within the indicated period, it will automatically switch to the next user in the reservation list, or if there is no following user, the document will be stored in the respective shelf.

Article 19

Return of borrowed publications

1. Users must return the publications in person within the established deadline;
2. Users that for reasons of internships, research and/or training, are out of Bragança, may return the publications by post to the library where it has been requested, counting for the purposes of the loan term, the date of dispatch.

Article 20
Interlibrary Loan

Libraries of the IPB perform interlibrary loans (ILL) with other national and international libraries.

Article 21
Loans requested from similar institutions
Monographs

1. The procedures in interlibrary loans of monographs to other Libraries shall comply with the following rules:
 - a) Request must reach the IPB libraries via email;
 - b) Application must contain all the necessary information of the document and the library where the request will be made (title, author, the code and library where the monograph will be requested) and the name and number of the student, teacher/employee of the IPB;
 - c) Use of this service is subject to the payment of fees that each Library provider implements. The costs inherent in these processes are of the entirely responsibility of the requesting user;
 - d) In case of loss/missing, damage or destruction of a publication, the library should allocate the costs to the requesting user and provide an equal and undamaged copy, within 30 days, or its commercial value so that the injured library can acquire the respective publication;
 - e) Requested publications must always be sent by registered mail, properly conditioned, being the requesting entity to confirm in writing the registration number and date of return.

Article 22
Loans to other similar institutions
Monographs

Whenever requested by other Libraries, the interlibrary loan of monographs should be ensured by the IPB Libraries and shall comply with the following rules:

- a) Request must reach the IPB libraries via email or by post and must contain all the necessary information of the document and the requesting library;
- b) Maximum number of requested documents may not exceed three;
- c) Term of loans shall be 15 days, from the date of dispatch of the publications to the requesting library;
- d) Requesting library may demand a loan renewal of the publications, since it is within the time limit and there are no other requests for the same document;
- e) Publications that have to be moved, have to be sent under registration, properly conditioned, being the requesting entity to confirm in writing the registration number and date of return; the expenses inherent in this process will be paid against reimbursement by the requesting entity;
- f) In the interlibrary loan, the requesting Library always functions as solely responsible for the requested publications;

- g) In case of loss/missing, damage or destruction of a publication, the requesting library should provide an equal and undamaged copy, within 30 days, or its commercial value so that the injured library can acquire the respective publication;
- h) Shall not be subject of this loan the documents that are defined in each library as Outside the interlibrary loan (e.g. rare or high valuable documents; reference works; documents of special funds; Issues of periodicals; etc.).

Article 23

Loans requested from similar institutions

Scientific articles

Supply of articles in the interlibrary loan must obey the following rules:

- a) Request of scientific articles for interlibrary loan should reach the Libraries of the IPB, by electronic mail;
- b) All the necessary information for the identification of the article must be contained in the request (title, authors, Journal title, vol., no., pages and if the article link is online) And also the name and number of student, teacher or IPB employee;
- c) Use of this service is subject to the payment of fees that each Library provider implements. The costs inherent in these processes are of the entirely responsibility of the requesting user.

Article 24

Loans to other similar institutions

Scientific articles

Supply of articles in the interlibrary loan must obey the following rules:

- a) Request of the articles for interlibrary loan should reach the Libraries of the IPB, by post or email;
- b) All the necessary information for the identification of the article must be contained in the request (title, authors, Journal title, vol., no., pages and if the article link is online)
- c) To avoid costs with photocopying and postage, articles must be provided with good resolution in "pdf" format, with good resolution, and be sent by email;
- d) Deadline for the request satisfaction should not exceed two working days.

Article 25

Permanent request

1. Permanent requisition is the loan of publications for a period of one year, renewable;
2. It is of the exclusive right of the departments or laboratories of the schools to request publications permanently;

3. The preservation and requests of publications, under permanent requisition, is the sole responsibility of the Coordinator of the Department and/or the laboratory's manager;
4. Permanent requisition applies only to publications purchased through projects;
5. To fulfil requests from other users; the library may interrupt the request of publications not specifically purchased for this purpose;
6. Loan may be renewed annually, and the person in charge of the requesting Department or Laboratory must apply until the 5th working day of September;
7. To satisfy specific reading needs in any of the IPB Libraries, the person in charge of the library, may require the rapid return of publications for defined periods, on a case-by-case basis;
8. Under this scheme, each department or laboratory can't hold more than 50 publications simultaneously.

Chapter V

Returns and Penalties

Article 26

Return of Publications

Unless the request is renewed and authorized, users must return borrowed or requested publications at the end of the lending term.

Article 27

Penalty for delay

1. Return of the publications outside the lending deadlines implies for users the following penalties:
 - a) A period of inhibition of three days, up to maximum of thirty days, will be accumulated for each day of delay;
 - b) Penalty of suspension of the right to request publications applies from the date on which the return occurs;
 - c) It is of the responsibility of the head of the library to notify the users of the attributed penalties;
 - d) In case of students, the academic services will suspend all acts related to the academic situation of the student, and the access to all IT platforms for pedagogical support will be forbidden, if the period of delay is over 30 days.
 - e) After the return of the publications, in case of the previous point, the Academic Services and the Information Services of the IPB have three working days to restore the situation prior to suspension, counted from the date of the notification of this fact by the head of the Library.
 - f) The person in charge must inform the President of the IPB, when the delay in the delivery of the documents exceeds 30 days, in the case of teachers,

researchers and non-teaching staff, which may determine the immediate discount on remuneration benefits due to the employee, of the amount required to replace the document to the library, calculated in accordance with Article 1 to 30.

- g) Definitive prohibition of the right to request publications will be implied in case of unjustified recidivism.
2. Additional or different penalties may be determined by the competent organs of the Schools, which shall be fixed in a visible place in the respective spaces.

Chapter VI

Loss and damage

Article 28

Responsibility

Users are always responsible for the requested publications, and should not, in any case, give it in to third parties, having to replace it or indemnify the Library in case of damage or loss.

Article 29

Damage of Publications

1. Folding, cutting or tearing, writing or scratching, drawing, underlining, soiling or wetting the sheets or covers of a publication, as well as to remove or disable any signs placed by the Libraries is considered its damage;
2. It is the responsibility of the head of the library to decide whether or not the damages caused to a particular document are or are not eligible for compensation.

Article 30

Indemnity

1. In case of damage or loss of publications, the head of the library is going to made the calculation of the indemnity to be paid by the user, taking into account the real and estimated value of the publication, as well as all the expenses inherent in the respective process;
2. After being duly notified, the user is inhibited from enjoying the Libraries services of the IPB whilst not paying compensation for damage or loss of the publication.

Article 31

Other suspension situations

Users withdrawing or attempting to withdraw publications from the IPB Libraries without prior request will be subject to an internal investigation process, during which all user rights are suspended.

Chapter VI

Final dispositions

Article 32

Acts of indiscipline

1. Users who practices acts of indiscipline and/or disturbance of the appropriate environment for reading and study in the different areas of the IPB Libraries, must leave the facilities, by indication of the library staff.
2. Refusal to leave the facilities, the severity and/or repetition of acts of indiscipline or disturbance, determine the establishment of an internal investigation process, during which all user rights are suspended.

Article 33

Noncompliance of the Regulation

1. Disciplinary proceedings shall be applied to users who violate the rules of this Regulation, particularly the situations described in articles 29, 31 and 32.

Article 34

Omitted Cases

Omitted cases will promptly be resolved by the Head of the Library.

Article 35

Implementation

After the approval by the President of the IPB, this regulation should be publicized on the IPB's Internet portal, specifically of the IPB's Documentation and Library Services to come into force.

