



BIBLIOTECA GERAL  
UNIVERSIDADE DE  
COIMBRA

## Regulations for Book Lending

The lending of books at the General Library of the University of Coimbra (BGUC) is governed by the Regulations for Book Lending of the Libraries of the University of Coimbra (UC), approved by deliberation of the UC Senate, on 6 December 2006, with the following specifications:

### I. USERS

- a. The university community.
- b. Other individuals, not included in the previous group, who are duly authorized by the BGUC.

### 2. WORKS AVAILABLE FOR LOAN

- a. Monographs with a publication date after 1970 are available for loan, except for those whose bibliographic or material value the BGUC classifies as not available for home reading.
- b. **Excluded works:**
  - Restricted Access Items
  - Manuscripts
  - Special collections and private library items
  - Reference works (dictionaries, encyclopedias, and atlases)
  - Serial publications (including single-issue periodicals)
  - Frequently used works (textbooks and other required reading materials)
  - Works in poor condition
  - Theses that are typed and not commercially published
  - Works with detachable prints, engravings, or photographs
  - Other works, not included in the previous sets, but whose bibliographic value excludes them from home reading (such as first editions, autographed editions, etc.)
  - Audiovisual materials

- c. UC professors and researchers may request works with a publication date prior to 1970, subject to assessment by the librarian responsible for the service.

### 3. LOAN TERMS AND MAXIMUM NUMBER OF WORKS

#### Internal (UC):

Types of users	Term	Maximum number of copies	Number of renewals	Renewal deadline <sup>1</sup>	Minimum usage time <sup>2</sup>
Professor, Researcher	60 days	20	2	7 days	15 days
Postgraduate Student (MA and PhD)	15 days	5	2	3 days	5 days
Undergraduate student including under international exchange programs	5 days	3	2	2 days	2 days
Staff	5 days	3	2	2 days	2 days
Research Projects, Internal Services	6 months	20	1	0	-

#### External:

Types of users	Term	Maximum number of copies	Number of renewals	Renewal deadline <sup>3</sup>	Minimum usage time <sup>4</sup>
Institutional users (on temporary duty at UC)	15 days	5	2	3 dias	7 days
General	3 days	3	2	1 day	

Extracted from the “Regulation for Book Lending of the Libraries of the University of Coimbra”.

<sup>1</sup> Days before the end of the loan term for renewal to be permitted.

<sup>2</sup> Minimum time for which a user, who requested a document that has been reserved, is entitled to use that copy.

<sup>3</sup> Days before the end of the loan term for renewal to be permitted.

<sup>4</sup> Minimum time for which a user, who requested a document that has been reserved, is entitled to use that copy.

#### **4. TIME FOR REQUESTS AND RETURN OF WORKS**

Items can be requested from 9:00 am to 12:15 pm and from 2:00 pm to 5:00 pm.

Returns can be made within opening hours.

#### **5. FINAL PROVISIONS**

All omitted cases will be promptly considered by the member of staff responsible for this service.

Coimbra, 27 October 2023  
Library Director