



BIBLIOTECA GERAL  
UNIVERSIDADE DE  
COIMBRA

## Reading Regulations

Access to the General Library and to its bibliographic and document collections is open and free to all members of the university community and the public, with some limitations for protecting its collections.

### 1. Access

- a. The Reading Service comprises the spaces designated as Catalogue Room, General Reading Room, Multimedia Room, Manuscripts and Rare Books Reading Room, Research Desks and Reference and Interlibrary Loan Service.
- b. Access to the Reading Rooms, Research Desks and Reading Room for Manuscripts and Rare Books, must be done from the Catalogue Room, upon request, after completing a registration form.

### 2. Borrowing works

- a. Requests for works for each of the reading areas is made by filling out a specific form in a computer application installed on the computers made available to users in the Catalogue Room (to be used exclusively for this purpose and for bibliographical research) until 5:00 p.m.
- b. For each requested work, users must fill out an independent form.
- c. Up to four works can be requested and consulted simultaneously.
- d. Whenever readers need to make new requests, they must return the requested works and go to the Catalogue Room.
- e. Consultation of reference works, in the General Reading Room, requires filling out a Free Access form which allows access to all existing documentation.
- f. When validating requests, the user must inform whether the requested works are intended for reading in the Library or for loan.

- g. After completing and confirming requests, readers who wish to consult the works in the reading rooms will receive a form indicating the number of the assigned place, where they will wait for the works to be delivered.
- h. Reservation of borrowed works may be requested if readers intend to consult them on a subsequent day.
- i. Readers who wish to consult works after 5:30 pm, but who cannot make in-person requests within the stipulated time, may send their requests by email to [gabref@bg.uc.pt](mailto:gabref@bg.uc.pt), or by phone 239 859 847, until 4:30 pm on the same day.
- j. For works existing in digital format or microfilm, consultation of the original will only be authorized in exceptional circumstances.

### **3. In-house reading**

- a. Works will be delivered to readers in the seat assigned to them upon the delivery of their reading seat identifier.
- b. Once the consultation is complete, readers must return the work(s) to the reading room staff, receiving back their reading seat identifier, which they must leave at the counter in the Catalogue Room upon exit.
- c. Readers may be absent from the General Reading and Multimedia Rooms for a period not exceeding 1 hour, retaining the right to their seat.
- d. Except for self-service photocopies, works cannot be taken outside the Reading Rooms.

#### **Readers must:**

- a. Comply with stipulated regulations, maintaining an appropriate attitude towards other readers and staff.
- b. Return the works within the stipulated deadlines.
- c. Handle all documentation in a way that guarantees its integrity, the reader being responsible for any damage caused - erasure, mutilation or other forms of handling that cause damage.
- d. Assume the costs arising from the damage or loss of works.
- e. Comply with the rules for using spaces and equipment.

#### **Readers are not allowed to:**

- a. Use reading rooms for purposes other than consulting documentation and reading.

- b. Move furniture or equipment.
- c. Talk out loud or use a cell phone.
- d. Leave personal objects unattended.
- e. Occupy spaces reserved for staff.
- f. Bring bags, handbags, briefcases, backpacks, or umbrellas into the reading rooms.
- g. Eat or drink, except properly packaged water, and only in the General Reading Room.

Any omitted cases will be decided by the member of staff responsible for the Service.

The General Library reserves the right to use all legal means at its disposal to protect the integrity of its collections.

Coimbra, 27 October 2023  
Library Director