

Regulations for Document Reproduction

The General Library of the University of Coimbra (BGUC) provides document reproduction services, including photocopying, digital copying, photography, and microfilm, of items belonging to its collections.

Reproduction is strictly limited by the Library's aims of preservation and conservation of its collections, and by current legislation on Copyright and Related Rights (https://diariodarepublica.pt/dr/legislacao-consolidada/decreto-lei/1985-34475475) Intellectual property legislation prohibits the full reproduction of works under copyright.

The Library accepts requests for reproduction of documents made locally, at the Reading Services (Catalogue Room, General Reading Room, Manuscripts and Rare Books Reading Room), or made by any other means (e-mail, letter, fax, telephone — https://ucpages.uc.pt/en/bguc/information/#contact).

I. Self-service photocopier

BGUC also offers a self-service photocopying service, through the purchase of a rechargeable prepaid card. Self-service photocopying requires prior authorization from the staff on duty.

Self-service photocopying is prohibited, and the provision of this service by BGUC document reproduction services is strictly limited, in the following instances:

- a) items in which photocopying requires straining the spine, or when other material features make the opening the book inadvisable.
- b) items whose dimensions or weight are incompatible with the available photocopiers.
- c) rare or valuable works, according to the librarians responsible for the book borrowing service, even if they have not been classified as such.

- d) monographs with a publication date prior to 1970, inclusive.
- e) journals prior to 1970, inclusive.
- f) newspapers
- g) unpublished theses
- h) items in poor condition

Photocopying is strictly prohibited (and the use of other reproduction media is also limited) in the following instances:

- a) old books (publication before 1801)
- b) rare books
- c) restricted access items
- d) manuscripts
- e) musical manuscripts
- f) maps
- g) iconography
- h) special collections
- i) bound serial publications
- j) items in poor condition

Reproduction of these documents, through scanning, photography, or microfilm, depends on a written assessment of the librarian responsible for the collection to which the item belongs.

When the state of conservation, the characteristics of the item, or its classification, are not compatible with the requested reproduction method, the competent librarian will either suggest an alternative method or simply prohibit the reproduction of the document.

When it is found that there is no suitable technical equipment for the reproduction of the items, which could damage the works or contribute to their degradation, BGUC may resort to other document reproduction services at the University, in accordance with established protocols. You can also use external services to carry out photography, microfilm, and microfilm duplication.

In the case of using external services, reproductions of classified documents will be made on the premises and under the supervision of library staff.

Readers will receive a price quote that includes all costs.

The BGUC is entitled to keep a copy of all digitized works, which will be catalogued and stored in a suitable location for future use.

If a digital copy or microfilm of a given item exists, any subsequent reproduction is made from this alternative medium.

2. Paying and collecting document reproductions

The document reproduction service is paid in advance, according to the applicable Table of Prices.

Copies can be collected locally at the Administration Office or be sent by post. In this case, packaging and shipping costs will be added.

National postal delivery can be made for a fee to be paid by the recipient.

Digital images can be sent by email at no additional cost.

3. Use and publication of images of document reproductions

The dissemination or publication of reproductions of images of heritage works from the BGUC collections, or their use for any research and educational purpose, is subject to prior written authorization from the Director of the General Library.

The use of image reproductions in pedagogical and scientific publications is free of charge. A copy of the published work should be delivered to the BGUC. In publications with commercial purposes, the use of reproduced images is subject to a fee for each image used.

Public use of reproductions of images from the BGUC heritage items requires that a reference to the General Library of the University of Coimbra is clearly visible in the published work, including the exact shelfmark of the item.

Coimbra, 27 October 2023 Library Director