

THE LIBRARY

2020/2021

LENDING AND BORROWING

REGULATION

CIRCULATION DESK

1. OPENING HOURS: 9.30h – 17.30h, from Monday to Friday (changes may occur).

2. ACCESS TO THE LIBRARY

2.1. It is mandatory to obey all the rules established by national authorities (mainly permanent use of facial mask, frequent hands hygienization and social distancing observation).

2.2. It is mandatory to obey all the rules established in FLUP's document "Covid-19 – Regras de Funcionamento e Circulação".

3. LENDING/BORROWING DOCUMENTS

3.1. Every borrowing request has to be sent by email until 6 p.m. of the previous day.

3.2. Emails have to include the user's name and ID and document details, such as author, title and call number.

3.3. Emails have to be send simultaneously to the following addresses:: lgil@letras.up.pt;
mborges@letras.up.pt; cavilez@letras.up.pt; cfernandes@letras.up.pt

3.4. Documents are lended exclusively at the circulation desk (Level 0).

4. RETURN OF BORROWED DOCUMENTS

4.1. Documents have to be returned exclusively at the circulation desk (Level 0).

4.1. Returned documents will enter a quarantine of 48 hours before they become available again.

4.2. The Library Regulation still applies, mainly in what concerns rules 7. and 10.

5. INFORMATIONS: every information has to be asked by email (sdi@letras.up.pt) and phone (+351 226077149).

Porto. FLUP, September, 16, 2020

The Dean

