

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



HOMOLOGO
2020/05/16
O(A) Diretor(a)
[Signature]



THE LIBRARY

2020/2021

READING ROOMS

REGULATION

LEVEL 0 AND LEVEL 1

- 1. OPENING HOURS:** 9.30h – 17.30h, from Monday to Friday (changes may occur).
- 2. NR. OF PLACES:** 16 (Level 0) + 24 (Level 1) = 40
- 3. ACCESS TO THE LIBRARY**
 - 3.1. COMING IN:** Door 2, always respecting users' arrival order
 - 3.2. GOING OUT:** Door 1
 - 3.3.** Only users belonging to FLUP's academic community have access to the Library's Reading Rooms.
- 4. PERMANENCE IN THE LIBRARY**
 - 4.1.** 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).
 - 4.2.** It is mandatory to obey all the rules established in FLUP's document "Covid-19 – Regras de Funcionamento e Circulação".
 - 4.3.** It is mandatory to obey the rules established in nr. 5. of the present Regulation.

5. READING ROOMS

- 5.1.** Reading Rooms can only be used to seat and study/read.
- 5.2.** Readers have to identify themselves, leaving their UP card at the Librarian desk (Level 0 and Level 1).
- 5.3.** Readers can only seat in places already identified by numbers.
- 5.4.** Readers can only seat in places they have been assigned upon arrival. An internal record of this assignement will be kept.
- 5.5.** Each reader has to sanitize his own place, cleaning it with paper and disinfectant liquid upon arrival. When going out, the used paper must be left in "Papeleira Covid".
- 5.6.** Moving tables and chairs is not allowed.
- 5.7.** Access to bookshelves is not allowed.
- 5.8.** Readers cannot leave their belongings in the Reading Rooms when leaving the Library.
- 5.9.** If, on the same day, a reader wants to come back after leaving the Library, his registration process will begin again.
- 5.10.** If a reader wants to borrow or return a document from the Library, he has to do it at the Circulation Desk (Level 0), following the Lending and Borrowing Regulation.
- 5.11.** The Library Regulation still applies, mainly in what concerns rules 5.3. and 8.

Porto. FLUP, September,16, 2020

The Dean

