

# **REGULATION OF THE CARLOS AMARAL DIAS LIBRARY**

## **Article 1 (Scope)**

The present Regulation defines the conditions of use of the services provided by the Carlos Amaral Dias Library, as well as other aspects related to its functioning.

## **Article 2 (Skills)**

The Carlos Amaral Dias Library of the Instituto Superior Miguel Torga has as its main competences:

- a) Make available to students, teachers, employees and other interested parties duly authorized bibliographic resources in support of teaching and research;
- b) Assess users' needs and their perception of the quality of service;
- c) Cooperate with domestic and international libraries.

## **Article 3 (Services)**

1. The Carlos Amaral Dias Library provides the following services:

- a) Assistance to users in their research;
- b) Presence reading;
- c) Home loan;
- d) Inter-library loan;
- e) Access to the Library catalogue;
- f) Distribution of bibliographic materials;
- g) Wi-Fi;
- h) Landline Internet.

2. Bibliographic research and any other documents are not printed.

## **Article 4 (Types of Users)**

1. The Carlos Amaral Dias Library has internal and external users.

2. Internal users are the students, teachers and staff of Instituto Superior Miguel Torga and the other users are external users.

3. Only external users with their own template card can have home loans.

4. The annual cost of the card is ten euros, but it can be updated.

## **Article 5 (Purchase of Bibliography)**

1. The acquisition of works is made upon the indication of the professors, the assent of the Coordinator of the Carlos Amaral Dias Library and approval of the Directorate of the Instituto Superior Miguel Torga.

2. Teachers are required to submit their proposed acquisitions by filling out a specific form.

**Article 6**  
**(Bibliographic Consultations)**

1. Bibliographic research may be carried out at existing terminals in facilities exclusively intended for this purpose.
2. Bibliographic research can also be carried out via the Internet at [www.ismt.pt](http://www.ismt.pt) (on the link referring to the Carlos Amaral Dias Library).

**Article 7**  
**(Shelving)**

The books are placed on the shelves according to the Universal Decimal Classification (UDC), with an open access system.

**Article 8**  
**(Permanence on the Premises)**

1. Readers can use the Carlos Amaral Dias Library during the posted hours.
2. The library reserves the right to request identification and to refuse access or stay on the premises if the person's behavior does not comply with Article 13 or has any other behavior that is not in line with the proper functioning of the Carlos Amaral Dias Library.

**Article 9**  
**(Home Loan)**

1. Home loans are done in the service room.
2. The books in home requisition may remain in the requisitioner's possession for up to five business days, counting from the date the request becomes effective.
3. Loan renewals are possible either once or twice, except when the book is being requested by another user.
4. Violation of the established deadline gives rise to a fine of one euro for each day missed, including weekends and holidays.
5. Only simultaneous requests of up to 3 items are permitted.
6. Whenever the situation is considered serious, Carlos Amaral Dias Library representatives will inform the Administrative Services of the facts, which may prevent students from enrolling in tests or receiving certificates and diplomas.
7. The assignment of the requested books to third parties is not allowed.
8. Books on a home loan can be booked.

**Article 10**  
**(Exceptions to Home Requisition)**

1. The following items are excluded from home loans:
  - a) Encyclopedias, dictionaries, grammars and legislation;
  - b) Pieces that have not yet been cataloged.
2. Subject to a conditional loan are:
  - a) Pieces that are too old to be handled frequently;
  - b) Unique or rare specimens.
3. The request for Internship Reports, Postgraduate Works, Master's Dissertations or Doctoral Theses is subject to a special regime:
  - a) Regardless of the hour at which the request is made, they must be returned on the same day. Violation of this deadline gives rise to a fine of 5 euros per missing day, including Sundays and holidays.

- b) The applicant must provide identification with a photograph.
- 4. Audio and video documents can only be borrowed by filling out a specific form, and a teacher must be accountable.
- 5. It is at the discretion of librarians to make books that are in high demand by users unavailable for a home loan.

**Article 11**  
**(Replacement of Items)**

1. Books and other pieces may not be underlined, annotated or, in any other way, have their presentation altered by users.
2. The return of damaged items obliges the applicant to pay for their replacement.

**Article 12**  
**(Inter-library Loan)**

1. The Carlos Amaral Dias Library participates in an inter-library loan program (ILL) under the following terms:
  - a) Only works whose loan is permitted by Article 9 are covered by the ILL;
  - b) The Carlos Amaral Dias Library grants loans to its counterparts in reciprocity of payments;
  - c) The teachers of Instituto Superior Miguel Torga may request to the Carlos Amaral Dias Library loans of specimens from other libraries that are part of the Bibliography of the curricular units they teach and that are unavailable for purchase on the market, the charges being borne by Instituto Superior Miguel Torga until a maximum of two works per academic year, per teacher;
  - d) Students from Instituto Superior Miguel Torga may request the loan of specimens from other libraries to the Carlos Amaral Dias Library, provided that they are part of the bibliography of the curricular units or a teacher attests to the need for the request in the context of a certain curricular activity and it can no longer be found on the market, the costs being borne by the Instituto Superior Miguel Torga up to a maximum of one work per student for each academic year;
  - e) Inter-library loans granted by Instituto Superior Miguel Torga have a maximum duration of 15 days;
  - f) Only simultaneous requests of up to 3 items are permitted;
  - g) Institutions that request loans from the Carlos Amaral Dias Library are responsible for any damage or loss.

**Article 13**  
**(Standards of Good Functioning)**

1. The good functioning of the Carlos Amaral Dias Library requires compliance with the following rules:
  - a) Users must maintain appropriate silence;
  - b) Due to the open access system, users are not allowed to close study rooms;
  - c) Documents must be handled with care;
  - d) At the conclusion of their consultation, the specimens must be placed in the carts located in the main corridor;
  - e) It is prohibited to smoke, eat or keep cell phones switched on inside the premises of the Carlos Amaral Dias Library;
  - f) All garbage must be placed in the appropriate bins;
  - g) Furniture and other equipment must not be moved from their designated locations;
  - h) It is forbidden to alter the characteristics and definitions of all the equipment made available;
  - i) It is prohibited to use computers for games, lucrative activities, or access to content deemed inappropriate for the location in question;
  - j) The staff may inspect the personal belongings of any user whenever the alarm system is activated;
  - l) Users should not abandon their belongings, bearing in mind that Instituto Superior Miguel Torga is not responsible for loss and/or damage in these situations.

**Article 14**  
**(Suggestions and Complaints)**

Users have the right to submit suggestions and complaints to those responsible for the Carlos Amaral Dias Library and the Instituto Superior Miguel Torga.

**Article 15**  
**(Final Provision)**

Omissions to this Regulation will be resolved specifically by the Librarians, the Coordinator of the Carlos Amaral Dias Library, or the Management of the Instituto Superior Miguel Torga.

**Article 16**  
**(Implementation)**

This Regulation becomes effective on February 14, 2022.