



IPCA's Library USER GUIDE



INSTITUTO POLITÉCNICO
DO CÁVADO E DO AVE

Introduction

This guide aims to document and support the user in relation to the services and resources available in the library. It defines the physical spaces, the use of the equipment, the access to information and documentary resources and services as well as a set of essential information for its use.

Introducing the Library

In the framing of the Library, the organizational structure of IPCA is set out in paragraph 8th of the article 13th, which states that IPCA provides the necessary services for the proper functioning of the institution and the whole organizational structure.

This service is an important structure to support activities at the Polytechnic Institute of Cávado and Ave. It collects, treats, organizes, supports, preserves and provides relevant information resources for educational and scientific research and technological activities in IPCA. The Library of IPCA develops a set of actions promoting and facilitate the users' access to several sources of information.

The Library of IPCA was created in October 1996, when the School of Management started operating. Currently the library is in functional terms directly dependent to the Central Services.

Mission

The Library of the Polytechnic Institute of Cávado and Ave is a scientific, technical and cultural resource which mission is to contribute to the quality of the educational process provided by IPCA, it is an integrated system that encompasses all functional units of library and bibliographic information.

Users

The library is open to all the teachers and students from IPCA community, as well as external users.

Students of the Polytechnic Institute of Cávado and Ave are automatically registered as library users, faculty and staff enter directly the Library service desk, after confirmation by the Schools Services and Human Resources.

The status of the user is configured in terms of their links to the institution and their responsibilities (undergraduate students, graduate, masters, teachers, officials, employees and external users).

External Users

External users must complete a form by the responsible person for the library, form which is available in the facilities of the library, or on the website. The presented proposal is subject to approval of the head of the library, in order to access certain services. A personal identification document must be presented or a user card is necessary. The card is issued at the service desk of the library and a payment of a fee is due, with the duration of one year, the card is renewable for a similar period.

Use of services

The reading room functions are on open access to all the bookshelves. After consulting the publications of free consultation, they should be placed in the basket provided for the purpose.

Domiciliary loan

Requests for publications for domiciliary loans are allowed only to users of the library.

How to order

To place a request, the user must get the publication in the reading room and go to the service desk to perform the request in an automated way by the technicians of the library.

What can not be requested

Periodical publications (magazines, newspapers, newsletters ...); reference works (dictionaries, grammars and encyclopedias); academic work (homework, reports and draft stage), and scientific studies (Master's and PhD), audiovisual material, consultation considered monographs (Consultation publications are marked with a yellow sticker on the upper spine).

Deadlines for domiciliary loans and number of copies

Students, faculty and staff may request 5 issues for 10 days;

- External users may request 3 issues for 10 days;
- The publications required by students during the month of August must be returned on the first working day of September of the current school year;
- The publications required by students in the last school day immediately prior to Christmas holidays and Easter should be returned on the first day of school after the holidays.

Renewals

- The renewal of the loan can be made personally, by phone, online or via electronic means.
- Each loan can be renewed up to a maximum of five (5) successive renewals;
- The renewal of the loan term (for a period of 8 days) can be applied until the last day of the relevant deadline to return personally at the counter, and for this purpose, the user must be accompanied by the publication. The renewal may still be requested two days before the term to return by email, telephone and online.
- Any user loses the right to renew the loan when the deadline is exceeded or whenever there is a user in the reserve list for that publication.

Reservation

- A publication that meets borrowed can be reserved by another user that can request once it is returned.
- Reservation requests may be made in person at the desk, phone, email and via the online desk.
- Reservation requests shall remain valid for a period of two (2) business days from the day we check the availability of the publication to the reservation period concerned.
- For purposes of the preceding paragraph, the Library Technicians inform the user of the availability of the publication reserved by email. The user loses the right to keep the publication if the user fails the deadline for the request (2 working days).

Return of publications and fees for delaying the return

- The users must return the borrowed or requested publications in due time, unless the request is renewed and authorized.
- All publications are returned to the library service desk.
- When returning the publication, it is the obligation of the IPCA Library to provide the user a copy of the returning receipt.

Fines

1. Returning the publications outside the deadline implies for users the following penalties:
 - a. Until 15-day delay - suspension of the right to require and renew publications while the user hasn't returned the publications and the payment of a penalty fee for each day of delay and for each publication retained, which value is

settled in the schedule of Fees of the Library.

b. From the 16th day of delay – application of the penalty provided in the previous subparagraph plus the suspension of the right to require publications during the period of 15 days, starting from the date on which the publications are returned.

c. From the 30th day of delay - application of the penalty provided in subparagraph a) plus the suspension of the right to require publications during 30 days starting from the date on which the publications are returned.

2. It is the task of the responsible of the library to notify users of the assigned penalties.

3. After the notification, the responsible of the Library of IPCA will communicate to the Administrator of IPCA, or the responsible of the Academic Division, whether the infraction was committed by teachers, researchers, employees or students, the names of those whose infraction extends longer than 30 days.

Loss and damage of publications

The user is always the responsible for the requested publication, and must not in any case give it to another person, being responsible to replace or compensate the library in case of loss or damage.

Interlibrary Loan

The Service Interlibrary Loan (SIL) allows and facilitates access to non-existent bibliography in the Library of IPCA, through cooperation between libraries and national and international institutions.

The EIB obeys the principles imposed by the institution, which lends the publication, in relation to the term and the loan system.

All the expenses related to the requirement of publications are supported by the user, this happens with institutions, which do not establish informal protocols with our library.

Online Resources

The library allows you to consult from home all resources and products through the IPCA web page, including:

Library Online Catalog

Research all the electronic publications and all the publications on paper existing in the Library's collection of documents in the library of IPCA;

Online access to abstracts of journals in paper edition in the library;


- Free Internet Resources selected by the library;

National and international repositories of masters' and PhD theses and scientific articles;

- We provide our users selective dissemination of the information.

How to look for / locate a publication


Perform your search by subject, author or title at the online catalogue;

Perform your search by subject, author or title at the online catalogue  .

In the library catalog you can access two types of research: the simple search and the guided research. To access one of these researches, you must click on the item "searches", which is in the upper left corner of the page.


Guided research

Through the topic


1. Enter the search term in the field "tema" It is advisable to that the search term is the most specific possible so that the results obtained are not very comprehensive;
2. In the list of results, select the reference(s) of book(s) you intend to see by clicking on the title;
3. When viewing the full record, there will be a table where you can access the information about the place where to find it, (location on the shelf) and the state of the book (free, requested/ local/conditional consultation);
4. If you wish to request the book, you may request it through the following icon  .

Through the author

1. Enter the author's name in the field "autor";
2. In the list of results, select the reference(s) of the book(s) you want to see by clicking on the title;

3. When viewing the full record, there will be a table where you may access the information about the place, (location on the shelf) and the state of the book (free, requested, conditional/local consultation);
4. If you wish to request the book, you may make the reservation through the following icon .

Through the title

1. Write the title of the book in the field "título";
2. In the list of results, select the reference(s) of the book(s) you want to see by clicking on the title;
3. When viewing the full record, there will be a table where you may access the information about the place, location and the state of the book you want to read;
4. If you wish to request the book, you may make the reservation through the following icon  ;

Online Knowledge Library

Provides unlimited access to the full texts of more than 22,000 international scientific journals, mostly in English language.

How to access B-on

Go to B-on through the icon  which is in the lower right corner of the main web page of IPCA.

If the access is done outside the IPCA campus, you must configure the IP on your computer. Therefore you will have to go to the Computer Centre.

How to research

In B-on you can perform quick searches, option that appears by default when the search is performed only on one field, getting very comprehensive results, or advanced searches, in which the search is performed in several fields allowing the use of research assistance.

Advanced research

1. Enter the word(s) you want to search in the following fields: "any", "title", "author" and "issue", with the possibility of combining these fields;
2. In the list of results, select the reference(s) of the document(s) you want to see by clicking on the title being afterwards redirected to the publisher's site, which is responsible for the publication of the document.
3. To obtain the document in PDF format to download, just click on the link "PDF Full"
4. If the results are many, you can limit the search, refining it by "topic", "author", "language", "resources", "date" and "type of resource", data, which can be found on the left side of the page;

Research of journals/periodicals

If you have the reference of the magazine you intend to read, you can get the item directly in the item "periodicals/e-books".

Clicking on this item, the following image appears:



Enter the title of the magazine or click on the letter related to the first letter of the title you want to search, and click "Go".

Sign in to my personal space in the catalog

Access <http://winlib.biblioteca.ipca.pt/winlib/winlib.aspx> "login" - "user (number of student) and password;

In your personal area (reader) you will be able to renew loans of books, make reservations, check your list of loans and see the highlights, etc.

Through the electronic catalog you can search all the existing publications in the library.

Library Hours

- From Mondays to Fridays: from 9.30 to 20.30
- Saturdays: from 9.30 to 15.00

Contacts

Email: biblioteca@ipca.pt

General site: <http://www.biblioteca.ipca.pt/>

Reader's space site: <http://winlib.biblioteca.ipca.pt/winlib/winlib.aspx>

Phone: 253 802 505

Extension: 01141/01142

Elaboration

? Sd[S <aé @Vla

Traslation

Dg[4afWZa