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# WELCOME

## IPCA's LIBRARY José Mariano Gago

### USER GUIDE

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#### MISSION

The Library of IPCA is a scientific, technical and cultural resource which mission is to contribute to the quality of the educational process.

#### USE OF SERVICES

- The Reading room functions are on open access;
- Domiciliary loan;
- Interlibrary loan;
- B-on Digital Library
- Study room;
- Group study room.

#### DOMICILIARY LOAN

##### DEADLINES AND NUMBERS OF COPIES

You may request five publications for domiciliary loans by ten days.

##### 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...);
- Reference works (dictionaries, grammars and encyclopedias);
- Academic work and scientific studies, audiovisual material, consultation considered monographs.

#### 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 successive renewals.

#### CONTACTS

EMAIL: BIBLIOTECA@IPCA.PT GENERAL SITE: <http://www.biblioteca.ipca.pt>  
READER'S SPACE SITE: <http://winlib.biblioteca.ipca.pt> PHONE: 253802505

#### RESERVATION

A publication that meets borrowd can be reserved by another user that can request once it is returned. Reservation request may be made in person at the desk, phone, email and **via online**.

#### RETURN OF PUBLICATION AND FEES FOR DELAYING THE RETURN

The user must return the borrowed or requested publication in due time, unless the request is renewed and authorized. All publication are returned to the library service desk.

#### FINES

Returning the publications outsider the deadline implies penalties, like payment of a penalty fee for each day of delay and for each publication retained, which value is settled in the Schedule of Fess of the Library.

#### ONLINE RESOURCES

##### Go to B-on – Digital Library

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

- <http://www.biblioteca.ipca.pt/>
- [Catálogo da Biblioteca online](#)
- [Institutional repositon CienIpcA](#)

#### LIBRARY HOURS

- From Mondays to Fridays: from half past nine to half past eight.
- Saturdays: from half past nine to fifteen o'clock.