



## Opening of UFP libraries with new rules

### New rules for the attendance and use of library services:

- To request/return books or to book a place in the reading room is only possible after a previous appointment by phone/email (check contacts below);
- wear a mask and, if possible, a visor;
- disinfect your hands at the library entrance;
- show the student/Library card;
- be patient: if someone is with the staff, please keep the safety distance and wait to be asked to come in.

In addition to the Libraries, there are Study Rooms available at:

- Building of the Faculty of Human and Social Sciences and of the Faculty of Science and Technology: room 110 (1<sup>st</sup> floor);
- Building of the Higher School of Health: room EC0.1 (ground floor);
- Building of the Faculty of Health Sciences: room 1.1 (1<sup>st</sup> floor of pedagogical building 2).

These Study Rooms will be open Monday to Friday from 8am to 11pm and it is not necessary to schedule a place.

### **FERNANDO PESSOA LIBRARY**

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**ACCESS TO THE READING ROOM** (the number of available seats has been reduced to 7 and the Group Work Offices are closed)

- **Only by appointment** by phone (+351 22 5071301) or by email ([bibfp@fundacaofernandopessoa.pt](mailto:bibfp@fundacaofernandopessoa.pt)), indicating the day and time you want (maximum 3 hours per day).

- After sitting down, avoid **going around** the room, **going out** and **returning** to the library.
- Don't move the **chair** or **tables**.
- Don't remove **books** from shelves! If you need a book, follow these steps:
  1. consult our [Catalog](#) and copy the book reference;
  2. go to the service desk, keeping the security distance;
  3. tell the staff the book reference and wait for him/her to get the book for you;
  4. if you don't want to loan the book, don't put it on the shelf - leave it on the proper table.

#### TO REQUEST BOOKS:

- consult our [Catalog](#);
- identify the book that interests you;
- schedule your trip to the Library: call or send an email (+351 22 5071301/[bibfp@fundacaofernandopessoa.pt](mailto:bibfp@fundacaofernandopessoa.pt)) with your full name + student/reader number + title and author of the book;
- be at the library at the appointed time and bring the mask on, your student/Library card and a pen to sign the loan form;
- if the book you are looking for is not in our Catalog, we can try to get it through Interlibrary Loan.

#### TO RETURN BOOKS:

You can do it in 2 ways:

##### *In person:*

- schedule your trip to the Library: call or send an email (+351 22 5071301/[bibfp@fundacaofernandopessoa.pt](mailto:bibfp@fundacaofernandopessoa.pt)) with your full name + student/reader number;
- place the book in a transparent, sealed plastic bag (if it is more than 1 book, they must come in separate bags);
- be at the library at the appointed time;
- show your student/Library card to the staff and deposit the book in the box prepared for that purpose found at the entrance of the library where you requested it.

### ***By registered mail:***

In this case, you must send the book by registered mail to the address of the library where you requested it:

- Ricardo Reis Library - Rua Delfim Maia, 334, 4200-253 Porto or
- Fernando Pessoa Library - Praça 9 de Abril, 349, 4249-004 Porto.

## **RICARDO REIS LIBRARY**

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**ACCESS TO THE READING ROOM** (the number of available seats has been reduced to 17 and the Group Work Offices are closed)

- **Only by appointment** by phone (+351 22 5071300) or by email ([bibrr@fundacaofernandopessoa.pt](mailto:bibrr@fundacaofernandopessoa.pt)), indicating the day and time you want (maximum 3 hours per day).
- After sitting down, avoid **going around** the room, **going out** and **returning** to the library.
- Don't move the **chair** or **tables**.
- Don't remove **books** from shelves! If you need a book, follow these steps:
  1. consult our [Catalog](#) and copy the book reference;
  2. go to the service desk, keeping the security distance;
  3. tell the staff the book reference and wait for him/her to get the book for you;
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- identify the book that interests you;
- schedule your trip to the Library: call or send an email (+351 22 5071300/[bibrr@fundacaofernandopessoa.pt](mailto:bibrr@fundacaofernandopessoa.pt)) with your full name + student/reader number + title and author of the book;
- be at the library at the appointed time and bring the mask on, your student/Library card and a pen to sign the loan form;
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- Fernando Pessoa Library - Praça 9 de Abril, 349, 4249-004 Porto.

The scrupulous compliance with security rules in the Libraries will be assessed daily and, if necessary, procedures that could put employees and users at risk will be changed.

Last updated: 11-09-2020

Reviewed: 06-01-2021