



Conditioned reopening of UFP libraries with new rules

On May 18, Fernando Pessoa Library (FPL) and Ricardo Reis Library (RRL) will reopen to the public. The new schedule will be from 10am to 12pm and from 3 to 5pm.

New rules for the attendance and use of library services:

- To **request/return books** (at FPL at RRL) or to **book a place in the reading room** (at RRL) 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.

RICARDO REIS LIBRARY

ONLINE SUPPORT SERVICE

Libraries will continue to be available online to provide personalized support services such as research **guidance**, **sending** articles, **digitization** of articles and sections of works. In the latter case, the request must be sent to the e-mail biblioteca@ufp.edu.pt, with the exact information of the title and author of the work, book reference and pages to be scanned, and the Library will strictly comply with the provisions of the Portuguese Copyright Code.

Information to users:

ACCESS TO THE READING ROOM (the number of available seats has been reduced to 1/3 and the Group Work Offices are closed)

- **Only by appointment** by phone (+351 22 5071300) or by email (bibrr@ufp.edu.pt), indicating the day and time you want (maximum 2 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;
 5. Before using the **photocopier**, ask the staff to disinfect it.

TO REQUEST BOOKS:

1. consult our Catalog;
2. identify the book that interests you;
3. schedule your trip to the Library: call or send an email (+351 22 5071300 / bibrr@ufp.edu.pt) with your full name + student/reader number + title and author of the book;
4. 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;
5. if the book you are looking for is not in our Catalog, unfortunately we cannot try to get it through Interlibrary Loan, because that service is suspended.

TO RETURN BOOKS:

You can do it in 2 ways:

In person:

1. schedule your trip to the Library: call or send an email (+351 22 5071300 / bibrr@ufp.edu.pt) with your full name + student/reader number;

2. place the book in a transparent, sealed plastic bag (if it is more than 1 book, they must come in separate bags);
3. be at the library at the appointed time;
4. 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.

FERNANDO PESSOA LIBRARY

READING ROOM is closed

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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: 12-05-2020