Regulation of Fernando Pessoa Foundation's Libraries

Article 1
Object

This Regulation defines the conditions of access and use of the services of Fernando Pessoa Foundation (FPF)'s Libraries.

Article 2
Location and contacts

Alberto Caeiro Library (ACL)
Av. Fernando Pessoa 150
4420-096 S. Cosme, Portugal
Phone:+351 222 455 461
E-mail: bibac@fundacaofernandopessoa.pt

Fernando Pessoa Library (FPL)
Praça 9 de Abril, 349
4249-004 Porto
Phone:+351 22 5071301
E-mail: bibfp@fundacaofernandopessoa.pt

Ricardo Reis Library (RRL)
Rua Delfim Maia, 334
4200-253 Porto
Phone:+351 22 5071300
E-mail: bibrr@fundacaofernandopessoa.pt

Article 3
Opening hours

1. The operating hours of the FPF's Libraries are posted in a visible location within the library spaces and published on the official website (http://biblioteca.ufp.pt).

Article 4
Users

Users of the FPF's Libraries are considered to be:

1. Enrolled students, FPF staff and researchers, classified as internal users.
2. Individuals external to FPF, provided they are properly identified and authorized by the Library staff, being classified as external users.

Article 5
User identification

1. All students must have an updated Student Card or an active enrolment.
2. FPF employees and researchers identify themselves by their login.
3. FPF external readers (classified in Article 10 as types D, E, and F) must register with the Library. If these users wish to use the book loan service, they must complete a registration form, provide proof of address, and pay an annual fee as specified in the table in Article 10.

Article 6
User rights and responsibilities

1. Users have the right to:
   - Request information about the services available and the rules of the FPF's Libraries.
   - Consult the bibliographic catalog and available databases.
   - Use on-site reading services.
   - Use the book loan service.
   - Access photocopying and printing services.
   - Have support in the search of bibliography and other sources of information.
   - Have wifi access to the University Fernando Pessoa (UFP), Higher School of Health Fernando Pessoa (HSHFP), School of Medicine and Biomedical Sciences (SMBS) network and the Internet.
   - Have free access to the shelves of publications available under this system.
   - Submit bibliographic suggestions, subject to approval and budget availability, and file complaints.
2. Users have the duty to:
   - Comply with this Regulation.
   - Be polite, correct and respect other users as well as all FPF's Libraries staff.
   - Report any damages noticed on the consulted materials to the staff.
   - Respect loan deadlines or request a renewal before the due date.
   - Respect the FPF's Libraries opening hours.
   - Silence mobile phone before entering the FPF's Libraries.
   - Maintain silence, refrain from eating, smoking, or engaging in any behavior that may interfere with or disrupt the normal functioning of the Libraries.
   - Contribute to maintaining order, cleanliness, and the preservation of spaces and equipment.
   - Ensure the integrity of the publications.
   - Identify themselves whenever requested.
   - Respect the security measures.

Artigo 7.º
Reading Rooms

1. The Reading Rooms are designated for individual and silent intellectual work on-site, and any group activities are strictly prohibited.
2. This service is accessible to all internal and external users of FPF, provided they are properly identified.
3. Users may simultaneously use the available publications and other materials, such as personal computers, as long as they do not disrupt the normal functioning of these spaces or compromise the preservation of the facilities, furniture, and equipment.
4. Access to all publications in the Library's collection is free and does not require a request, except for those in the reserved collection, audiovisual and cartographic materials, psychological tests (see Article 17), and academic works.
5. On-site reading of publications in restricted-access areas, particularly in the Group Work Offices located in the Ricardo Reis Library, is subject to the following user obligations:
    - Filling out a request form at the service desk.
    - Requesting up to three (3) publications at a time.
    - Requesting additional publications is only possible after returning the previously borrowed ones at the service desk.
6. In the reading rooms, the following is not allowed:
    - Damaging consulted publications, including making annotations, underlining, or marking them.
    - Speaking loudly.
    - Keeping mobile phones with sound on, making or receiving any type of calls, including video calls, or playing any type of games.
    - Smoking, eating, or drinking (except bottled water).
    - Changing the arrangement of the furniture and equipment.
    - Leaving a reading seat unoccupied for more than 30 minutes; if this occurs and there are users waiting, the seat will be made available, and any belongings left to reserve the seat will be removed by a library staff member and later returned upon request.
    - Leaving personal belongings to reserve seats.
    - Using computers for purposes unrelated to research support.
    - Removing any publications from the Library without proper authorization.
    - Reshelving consulted library publications. These should be placed in the designated areas, as reshelving is the sole responsibility of the Library staff.
7. The FPF's Libraries are not responsible for any personal belongings that are forgotten, lost, or misplaced within their premises.
8. In case of violation of the rules outlined in this article, the user will lose access to the Library facilities until the end of the respective semester.

Article 8
Group Work Offices

1. The Group Work Offices are spaces adjacent to the reading rooms (FPL and RRL) and are exclusively reserved for group study or work. They cannot be occupied by a single user.

2. The rules outlined in the previous article apply to these spaces; however, conversation among group members is permitted, along with the specific rules set forth in this article.
3. Access to the Group Work Offices is exclusively reserved for internal users, as defined in point 1 of Article 4, provided they are in a group, and is limited to the physical capacity of the offices.
4. To request and use the Group Work Offices, users must make a reservation at the Library service desks in person, by phone, or via email, at least 24 hours in advance.
5. Each booking is valid for two (2) hours and may be renewed for an additional two (2) hours if there are no users on the waiting list.
6. Regardless of having made a reservation, users may not occupy the rooms without first identifying themselves at the Library service desk.
7. The management of the Group Work Offices' occupancy is the exclusive responsibility of the Library staff.
8. Users may not leave the Group Work Offices unattended for more than 15 minutes.
9. Users who have reserved a Group Work Office have a 15-minute grace period for entry. If they arrive later than this, they may lose their reservation for that period if there are other bookings for the same space.
10. Eating, drinking (except bottled water), and smoking are not permitted in the Group Work Offices.
11. Users are responsible for maintaining and preserving all equipment available in the Group Work Offices.
12. In case of violation of the rules outlined in this article, the user will lose access to the Group Work Offices until the end of the respective semester.

Article 9
Book loan service

1. The requisition of works under the book loan service regime always requires the presentation of the following data:
   - students: student ID number;
   - FPF staff: login;
   - external readers: reader number or full name.

   All readers must sign the request form and keep the loan receipt provided by the Library staff.
2. Institutions may also request publications for home loan purposes, provided they are properly identified and authorized for interlibrary loan.
3. By filling out and signing the loan request form, the user assumes sole responsibility for the borrowed publication(s) and agrees to return them in good condition within the established loan period. In case of damage or loss, the user must compensate the Library accordingly.
4. For the purposes of the previous number, all publications are considered to be in good condition at the time of the loan, unless otherwise indicated and duly noted on the loan request form.
5. The borrowing or return of publications must be completed at least 15 minutes before the Library's closing time.

6. Publications that are not subject to the regular loan policy due to their specific characteristics may only be borrowed with authorization from the Library Services Coordination.
7. The following documents are excluded from the standard loan policy: reference works (dictionaries, encyclopedias, etc.), periodicals, psychological assessment instruments, academic papers, publications labeled for on-site consultation only, works with three (3) or more reservations, cartographic materials, and reserved collection works.
8. It is strictly forbidden to transfer borrowed publications to third parties for any reason.
9. Standard loan periods vary according to different user types, as detailed in the following table:

Type	Description	Deadline	Nr. of works	Annual Fee
A	Teachers and master and post-graduation students	10 working days	3	free service
B	CTeSP (pre-university) and undergraduate students	5 working days	3	free service
C	PhD students	1 month	3	free service
D	External readers	5 working days	3	€20
E	UFP and HSHFP alumni	5 working days	3	€15
F	Former staff	5 working days	3	€15
G	External libraries	10 working days	3	as previously agreed upon
H	Non-teaching staff	5 working days	3	free service

10. The standard loan period begins on the day the publication is borrowed and ends on the date specified in point 9 of this article. Returns may be made by a third party or sent via registered mail, including the reader's identification number.
11. The loan period may be renewed under the following conditions:
    - The user must request the renewal from the Library in person, by email, or by phone, as long as it is done before the loan expiration date.
    - Works from the general reference fund can be renewed once, provided there are no reservations.
    - Each loan may be renewed up to a maximum of two (2) consecutive times. A new loan request for the same publication by the same user will only be possible after a one-week interval, ensuring fair access to publications for all users.
12. Publications requested on the days preceding the academic breaks can be returned on the first day of classes following these breaks, without penalties, as long as the break period exceeds the normal loan period.
13. The user loses the right to renewal if another user has placed a reservation on the publication in the meantime.
14. In such cases, the Library services will notify the user to return the borrowed document.
15. A user who wishes to borrow a publication that is currently checked out under a home loan may request a reservation under the following conditions:
    - The reservation request must be made in person, by phone, or by email;
    - The user will be informed via email when the reserved publication becomes available;

- Once notified by the Library of the publication's availability, the user has two (2) working days to collect it. If the publication is not picked up within this period, it will be made available to the next user on the waiting list;
- Each user may reserve up to three (3) publications simultaneously.

16. If a publication has more than three (3) reservations, it will be held at the Library to which it belongs for a specific period of time, ensuring that all readers have access to it.
17. Recommended bibliography: if a work is on the list of recommended reading by a teacher, it will be available only for internal reading during the relevant semester.

Article 10
Interlibrary loan

1. The interlibrary loan service includes access to publications not available in the FPF Libraries' collection, through other libraries and documentation centers, both national and international.
2. It is exclusively for internal FPF's users, and its cost will depend on the charges set by the institution from which the loan is requested.
3. The loan of publications by the FPF's Libraries, excluding those mentioned in point 7 of Article 9, follows these rules:
   - Requests must be made in writing, signed by the responsible person from the requesting library, and sent to the FPF's Libraries by mail or email;
   - The requesting entities are solely responsible for any damages or loss of publications borrowed from the FPF's Libraries, and are subject to the penalties/compensations outlined in this Regulation;
   - The loan period, starting from the date of dispatch, is 5 (five) working days;
   - The number of simultaneous loans is 3 (three) publications;
   - The loan is free of charge for institutions with which FPF has signed protocols or maintains privileged relationships. The library may establish charges for third parties to cover the costs of providing the service and its shipping costs;
   - Publications that must be sent by mail must be dispatched by registered mail;
   - The library reserves the right not to process interlibrary loans if the requesting libraries do not comply with this regulation or if the interests of FPF's users could be harmed.

Article 11
Penalties

1. Non-compliance with the rules and deadlines set out in this regulation will result in the following penalties:
   - Delay in return up to 15 working days – suspension of the right to request and renew while the delay is in effect, and a fine of €0.50 for each day and publication retained.
   - Delay in return from the 16th working day onwards – in addition to the fine mentioned above, the user will be deprived of home reading privileges for a period equivalent to the time of non-compliance with the Library.
2. The FPF Libraries reserve the right to temporarily cancel the book loan service privileges to any user who:
   - Has not paid the fines;

- Has not replaced publications that were damaged or lost while in their possession;
- Is a repeat offender for non-compliance with this Regulation.

3. In case the works are retained:
   - employees will be prohibited from requesting any document from the FPF' services,
   - students will be unable to request documents from the FPF' services or access schedules and academic information,
   - external readers will be unable to request books again until the missing book(s) is (are) returned to the FPF's Libraries.
4. It is the responsibility of the Coordination of the Library Services to notify users of any irregular situations.

Article 12
Indemnities

1. The user is responsible for the publication he/she borrowed and must replace or compensate the Library in case of loss, damage, or misplacement of the borrowed publication.
2. Damage is considered to be: cutting, folding, tearing, writing or scratching, drawing, highlighting, staining or damaging pages or covers of a publication.
3. The calculation of the indemnity to be paid by the user, in case of damage or loss of the borrowed publication, will consider the actual or estimated value of the publication, as well as all expenses related to the respective process.
4. The indemnity amount must be communicated and asked in writing to the user, setting a reasonable deadline for compliance.
5. By order of the Library Services Coordination, the user who has damaged or lost a publication may be prohibited from using the Library's services until the indemnity payment is made, after the deadline for this purpose has passed.

Article 13
Database search/Internet access

1. The computers available in the Group Work Offices are for consulting FPF's databases and the Internet. They are exclusively intended to provide access to online information and should be understood as an extension of the document reference service.
2. Downloads to the computer's hard drives are not allowed.
3. In the context of this service, Internet access for recreational purposes is prohibited.
4. The Libraries reserve the right to restrict access to users who do not use these services for the purposes outlined in this article.

Article 14
Reference and research service

1. The reference service aims to guide and support users in the proper use of the documentary collection and information resources, both local and remote, regardless of their format, explain search methods in various databases, and manage and control both on-site and book loan service.
2. This service can be requested in person, by phone, or by email.

Article 15
Information Service

1. The FPF's Libraries conduct annual information and outreach activities about the services and resources they offer.
2. These activities are only accessible to internal users of FPF.

Article 16
Document reproduction

1. When copying publications available in the Libraries, users must comply with the provisions of the Portuguese Code of Copyright and Related Rights, as well as other applicable legislation on intellectual property protection.
2. The copy of the following works is not allowed:
   - Those in poor condition;
   - Those that, due to their physical nature, could suffer significant damage;
   - Academic papers.
3. For the copy of publications, the Library provides equipment on its premises on a self-service basis.

Article 17
Test library

1. This space is located in the Fernando Pessoa Library and consists of psychological tests.
2. Home loans of these tests are only authorized for faculty members and students (from UFP and ESSUFP); however, students may only borrow these materials with written authorization signed by a faculty member.
3. External readers may consult these materials but are not allowed to borrow them.
4. When authorized, home loans may be made under the following conditions: a maximum of 3 (three) documents for a period of 3 (three) working days.
5. The user commits to adhering to the ethical guidelines for the proper use of psychological assessment materials, including the required qualifications for application and interpretation, confidentiality regarding the obtained results, and respect for copyright.

Article 18
Instructions for donating works to the Library

1. The donor must send a list of the publications to be donated (including title and year of publication) to the following email: biblioteca@fundacaofernandopessoa.pt.
2. Upon receiving the list, the Library will contact the donor to inform him/her which materials have been accepted;
3. The Library will carry out the necessary technical procedures to incorporate the publications into its collection, based on the availability of time and the organization of the technical team's workload;
4. As a general rule, the following publications are accepted:

- Topics related to the Library's areas of interest, particularly those taught at UFP, HSHFP, as well as Portuguese literature;
- Updating the collection by incorporating relevant and current materials;
- Acquiring additional copies to meet user demand;
- Filling gaps in the collection;
- Replacing damaged or lost works;
- Adding historical value to the Institution.

5. Publications with the following characteristics will not be accepted:

- Damaged works or those in poor condition;
- Photocopies;
- Materials in a language that is not widely accessible;

6. Exceptional cases will be reviewed by the Library Services Coordination.

Article 19
Theft

1. Any user who attempts to remove publications from the Libraries without prior request will be suspended from all library privileges for a period ranging from one semester to one academic year, without prejudice to potential legal action against the user in question.
2. The Library is not responsible for the possible loss of users' personal belongings.

Article 20
Final provisions

1. Failure to comply with the provisions of this Regulation may result in:
   - For internal users, disciplinary proceedings, with the Library Services Coordination responsible for drafting the respective report
   - For external users, the procedures provided by the Portuguese Law in general;
2. The FPF's Libraries reserve the right to deny access to any user whose inappropriate behavior on the premises is recurrent.

Article 21
Unforeseen situations

Omitted cases in this Regulation will be resolved, in the first instance, by the Coordination of Library Services, whose decision may be appealed to the President of Fernando Pessoa Foundation or his designated representative.

Article 22
Revision

This Regulation will be reviewed whenever necessary to ensure the proper and efficient functioning of the FPF's Libraries.

Article 23
Coming into force

This Regulation enters into force on the 16th of September of 2019, and will be published on the official FPF's Libraries.

Porto, the 29th of September of 2026