

NOVA School of Law Internal Rules - Library

1. Reading room

1.1. Teachers, researchers, students and staff, as well as the general public have access to the reading room of the NOVA School of Law Library for consultation of items on the premises.

1.2. Users are not permitted to put away the documents they have consulted; these should be placed in the receptacles for that purpose, in the reading room.

1.3. It is not permitted to smoke, eat, drink, disturb the silence or change the layout of the furniture in the reading room; the use of laptop computers is permitted.

1.4. Misuse of the Library facilities, damage caused to items consulted, as well as their removal or attempted removal from the reading room without prior authorization will result in cessation of services provided by the Library, without prejudice to possible disciplinary and criminal liability.

2. Borrowing

2.1. The service is automated; only those users registered with the Library through the Library attendance desk can request to borrow items.

2.2. Any damage to or loss of the requested items is the responsibility of the user, who must replace them or bear the costs incurred to the Library.

2.3. The items requested may not be transferred to a third party.

2.4. No reference works, periodicals, items on reserve or those items marked in red may be borrowed.

2.5. Conditions for borrowing:

Users	Nº. of works permitted on loan	Maximum term of the loan
Undergraduate students and staff	3	5 days
Teaching staff	15	30 days
PhD students	8	15 days
Post-Graduate students	3	8 days
Other institutions (inter library loans)	3	15 days
External users	3	5 days

2.6. If a loaned item is overdue, the user can no longer make any other loans until it has been returned.

2.7. A delay in the return of the item of more than five days implies the suspension

of the right to make any further loans for the same period.

2.8. In the case of external users, if any item is overdue, they lose the right to borrow.

2.9. At the beginning of each academic year all users must have outstanding loans from the Library resolved otherwise they cannot benefit from further borrowing through the Library.

2.10. Documentation proving completion of studies at NOVA School of Law will not be issued to anyone who has not previously resolved their loans from the Library.

3. Borrowing during the holiday period

3.1. Items requested on the days before the Christmas or Easter holidays may be returned on the first day of commencement of classes if the corresponding holiday period exceeds the loan period.

3.1. The normal borrowing scheme applies during the period between semesters and during the summer holidays.

4. Renewal of items on loan

4.1. Each user may request a maximum of three consecutive renewals of an item for borrowing; the renewal is only authorized if the item has not been reserved.

4.1. Users wishing to renew a loan can do so at the Library, by telephone on **213847451**, or by e-mail **biblioteca@novalaw.unl.pt**

5. Inter Library Loan (EIB)

5.1. Within the EIB, the Library makes available the loan of monographs, as well as obtaining photocopies of magazine articles and parts of monographs, by addressing the corresponding request to the relevant institutions within the country and abroad.

5.2. Any fees levied by the owning institutions of the items requested by the Library are the responsibility of the user, who is responsible for any damage to or loss of the item borrowed.

5.3. Similar institutions may request the loan of up to a maximum of three items, for a period of 15 days, being responsible for any damage or misappropriations, and in such a case, must restore the document or compensate the Library, the actual cost of the document being taken into account for this purpose.

5.4. Applications for loans and photocopies may be made by letter, fax or e-mail to the Library. Reference works, items on reserve, periodicals or documentation marked in red are not eligible for loan.

5.5. Costs charged by the Library

Photocopies obtained within the EIB	Prices
Up to 10 pages	2.10 euros* or 12 Ifla Voucher
More than 10 pages	22 cents each or 1 Ifla Voucher
Pages sent by fax	7 cents each

Loans of books	Prices
Portugal	10 euros* or 1/5 Ifla Voucher
Europe	20 euros* or 3 Ifla Voucher
Outside Europe	30 euros* or 5 Ifla Voucher

**plus shipping costs*

6. Photocopies

6.1. Students at NOVA School of Law can use their student card for the two self-service copiers.

6.2. Other users must acquire a photocopying card, to be purchased from the Academic Services.