

 <p><b>NOVA</b> <b>IMS</b> Information Management School</p>	<p><b>LIBRARY AND DOCUMENTATION SERVICES</b></p>	<p><b>Regulations</b> 02/01/2019</p>
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## LIBRARY AND DOCUMENTATION SERVICES REGULATIONS

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## NOVA INFORMATION MANAGEMENT SCHOOL LIBRARY AND DOCUMENTATION SERVICES REGULATIONS

These Regulations define the services provided by the Library and Documentation Services and the respective conditions of use. Their main purpose is to safeguard the common interest of all users and enable the Library and Documentation Services to perform their functions effectively and efficiently. Compliance with the Regulations ensures the provision of better services, namely the correct and equitable sharing of available resources.

### 1. MISSION

The library and documentation services have the mission to provide NOVA Information Management School students, professors, and researchers with access to the documentation and information necessary for the development of their academic and scientific activities, namely in the areas of Statistics and Information Management.

### 2. USERS

Users of the NOVA IMS Library and Documentation Services are:

- 2.1. NOVA IMS students;
- 2.2. NOVA IMS Professors, researchers, and employees;
- 2.3. Professors, researchers, and employees from other Nova University of Lisbon organic units;
- 2.4. Other Libraries, Documentation Centres and Archives and members of AD NOVA IMS (Association for the Development of the NOVA Information Management School);
- 2.5. Other people, upon registration as an External User of the Library and Documentation Services.

Users referred to in paragraphs 2.1, 2.2, 2.3 must provide proof of their situation to the Library and Documentation Services whenever requested.

Users referred to in point 2.4 should identify themselves upon presentation of credentials issued by their respective officers.

Besides the documents that prove the user's situation to the Library and Documentation Services, all users and visitors must present their Identity Card (or other photo ID) whenever requested.

### 3. SERVICES PROVIDED

The Library and Documentation Services provide the following services:

- 3.1. On-site reading;
- 3.2. Document loans;
- 3.3. Waiting list and document reservation;
- 3.4. Reference and search service.

The conditions for the provision of these services are described below.

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### **3.1. On-site reading**

The Library and Documentation Services have 2 Reading Rooms, with about 100 individual study places, equipped with sockets for laptops and 3 search terminals.

The search terminals are intended exclusively for catalogue queries and searches in databases and other bibliographic resources subscribed to or made available by NOVA IMS.

Access is allowed to all users of the NOVA IMS Library and Documentation Services and visitors, for local consultation of existing bibliographic resources, according to the following rules.

The Reading Room opening hours are posted in a visible location.

The Reading Room is organised on a free access basis. The documents consulted should not be subsequently stored on the shelves but rather deposited in the storage trolley.

Any user who attempts to remove documents or other material from the Reading Room without prior request will be, in addition to the penalties provided for by law, be subject to suspension of access to the services provided by the Library and Documentation Services. For this purpose, the Head of the Library and Documentation Services shall make the respective written report to the Dean of NOVA IMS.

Smoking, eating, drinking, using mobile phones, damaging documents, furniture, or other equipment, or taking any action that compromises the quiet environment conducive to the desired work in the reading rooms is not permitted.

It is not permitted to make changes to the layout of the furniture in the reading room. Seats may not be reserved. Users who are absent for more than 15 minutes must take their belongings with them.

In the event of overcrowding in the reading rooms, the users described in points 2.1 and 2.2 will have priority.

The use of reading rooms presupposes full compliance with the defined rules of conduct. If users fail to comply with these rules, they may be asked to leave.

### **3.2. Document lending**

Document lending is subject to conditions that depend on the type of document and the type of user.

A loan is understood as the withdrawal of documents from the Reading Room for use in spaces outside it.

Loan services are limited to library and documentation services users in accordance with the following rules.

The borrowing of any document by a user is his/her sole responsibility, who undertakes to return it in good condition and within the stipulated deadlines. It is expressly forbidden to pass on requested documents to third parties.

Any loan document must be presented at the Reading Room Service Desk. After the user identifies himself/herself and the request is registered, the document's anti-theft alarm system is disabled.

If the alarm is activated after a user has left the premises, Library and Documentation Services staff may ask the user for permission to check his/her

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personal belongings, reserving the right, if such permission is denied, to take appropriate legal action.

When returning a document, the Library and Documentation Services shall certify that the borrowed document has been returned in good condition

It is the responsibility of the Head of the Library and Documentation Services to decide whether the damage caused to a given document is or is not eligible for compensation.

The amount to be paid by the user, in case of damage or loss of documents, will be proposed by the Head of the Library and Documentation Services to the Management Board, taking into consideration the commercial or estimated value of the documents, as well as all expenses inherent to the respective process.

Whenever there is a delay in returning borrowed documents, users are prevented from using the borrowing, waiting list, and documents reservation services until the situation is regularised.

Different fees will be applied depending on the type of loan and the number of overdue days. In cases where the delay is prolonged, the users referred to in point 2.1. may be subject to suspension of access to other services provided by the Library and Documentation Services and/or other services provided by NOVA IMS, in addition to the respective fees.

At the end of their relationship with NOVA IMS, the users mentioned in items 2.1 and 2.2 must return all the documents they have requested to the Library and Documentation Services, regardless of the deadline for returning them, under penalty of not being issued with proof that their situation has been regularised with the Library and Documentation Services.

### **3.2.1. Home loans**

The home loan service is available to all users of the Library and Documentation Services, provided that the conditions of circulation of the documents allow it, in accordance with the table attached to these Regulations

At the end of the loan period, the user must deliver the documents requested to the Library and Documentation Services

The renewal of the loans must be done before the end of the loan period and provided there are no reservations for other users. If the renewal request is denied, the user must deliver the documents within the previously established deadline. Renewals are done for periods equal to those of the initial loan.

Users lose the right to borrow and renew their loans when situations of non-compliance are identified: late returns, unpaid fines, and other situations that result in the termination of this service for the user.

### **3.2.2. Long-term loans**

The long-term loan service is available only to those responsible for projects developed within the scope of MagIC (NOVA IMS research unit) and refers exclusively to documents acquired in order to support those projects.

The long-term loan is valid for a period of six months and renewable for equal periods until the completion of the project. The project leader assumes responsibility for the documents on long-term loan and for their possible transfer to third parties.

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Documents on long-term loan are hidden from the catalogue search and will be returned to the Library and Documentation Services at the end of the project.

### **3.3. Waiting list and document reservation**

Any document from the Library and Documentation Services' document collection may be waitlisted or reserved.

Any user of the Library and Documentation Services may request the waitlisting of a borrowed document or the reservation of a document that is available in the Reading Room, provided that he/she is in good standing with the Library and Documentation Services.

When the waitlisted document is returned to the Library and Documentation Services, the user who made the request will be notified by phone or email. The waitlisted or reserved document will be saved for the user who requested it for two working days, after which they will lose the right to the waiting list or reservation on the document.

### **3.4. Reference and research service**

The reference and research service entails providing users with the necessary information and guidance to make good use of the documental collection and available information resources.

#### **3.4.1. Recommended bibliographies**

Upon indication by the respective teachers, reference works for the subjects taught are made available and subject to differentiated lending rules, according to the information in the Annex to these Regulations.

#### **3.4.2. Online access to the Catalogue and information on new acquisitions**

The Library and Documentation Services publish a web page where they provide access to the Catalogue with information about new acquisitions.

#### **3.4.3. Online access to databases and other bibliographic resources**

The Library and Documentation Services web page also provides access to databases and other bibliographic resources subscribed to or made available by NOVA IMS. Access to subscribed resources is governed by the conditions contracted with the suppliers.

#### **3.4.4. Location of documents and cooperation with other entities**

The Library and Documentation Services tries, as far as possible, to provide its users with all the necessary documents to carry out their academic and scientific work.

In cases where the necessary documents are not available at the Library and Documentation Services, users shall be assisted in locating those documents in other Libraries, Documentation Centres, and Archives.

The users described in point 2.2. and Master's and PhD students developing their theses may request the Library and Documentation Services to obtain documents.

In order to foster cooperation between the Nova IMS Library and Documentation Services and other similar entities, the Library and Documentation Services provide other Libraries, Archives, and Documentation Centres with access to documents in its collection, in compliance with the applicable legal regulations.

These services are provided according to the table in force.

## **4. FINAL PROVISIONS**

Failure to comply with the provisions of these Regulations may result in disciplinary action, in which case the Head of the Library and Documentation Services shall inform the Dean of NOVA IMS.

Any omitted cases will be resolved by the Head of the Library and Documentation Services, in agreement with the NOVA IMS Management Board.

The deadlines, fees, and indemnities referred to in these regulations are defined on the proposal of the Head of the Library and Documentation Services and are published in Annex to the Regulations.

The Regulations of the Library and Documentation Services may be revised by decision of the Management Board or on the proposal of the Head of Library and Documentation Services.

## **ANNEX: DEADLINES, FEES, AND INDEMNITIES**

### **3.2. Document lending**

Penalties and fees for delays in returns (\*) (\*\*):

Loan Type	Fee per day of delay
General Collection	0,50€
Recommended bibliography	2,50€

(\*) The non-return of loans or non-payment of fees applied for late return will condition the obtaining of the diploma from the Academic Services and the possibility of new loans.

(\*\*) Indemnities for damage or lost documents: defined on a case-by-case basis.

#### **3.2.1. Home loans**

Loan periods and number of documents per user type (\*) (\*\*):

User type	Maximum number of documents	Loan period	Renewals
Students (Bachelor's, Postgraduate and Master's degrees)	3	7 days	4
Professors, researchers, employees, and doctoral students	10	30 days	6

UNL Professors, associate researchers	3	7 days	1
Libraries, Documentation Centres and Archives and AD NOVA IMS Partners	3	14 days	1
External Users ( <b>Alumni and other situations</b> )	3	7 days	1

(\*) The loan of the books from the recommended bibliographies in a given semester is carried out under special conditions for all types of users: **5 working days and without the possibility of renewal**. A new loan can be made, however, if there are no reservations for it.

(\*\*) Registered mail is used for sending and returning documents. This service is charged according to the rates in force.

#### **3.4.4. Location of documents and cooperation with other entities**

Free of charge, under the terms defined in the Regulations.