



# LIBRARY

## UC-POLO II

### FCTUC Engineering and Earth Sciences



**University of Coimbra**

Department of Civil Engineering Level 3, Block D  
Faculty of Sciences & Technology  
University of Coimbra  
Polo II - Rua Luís Reis Santos 3030-788 Coimbra  
Tel: 239 797 285 Email: [library@uc.pt](mailto:library@uc.pt)  
[http://www.uc.pt/fctuc/BibliotecasFCTUC/bibl\\_poloII](http://www.uc.pt/fctuc/BibliotecasFCTUC/bibl_poloII)





# ABOUT



## The Library of Polo II

is located in the Civil Engineering Department building which was designed by a famous architect (Prof. Fernando Távora).

It includes the bibliographical collections of

Civil Engineering,  
Electrical & Computers Eng,  
Informatics Engineering,  
Mechanical Engineering,  
Chemical Engineering and  
Earth Sciences.

The collection of this Library as well as the collections of the other University libraries can be searched through the Library Catalogue.

### 1. Books

Books are organized by different subjects.

Free access to books in shelves is allowed. After use students must leave the books on the book trolley at the entrance.

### 2. References

Users may ask for support in searching catalogue or online databases.

### 3. Inter-library lending

It is possible to ask other libraries for documents not in our collection.

Costs, if applicable, must be supported by students.

## WHERE CAN I STUDY?

### 24 HOURS ROOM

Located in the Civil Eng. building, allows 24 hours/day access, including Saturday & Sunday. Accessible by students holding an UC card validated for that purpose by the library desk.

### OTHER

Rooms and spaces for individual study or group work are available in all FCTUC-Polo II departments. Find a study space: <https://www.uc.pt/fctuc/BibliotecasFCTUC>





# LOCATION

UC - POLO III



UC - POLO I

UC - POLO II

Academic Management Services  
FCTUC Board of Directors

ELECTROTEC

INFORMATICS

Restaurant

CHEMICAL

Bank

Bar

CIVIL

MECHANICAL



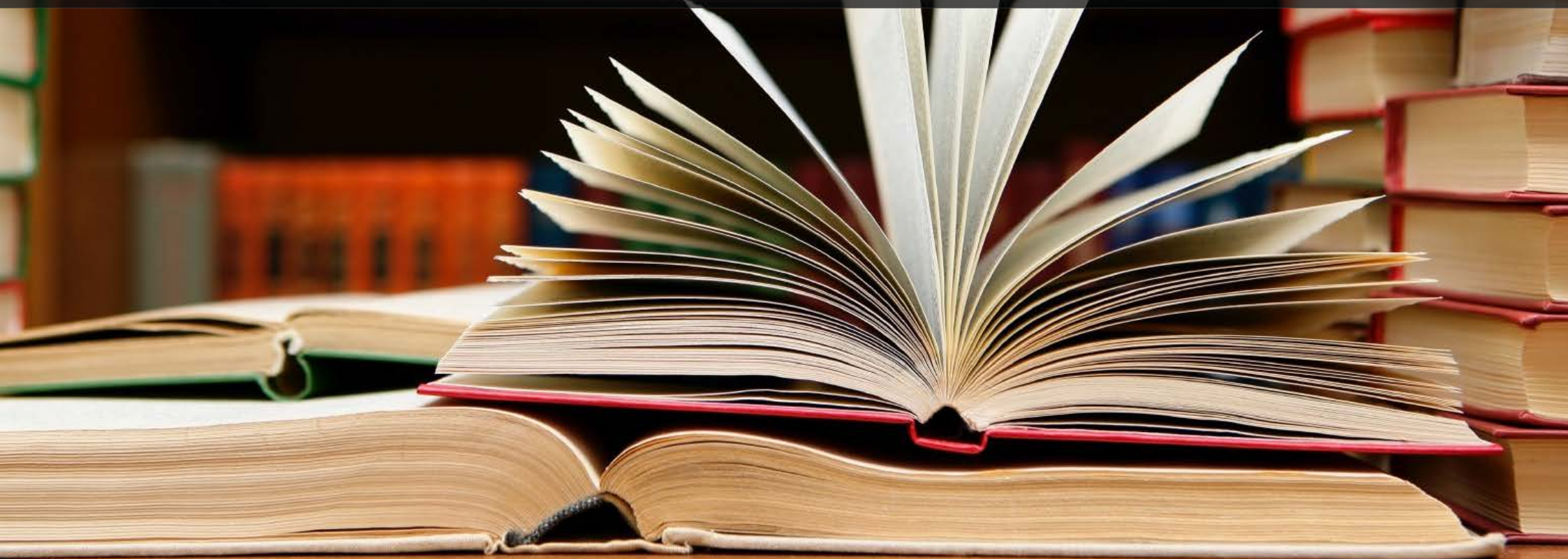




# OPENING HOURS

Scholar period: 9:15-19:30

Holidays periods: 9:15-12:30 + 14:00-17:30





# AVAILABLE SERVICES



## **Study Rooms**

The library has a large room for quiet study and a group work room, totalizing 186 seats.

## **Requesting/Borrowing**

Authorized users are required to have a valid University of Coimbra Card, or a valid Reader card issued by any University of Coimbra Library. Only publications that are suitable for study outside the library will be available for loan. Library materials in certain advertised categories may not be borrowed without special permission.

## **Online renewals**

2 renewals are allowed unless publications are requested by other users.

## **Inter-library loan**

Sharing materials between academic libraries is possible subject to expenses payment if applicable.

## **Available hardware**

Computers and scanners for searching and student works are available.

## **Library Staff.**

They can help with issues such as finding a space to work or reporting a problem. Support on searching can be provided.

## BEHAVIOUR RULES

Strictly silent individual study

No talking, no calls by mobile phones

Laptops and mobile devices are permitted in the Library provided that they are quiet in operation.

No food or drinks (except water bottle with a sealable top)

Library staff are empowered to stop any activity in the Library which they consider prejudicial to the safety or well-being of readers or Library staff or to the preservation of the collections.





# LOAN OF PUBLICATIONS



## UC libraries loan rules

<http://www.uc.pt/sibuc/areabibliotecas/regulamentos>

### Main loan types

#### Standard Loan

valid for the major part of the books, allowed for a longer period.

#### Short Loan

valid for courses recommended bibliographies, only allowed for overnight or weekend.

#### Not for loan

valid for particular publications (dictionaries, encyclopedias, data tables, special publications ...).

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## Borrowing limits: what you can borrow and for how long (students)

### *Post-graduation / PhD students*

Loan Period	15 days
Maximum items allowed on loan	5

### *Undergraduate / Master students*

Loan Period	5 days
Maximum items allowed on loan	3

## WARNING

Users loose the right to borrow publications (card blocked) in the case of:

- overdue loans;
- items not returned in good conditions (as when loaned)

## BOOK HANDLING RULES

It is not allowed:

- writing in the books, marking/wrinkling the pages
- handling books with dirty hands
- to have food or drinks near the books
- to leave books exposed to moisture or direct sunlight.





# SEARCHING THE CATALOGUE

## Library of Polo II

Search available via web at  
<http://webopac.sib.uc.pt/search~S42>

allowing to search in a particular library or in the whole set of UC libraries.

It allows:

- **Browsing**

by author (autor), book or journal title (título), subject (assunto), series (série), any word (qualquer campo),

- **Locating item**

home library and respective location.

- **Availability checking**

return date is displayed for loaned items.

And:

through the personal area “Área do Utilizador”

<http://www.youtube.com/watch?v=sDZSbecSgfk>

- **To list**

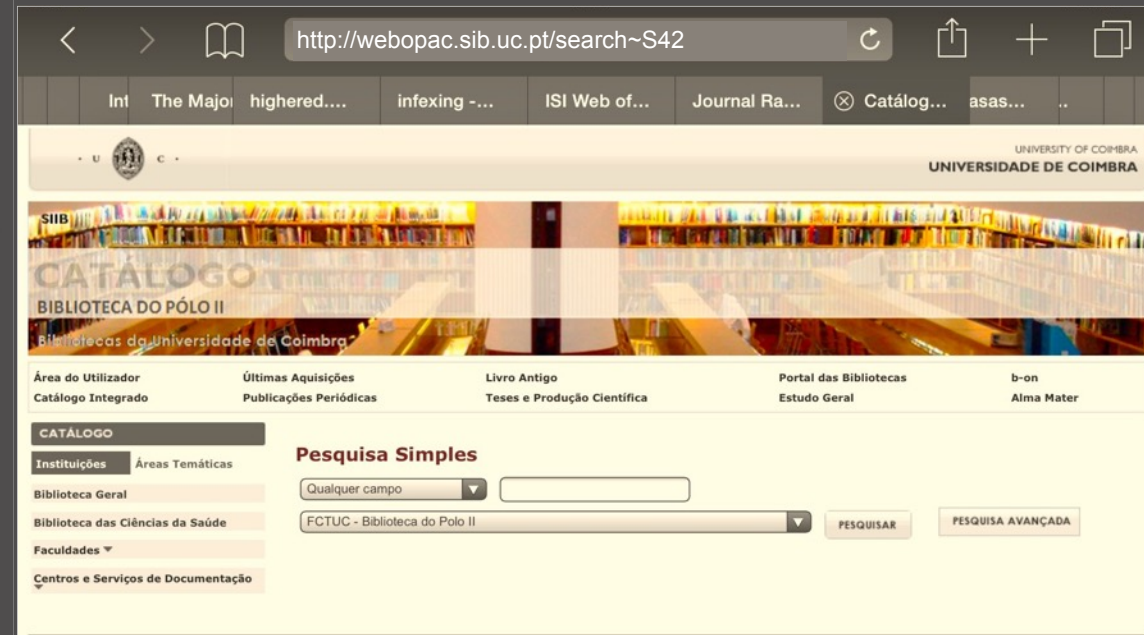
statistics about borrowed items and respective bibliographical references.

- **To check**

borrowed items and returning dates.

- **To renew**

borrowed items.







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