

# GUIDE FOR NEW USERS

09.2023 | DOCUMENTATION AND INFORMATION SERVICE | LIBRARY



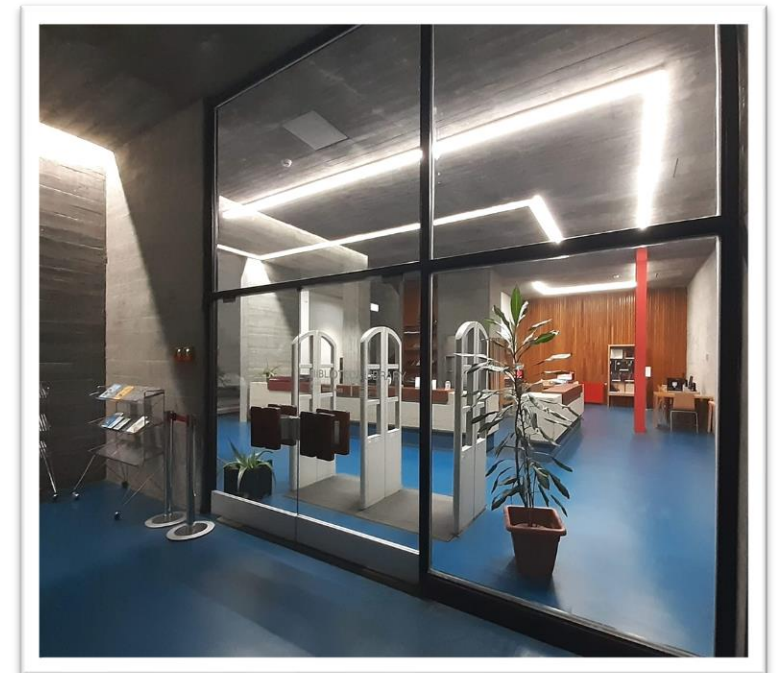
# TABLE OF CONTENTS

- ✓ Introduction and purpose
- ✓ What do I need in order to use the Library?
- ✓ Library facilities
  - ✓ Help desk
  - ✓ Search stations
  - ✓ Search area
  - ✓ Locating stacks and call numbers
  - ✓ Open stacks
  - ✓ Reading rooms
- ✓ Available services
  - ✓ Home loan
  - ✓ Technical support
  - ✓ Training
  - ✓ ILL

# INTRODUCTION AND PURPOSE

**First and foremost, welcome to FEP!**

The purpose of this guide is to introduce the **Documentation and Information Service (SDI) – Library** to new students and users through a brief presentation of its spaces, services and equipment. We invite you to pay us a visit.



# WHAT DO I NEED IN ORDER TO USE THE LIBRARY?

The Library is open to readers from FEP, readers from U.Porto and external readers. This means that no identification is required to study within the Library facilities or to search for a book.

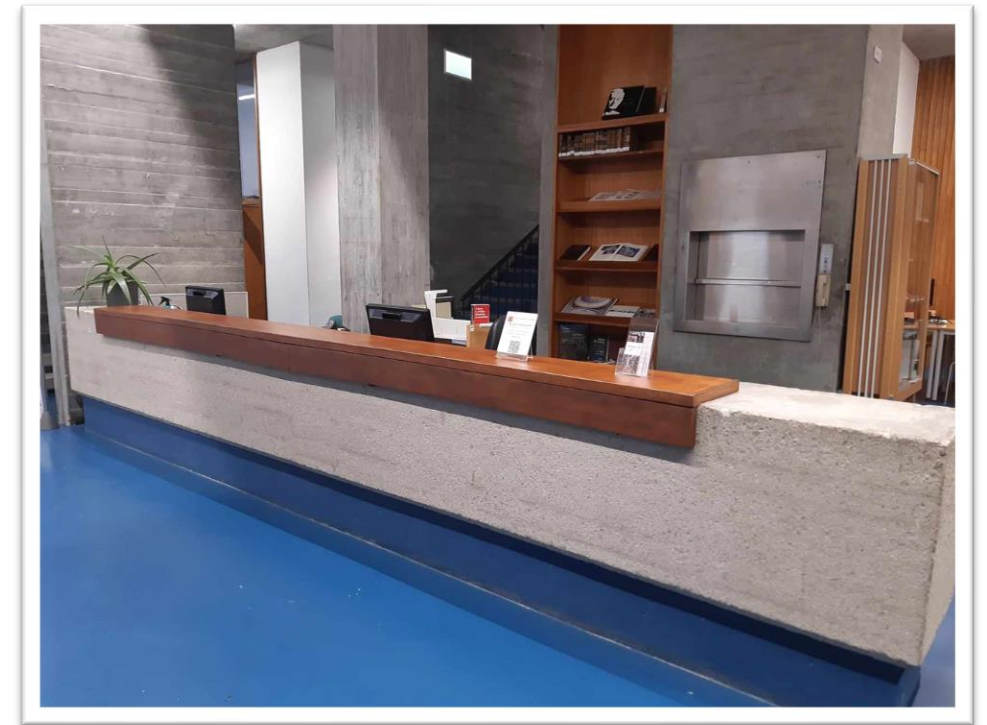
When borrowing a book, readers must identify themselves with their respective U.Porto card.

# LIBRARY FACILITIES

## Help desk

Right at the entrance of the Library is the help desk, where you will find a staff member ready to help with whatever you may need.

This is also where you can check out books.

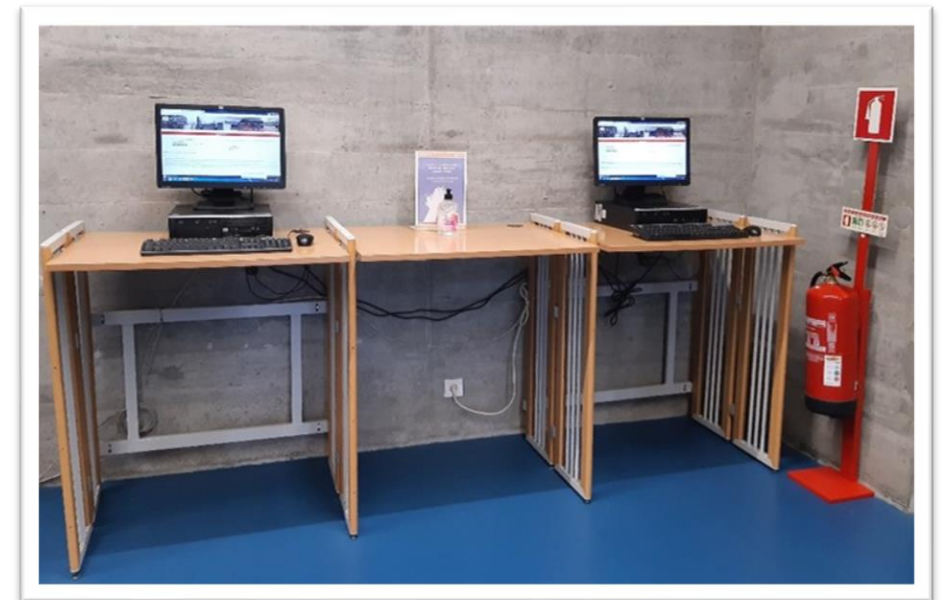


# LIBRARY FACILITIES

## Search stations

To the right of the Library entrance are 2 search points where you can search the Library's existing documentation using the [UP Catalogue](#).

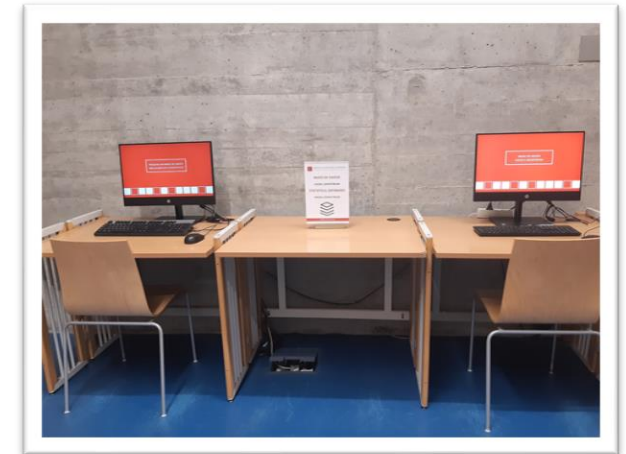
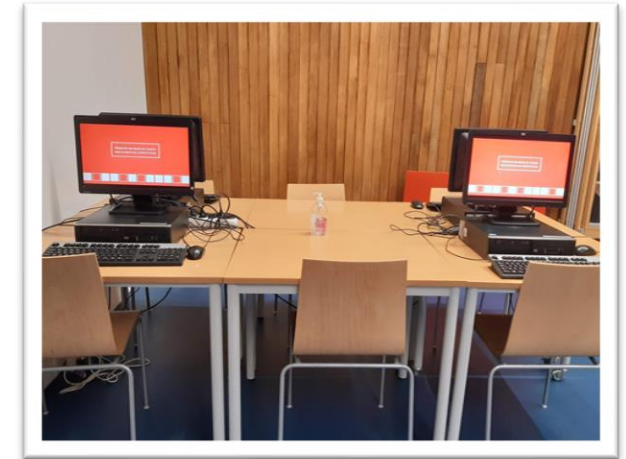
Searches can be done by title, author, etc.



# LIBRARY FACILITIES

## Search area

Level 1 also has computers available for searching both bibliographic databases (like the Web of Science, Scopus, B-on and Ebsco, among others) and statistical databases (like Eikon, Sabi, etc.).



# LIBRARY FACILITIES

## Location stacks and call number

The **call number** is what indicates the location of a book in the stacks. The call number is a unique alphanumeric combination associated with each book. For example: RH 250 [2013].

The **call number map** and respective **stack location** are posted in the Library and also available [here](#).

Callnumber   Shelf Cota   Estante			
081   23-24	DIC   16	E/k/   18	GP   09
AUD   19	D/a/   22	E/k1/   18	H   20
AN *	D/i/   22	E/k2/   18	HDE   17
ANL   23-24	D/j/   22	E/k3/   18	HE   17
B   53	D/k/   22	E/k4/   20	IO   19
CA   11	D/l/   22	E/k5/   14-15	IS   07
CEFUP   47-48	D/n/   22	E/l/   19	M   36
CC **   12-13	D/q/   21	E/m/ **   21	MCS   49-50
CDR *	E **   04-05	E/pp/ *	MF   51
CI   43-46	ENC   16	EST/pp/   30	POL   19
COD   01	EST **   06-07	FAC *	PP   online
CS **   39-42	E/a/ **   01	FIMC   30	RES *
DC   22	E/b/   08	FJAS *	RH   02
DE   22	E/f/   37-38	FR   20	SS   20
DEM   19	E/g/   21	FRD   52	T   17
DF   22	E/i/   03	G   19	TESES   31-35
		GF   10	

\* AN, CDR, E/pp/, FAC, FJAS, RES  
Pedir ao balcão | Request to the staff member

\*\* CC, CS, E, EST, E/a/, E/m  
Os números mais antigos destas cotes encontram-se no Depósito no 3º piso | The oldest numbers of these callnumbers can be found in the 3rd floor Deposit

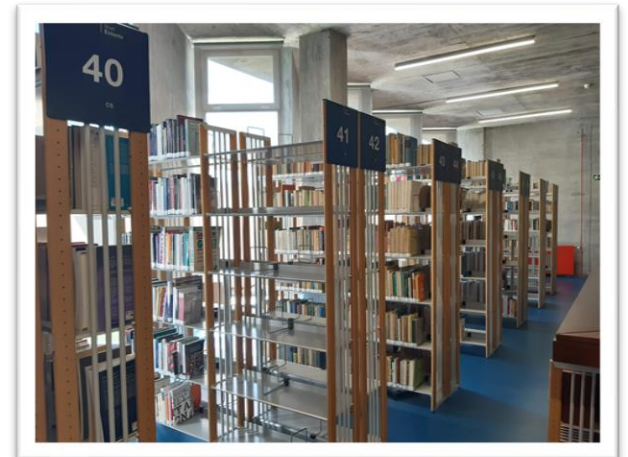


# LIBRARY FACILITIES

## Open stacks

The stacks are open (freely accessible), although there are a few exceptions. To consult or borrow a book you must:

- search the catalogue to find its call number/location;
- retrieve it from the stacks;
- check it out for borrowing at the help desk.



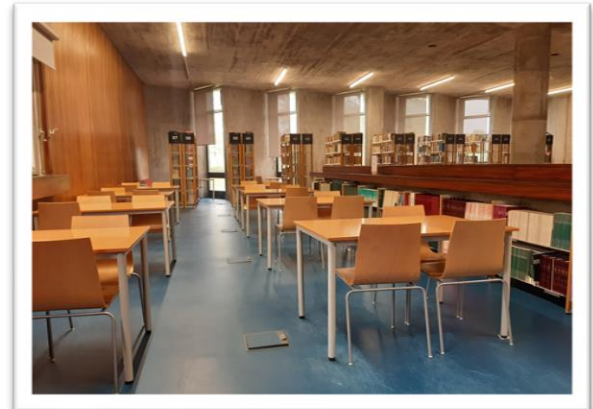
# LIBRARY FACILITIES

## Reading rooms

There are reading rooms on level 1 and level 2 of the Library.

Reading rooms are for individual study.

Work on group projects is not allowed within the Library facilities.



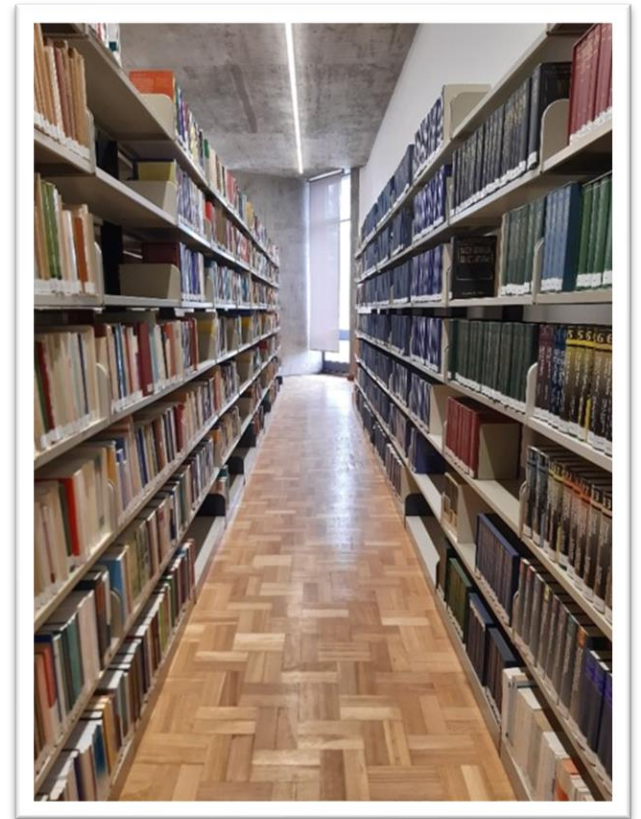
# AVAILABLE SERVICES

## Home loan

“Home loan” refers to the lending of documents for reading at home.

Each document in the Library has a specific status that defines how it may be consulted.

For more information, please consult the [Book loan rules](#).



# AVAILABLE SERVICES

## Technical support

Technical support for the SDI – Library is managed through the [Trouble Tickets \(TTs\)](#) module on SIGARRA, which can be accessed after logging in to the SIGARRA system.

All questions regarding the Library may be posed here, as can requests for training.

If any doubts arise while using the TTs, a [help guide](#) is available.

# AVAILABLE SERVICES

## Training

### Customised training

The Library provides customised training upon student request and prior booking.

To request customised training, visit the [technical support](#) page.

### Group training

Each year, the Library creates a calendar of training activities in different areas. That information will be made available on the SDI training and tutorials page » [SDI Training](#)

# AVAILABLE SERVICES

## Interlibrary Loan Service (ILL)

The Interlibrary Loan Service (ILL) consists of requesting documents that do not exist in the Library from other libraries, or borrowing documents from other national and international peer institutions.

More information about this service is available [here](#).

All the information available on the page:

[www.fep.up.pt/sdi](http://www.fep.up.pt/sdi)



RUA DR. ROBERTO FRIAS • 4200-464 PORTO • PORTUGAL | T. +351 225 571 100 | GERAL@FEP.UP.PT | WWW.FEP.UP.PT