

REGULATION FOR THE USE OF THE LIBRARY ALMADA NEGREIROS

Students, faculty, and staff of Nova SBE may checkout material from the library at no cost.

To borrow material from the library a user must have a library account. Library users are responsible for the item on their accounts.

I – Loan Policies

- 1 - Loans must be taken out personally; users are not allowed to borrow items under another user's name.
- 2 - Items must be checked out at the circulation desk before leaving the library.
- 3 - Users must ensure that items checked out are returned by 8 p.m. on the due date.
- 4 - Books can be renewed successively up to 3 times.
- 5 - Exceptions to the preceding number, are books that have been requested by another user and books from the Short Loan Collection (Recommended Books).
- 6 - Renewals may be requested at the circulation desk, online, via e-mail or by telephone.
- 7 - Renewals requests via e-mail implies that the user must receive an e-mail notification that the request has been received and processed.
- 8 - Recommended Books (with a red dot on the spine) may be checked out from one day to another. These books are due the following day after check out by 8 p.m. in order to ensure maximum availability.
- 9 - Book reserves are allowed. In the case of Recommended Books the maximum number of active reserves is 3.

II - Sanctions for the devolution of items after the deadline

- 1 - If library items are returned after the deadline, users are subject to a moratorium sanction, according to the table appended to this Regulation (Annex I).
- 2 - Users that owe more than 5,00€, cannot borrow items from the Library until the balance is equal to or less than 5,00€.

III – Lost Items | Not returned items

- 1 - Items are considered "lost | not returned" when the delay in returning them exceeds 4 weeks from the original deadline.
- 2 - If users lose library items, they are responsible for the cost of replacement plus a processing fee of 5,00€.
- 3 - If items are returned after the time considered in number 1, the replacement cost will be eliminated from the user's account, however, it will still be subject to a moratorium sanction from Annex I.
- 4 - If it is not possible to assign a market price to the lost items, a default charge of 50,00€ per lost item will be charged to the user.
- 5 - If negotiated with the library, and after the payment of the moratorium sanction (Annex I) and the sanction referred to in number 2, a copy of the missing item may be accepted as replacement.

IV - Requests for the annulment of moratorium sanctions

- 1 - Users can request the annulment of the moratorium sanction applied for non-compliance, through a duly substantiated request to the library's Director.
- 2 - The decision will be communicated to the user via email.

V - Loan Periods for Students, Faculty, and Others

1 - Undergraduate, Masters, & Graduate Students:

- Books and Periodicals: 7 day loan.
- Short Loan Collection (Recommended Books): 1+ day (due following day by 8 p.m.)
- Limit of 10 items (5 Recommended Books)

2 – Faculty:

- Books and Periodicals: 30 day loan
- Short Loan Collection (Recommended Books): 1+ day (due following day by 8 p.m.)
- Limit of 30 items

3 - Teaching Assistants:

- Books and Periodicals: 15 day loan
- Short Loan Collection (Recommended Books): 1+ day (due following day by 8 p.m.)
- Limit of 10 items

4 - External or Campus:

- Books and Periodicals: 7 day loan
- Short Loan Collection (Recommended Books): not available for loan
- Limit of 3 items

5 - Interlibrary Loan:

- Books and Periodicals: 15 day loan
- Short Loan Collection (Recommended Books): not available for loan
- Limit of 3 items

VI - Final Provisions

1 - Omissions and doubts raised in the application of this Regulation, shall be resolved by decision of Nova SBE's Director.

2 - This Regulation shall take effect from the academic year 2014/2015.

Lisbon, the 5th of September of 2014

The Director of Nova SBE,

(Prof. Doutor José António Ferreira Machado)

ANNEX I

MORATORIUM SANCTIONS

Days Late	General Collections		Recomended Books	
	Points *	€	Points *	€
1	1	0,50 €	5	2,50 €
2	2	1,00 €	10	5,00 €
3	3	1,50 €	15	7,50 €
4	4	2,00 €	20	10,00 €
5	5	2,50 €	25	12,50 €
6	6	3,00 €	30	15,00 €
7	7	3,50 €	35	17,50 €
8	8	4,00 €	40	20,00 €
9	9	4,50 €	45	22,50 €
10	10	5,00 €	50	25,00 €
11	11	5,50 €	55	27,50 €
12	12	6,00 €	60	30,00 €
13	13	6,50 €	65	32,50 €
14	14	7,00 €	70	35,00 €
15	15	7,50 €	75	37,50 €
16	16	8,00 €	80	40,00 €
17	17	8,50 €	85	42,50 €
18	18	9,00 €	90	45,00 €
19	19	9,50 €	95	47,50 €
20	20	10,00 €	100	50,00 €

* Metric thread for internal control, for the calculation of the values applied by non-compliance