



BIBLIOTECA GERAL
UNIVERSIDADE DE
COIMBRA

Regulations for the Use of Research Desks

The General Library of the University of Coimbra (BGUC) has workplaces for researchers. The use of these research desks is made in accordance with the following regulations:

1. Research desks are primarily intended for use by researchers internal to the UC, but their allocation to external researchers may also be authorized.
2. Their occupation always depends on authorization from the BGUC and it may require a reservation request made in advance.
3. Assignment of desks is made for a period of one academic year, or for automatically renewable monthly periods, up to a maximum of 1 year, and the BGUC may cancel this renewal when necessary.
4. The allocation of research desks is free if there is a minimum use of 50 hours per month.
5. Occupancy below the monthly hourly minimum for a period of three months will result in the cancellation of the research desk assignment.
6. Access to the research desks is via the Catalogue Room, where readers must register their entry and exit at the counter. The circulation of research desk readers must be done via the access stairs (with justified exceptions) and not via the elevator.
7. Research desks operate at the same time as the Reading Room; however, items cannot be requested after 5:00 pm.
8. Documents belonging to Restricted Access Collections, Special Collections and Private Libraries cannot be consulted in the research desks.

9. Research desk users may request up to a maximum of 20 works for 40 days; works can be renewed twice for the same period, after which they must be returned.
10. Items placed on the research desks are considered permanently available and therefore must always be kept there in a state of good order.
11. The BGUC Regulation for the Reproduction of Documents also applies to the items used in the research desks.
12. The BGUC is not responsible for personal objects left by readers on their desks.

Coimbra, 27 October 2023
Library Director