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BIBLIOTECA GERAL
UNIVERSIDADE DE
COIMBRA

Regulations for the Manuscripts and Rare Books Reading Room

I. ACCESS

- a. The following readers can have access to the Reading Room for Special and Restricted Access Collections:
 1. Professors, researchers, students, and non-teaching staff of the University of Coimbra.
 2. Any person registered in the SIIB/UC.
 3. Anyone with express authorization from the Library Director.
- b. Access to the Manuscripts and Rare Books Reading Room is made via the Catalogue Room, upon presentation of the necessary identification and/or authorizations.

2. SERVICES

- a. The Manuscripts and Rare Books Reading Room has eight seats; a small freely accessible reference collection; computers for network access; onomastic and ideographic card catalogues of Manuscripts and Musical Manuscripts; and printed catalogues of special collections.
- b. Help desk for bibliographic queries.
- c. Receiving and forwarding requests for reproduction of documents.

3. COLLECTIONS

- a. Joanina Library Collection (old book collection)
- b. Library of the Colégio de S. Pedro (16th-19th centuries)
- c. Restricted Access Items (incunabula, old and rare books)

- d. José Falcão Collection (Library of the Liceu Normal de D. João III, 15th-19th centuries)
- e. Private libraries:
 1. Library of Visconde da Trindade (old book and rare book)
 2. Library of Doutor Oliveira Martins (old book collection)
 3. José Vicente Gomes de Moura Collection (Abraveia - 16th-19th centuries)
 4. Octaviano de Sá Collection (Folders)
- f. Collection of Miscellanies
- g. Manuscripts
- h. Musical manuscripts and printed music
- i. Iconography
- j. Other special collections (medals, coins, ex-libris, etc.)

4. CONSULTING ITEMS

- a. Requests for items included in the collections are made by filling out a form for each requested work in the Catalogue Room, in the Manuscripts and Rare Books Reading Room or, in advance, by fax, letter or email¹.
- b. Readers can consult up to three documents simultaneously, and up to a maximum of 18 volumes per consultation day.
- c. Requests for works belonging to the Joanina Library collection must be received by the reading services by 5:15 pm on the day before the day scheduled for consultation. Requests cannot exceed nine titles, or a total of nine volumes, per consultation day. The requested works will be available from 10:00 am on the day following the request.
- d. The consultation of items classified as Treasures (those with the “Cofre” shelfmark) requires express authorization from the Library Director.
- e. Whenever the desired work is available in photocopy, digital format or microfilm, it must be consulted in those formats. Only exceptionally will access to the original be authorized.
- f. Microfilm consultation is made in the Multimedia Room.

¹ Advance reservation of books does not exempt readers from going to the Catalogue Room.

- g. Items that are out of circulation – for conservation reasons, because of their fragile nature or because they are being restored or are on display or have been loaned to other institutions – cannot be made available for consultation.
- h. No document may be taken by the reader out of the Manuscripts and Rare Books Reading Room.

5. CARE WHEN USING COLLECTIONS

- a. It is not permitted to use pens, ballpoint pens or markers. Readers can only use a pencil in this Reading Room.
- b. The presence of sharp instruments in the reading area is not permitted.
- c. Items must be handled carefully. To mark and follow the text, readers should use strips of paper and not their fingers, rulers, or pencils.
- d. Do not write with paper on top of documents, lean upon, fold anew, trace or handle material in any way that could damage it.
- e. Do not apply force to open a bound book. To keep a book open, use appropriate weights.
- f. Do not place open books on top of each other and close any items when they are not in use.
- g. It is not permitted to transfer watermarks or decorative elements from the bindings.
- h. When handling certain items, a staff assistant may require the reader to wear gloves and/or a mask, providing them free of charge. Gloves and masks can also be provided at the reader's request.
- i. Any damage or irregularity observed in the borrowed items, and which is not mentioned in the work's record in the catalogue, must be reported to staff assistant in the Reading Room.

Coimbra, 27 October 2023
Library Director