



LIBRARY RULES

GENERAL RULES

The frequency of reading rooms implies compliance with the respective operating provisions, rules for handling documents, request times and reading progress, as well as closing the library.

For reasons of security, preservation of documents and maintenance of silence, users are not allowed to enter reading rooms with:

- bags, folders, files, suitcases, packages, umbrellas (these objects are kept at the entrance in private lockers and must be removed 15 minutes before the library closes);
- photographic or scanning equipment;
- foods or drinks;
- audio reproduction equipment.

It is strictly prohibited to:

- use a cellphone (it must be turned off);
- use the computers of the Library for purposes that are not related to the search for bibliographic resources;
- use electrical outlets to charge mobile phones;
- leave personal items abandoned in the reading room (if these objects remain in the reading room at the time of the closing of the Library, they will be delivered at the time of its reopening);*
- change the location of furniture and equipment.

* The safety and integrity of personal property are the sole responsibility of users

- The opening hours of the reading rooms during normal operating and holiday periods are published by the library, posted in a visible place.

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Whenever necessary, the same procedure will be adopted for occasional changes to the timetable.

The use of available equipment, requisitions and returns of publications must be delivered 30 (thirty) minutes before the library closes.


The CCCM. I.P library reserves the right to apply sanctions for non-compliance with the Regulation, namely:

- obligation to replace lost or damaged documents;
- cancellation of loans;
- loss of user status;
- expulsion from the reading room.

ACCESS THE LIBRARY

The use of the Library of the Centre is free of charge to any citizen, national or foreign, aged 18 or over.

Those who intended to attend the Library and are under the age of 18 can only do so as part of a study visit and accompanied by a teacher or with special authorization granted by the person in charge of the Library.



LIBRARY CARD

The use of the Library by any person is subject to the possession of the Library Card, issued by the Library, which must be presented whenever requested, namely when requesting publications.

The Library Card is available to any citizen, national or foreign, over 18 years old. Obtaining this card depends on the correct filing of the "Reader Form", the presentation of a photo identification document, proof of address and a recent color photograph.

The Library Card is obtained in person at the Library by paying the current fee, which corresponds to 15€ per year. In case of loss or similar situation, the issue of a new card will cost 2.50€.

It is expressly forbidden to transfer the Library Card to third parties. The Library of the Centre reserves the right not to renew the Library Card for cardholders who have not complied with the regulations in force.

USER RIGHTS

Users have the right to:

- request information about the Library's organization, services and operating rules;
 - consult the catalogs and databases that are available;
 - perform in-person reading of all documents, without any restriction, that are in free access spaces. After consultation, the documents must be placed in the support car;
 - make or obtain reproductions, under the terms and conditions of the Regulation;
 - take advantage of the home loan service, in accordance with the Regulation;
 - use portable computers on tables with electrical outlets for this purpose;
 - submit criticisms, suggestions, proposals and complaints to the service desk or via e-mail to info@cccm.gov.pt
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USER DUTIES

Users have the duty to:

- use the services with due correction, always ensuring their proper functioning and the working conditions of other users and technicians;
- contribute to maintaining a good environment in the Library;
- do not speak loudly or, by any other means, disturb the functioning of the reading rooms;
- keep the documents provided in good condition;*
- communicate to the service desk any anomaly detected in the documents under consultation;
- not carry documents outside the reading room;
- return the requested documents within the established deadlines or request renewal before the deadline;
- respect the opening hours of the Library and leave it before it closes;
- respect the Regulation of the Library.

* It is understood that, upon request, all publications are in good condition, unless otherwise indicated in writing by the Library employees, either on their own initiative or at the request of the user.

MACAU SCIENTIFIC AND CULTURAL CENTRE

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