

IMPORTANT RULES

- Do not re-shelve Library materials. After use, place them on the Library carts;
- To borrow a book take them to the main entrance desk with your ID card;
- Books with a red label on the side (spine), journals, thesis and dissertations are not for loan, but only to be used inside the library;
- Self-service copy machines (colour and B&W) are available but only to copy library documents;
- Users are not allowed to eat, drink (except water), smoke, use mobile phones, make noise or any kind of disturbance inside the library;
- Personal items should not be left unattended: please be sure to never leave your items for more than 15 minutes! If you leave the library, take your belongings with you.



Library hours

Monday to Friday
From 9.30 am to 9.00 pm

Saturday
From 9.30 am to 1.30 pm

(except school holidays and other days duly announced)

Information and Documentation Services ISCTE-IUL

Avenida das Forças Armadas
1649-026 Lisbon
Phone Number : 210 464 052

E-mail: biblioteca@iscte.pt

Website: <http://www.iscte-iul.pt/biblioteca.aspx>

Facebook: <http://www.facebook.com/Biblioteca.ISCTE.IUL>

Youtube: <http://www.youtube.com/user/BibliotecaISCTE>

Slideshare: <http://www.slideshare.net/dsbdiscite>



INFORMATION AND DOCUMENTATION SERVICES



USER GUIDE

LIBRARY SPACE

ISCTE-IUL Library focuses primarily on Social Sciences, Business Management, and Technological Sciences. The Library is open-shelved and browsable. Our collection has over 100.000 titles (books, reference books, PhD thesis and dissertations) 14.700 e-Books and more than 30.000 journals (print and online).

Location: 4th floor of ISCTE-IUL Building II
(expands over 3 floors)

1st floor

Main Desk
Self-service Copying Machines
Director Office and Technical Services
Architecture (books and journals)
Computer Science
Natural Sciences

2nd floor

Reading Room with Help Desk
Group Study Rooms
Anthropology
Sociology
Psychology
History
African Studies
Law
Reference Books


3rd floor

Reading Room with Help Desk
Journals
Economics
Management
Quantitative Methods
Information Science

SERVICES

- Reading Room
- Loan Service
- Interlibrary Loan
- Cultural Events / Exhibitions
- Reference & Information Retrieval
- Selective dissemination of information
- User training
- Photocopies (self-service)

RESOURCES

- Online Catalogue <http://catalogo.biblioteca.iscte-iul.pt/cgi-bin/koha/opac-main.pl>
- Institutional Repository <http://repositorio-iul.iscte.pt/?locale=pt>
- AtoZ Journals list
- Databases: Web of Science, Scopus , ABI/ Inform Collection, PsycArticles, ICPSR and more.
- Biblioteca do Conhecimento Online 
- Helpguides & Tutorials

ADMISSION POLICY

- All ISCTE-IUL students, researchers and teachers have access to all services;
- External users may have access to the services (except borrowing books) after registering at the Main Desk.

LOAN POLICIES

User	Books	Days
Undergraduate	3	10
Masters Students	6	10
PHD Students	6	10
Researchers	6	10
Faculty	6	10

- A library card is required to check out books;
- Renewals - every 10 days - after that the user must wait a week before he can borrow the book(s) again;
- Late return of books results in monetary fine and temporary suspension of borrowing privileges;
- All the missing or damaged books must be replaced or paid for