



Universidade do Minho  
Serviços de Documentação

# UM Libraries

Quick user guide  
2015/16



Welcome!



mobile website



mobile catalog

## PRESENTATION

The mission of the Documentation Services of the University of Minho is to gather, organize and grant easy accessibility to the available information and bibliographical resources, thus creating an ideal environment for successful study, research and the fulfillment of other cultural needs. The Documentation Services is responsible for the main libraries of the University of Minho, located in the different campi.

## Libraries and Bibliographic collection

The bibliographical collection of the University of Minho is composed of monographs, periodicals and other documents that are dispersed throughout the different libraries of the university.

### General Library of the Univ. Minho (BGUM)

Covers all areas of knowledge. Houses an information point of the National Institute of Statistics INE.

Opening hours\*: Monday to Friday, 8h30 to 24h00, Saturday from 8h30 to 13h00 (1 floor), group study rooms (BGUM24X7) opened 24h/day.

Holiday period: Monday to Friday, 9h00 to 13h00 and 14h00 to 18h00

Address: Campus de Gualtar, 4710-057 Braga

tel.: 253 60 41 56/7/8

email: bgum@s dum.uminho.pt

### Library of the Univ. Minho in Guimarães (BPG)

Specializing in the areas of Engineering, Population history, Geography and Architecture.

Opening hours\*: Monday to Friday, 9h00 to 24h00, group study rooms opened 24h/day.

Holiday period: 9h00 to 13h00 and 14h00 to 18h00

Address: Campus de Azurém, 4800-058 Guimarães

tel.: 253 510 118 | email: bpg@s dum.uminho.pt

### Library of the Health Sciences School (BECS)

Specializing in the domains of Health Sciences.

Opening hours\*: Monday to Friday, 9:00 to 13:00 and 14h00 to 18h00 (study group room open from 8h00 to 24h00 and Saturday from 8h00 to 13h00)

Address: ECS, Campus de Gualtar, 4710-057 Braga

tel.: 253 604 897 | email: becs@s dum.uminho.pt

### Library Nuno Portas (BNP)

Specializing in the domains of urban planning, urbanism and architecture.

Opening hours\*: M, W, F, from 13h00 to 16h00

Address: Esc. de Arquitectura, Campus de Azurém, 4800-058 Guimarães

tel.: 253 510 540 | email: bnp@s dum.uminho.pt

### Other Libraries

Beyond the libraries referred below the University of Minho also possesses small specialized bibliographical collections housed in various University departmental libraries.

<http://www.sdum.uminho.pt/>

>> UM Libraries >> Other Libraries

\*Libraries opening hours may change throughout the school year.

### Rules and regulations

Reading the Libraries UMinho Regulations is fundamental to the overall knowledge of the services rules and can be found in libraries halls and via the web at: <http://www.sdum.uminho.pt/>

>> UM Libraries >> Rules and regulations

## Serviços de Documentação da Universidade do Minho

Address: Edifício da Biblioteca Geral, Campus de Gualtar, 4710-057 Braga -P

tel.: +351 253 604 150; 965 970 036

fax: +351 253 604 159

email: sdum@s dum.uminho.pt

Certified libraries: BGUM, BPG





## Services

- Access to the general collection;
- Reading rooms for quiet study and group study rooms, with wireless coverage (some group study rooms are open continuously, 24 hours/day (24x7));
- Loan service (in person/distance);
- Loan of portable computers (local use);
- Reproduction of documents by photocopying and scanning (in self-service);
- Internet access points;
- Access to the bibliographic catalogue (bibliographic records of all publications available at the UM libraries);
- Access to the RepositóriUM - institutional repository of the University of Minho's intellectual output (research materials and scholarly publications in digital format);
- Access to several bibliographic databases to search scientific literature and other information resources;
- Reference services in person support service (by appointment), by phone and via web (email, chat and skype) for assistance in research databases;
- Interlibrary loan and document delivery services (for non-existing documents in UM Libraries);
- Library user training - libraries presentations, user training and visits organized by the library or upon request;
- Library user guides and online tutorials.
- Acquisitions support service.

## Finding books at the library

The books available in open access shelves are organized thematically according to the Universal Decimal Classification system. This is a classification system that structures the human knowledge in 10 thematic categories, which are divided hierarchically into more specific subclasses. The themes are translated by numerical classifications and the first UDC assigned determines the storage area of the book in the library. In the UM libraries, the location of the book is composed of the initials of the library, the UDC and usually by the author's last name initial.

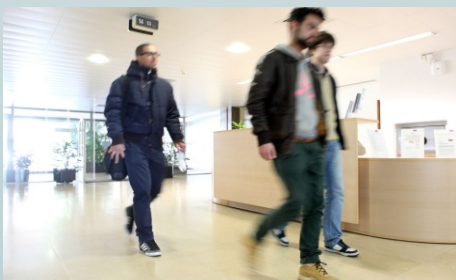
Eg: Kotler, Philip - Marketing management. 12th ed. New Jersey: Upper Saddle River, 2006.

In this case, the publication is located on the Library of the UMinho in Guimarães, the main subject is marketing, which corresponds to the UDC 658.8 and the initial of the last name of the author is K. The location of this publication will be BPG 658.8-K



The periodicals are organized alphabetically by title and number of issue, being the most stowed in the reserved / deposit area. All publications stowed in areas of restricted access, may be requested at the attendance desk.

In the library catalog (<http://catalogo.sdum.uminho.pt/>) the location of the publications is given in the 'Items' information ('Exemplares' in the portuguese version of the catalogue), associated with each bibliographic record displayed in the search results list.





## Lending service

Almost all publications may be borrowed, with the exception of periodicals, reference works, audiovisual material and publications from the Special Collection Libraries (BRE, BREG). Any document for loan must be presented at the attendance desk or requested, in case of interlibrary loan between BGUM, BPG, BNP, BEC e BCE (except between BEC-BCE). Appropriate user identification is required.

## Loan periods

Lecturers/professors and researchers	3 to 60 days
3rd cycle students, research-fellows, employees	3 to 30 days
1st & 2nd cycle students, other users	3 to 14 days

Loan periods vary according to the status of publications and user type

## Number of loans

Lecturers/professors, researchers, 3rd cycle students and employees	30
2nd cycle students	15
1st cycle students	10
other users	6



## Renewals

The renewal of any document may be required up until the last day of the deadline date (in person, by telephone, e-mail and internet, under authentication in the library catalogue), up to a limit of 6 successive renewals. The right to the renewal is lost, when the deadline delivery date expires or if the library requires the document to satisfy other request. We do not recommend renewal requests in the last day.

## Return of publications

Publications may be returned in person or by post, to the address of the library to which the publication belongs. Delays in the returning of documents is subject to fines and sanctions as foreseen by the UMinho Libraries Rules and Regulations.

## Reservations

Users have the possibility of reserving publications that are out on loan (up to a limit of 3). The reservation can be made at any of the attendance points (in person or by telephone) and online via the library catalogue. When the reserved publication is returned in the library, the user is immediately notified via email, and has the deadline for collecting the item at the library by the end of the next business day.

The library email contacts with users are always made to the university email accounts.





## Online bibliographic resources

The Library provides access to a number of electronic bibliographic resources:

<http://www.sdum.uminho.pt/> > Digital library  
Library guides: <http://guias.sdum.uminho.pt>

**Library catalogue** - bibliographical references of all the documents available in the UMinho libraries.  
<http://catalogo.sdum.uminho.pt>

**RepositóriUM** - digital repository of research and scholarly publications of the University of Minho.  
<http://repositorium.sdum.uminho.pt>

**Atoz eJournals/eBooks** - locate titles of journals and books accessible online in full text  
<http://www.sdum.uminho.pt/atoz>

**Portal B-on** - UMinho as a member of the National Consortium *Biblioteca do Conhecimento Online* provides access to several databases and publishers of scientific journals. <http://pesquisa.b-on.pt>

## Bibliographic databases

ABI/Inform Complete - economics and management (partial full-text); Academic Search Complete - multidisciplinary (partial full-text); Business Source Complete - economics and management (partial full-text); CEPR (Centre for Economic Policy Research); Colour Index International (Society of Dyers and Colourists); Communication Abstracts (reference); EconLit Full Text - database from the American Economic Association (partial full-text); ERIC - education (reference); HeinOnline Core Collection - legal history (partial full-text); Library, Information Science & Technology Abstracts (reference); MathSciNet - mathematics (reference); NBER Working Papers - economics Working Papers; Political Science Complete (partial full-text); PsycArticles (partial full-text) and PsycInfo (reference) - psychology; Scopus - multidisciplinary (reference); Web of Science (Core Collection, Scielo Citation Index and Proceedings, Scielo Citation Index, KCI Korean Journal, Medline, Current Contents Connect - reference; Derwent Innovation Index (patents 1963-2012); Journal Citation Reports, Essential Science Indicators and InCites - bibliometry); WGSN (Worth Global Style NetWork); ZentralBlatt Math Database - mathematics (reference).

## E-Journals Collections

ACM Digital Library - collection of 122 journals, magazines, transactions; ACS - around 34 journals; AIP - around 47 journals, since 2000; Annual Reviews

- around 38 journals of review articles, since 1996; Elsevier - around 2260 journals (via ScienceDirect), since 1995; Emerald - around 140 journals in the field of management, industry and engineering; IEEE - around 198 Journals and Proceedings, since 2004; Impactum - around 40 journals (Coimbra University Press); IoP - around 44 journals, since 1996; JSTOR Business I and JSTOR Arts & Sciences III - journals archives; Nature - weekly journal of science; RSC - around 31 journals; Sage (Sociology and Political Sciences collections) - around 80 journals, since 1982; SIAM - around 16 journals, since 1997; Springer - around 1650 journals, since 1997 and backfiles; Taylor & Francis - around 1760 journals; Wiley - more than 820 journals, since 1997.

## E-Books Collections and Reference

APA Handbook of Research Methods in Psychology (3 vols); Infopédia dictionaries; Pombalina (Coimbra University Press); Springer ebook collections (multidisciplinary) - "Historical archives of eBooks" (1902-2004) and "Contemporary eBooks" (2005-2008) and the 2009 collections "Biomedical and Life Sciences", "Computer Science and Earth" and "Environmental Science"; Wiley collection of 75 eBooks (chemistry).

## Restricted access UMinho network

Licensed online resources, are only available in the university network. The Remote Access service, provided by the Communications Service UMinho (SCOM), allows access outside the university.

## Information and reference services

Any general information may be obtained at the libraries attendance desks. To fulfil any requests with regard to special bibliographical searches or any other requests, please contact the Reference Services: [referencia@sdum.uminho.pt](mailto:referencia@sdum.uminho.pt).

At the Documentation Service Website (Portuguese version >> section "Pergunte-nos") it is also available an online reference service providing other contact options (live chat and skype).

## Document supply services

To have access to documents that are non-existent in the libraries of the University of Minho, users have the possibility to obtain documents by means of interlibrary loan (for books, reports, etc.) or copy request (for journal articles, chapters, etc.).  
[www.sdum.uminho.pt](http://www.sdum.uminho.pt) >> Services  
Email: [dif@sdum.uminho.pt](mailto:dif@sdum.uminho.pt)

**For more information visit us at:**  
[www.sdum.uminho.pt](http://www.sdum.uminho.pt)



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<http://www.sdum.uminho.pt>



<http://m.sdum.uminho.pt>



<http://catalogo.sdum.uminho.pt>



<http://catalogo.sdum.uminho.pt/mobile>



<http://repositorium.sdum.uminho.pt>



<http://guias.sdum.uminho.pt>



<http://sdum.uminho.libcal.com>



<http://rss.sdum.uminho.pt/feeds/novidades>



<https://twitter.com/bibliotecasUM>



<https://www.facebook.com/BibliotecasUM>