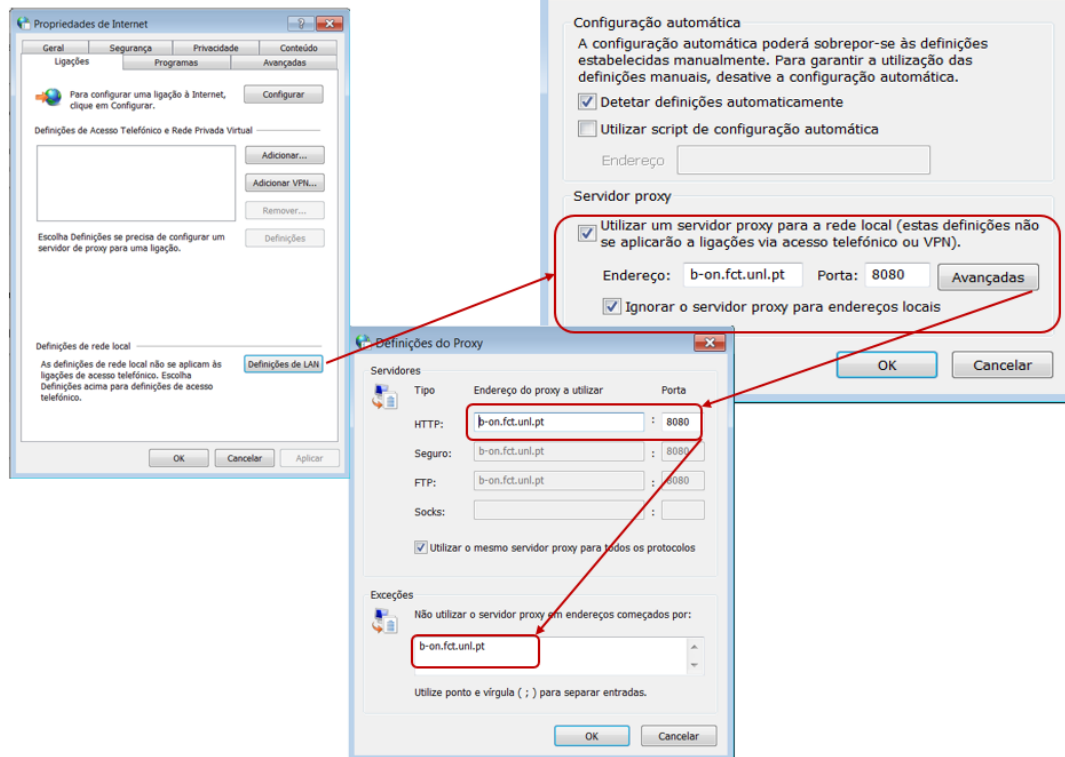


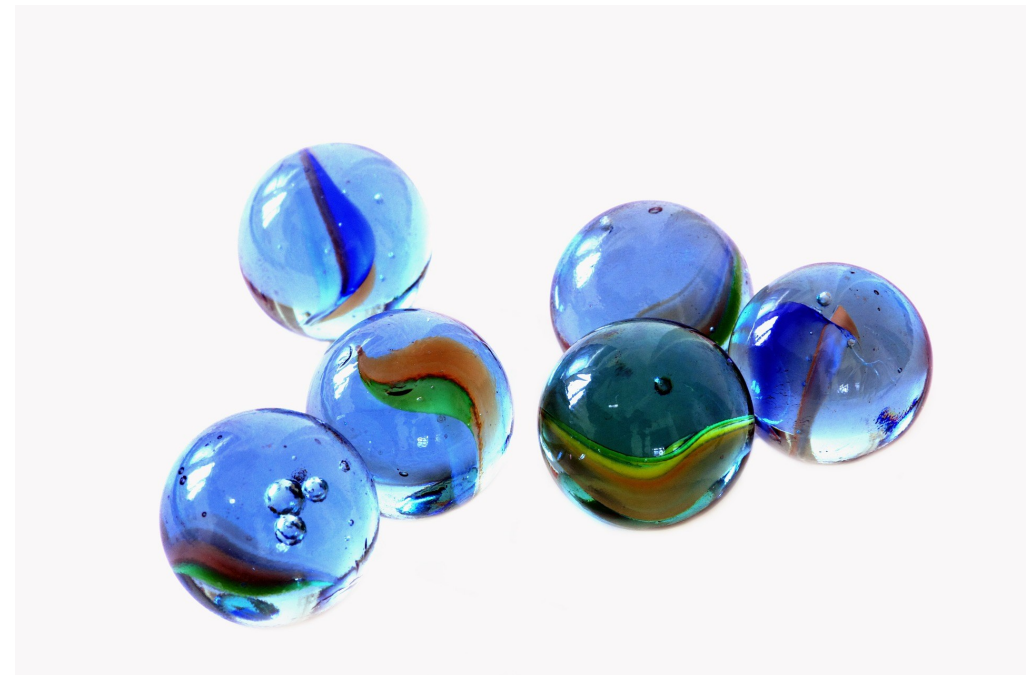
V. REMOTE ACCESS TO FCT NETWORK

You can access the Library electronic resources from home, but you need to configure access to FCT network. For that you need to:

Open browser > Settings



Erasmus student guide



At the end of the process you'll be asked to validate your connection with your CLIP credentials

For more information, please contact: div.dbchelpdesk@fct.unl.pt
Or visit our web page <http://www.biblioteca.fct.unl.pt/formacao/guias>

Welcome to the FCT/UNL Library!

This guide aims to help you with:

- ◆ Loan rules and borrowing information
- ◆ Interlibrary loans
- ◆ Research support
- ◆ Printing/photocopying
- ◆ Access to electronic resources remotely through FCT network

I. LOAN RULES AND BORROWING INFORMATION

As you enroll in FCT as an Erasmus student, automatically you become an authorized library user. The first time you arrive at the front desk, you must have your student's card so that our staff inscribes you in our database (remember to bring your VAT number = value added tax identification number).

Borrowing rules and loan period		
Users	Documents	Loan period
Undergraduate students	5	15
Master and Phd Students	10	30

Please note:

- ◆ Fines are charged if you return your books late. Check the return date on your personal area in the library database using your CLIP password
- ◆ Books may be renewed online twice if no other reader has placed a hold on them
- ◆ If you want to borrow an item which is already on loan you may place a hold on it. When it is returned, you will be informed by email and the book will be kept for you at the front desk for 2 days

II. RESEARCH SUPPORT

This service aims to:

- ◆ Assist you in locating, exploring and using our information resources
- ◆ Support the achievement of academic work
- ◆ Promote and develop information literacy competencies among the students

II. INTERLIBRARY LOANS

This service helps you obtaining documents that are unavailable in the FCT/UNL library. You can request books, journal articles and parts of monographs. To make a request, you need to fill out a form available in our library web page. The loan period is determined by the lending library, but the most common is 2 weeks. You will be informed of the due date when you are notified that your document has arrived.

IV. PRINTING/PHOTOCOPYING

We have a self-service multifunction machine for you to print, copy and scan documents in the first floor (green room).

How can you print a document?

To print a document, you must go to a service desk and ask to load your impression share. Our staff will give you a voucher with instructions for you to follow:

- ◆ you must go to <https://print.ci.fct.unl.pt:9192/app>
- ◆ put your CLIP password
- ◆ Enter the Card number (for exemple, 12set2, 50-J3R0-26SC) and press the "Redeem Card" button to effect the redemption of the balance

How can you copy a document?

You can purchase a photocopying card at the front desk and refill it anytime you need. The price list is attached in-service counters and near the equipment.

Please note:

In this machine you can also scan documents. This service is free of charge.