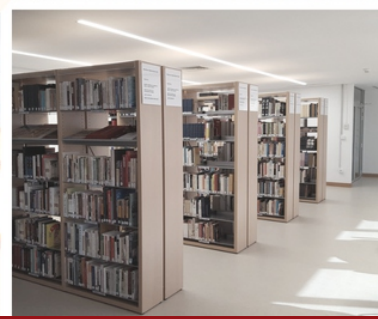
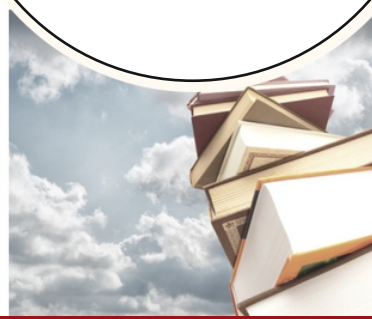




# UMinho Libraries



*o estilo em que cada um deles foi realizado — interesse, sim, a semelhante atitude que presidiu à sua  
It was in that important — what matters is the similar attitude that presided their design.*



## User guide 2019-2020



**Universidade do Minho**  
Serviços de Documentação

# Documentation Services of the University of Minho

The Documentation Services of University of Minho (SDUM) have the following main attributions: collect, manage and make available to all sectors of activity from UMinho to scientific, technical and cultural information, necessary for the performance of its activities; participate in systems or networks of bibliographic, scientific and technical

information, according to the interests of the University. Among other activities, SDUM guarantee the functioning of the university libraries in Braga and in Guimarães, and develop actions aimed at promoting and facilitating access to the more diverse sources of information.



# Libraries

## **General Library of the University of Minho (BGUM)**

Covers all areas of knowledge. Houses the Fernão Mendes Pinto Library (BFMP), specialized in the fields of oriental languages and cultures and the Information Access Point of the National Institute of Statistics INE  
Address: Campus de Gualtar, 4710-057 Braga.

Opening hours: Monday to Friday, 8h30 to 24h00 and Saturday from 8h30 to 14h30;

Holiday period: Monday to Friday, 9h00 to 12h30 and 14h00 to 17h30.  
tel. 253 604 156/7/8 | 965 970 036  
email: bgum@sdum.uminho.pt

## **Library of the UMinho on the Azurém Campus (BPG)**

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

Address: Campus de Azurém, 4800-058 Guimarães.

Opening hours:

Monday to Friday, 9h00 to 24h00.  
Holiday period: 9h00 to 12h30 and 14h00 to 17h30.

tel. 253 510 118 | 965 970 035  
email: bpg@sdum.uminho.pt

## **Library Prof. Joaquim Pinto Machado (BPM)**

Specializing in the domains of Health Sciences.

Address: Escola de Medicina, Campus de Gualtar, 4710-057 Braga.

Opening hours: Monday to Friday, 9h00 to 12h30 and 14h00 to 17h30 (study group room open, Monday to Friday, from 8h to 24h and Saturday, from 8h00 to 13h00).

tel. 253 604 897

email: bpm@sdum.uminho.pt

## **Library Nuno Portas (BNP)**

Specializing in the domains of Architecture and Urbanism.

Integrates the collection donated by the Architect Nuno Portas.

Address: Escola de Arquitetura, Campus de Azurém, 4800-058 Guimarães.

Opening hours:

Monday, Wednesday and Thursday, from 13h30 to 17h30;

Tuesday and Friday, from 09h30 to 13h30 and from 13h30 to 17h30.

tel. 253 510 540

email: bnp@sdum.uminho.pt



**Universidade do Minho**  
Serviços de Documentação

### **Library of Law of the University of Minho (BD)**

Specializing in the domains of Law.  
Integrates the library Dr. Francisco Salgado Zenha (BSZ).

Address: Escola de Direito,  
Campus de Gualtar, 4710-057 Braga  
Opening hours: Monday to Friday,  
9h30 to 19h30.

Holiday period: 9h00 to 12h30 and  
14h00 to 17h30.

tel. 253 601 836

email: [bd@sdum.uminho.pt](mailto:bd@sdum.uminho.pt)

### **Library of the Couros campus (BCC)**

Specializing in the domains of Art,  
Design and Theatre.

Address: Campus de Couros,  
Rua de Vila Flor, n.º 166,  
4810-225 Guimarães.

Opening hours: Monday, Wednesday  
and Thursday from 9h30 to 12h30.

tel. 253 510 615

email: [bcc@sdum.uminho.pt](mailto:bcc@sdum.uminho.pt)

The libraries opening hours may  
change throughout the year  
considering the school calendar.

The University of Minho also has  
other small collections dispersed in  
specialized libraries, located in some  
organic units.

More information at:  
[www.sdum.uminho.pt](http://www.sdum.uminho.pt)  
> UM Libraries



# Services

- Access and local reading of the bibliographic collections;
- Quiet study and group study rooms, with WiFi;
- Individual study carrels and group study rooms, equipped with LCD;
- Lending service for books and other materials (in person and by post);
- Loan of laptops (local use);
- Locker requisition;
- Reproduction of documents (self-service);
- Internet access points;
- Access to the bibliographic catalogue of the UMinho libraries;
- Access to the institutional repository - RepositóriUM;
- Access to bibliographic databases for scientific information search and other resources of information;
- Interlibrary loan and document delivery services (for non-existing documents in UMinho Libraries);
- Acquisitions support service;
- Library user training - libraries presentations, user training and guided tours;
- User support, on a self-training basis, through online guides and tutorials;
- User support service in person (by appointment), by phone and via web (email, chat and skype);
- Multimedia area (3D scanning and printing, studio for video recording and digital editing);
- Publishing services;
- Cultural activities.





# Lending Service

The loaning of documents corresponds to the service of consulting documents outside the installations of the libraries and the request of publications is provided to each user individually. Appropriate user identification is required.

Almost all publications may be borrowed, with the exception of periodicals, reference works, audiovisual material and publications from the Special Collection Libraries, properly identified in the catalog bibliographic.

Students in the 1st cycle can request up to 10 books simultaneously and the loan for domiciliary reading is held for a period ranging between 3 and 14 days, according to the status of the publications.

The loaning period can be extended by request until the last day of the loan term and up to a limit of six successive renewals, unless another member reserves the item.

The return of publications out of time is subject to the penalties determined in the UMinho libraries regulations (article 18).

Requests for renewal of the loan term and requests for the reservation of publications that are out on loan may be required in person at the service desk or by telephone, by Internet (by logging in to the bibliographic catalog) or by email at: [bibliotecas@sdum.uminho.pt](mailto:bibliotecas@sdum.uminho.pt).

Contacts and notifications from the library, sent via email, are always directed to the e-mail address assigned by the UMinho.

## Regulations

The reading of the UMinho Libraries Regulations is important to the overall knowledge of functioning rules. The library regulations can be found in the libraries and via the web: <http://www.sdum.uminho.pt/>  
> UM Libraries



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JU  
Kontaktieren Sie uns  
unter der Nummer  
0201 201-1234

Red sign with logo



# Search Services



The Documentation Services provides access to a number of online bibliographic resources, to support research, teaching and learning activities.

## **Library catalogue**

Allows quick and easy access to the bibliographic records of the libraries of the University of Minho.

## **RepositóriUM**

The institutional repository of the University of Minho gathers publications, in digital format, produced within the scientific and academic activities of the university.

## **A-to-Z eJournals/eBooks**

AtoZ is a locator tool to find journals titles and books titles accessible online in full text.

## **Portal b-on**

Search portal, integrating several databases and international scientific journals, to which UMinho has access as a member of the national consortium b-on.

## **Databases**

The University of Minho subscribes several bibliographic databases and collections for online information research. Throughout the school year, there may be some changes to the following resource list (includes b-on resources).

## **Reference databases**

- Communication Abstracts (communication);
- ERIC (education);
- LISTA (information science)
- ITU World Telecommunication - ICT Indicators Online 2017;
- Medline via Web of Science (health);
- PsycInfo (psychology);
- Scopus (multidisciplinary);
- Web of Science, Journal Citation Reports, Incites(multidisciplinary);
- ZentrallBlatt Math Database (mathematics).



## Full text databases

- ABI/Inform Complete (economics and management);
- Academic Search Complete (multidisciplinary);
- Business Source Complete (economics and management);
- CEPR (economics);
- EconLit Full Text (economics and management);
- HeinOnline Core Collection (law, legal history);
- IBFD Tax Research Platform;
- Political Science Complete (political science);
- PsycArticles (psychology);
- WGSN The world's trend forecaster (fashion).

## E-Journal Collections

- ACM Digital Library (American Computer Machinery, 57 journals);
- ACS (American Chemical Society, 35 journals);
- AIP (American Institute of Physics, 12 journals, from 2000);
- Annual Reviews (51 journals, from 1996);
- Elsevier - ScienceDirect (2373 journals, from 1995);
- Emerald (management and engineering, 200 journals);
- IEEE (229 journals and conferences, from 2004);
- Impactum - Coimbra University Press (49 journals);
- IoP (Institute of Physics, 50 journals, from 1996);

- JSTOR Business I (journals archive);
- Nature (weekly magazine on science);
- RSC (Royal Society of Chemistry, 36 journals);
- Sage - Sociology e Political Sciences collections (160 journals, from 1982);
- SIAM (Society for Industrial and Applied Mathematics, 16 journals, from 1997);
- Springer (1702 journals);
- Taylor & Francis (2013 journals);
- Wiley (1409 journals, from 1997).

## Ebooks and dictionaries

- APA Handbook of Research Methods in Psychology (3 vols.);
- Handbook of Translation Studies;
- Infopédia (29 dictionaries)
- Pombalina - Coimbra University Press;
- Springer (23 500 ebooks, 1902-2009);
- Wiley (75 ebooks - chemistry).

## Portal RCAAP

This service aggregates scientific content available in institutional repositories of national higher education institutions and other R&D organizations.

The updated list of resources available online can be consulted from the SDUM website at:  
<http://www.sdum.uminho.pt/>  
> Digital Library



# 10 useful information

## 1 **Libraries access**

After enrolment at the University of Minho, new students have access to the library services, such as borrowing publications, access to online scientific information, reading and study spaces, etc.

For identification in the library users need the student card or another identification document. To use the computers available in the library and to access the personal loan area by Internet, it is necessary to use the login credentials assigned by the Academic Services.

## 2 **Spaces to study**

The UMinho libraries offer differentiated spaces of study and reading. The General Library on the Gualtar campus provides 622 reading and study places, including individual study carrels, group study rooms (3 of which open permanently 24x7). The UMinho library on the campus of Azurém offers about 400 places, distributed in silence, moderate noise and group study areas, also including 24x7 study

rooms. Other specialized libraries complement the offer of places to study.

## 3 **Books to discover**

The UMinho libraries provide access to more than 441 500 books in several areas of knowledge and to other types of documents, such as scientific journals, CD's, maps, etc. In most libraries the collection is accessible in open shelves organized by subject, but some of these have part of the collection stored in enclosed areas, only available upon request at the service desk. All the existing online bibliography can be searched online through the bibliographic catalog.

## 4 **Reading outside**

The vast majority of books are available for loan, and it is possible to order books from several UMinho libraries. The UMinho interlibrary service works between BGUM, BPG, BNP, BPM, BD and BCE. Users can request and return books at any of these libraries.

**5 Science a click away**  
At the University of Minho network is available an important collection of scientific information resources in digital format, general and specialized in several areas of knowledge: bibliographic databases, thousands of scientific journals and publications and researchers of the University of Minho. These are key sources of scientific information for research.

**6 Remote access**  
Most collections in digital format are only accessible on the University of Minho network. However, users can explore this universe of scientific contents outside the university. For that, users need to use the VPN Remote Access service, provided by the UMinho Communications Services.

**7 Library training**  
At the beginning of the school year, SDUM promote presentation sessions about the UMinho libraries, especially dedicated for the new students of the university. Throughout the year, the library promotes other training sessions on various resources (also available upon request).  
<http://sdum.uminho.libcal.com/>

**8 Library guides**  
To find out about the most relevant informative and bibliographic resources in your area of study, access the thematic guides. Users will find bibliographic suggestions, recommendations of databases for research, collections of journals and scientific repositories, dictionaries and encyclopedias, among other resources (section in Portuguese only).  
<http://guias.sdum.uminho.pt/>

**9 Library support**  
At the UMinho libraries users will find staff available to provide information and support on library issues. The library also offer support via email, chat and phone, about library issues and bibliographic resources available online at the university. For questions that require further assistance we recommend scheduling personal attendance.

**10 More information**  
On the SDUM website you can find all the updated information about libraries, services and resources:  
<http://www.sdum.uminho.pt/>



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



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



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



[www.facebook.com/bibliotecasum](http://www.facebook.com/bibliotecasum)



[www.instagram.com/bibliotecas\\_uminho](http://www.instagram.com/bibliotecas_uminho)

## Serviços de Documentação da Universidade do Minho Documentation Services of the University of Minho

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

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

email: [sdum@sdum.uminho.pt](mailto:sdum@sdum.uminho.pt)

Certified entities: BGUM, BPG

