PIOP Library Operating Rules

Borrow a Book

1. The Library offers open access to both researchers and the general public, while operating as a lending library for members as well.

2. Members can borrow books for a period of up to 15 days, with the option to renew once, unless there is demand for them. Magazines, encyclopedias, dictionaries, rare editions and non-print material cannot be borrowed.

Use the Reading Room

1. Members can visit the Library during its opening hours (09.00 - 16.00).

2. Members have to fill in the Reader's Card each time they visit the Library.

3. A reading room with twelve (12) seats is available and is occupied on a first-come, first-served basis.

4. Users must leave their bags in lockers specially designed for this purpose.

5. Users do not have direct access to libraries.

6. Access to the Library's Online Catalogues and the Online Database is free via workstations located outside the reading room. Access to the Internet is not permitted on these computers, nor is it permitted to install programs or modify settings.

7. Users are allowed to bring their laptops, books and notes to the reading room.

8. Wi-Fi is available in the reading room.

9. Users of the reading room are required to maintain the area, as well as the printed and electronic material, in a clean and tidy condition and to ensure that the reading room is kept quiet.

10. The consumption of food, smoking and the use of mobile phones are not allowed.

Acquisition of new material

1. The Library's acquisitions are mainly made by purchasing books and journals, after searching in special bibliographic sources, as well as following suggestions from the Foundation's departments.

2. The exchange of books with other institutions is ongoing and is continuously reinforced.

3. Donations of printed and electronic material are accepted, provided that the material is in good condition and has educational and informative value.

4. All acquisitions from exchanges and donations become the property of the Library and are listed in its collection.