

User Guide

CIRCULATION

Check out and Check-in Self-service:

The handing service can be done at Check-out Desk (inside the libraries) or in MON and UMU libraries' self-checkout machine (in the external area, available 24 hours a day) and in PON library (inside the library).

Borrowing

The period and amount of informational material for loan vary according to the user's category.

SISBI/UFU also provides netbooks, tablets and e-readers for home loan directly from libraries Circulation Divisions/Services. Renewing loans and requesting non-available material must be done only via internet, on Online Catalog page. Every borrowed item can be returned at any SISBI Library.

UFU community only.

Collaborative Laboratories

Group Study Rooms

Rooms designed for group works (3 or more people), equipped with information technology, easing the practice of presentations, brainstorm and projects elaboration. Available in MON, UMU and MTC libraries.

UFU community only.

Reserve Room

Collection consisting of most popular works, available for local consultation or special loan. Professor is responsible for indicating the works for this room.

Sound and Image Environment

Exclusive space for using audiovisual material. Available in MON and UMU libraries.

Audio-visual Material Room

Site for individual/group use of audio-visual media, for solmization, for playing sheet music and for other activities that require soundproof room.

REFERENCE

CAFe

Remote access to Portal de Periódicos Capes (Capes' Journal Website) signed content. Institutional email required (individual@ufu.br).

UFU community only.

Bibliographic Purchase

Service request for copies of documents (article, theses, chapters of books and works presented at events) in other libraries in the country and abroad.

Interlibrary Loan

Books request between SISBI/UFU units and between them and other libraries of the country and abroad.

UFU community only.

Cultural Area

Areas available for artistic activities, prior SISBI/UFU authorization is required.

Research Workstation

Multimedia Workstation

Computers connected to the internet for playing audio-visual contents.

Ethernet Network

Space reserved for internet access via wired network. The library does not loan the Ethernet cable.

Lounge

Spaces furnished with colorful armchairs for informal reading.

Bibliographic Search

Customized service for searching databases and locating references, abstracts and full-texts documents on various subjects.

UFU community only.

Collection List

Issuance of bibliographic listings for MEC's* recognition or renewal of recognition to UFU courses.

UFU community only.

* The Ministry of Education (MEC) is an agency of the federal government of Brazil founded on Decree No. 19,402, on November 14, 1930, under the name Ministry of Education and Public Health, by the then President Getúlio Vargas and was responsible for the study and dispatch of all subjects related to teaching.

Standardization of academic texts

Customized service for arranging academic works, according to some standardized style.

UFU community only.

Wi-fi Network

Use institutional e-mail login to access Internet in SISBI/UFU libraries. The registration is done through UFU webmail menu. More information: Centro de Tecnologia da Informação (Information Technology Center) - Building J, room 207.

UFU community only.

Planetary Scanner

High-resolution device for scanning short excerpts of informational material from SISBI/UFU. The file can be saved in pen drive or sent by e-mail. Available in MON, UMU and PON libraries.

Users Training

- ✓ Guided visit: presentation of the structure and services of SISBI/UFU.
- ✓ Research in databases: presentation of scientific databases and specialized search engines *.
- ✓ Standardization: presentation of the ABNT standards for standardization of academic work *

*UFU community only.

Video Conferencing

Interactive audiovisual resource for training, meetings, classes, qualification exams and academic submission. Available in the MON and UMU libraries.

UFU community only.

Cataloging and Classification

Cataloging in Publication

Elaboration of catalog records for dissertations, theses, books and other documents produced by UFU community.

Selection and Acquisition

Informational Material Purchase

Process of buying and exchanging informational material. To suggest works for acquisition, the interested party must register and fill out the appropriate form in Sigami/Solicitação para aquisição (Sigami/Purchase Request): www.bibliotecas.ufu.br/sami . Teachers and academic directories representatives are responsible for the request.

Informational Material Donation

Acquisition of works through donations. To make a donation, the interested party must register and fill out the appropriate form in Sigami/Doação para bibliotecas (Sigami/Donating to Sisbi): www.bibliotecas.ufu.br/node/247 . The donation of informational material is provided to every citizen.

SISBI/UFU Rules

Operation and Physical Facilities

- ✓ The libraries' collection is freely accessible, when the rules for self-service lockers use are respected.
- ✓ Libraries have specific areas for individual, in two and group study. In individual study area, silence is imperative.
- ✓ Scheduling is required when using the video-conference and audio-visual room (MON),
- ✓ When using the collaborative laboratories (group study rooms in the MON, UMU and MTC libraries) it is necessary to loan the keys.
- ✓ MON and UMU libraries have a 24/7, free access study space, even on holidays and weekends.
- ✓ It is not allowed to trade, to campaign, to request donation and to eat in the libraries.

Library Account Activation

- ✓ The registration is available for students, faculty and staff who own the UFU ID card.
- ✓ Users who fit more than one category must choose a single one (faculty, students, staff and others)
- ✓ UFU ID card is for personal use and is not transferable

- ✓ Once registered in one of the libraries, the user is eligible for all SISBI/UFU units

Nothing on record

- ✓ Users who no longer have an active/effective institutional link automatically lose their subscription to SISBI/UFU after the issuance of the “Nothing on record” document, requested by the units or directly by the user.
- ✓ The libraries have a maximum deadline of one working day, after the request, to issue the document.

Loan

- ✓ It is essential to present the institutional identification card for home loans.
- ✓ The user is responsible for the custody and conservation of the informational material borrowed.
- ✓ When making the loan or renewal, the user must make sure the due date.

Material Type	Qt.	Loan Period per Borrower
Book	8	7 days for undergraduates students and staff (retire or not). 14 days for students and visually impaired people. 30 days for faculty.
Sheet Music	8	
Art Catalog	2	
Netbook	1	7 days for any user category
Tablet	1	
E-reader	1	
DVD	2	3 days for any user category
CD	2	
Videotape	2	
Reference Works*	2	4 hours for any user category
Works from Reserve Room *	2	4 hours for any user category

***Special Loan:** Loan works per hour can be withdrawn at the end of the business day or on the eve of holidays and academic breaks until 4am before the closing of the sector and must be returned within the first hour of the next business day. The special loan cannot be renewed.

Renewal

The renovation is carried out exclusively by the internet in the Library’s website.
Maximum number of renewal:

- ✓ Book, Art catalog, netbook, tablet and e-reader: 25 times.
- ✓ Sheet Music, DVD, CD and VHS: once

Renewal is not available when:

- ✓ the material is reserved;
- ✓ is made on the same day as the loan;

- ✓ if there is any debit on behalf of the user;
- ✓ library registration is expired;
- ✓ the user exceeds the renewal limit (25 times), or exceed the limit of days past due (30 calendar days) or is graduating.

Reservation

- ✓ The reserve is only available for borrowed works and is carried out exclusively through the internet. The work is available to the user at the Circulation Area Counter for one business day.
- ✓ The localization of the works must be observed before reserving them. SISBI/UFU is not responsible for its transport.

Initials	<i>Campi</i>	Site
MON	Santa Mônica	Libraries in Uberlândia
ESB	Eseba	
FIS	Educação Física	
GLO	Glória	
HCU	Hospital das Clínicas	
UMU	Umuarama	
MTC	Monte Carmelo	Libraries Outside Uberlândia
PAT	Patos de Minas	
PON	Ituiutaba	

- ✓ The reservation strictly follows the chronological order of the requests.
- ✓ When the work is already in the possession of the user it cannot be reserved by itself.
- ✓ There will be a tolerance of up to one working day after the deadline for returning the work to the user who has reserved it.

Other Collections

- ✓ Special Collections, UFU Memory (theses and dissertations), LP and plays are available for research only in MON library.

Fines and Fees

- ✓ The user who does not return the document in due time shall undergo fine in accordance with UFU Directors Board Resolution No. 03/97, which regulates, determines and updates UFU fee rates.
- ✓ Fine is charged per unit borrowed and days of delay, not including weekends, holidays, and recess. For material borrowed per hour, fine will be charged per borrowed unit and hour of delay.
- ✓ Loan services are suspended for users with debts from fines or overdue material for more than 30 days until the material is returned and the fine is fully paid.

- ✓ Criteria for fines payment allowance are: medical certificate (days covered by the certificate); Death certificate of father, mother, grandmother, grandfather, sister, daughter, wife and husband (8 days from the day of death) and certificates of participation in events inside and outside Uberlândia (days covered by the certificate).
- ✓ The fine and other fees are paid only at Banco do Brasil S/A branches, through a Guia de Recolhimento da União – GRU (Federal Tax Liability Payment Form), available on SISBI/UFU and UFU websites.

Loss and Damage

A) Informational Material

- ✓ In case of loss or damage (including theft or robbery) of informational material, the user must return to the library another copy of the same or the most up-to-date edition. Sold out editions should be reset by one or more similar titles indicated by the library.
- ✓ The user must immediately report the material loss to the library, so fine charging is suspended and the replacement process starts. If the lost item is recovered during the process, fines will be applied.
- ✓ For replacing reserved works and/or works from the Reserve Room user will be given within 7 days; for other works, 30 days.
- ✓ If the work is not returned within the specified period, loan service is suspended.

B) Mobile Electronic Devices

- ✓ In case of loss or damage (including theft) of netbook, tablet or e-reader, the user must return another one of same or updated model. Replacement of discontinued device, SISBI / UFU and / or UFU IT staff must indicate a similar model.
- ✓ The user must immediately report the loss of the device to the library, so the fine charging is suspended and the replacement process starts. If the lost item is recovered during the process, fines will be applied.
- ✓ User will be given 30 days for repairing or replacing the equipment, after the IT/Computer Support assessment.
- ✓ If device is not returned within the specified period, loan service is suspended.

C) Institutional ID Card

- ✓ In case of loss or damage (including theft or robbery) of the institutional identification card, user must request its cancellation in the Student Service and Dean Personnel Management Office. After that, a new copy can be requested on UFU website.

D) Lockers keys and Radio Frequency Tags (RFID)

- ✓ In case of loss or damage of the locker key or the RFID tag, fines will be applied. The user is also responsible for the damage caused to the lockers facilities.

Indiscipline Acts

- ✓ Users who do not contribute to the maintenance of silence, who improperly use the library's physical space and equipment, and / or commit other acts of indiscipline (server assault, depredation of public property and other cases not yet foreseen) around the libraries' buildings, will be verbally warned by the staff responsible for the sector.
- ✓ Depending on the severity, the user may be suspended from all loan procedures in every SISBI / UFU libraries for 30 days and, in case of recurrence, for 90 days.
- ✓ In cases of users with an academic enrollment, a communication is sent to his course coordinator; users with functional link, the communication is sent to the person in charge of the organ / sector in which the server is employed; And in the case of the external community, an incident report is drawn up in the Divisão de Vigilância e Segurança Patrimonial (DIVIG).
- ✓ "Art. 331 - To disqualify a civil servant in the exercise of his/her function or because of it: punishment - imprisonment, from 6 months to 2 years, or fine. "(Brazilian Penal Code).

Lockers

- ✓ The locker should only be used during the user's stay inside the library.
- ✓ The use of the locker is individual and non-transferable.
- ✓ It is not allowed to enter the libraries with suitcases, briefcases, backpacks, bags and similar objects, unless authorized by the management. Materials that do not fit in the lockers compartment (rulers, special folders, among others) will be inspected before leaving.
- ✓ The library is not responsible for the material left in the lockers storage, and the user is responsible to keep the key in his/her possession.
- ✓ It is not allowed to keep any materials in the lockers after the library closing time.
- ✓ Service providers duly identified with a visitor's badge/Identification tag are allowed to enter the libraries carrying work material, which must be inspected before leaving.

Other Cases

- ✓ The library is not responsible for the material left on the tables.

- ✓ Cases not foreseen in the Regulations are subject to discussion between the management of the related divisions, aiming for its solution or regulation, after consulting SISBI / UFU Directory Board.

Finding books on the shelves

Collection Classification

0	General Subjects. Science and Knowledge
1	Philosophy. Psychology
2	Religion. Theology
3	Social Science
4	
5	Mathematics. Natural Sciences
6	Applied Sciences Medicine. Technology
7	The Arts. Sports. Architecture
8	Linguistics. Language. Literature
9	Biography. Geography History

Order of number for identification

The call number is composed of:

- number corresponding to the subject of the work in the Universal Decimal Classification (UDC) index;
- first letter of the author's last name + UDC author' number + first letter of the title of the book;
- language of the text, if it is a translation;
- edition, when it is not the first;
- volume number of the work, when it belongs to a collection.

A	517.52	Math: series e sequences
B	C563f	C(hurchill, Ruel Vance) 563 + F(ourier series and boundary value problems)
C	=690	Portuguese
D	2.ed	Edition
E	V.1	Volume

Signs

The signs link, subdivide the books into hierarchies, indicate language, presentation form, time and / or point of view and are shelved in the following order:

+	Addition	Concepts Coordination	622.33+622.74
/	Consecutive Extension	Linking consecutive subjects	622.33/34
	Simple Number	Contains a single subject	622
:	colon	Related Issues	622.33:338.97

=	Equal sign	Language	622.33=30
(0)	Brackets zero	Subdivision of the form	622.37(091)
(...)	Brackets	Place	622.33(81)
(=...)	Brackets and equals sign	Nationality and race	622.33(=12)
“...”	Quotation marks	Time	622.33”18”
A/Z	Alphabetical subdivision	Biography	622.33Gluckauf
-0	Hyphen	Common auxiliary of general features	622.33-78
.0	Point zero	Special Subdivision	622.33.04.8
.	Point	Major number subdivision	622.23