



Welcome to the Library: Tips for Erasmus Newcomers

Opening hours

Semester

Monday to Friday

9 a.m – 8 p.m.

Holidays

Monday to Friday

9 a.m – 5 p. m.



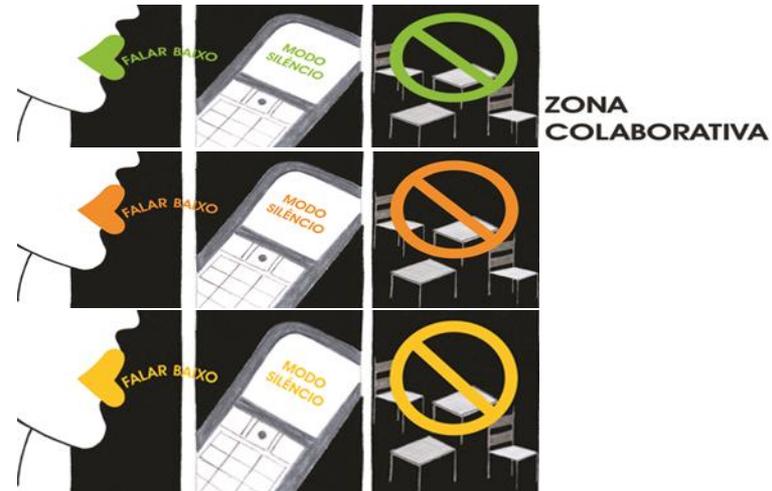
Where to study

THE LIBRARY IS DIVIDED INTO 2 DIFFERENT AREAS

Colaborative working areas:

- Yellow room (ground floor)
- Orange room (1st floor)
- Green room (1st floor)
- Group Study rooms (1st and 2nd floors)

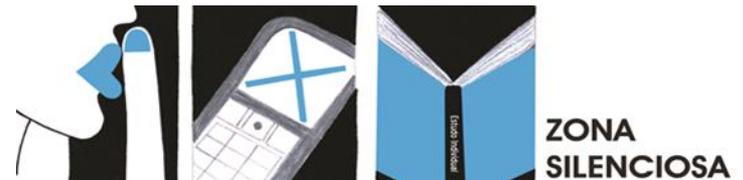
(You need to reserve the study rooms on CLIP)



Silent working areas:

- Blue room (2nd floor)
- Individual study rooms (3rd floor)

(You need to reserve the study rooms on CLIP)



At the library desks you can find



Planta da Biblioteca
Library Floor Plan



BIBLIOTECA FCTUNL
 FUNDO DOCUMENTAL | Our Collection

A documentação encontra-se arrumada por assuntos de acordo com a Classificação da Biblioteca do Congresso (CBC). A CBC organiza o conhecimento humano em 21 grandes classes, identificadas de forma arbitrária por letras maiúsculas.

The collection is organized by subject according to the Library of Congress Classification (LCC). The LCC divides human knowledge into 21 classes, which are identified by capital letters.

Piso -1 | Floor -1

Sala de leitura informal (Preguiçódromo) Informal reading room (Leisure room)	Jornais diários Revistas generalistas Newspapers Periodicals
Depósito Closed access stacks	Revistas anteriores a 2009 Revistas mortas Livros Teses anteriores a 2006 Coleções de reservados Periodicals dating before 2009 Periodicals which are no longer subscribed Books Theses dating before 2006 Special collections (restricted access)

BIBLIOTECA FCTUNL
 CAMPUS DE CAPARICA

Floor 0 **amarelo | yellow**

Revistas científicas Scientific journals	G153.4 Guias Turísticas G153.4 Travel and Tourism W690 Literatura. DVD's W690 Literature. DVD's WBD Banda Desenhada WBD Comic books X1 Divulgação Científica X1 Scientific literature
Facilidades disponíveis Available facilities	Perdidos e Achados Lost Property Wireless Wireless

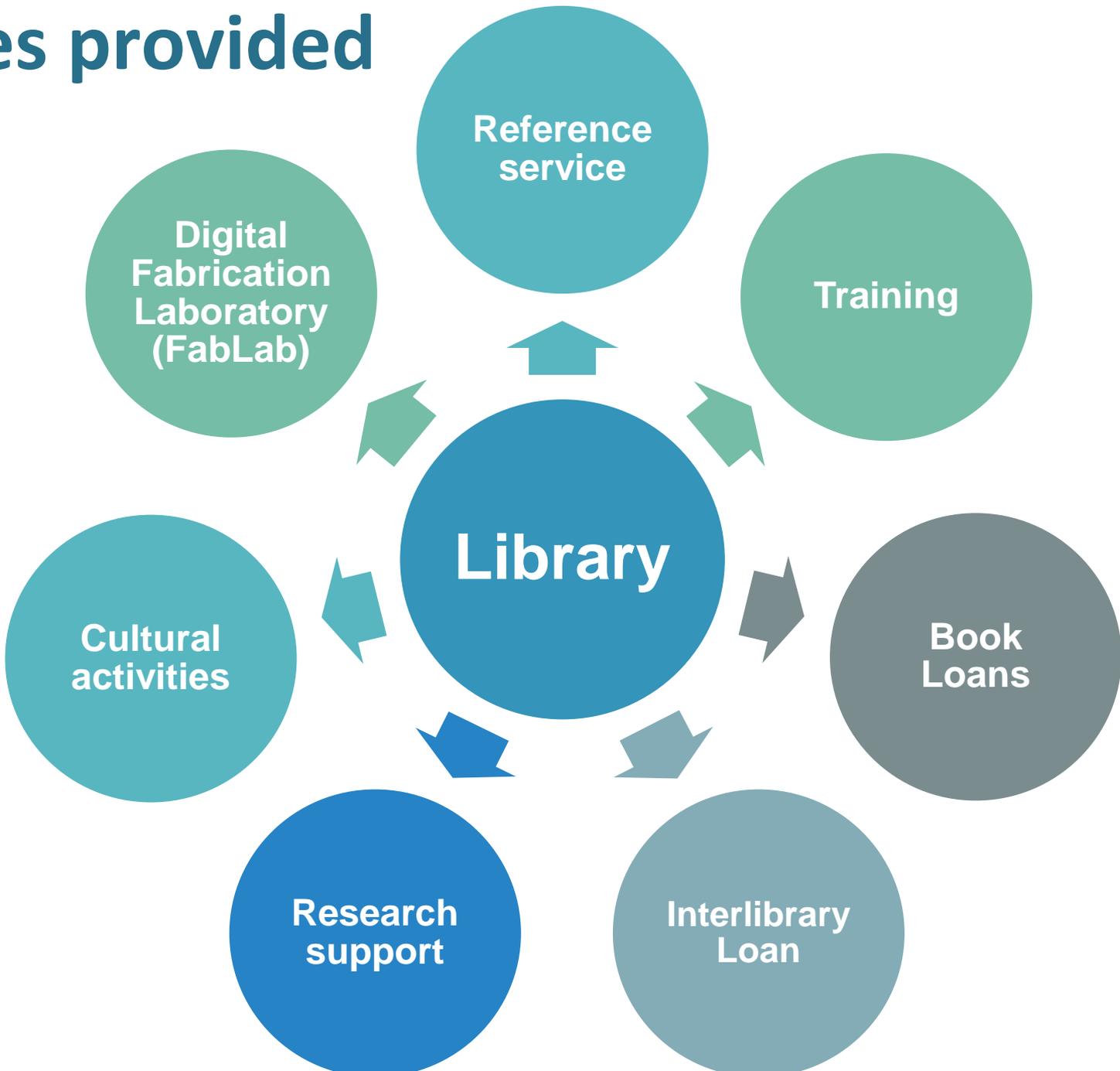
Erasmus student guide



BIBLIOTECA FCTUNL
 CAMPUS DE CAPARICA



Services provided



The school database - CLIP

Autenticação geral de utente

Identificador Senha

When you enroll in NSST, you' re given **an e-mail address and a password** to access your personal and academic information on CLIP database.

(The first part of your e-mail address (before the simbol @) will be your CLIP username).

CLIP's username and password will be your username and password for the Library online catalog and personal area, and are also used to reserve study rooms

The Library Catalogue

The screenshot shows the top section of a library catalogue website. On the left, the Koha logo is visible next to a 'Lists' dropdown menu. The main header area features the text 'OPAC catálogo bibliográfico' over a background image of books and a magnifying glass. On the right side of the header, there are two yellow-bordered buttons: 'Languages' and 'Log in to your account'. Below the header is a search bar with the text 'Library catalog' and a 'Go' button. Underneath the search bar are links for 'Advanced search', 'Authority search', and 'Tag cloud'. At the bottom left of the header area is a 'Home' button, and at the bottom right is an accessibility icon.



Log in to your account:

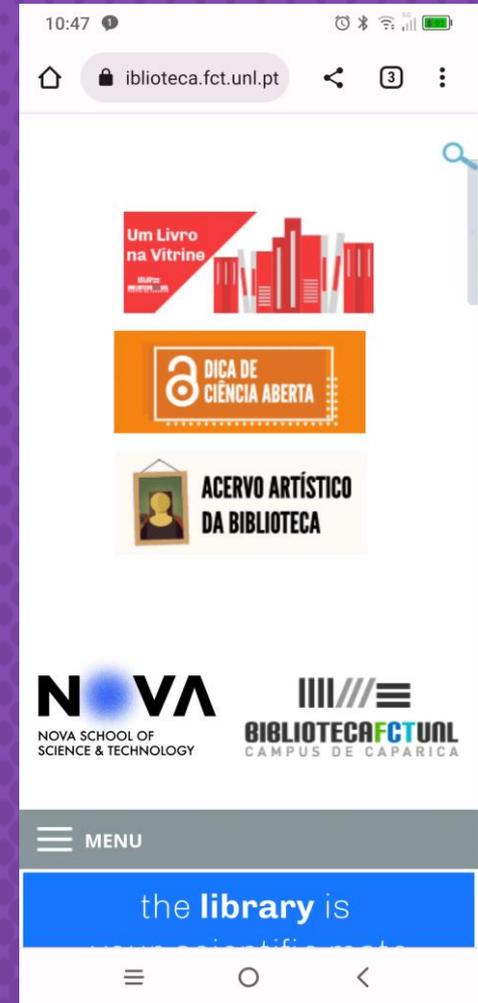
Login:

Password:

To register in the library catalogue

- ✓ Go to the Library web page
- ✓ MENU
- ✓ Área pessoal

Congratulations! You are now a registered Library user!



Borrowing from the library



Borrower category	Number of documents	Loan period
Undergraduate students	5	15
Master and PhD students	10	30

Attention!

- **Fines are charged** if you return your books late!
- **Check the return date** on your book or 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**.

To reserve a study room on CLIP

Acto administrativo

Acto curricular

Situação Académica

Ano lectivo

Informação Geral

Reserva de espaços

Biblioteca

Auditório

Gabinete de Trabalho Individual

Preguiçodromo

Comunicação e Cultura

Sala Ágora

1

2

Procura

Dia *

Hora de início

* escolha obrigatória

09:00
13:00
17:00

3

Procura	
Dia *	2021-10-04
Hora de início	13:00 <input type="button" value="Ver disponibilidade"/>
* escolha obrigatória	

Escolhas	
Horário	Sala
	Gabinete de Trabalho Individual : 3.01
	Gabinete de Trabalho Individual : 3.02
	Gabinete de Trabalho Individual : 3.03
	Gabinete de Trabalho Individual : 3.04
	Gabinete de Trabalho Individual : 3.05
	Gabinete de Trabalho Individual : 3.06
	Gabinete de Trabalho Individual : 3.07
	Gabinete de Trabalho Individual : 3.08
	Gabinete de Trabalho Individual : 3.09
	Gabinete de Trabalho Individual : 3.10
	Gabinete de Trabalho Individual : 3.11
	Gabinete de Trabalho Individual : 3.13
	Gabinete de Trabalho Individual : 3.14
	Gabinete de Trabalho Individual : 3.15
	Gabinete de Trabalho Individual : 3.16
	Gabinete de Trabalho Individual : 3.17
	Gabinete de Trabalho Individual : 3.18
13:00 - 17:00	Gabinete de Trabalho Individual : 3.19

4

Quem	Maria do Rosário Antunes Duarte
Hora de início	09:00
Hora de fim	13:00
Sala	Centro de Documentação e Biblioteca - 3.02
Fazer	pedido de reserva

From home, you can...

Renew your loans

Make a book reservation

Request an item that is not available from our catalogue (interlibrary loan)

Book a group/individual study room

Sign up on a training session

Ask for support locating information for your academic assignment

Access the school electronic resources

Electronic resources

- Library Catalog (e-books)
- B-on (Biblioteca do conhecimento online)
- NOVA University Repository – RUN



<https://opac.fct.unl.pt/>



<http://www.b-on.pt/>



<http://run.unl.pt/>

Remote Access to Information resources

- ✓ It's possible to access all electronic resources from outside the Campus.
- ✓ Access requires remote connection to the NSST network via VPN and authentication with CLIP credentials.
- ✓ VPN refers to a network (Virtual Private Networking) to which authorized remote users can connect, becoming an integral part of that network, which operates on the infrastructure of a public network such as the Internet.
- ✓ For instructions for connecting via VPN and a support video see:

<https://www.div-i.fct.unl.pt/servicos/vpn>

Users training

The library's information literacy programme provides weekly workshops

About:

- How to search information efficiently
- Electronic resources (B-on and other databases)
- Bibliographic management software (Mendeley Reference Manager, Zotero, EndNote web)
- Ethical use of information / How to avoid plagiarism
- How and where to publish
- Research data management
- Data management plans
- Scientific communication
- And more ...



Users training

In the training calendar you can find sessions about information resources, search strategies, bibliographic management software and other subjects.

The sessions *may* be in english

12 OUT	Recursos de informação para a investigação em ciência e tecnologia Formadora Maria do Rosário Duarte
18 OUT	Competências em pesquisa de informação Formadora Maria do Rosário Duarte
25 OUT	Ciência Aberta. O que é? Formadora Elís Bastos
30 OUT	O básico do Acesso Aberto Formadora Elís Bastos
02 NOV	Uso ético da informação Formadora Ana Bane
09 NOV	Mendeley Reference Manager Formadora Maria do Rosário Duarte
17 NOV	Zotero Formadora Maria do Rosário Duarte
23 NOV	End Note Web Formadora Maria do Rosário Duarte
30 NOV	Citação e Referenciação- estilos e normas Formadora Maria do Rosário Duarte
11 DEZ	Dados de Investigação: o que fazer com eles? Formadora Patrícia Dias de Melo
18 DEZ	Argos - Uma ferramenta para Gestão de Dados de Investigação Formadora Patrícia Dias de Melo
25 DEZ	Repositórios de dados: Como criar coleções e arquivar dados de investigação (Zenodo / Pilon) Formadora Patrícia Dias de Melo
01 JAN	Publicar: Onde e como? Processo de publicação Formadora Diágora Lopes
15 FEV	Quem sou eu? Perfil de investigadores Formadora Diágora Lopes
04 MAR	Tese a quanto obrigas! Formador António Domingos
10 MAR	Word avançado que afinal é básico Formadora Ulmar Teodoro
22 MAR	Uso ético da informação Formadora Ana Bane
29 MAR	Information resources and search strategies Formadora Maria do Rosário Duarte
12 ABR	Citing and referencing Formadora Maria do Rosário Duarte
20 ABR	Zotero (english) Formadora Maria do Rosário Duarte
10 MAI	Mendeley Reference Manager (english) Formadora Maria do Rosário Duarte
17 MAI	Expor ideias em apresentações orais Formador Fernando Bastos
24 MAI	End Note Web (english) Formadora Maria do Rosário Duarte



Cultural spaces and activities

Exhibition rooms

Cinema

Music

Theater

Talks



Auditorium



Leisure room

FabLab FCT - how to make (almost) anything

What is a FabLab?

A place that provides access to digital manufacturing technologies.

It allows to use technological equipment generally only accessible for mass production.



Equipment:

- ✓ 3D printers
- ✓ Laser Cutter
- ✓ Vinyl cutter
- ✓ Electronics
- ✓ Precision milling machine
- ✓ 3D Scanner
- ✓ Sewing machine
- ✓ Thermoforming

You **need to reserve** the equipment beforehand

Weekly workshops throughout the school year

Reservations at:

<https://www.fctfablab.fct.unl.pt/>

Information Sources and other tips



Information sources– categories

- ✓ Aggregators
- ✓ Search engines
- ✓ Reference databases
- ✓ Full Text databases
- ✓ Publishers databases
- ✓ Catalogues
- ✓ Specific resources like NOVA Discovery

Open Access resources:

- ✓ Institucional repositories
- ✓ Thematic Repositories
- ✓ Directories
- ✓ Portals

Information resources

Aggregators



Repositories



Search engines



Databases



Portals



Publishers databases



Digital libraries



Types of Information Sources

Primary sources - contain original information about a subject, that is to say, when the **information is released by the 1st time**, like: Research articles; Conference proceedings; Scientific and technical reports; Theses ... Books presenting original ideas

Secondary sources - These **analyze, interpret and comment** the primary sources, like: Review articles or Books

Tertiary sources:

These are specialized works that cover a body of knowledge on specific subjects, they **select and organize information from other sources**, like: Reference books (handbooks, textbooks)

Scientific articles

Are the main medium used for the formal communication of science

They are written by scientists

They are published in journals with knowledge certification mechanisms (peer review)

Types of articles

Article OR Scientific article

Describes at first hand the results of a study of a research work.

Review article

Organizes and critically evaluates previously published studies.

Rapid Communications or Letters

Smaller in size than articles, they are a means of briefly publicizing the work in progress on a given project

Why start with B-on

- ✓ It is a federated search engine that will retrieve information within the various databases it has access to
- ✓ It allows you to identify from which platform the best results are retrieved
- ✓ Allows us to “go” to 1 specific resource
- ✓ It is a multidisciplinary resource
- ✓ It is a trusted resource
- ✓ The information is current



Why start with a reference database

- ✓ These are a multidisciplinary resources
- ✓ They indexed material from the most important publishers worldwide
- ✓ These are trusted resources
- ✓ The information is current and relevant



Ethical use of Information



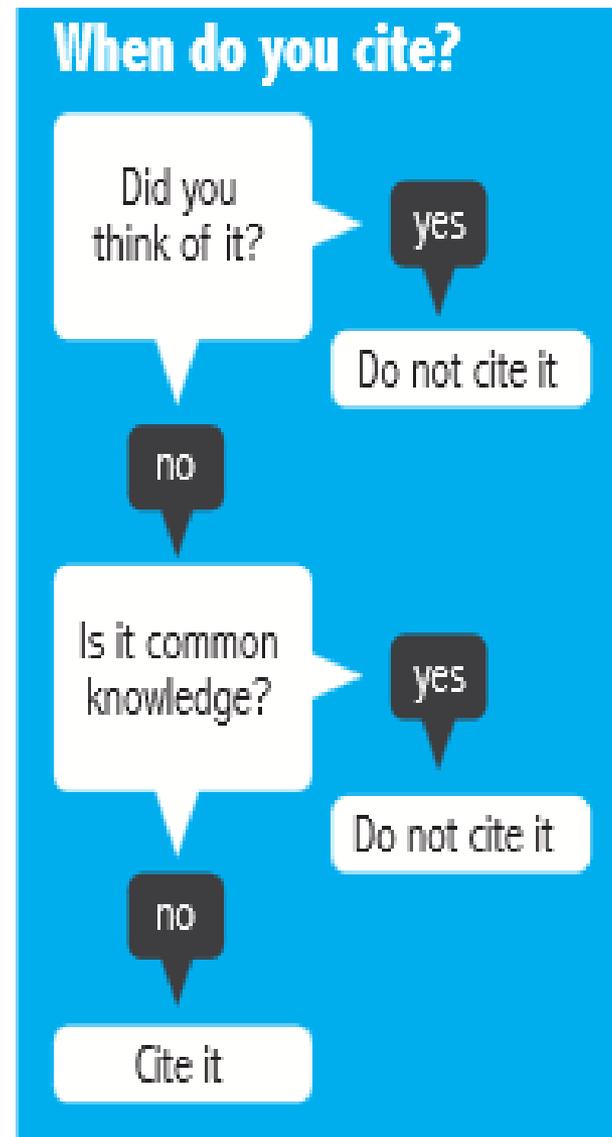
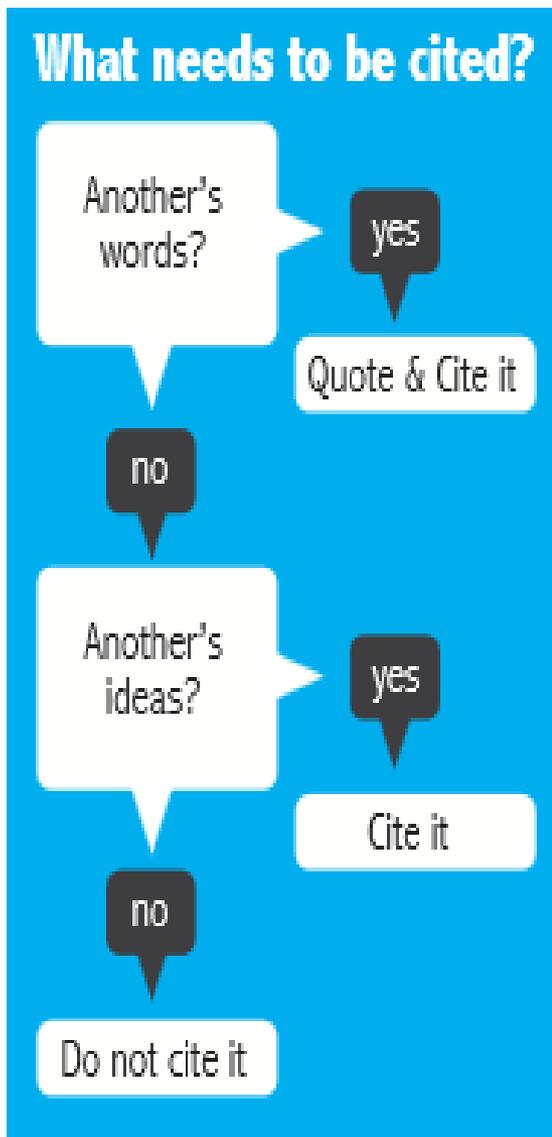
To use the information ethically you should :

- ✓ Know how to summarize the author's ideas
- ✓ Know how to structure an argumentative text
- ✓ Know how to cite sources and make references
- ✓ Know how to organize your bibliography (Choose and use only one style in your bibliography)



**Remember to cite your
sources!**

When and how to cite



To manage your sources automatically

There are several bibliographic management software available for free online:

Zotero

Mendeley

EndNote Web (available upon registration with the search platform Web of Science, to which all institutions of higher education have access)

and others....

These software automatically save the references from material available on-line, as well as files previously saved in your computer. They all have the functionality of introducing references manually through a form-oriented

zotero



Follow us



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@fctfablab

Remember

the **library** is
your scientific mate

@bibliotecaafctnova

THE **LIBRARY** IS YOUR SCIENTIFIC MATE

A team to support YOU!



Thank You!

airr@fct.unl.pt

mrd@fct.unl.pt

<http://www.biblioteca.fct.unl.pt/>