Welcome to the Library:
Tips for Erasmus Newcomers

Opening hours

Semester

Monday to Friday

9 a.m – 8 p.m.

Holidays

Monday to Friday
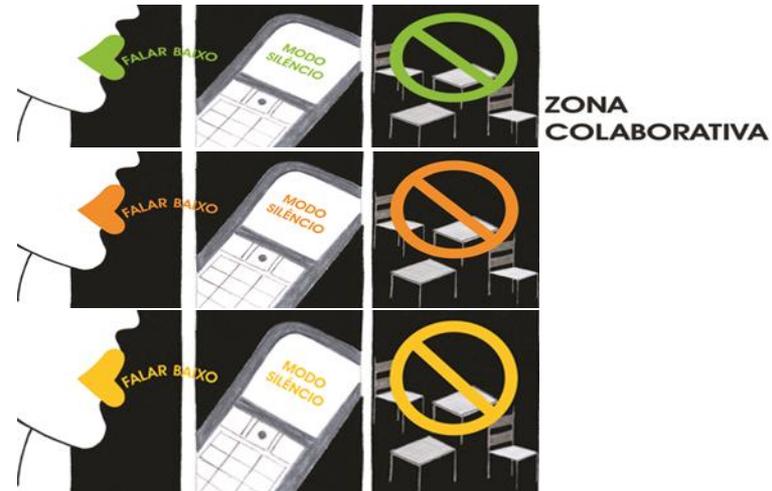
9 a.m – 5 p. m.

Where to study

Colaborative working areas:

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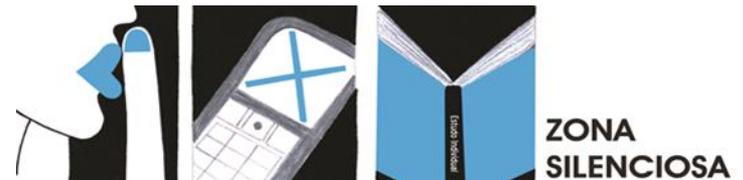- Group Study rooms (1st and
- 2nd floors)

(You need to reserve the study rooms on CLIP)

ZONA COLABORATIVA

Silent working areas:

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

(You need to reserve the study rooms on CLIP)

ZONA SILENCIOSA

At the library desks you can find

Planta da Biblioteca

Library Floor Plan

FACULDADE DE CIÊNCIAS E TECNOLOGIA
UNIVERSIDADE NOVA DE LISBOA

BIBLIOTECAFCTUNL
CAMPUS DE CAPARICA

BIBLIOTECAFCTUNL

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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
Colecções de reservados
Periodicals dating before 2009
Periodicals which are no longer subscribed
Books
Theses dating before 2006
Special collections (restricted access)

0 | Floor 0   amarelo | yellow

...máticas
...reas

G153.4 Guias Turísticos
W690 Literatura. DVD's
WBD Banda Desenhada
X1 Divulgação Científica

G153.4 Travel and Touri...
W690 Literature. DVD's
WBD Comic books
X1 Scientific literature

...disponíveis
...ce facilities

Perdidos e Achados | Lost Property
Wireless | Wireless

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Erasmus student guide

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Services provided

Library

- Reference service
- Training
- Book Loans
- Interlibrary Loan
- Research support
- Cultural activities
- Digital Fabrication Laboratory (FabLab)
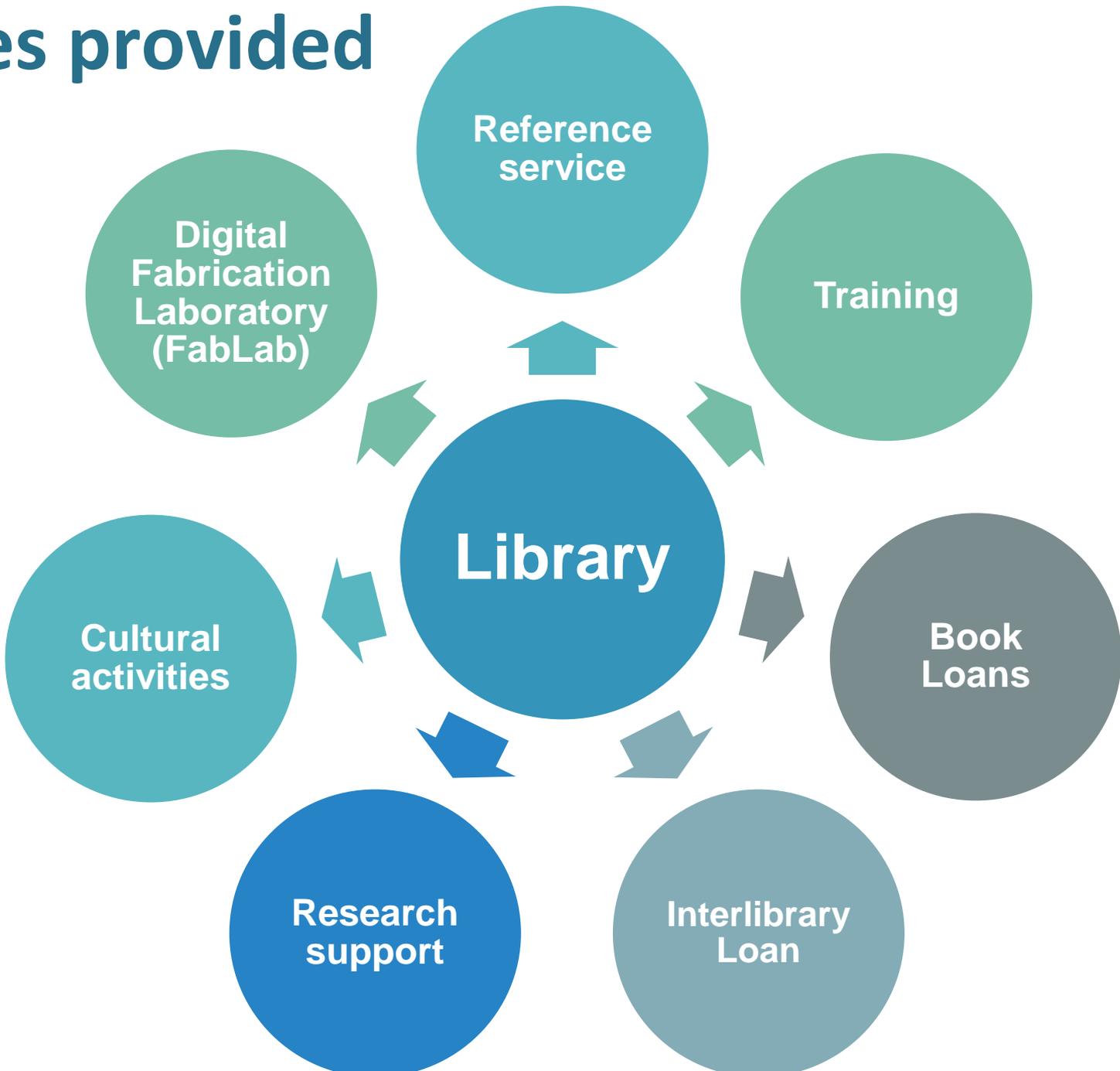
The school database - CLIP

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
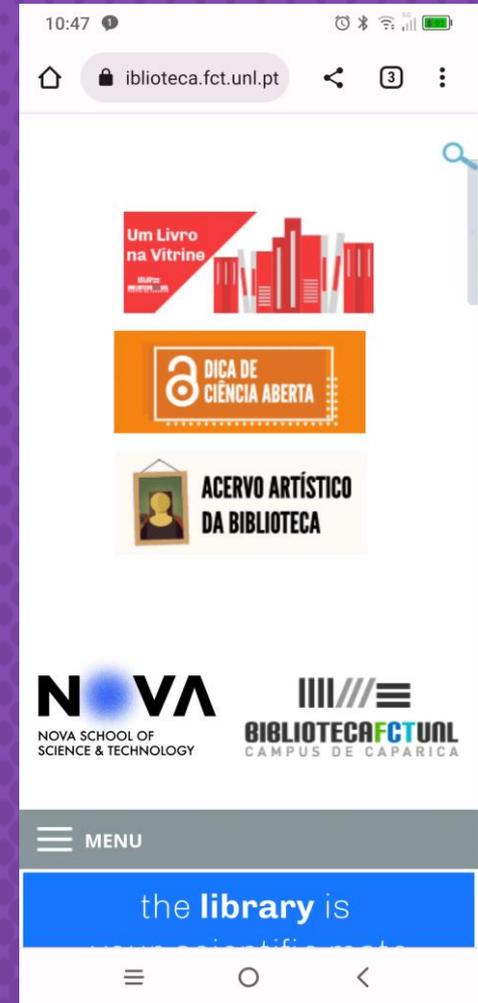
The Library Catalogue

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

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 calender you can find sessions about information resources, search strategies, bibliographic management software and other subjects.

The sessions *may* be in english

Cultural spaces and activities

Exhibition rooms
Cinema
Music
Theater
Talks

Auditorium

Leisure room

AMERICAN
CORNERS
PORTUGAL ★★★★★

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

biblioteca do
conhecimento online
b-on

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
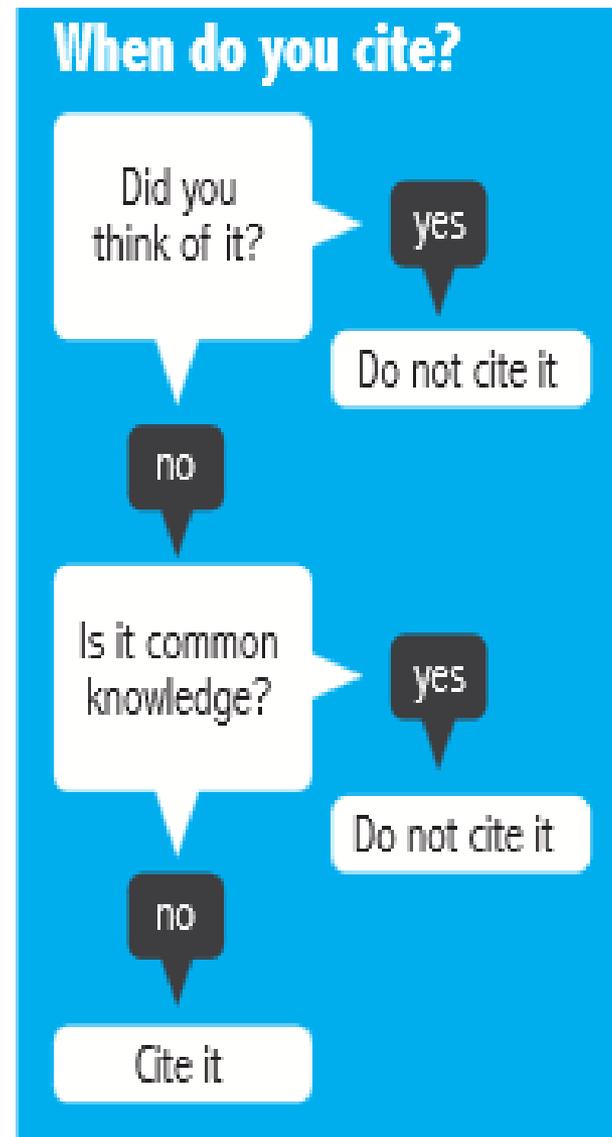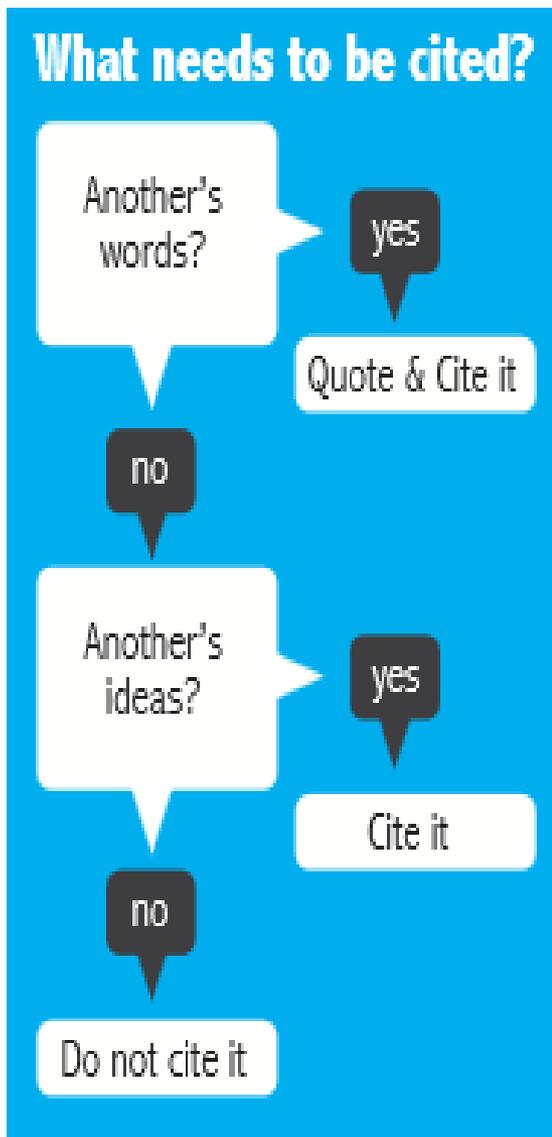
Ethical use of Information

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

Harris, Robert A. The Plagiarism Handbook: Strategies for Preventing, Detecting, and Dealing with Plagiarism. Los Angeles: Pyrczak Publishing, 2001

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 plataform 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

Follow us

@bibliotecafctnova

@fctfablab

Remember

the **library** is
your scientific mate

@bibliotecafctnova

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/