Welcome to the Library:
Tips for Erasmus Newcomers

September 2023
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...
Services provided

- Reference service
- Training
- Digital Fabrication Laboratory (FabLab)
- Cultural activities
- Research support
- Interlibrary Loan
- Book Loans
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 symbol @) 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.
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

<table>
<thead>
<tr>
<th>Borrower category</th>
<th>Number of documents</th>
<th>Loan period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate students</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>Master and PhD students</td>
<td>10</td>
<td>30</td>
</tr>
</tbody>
</table>

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

1. Select the study room.
2. Choose the start and end times.
3. View the available times.
4. Submit the reservation request.
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
Electrical 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
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

**What needs to be cited?**

- Another's words?
  - Yes: Quote & Cite it
  - No: Another's ideas?
    - Yes: Cite it
    - No: Do not cite it

**When do you cite?**

- Did you think of it?
  - Yes: Do not cite it
  - No: Is it common knowledge?
    - Yes: Do not cite it
    - No: Cite it

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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 online, 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/