

About the Library

The DECivil library provides information resources on civil engineering, architecture and materials to the academic community in support of teaching, learning and research. Other purposes of the library are the processing, organization, dissemination and preservation of the collection. It is organized in open access regime. Together with the central library and other departmental libraries, constitutes the library network of IST, called BIST – **B**iblioteca do **I**nstituto **S**uperior **T**écnico. It was established in 1986 and was inaugurated at the civil engineering building in 1993. It occupies an area of 470 m², with three reading rooms, a mezzanine, two office rooms and a deposit. The library also provides facilities, equipment and user support services.

Collection

The library owns over 31.700 documents. It provides access to electronic publications subscribed by the institution.

Domains

- Applied sciences (engineering, business management, metallurgy, computer science, and building).
- Architecture, urbanism and territorial planning.
- Exact and natural sciences (mathematics, physics, chemistry, mechanics).
- Social sciences (statistics, economics, education, public administration).

Library's services

- Reading presence.
- Loans to internal borrowers.
- Interlibrary loan to external borrowers.
- Provision of scientific articles to the outside.
- Electronic information resources.
- Support and training to the user.
- Access to Internet and intranet through wireless network.
- Cloakroom service.

Electronic resources

The access to these resources can be established from the outside, using the proxy service from IST. Can be found, among others, the following databases:

- Koha - The library online catalog.
- b-on – the On-line Knowledge Library – platform that provides access to full text of thousands of journals and e-books on-line from some of the most important content providers.
- Ebsco Databases – it includes: Academic Search Complete, Business Source Complete, Erica and LISTA – Library Information Science & Technology Abstracts
- Web of Science – it includes: Current Contents Connect, Derwent Innovations Index, Essential Science Indicators, Journal Citation Reports, KCI-Korean Journal Database, Medline and Scielo
- ZentralBlattMath - abstracting and reviewing service in pure and applied mathematics.

Library regulations

1. Library's Mission

- a) The library's mission is to provide information resources to all students, teachers, researchers and non-teaching staff of IST. It also provides support to off-campus users, and visitors to campus.
- b) Services provided by the library: treatment, organization, dissemination and preservation of documentary resources; circulation of documents; access to electronic resources; guidance and support to the user.

2. Opening Hours

- a) The open hours schedule is posted in a visible place and also in the library webpage.

3. Using the Library

- a) Admission to the library's reading rooms requires the presentation of the university card. The patron will receive a key to store personal objects such as bags, briefcases, backpacks, bags, etc. inside a locker, which are not permitted in the reading rooms.
- b) Silence must be observed in the library. Library users should switch off mobile phones before entering the library, to

maintain a quiet environment conducive to study and research. It is not authorized to carry out group work in reading rooms.

- c) Eating, drinking and smoking are not allowed in the library. Books and library materials must not be mutilated. Any deliberate, unauthorized removal of library property from the library and the mutilation of library materials are serious offences.
- d) The library is open access to books and journals and this means that the user is in direct contact with the collection, but he should not stop using the library catalog whenever he wants to locate a particular document. After the consultation, the material should be placed on the trolley, near the reception desk, for subsequent storage by the staff. The user must not re-arrange the shelves after consulting the material.
- e) Up to 10 minutes before closing users should hand over the lockers' keys; return all documents consulted; accomplish copies in self-service basis, loans, returns and reservations.

4. Loans

- a) Only library circulating materials are allowed to be borrowed for home reading. Journals, dissertations, reference books (such as dictionaries, encyclopaedias, atlas, handbooks, etc.), and other captive materials, identified as well by a red ball on the spine, cannot be borrowed for home reading.
- b) Lending standards vary depending on the category of borrower. Undergraduate and graduate students can borrow 3 items for a period of 7 days. PhD students can borrow up to 5 items for a period of 30 days. Teaching staff and researchers can borrow 15 items for a period of 30 days. Non-teaching staff can borrow 5 items for 7 days.
- c) These limits may be extended, and the renewals can be allowed to a maximum of two times, provided there are no other users on the waiting list.
- d) If any item which is under the home loan is requested by any other user, it should be returned to the Library within one week.
- e) External users cannot borrow items for home reading.
- f) A reservation service is provided for library users. Reservations can be made locally or by e-mail. The library maintains the reservations until the maximum period of 3 days, after which the borrower loses the right to the item.

5. Penalties to Library Users

- a) If users, regardless of their category, do not return the material within the prescribed period, they will be prevented from carrying out other loans, until the missing items aren't returned. If material is not returned within one month after

the due date, the management board will be informed for possible punitive action.

b) If library users lose or damage the check out items, they will have to deliver an identical copy, or the amount of money to replace it, or another item of the same type and equivalent value if the replacement of the original is not possible.

6. Use of Computer Equipment

a) Users have access to the Internet through which they can consult the electronic resources.

b) The individual consultation should not exceed 30 minutes to make room for other users.

c) The computers are provided for education and research purposes. Other users are not permitted in the library.

d) It is not allowed to use word processors, spreadsheets, or any other applications for the development of individual work.

e) Users can make laser printing (black and white) by the unit cost of € 0.06.

7. Copying Library Materials

a) There is a photocopier on a self-service. The price per copy is € 0.06.

b) The copier is intended solely for copying documents in the library.

c) The copyright legislation must be observed.

8. Suggestions and Complaints

a) Library users can express their opinion and suggestions about the information resources and library services.

Opening hours

Monday to Friday
9:00 – 18:00

August:

Monday to Friday
9:00 – 13:00

Contact us

Address:

Library
Department of Civil Engineering, Architecture and Georesources
Instituto Superior Técnico
Civil Engineering Building, Floor 01
Avenida Rovisco Pais
1049-001 Lisbon
Portugal

E-mail: bibliocivil@tecnico.ulisboa.pt

Phone: +351 218418007

General fax: +351 218497650

Library homepage: <http://www.civil.ist.utl.pt/biblioteca/>

BIST homepage: <http://bist.tecnico.ulisboa.pt/>

Libraries catalog: <http://bibliotecas.utl.pt>

DECivil homepage:
<https://fenix.tecnico.ulisboa.pt/departamentos/decivil/>

Instituto Superior Técnico homepage:
<http://tecnico.ulisboa.pt/>



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