
THE AREA

LIBRARY ORGANIZATION

- HOW TO FIND BOOKS
- HOW TO FIND MAGAZINES
- ACCESS TERMINAL

SERVICES

- QUERY DATABASES
- IN LIBRARY CONSULTATION
- CHECK OUT LOANS
- REFERENCE SERVICE

PEOPLE STAFF:

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OPENING HOURS:

From 9:30am to 12:30pm

and

From 14:00pm to 18:00pm



**DON'T STAY
OUTSIDE...**



ADDRESS

Palacete das Palmeiras
Largo do Município
6060-143 Idanha-a-Nova

CONTACTS

Tel: 277 200 220 :
Fax: 277 202 667
Email: biblioteca.esg@ipcb.pt

DISCOVER YOUR LIBRARY!

AREA, SERVICES AND PEOPLE

Now that you have come in...
We Welcome You!

THE AREA

The School of Management's library is located in Building Block B. It is an open space with several services.

We have a space dedicated for researching information: the latest magazines issues can be found here.

We also have two computer stations, intended for student's use in literature research.

The library is equipped with tables for reading and studying.

Students have free access to books on shelves. Books and periodicals are arranged on shelves in the stacks.

All stacks are organized by topics under different subject headings.

The magazines are organized by subject matters.

We also have reference materials, such as dictionaries and encyclopaedias.

THE SERVICES

ACCESS TO LIBRARY CATALOGUE

To find books in the library please visit our online library catalogue at <http://biblio.ipcb.pt>. Follow this link to check catalogues from other libraries of the Polytechnic Institute of Castelo Branco.

B-ON ACCESS:

B-on, an IPCB sponsored platform, provides access to publications from several editors' databases, which, essentially, offers full magazine articles. Available at: <http://www.b-on.pt/>

ACCES MYLIBRARY:

An IPCB endorsed Platform that provides unabridged books. Available at: <http://lib.mylibrary.com/home.asp>.

OPEN ACCESS SCIENTIFIC REPOSITORY OF PORTUGAL

At [http:// www.rcaap.pt](http://www.rcaap.pt) you can browse the scientific investigation conducted at IPCB, universities, polytechnics, and other Portuguese research entities.

The librarian can clarify the resources described above.

Inform yourself, be aware!

*An investment in knowledge
always pays the best interest*

THE SERVICES

1. - LOAN SERVICE:

Fill in the library registration form. After the data is entered into the system, a library card will be issued.

1.1 – Home Library Loans:

Enrolled library users are entitled to check out books in a total of three documents, up to a loan period of 5 days, in case of students

1.2 - Local Consultation

Allows querying documents including books that are not allowed on check out loans.

2. REFERENCE SERVICE:

Whenever help is necessary in obtaining information resort to the library services or contact us by phone or e-mail stating your request for information.

We are here to help you!

We suggest that you consult the library rules and regulations.