



**Biblioteca**

## **INTERLIBRARY LOAN REGULATIONS**

Interlibrary loan is the process by which the Science Library obtains from another library bibliographic documents (books, chapters and journal articles) required by users and not available in its collections.

### **Internal Users**

Requests from internal users (teachers, researchers, grant holders, students and Science staff) can be made by email to [eibbiblioteca@ciencias.ulisboa.pt](mailto:eibbiblioteca@ciencias.ulisboa.pt).

#### **Costs :**

The cost of the service is determined by the supplying Library.

#### **Response times:**

The deadline for supplying the documents is set by the supplying Library.

Renewal of interlibrary loans depends on the supplying library.

### **External Users**

Requests from users outside the Faculty of Sciences are always made by Libraries and can be made by email to [eibbiblioteca@ciencias.ulisboa.pt](mailto:eibbiblioteca@ciencias.ulisboa.pt).

#### **Costs for requesting libraries without a reciprocal regime with Sciences:**

1 VOUCHER, for a loan (Portugal);

2 VOUCHER, for a loan (EU);

1 VOUCHER for supplying pdf documents.

#### **Response times:**

Interlibrary loan requests are answered within a maximum of 24 hours, and the Library reserves the right to dispatch the loan according to its possibilities.

The renewal of interlibrary loans depends on its availability in the light of requests from internal users.

#### **Delivery methods:**

Monographs / books are sent and returned by internal mail or by registered mail with acknowledgement of receipt.