

Regulations for the use of ICArEHB's Library (Room J27)

Version 1.3 – January 12th, 2022

Version	Date	Changes/Notes	Responsible
1.0	2015.10.19	Initial approval of the document	ICArEHB's Director
1.1	2016.02.11	Improvement of the Version 1.0	ICArEHB's Director
1.2	2016.02.22	Improvement of the Version 1.1	ICArEHB's Director
1.3	2022.01.12	Update from version 1.2	

The responsible for the approval of this document is the ICArEHB's Director.

These regulations are intended specifically for users of the ICArEHB's Library, to allow better use of the space and to create good working conditions for the welfare of all users.

It is the responsibility of all users the full compliance with the rules here established.

Scope

The present document states the functioning rules of the Library of the Interdisciplinary Center for Archaeology and Evolution of Human Behavior (ICArEHB). The physical space of the ICArEHB's Library exists in the J27 room, located in the Brickwork Pavilions at the Gambelas Campus, University of the Algarve. This regulation intends to regulate the access and use of this space for teachers and students of Cultural Heritage and Archaeology Course (1st cycle) and Archaeology (2nd and 3rd cycles), members and investigators of the ICArEHB, external researchers and guests.

In the framework of its activities, the space of the ICArEHB's Library is designed to (1) consultation of publications from the ICArEHB Library; (2) meeting room and video conferences; and (3) conduct theoretical classes and workshops. All facilities and equipment are available to the academic community upon prior approval of the Director of ICArEHB and/or one of the persons responsible for their management.

Access to the ICArEHB's Library resources imposes responsibilities and obligations. Thus, to create a regulation for the use of the space in the scope of its functionalities, and to reply to several interests and necessities, trying to optimize and to maximize the benefit of everybody's work as well as of the equipment and materials availability, bellow are described the guidelines and restrictions on its use.

Access

1. The access to the ICArEHB's Library is permitted to:
 - a) Members and researchers of ICArEHB.
 - b) Master and PhD students in Archeology from the University of the Algarve, duly authorized by the Director of the Library or, in his/her absence, by the Director of the ICArEHB.
 - c) The students of the bachelor's degree in Cultural Heritage and Archaeology from the University of Algarve, in the framework of its curricular disciplines and voluntary work, since they are authorized by the Director of the Library or, in his/her absence, by the Director of the ICArEHB.

- d) Other researchers properly authorized by the Director of the Library or, in his/her absence, by the Director of the ICArEHB.
2. Strange people can only attend the Laboratory and Library with previously authorization of the Director of the Library or, in his/her absence, by the Director of the ICArEHB.

Opening hours

1. Without prejudice to any restrictions established by ICArEHB, is defined as normal opening hours, from 09:00h to 12:30h and from 14:00h to 17:00h, from Monday to Friday.
2. Access to Laboratory and Library of ICArEHB is allowed 24 hours a day, including weekends, to the members and researchers from ICArEHB and authorized PhD and Master students.

General rules

The use of the Library should attend the following rules:

1. Respect the rights of other users to ensure the best working environment.
2. Maintain the Library clean and organized.
3. The Library's publications can be consulted in the Online Database available on the ICArEHB website, <http://www.icarehb.com/resources/library> (ICArEHB – Resources – Library). In addition to consulting the Database, you can locate specific Bibliography by placing authors or keywords of interest in the “Search” box.
4. The books, journals and papers are only for consultation in their own space. In specific cases, a previous requisition authorization may be asked.
5. In the cases when requisition authorization is given, the requester must fill the requisition form, which lies in the Library Documentation dossier (Book requisition).

6. After using the book, put it back in the correct section or, in case of doubt, leave it on the furniture for the replacement of books (located next to the plasma).
7. ICArEHB is not responsible for the disappearance of personal objects left in the Library space.

Final dispositions

1. The use of the Library implies the fulfillment of the rules in this regulation.
2. Any failure in meeting the above rules shall be notified by e-mail, to the Director of the Library or, in his/her absence, to the Director of ICArEHB.

Penalties

The failure to meet the above rules will be subject to an investigation by the Director of ICArEHB, to determine responsibilities and impose penalties which may include a temporary ban on access to the ICArEHB's Library.

All omitted cases are resolved by those responsible for the ICArEHB.

Implementation

The present regulation is valid from February 1st, 2022.

The Director of the ICArEHB,

(Vera ALdeias)