

## **Internal regulation**

(pursuant to Article 17(a) of the Regulations for the Services of the Assembly of the Republic)

### **Article 1 (Specific powers)**

To acquire, handle and provide access to technical and scientific information produced in Portugal, in foreign countries and international organizations, in the various subject areas, as well as information produced by the media.

To make the Official Journal of the Republic, the Official Journal of the Assembly of the Republic and the minutes of public meetings available for consultation.

### **Article 2 (Library hours)**

Regular hours: The Library is open on weekdays from 9:00 a.m. to 6:00 p.m.

Special hours: In days of parliamentary proceedings, the Library follows the schedule of the plenary sittings, standing committees and for any other activities of the Assembly of the Republic, upon request.

### **Article 3 (Admission)**

The Library is open to Members of Parliament, the Cabinet of the Minister and/or State Secretary for Parliamentary Affairs, parliamentary officials and all other staff of the Assembly of the Republic.

The Library is also open to any citizen searching for parliamentary information, without prejudice to the general and special conditions governing access to the Assembly of the Republic and in accordance with the regulations thereof.

### **Article 4 (Consultation in the library)**

All the Library's holdings are available for consultation in the reading room.

Users may request information and publications at the Circulation Desk, located in the entrance hall of the Library on the Noble Floor of the Palace.

Monographs and reference books are displayed in the entrance hall by subject area and are available on open access shelves.

### **Article 5 (Loan service)**

Publications are available for use outside the Library. Loans are only allowed upon user registration in the computer system, thus enabling the automatic request and identification of the publication.

The loan request will hold the user responsible for the safekeeping and due return of the publication on the fixed date.

Reference books, confidential books, reserved or rare books, books in poor condition or with high material value are not available for loan

Publications being handled by the Library are temporarily not available for loan.

Loan is not allowed for users referred to in Article 3(2).

#### **Article 6 (Loan period)**

The loan period cannot exceed 10 weekdays.

Users who fail to return a publication by the fixed date will be sent an overdue notice by the Library. At the end of the loan period, users may be granted a renewal by the same or a shorter length of time as the original loan, provided that there is no inconvenience for the Library or for other users.

Users should request a return receipt at the time the publication is delivered.

Repeated failure to return a publication by the due date may lead to the suspension of all borrowing privileges until the matter is cleared and may result in liability for any damage.

#### **Article 7 (Permanent loan)**

The Library provides for a system of permanent loan, which allows the services and entities of the Assembly of the Republic to keep publications in their possession by reason of their frequent consultation.

#### **Article 8 (Interlibrary loans)**

The publications available in the Library may be borrowed by analogous institutions, in accordance with previously signed agreements.

#### **Article 9 (Copying services)**

Library users may request to copy articles and parts of publications (not full copy) as well as legislative texts. In duly substantiated cases, external users may have copies of documents, upon payment of the cost thereof, which is established by a superior authority.