Information and reference services

Any general information may be obtained at the libraries attendance desks. To fulfil any requests with regard to special bibliographical searches or any other requests, please contact the Reference Services: referencia@sdum.uminho.pt.
At the Documentation Service Website (Portuguese version >> section "Pergunte-nos") it is also available an online reference service providing other contact options (live chat and skype).

Document supply services

To have access to documents that are non-existent in the libraries of the University of Minho, users have the possibility to obtain documents by means of interlibrary loan (in the case of books, reports etc.) or photocopies (in the case of journal articles, papers, etc.). Users may contact the Reference Services at the General Library: dif@sdum.uminho.pt.

Online bibliographic resources

The Library provides access to a number of electronic bibliographic resources:

Library catalogue - bibliographical references of all the documents available in the UM libraries.
http://aleph.sdum.uminho.pt/

RepositóriUM - digital repository of research and scholarly publications of the University of Minho.
http://repositorium.sdum.uminho.pt/

Bibliographic databases

ABI/Inform Global - economics and management (partial full-text); Academic Search Complete - multidisciplinary (partial full-text); Business Source Complete - economics and management (partial full-text); Center for Economic Policy Research (CEPR) - economics discussions Papers; Compendex – engineering (reference); Derwent Inovation Index via ISI Web of Knowledge - patents since 1963; Diário da República Electrónico - electronic edition of the Portuguese Republic Diary (laws and regulations officially published); EconLit - database from the American Economic Association (reference); Economia y Negócios - economics and management (Latin-American and Spanish publishers - reference); ERIC - education (reference); ISI Current Contents - current awareness multidisciplinary database (reference); ISI Journal Citation Reports; ISI Web of Science - multidisciplinary, includes ISI Proceedings - conferences in science and technology, Current Chemical Reactions and Index Chemicus (reference); Library, Information Science & Technology Abstracts (reference); MathSci – mathematics (reference); Medline via ISI Web of Knowledge - health sciences (reference);
NBER Working Papers - economics Working Papers; PsycInfo (reference) and PsycArticles (partial full-text) - psychology; World Bank e-Library, Global Economic Monitor, World Development Indicators, Global Development Finance and Africa Development Indicators; ZentrallBlatt Math Database - mathematics (reference).

E-Journals Collections

ACM Digital Library - collection of journals, magazines, transactions, etc.; ACS - more than 30 journals, with temporal coverage variable; AIP - around 15 journals, since 2000; Annual Reviews - around 32 journals of review articles, since 1996; EBSCO e-Journals Service - archive of more than 300 journals, with temporal coverage variable; Elsevier - more than 1800 journals (via ScienceDirect), since 1995; Emerald - access to more than 100 journals in the field of management, industry and engineering, with temporal coverage variable; IEEE - all publications (Journals, Proceedings and Standards), since 1988; IoP - more than 30 journals, since 1996; JSTOR Business and Arts & Sciences III collections - journals archive, with temporal coverage variable; Nature - the international weekly journal of science; RSC - more than 20 journals, with temporal coverage variable; Sage (Sociology and Political Sciences collections) - more than 60 journals, since 1982; SIAM - 13 journals, since 1997; Springer - more than 1100 journals, since 1997 and backfiles; Taylor & Francis - more than 1000 journals, with temporal coverage variable; Wiley - more than 500 journals, since 1997.

E-Books Collections and Reference

Infopédia - encyclopedia and dictionaries; Wiley collection of 75 eBooks (chemistry); PsycBOOKS - APA eBooks (psychology); Palgrave Dictionary of Economics Online; Springer - collections Historical archives of eBooks (1902-2004), Contemporary eBooks (2005/06), published in 2007 available in 2011 (multidisciplinary).

Information gateways for e-resources

In: http://www.sdum.uminho.pt/ (English) >> Digital library
B-on: http://pesquisa.b-on.pt/

For more information visit us at:
http://www.sdum.uminho.pt/

Universidade do Minho
Serviços de Documentação

SDUM

The mission of the Documentation Services of the University of Minho is to gather, organize and grant easy accessibility to the available information and bibliographical resources, thus creating an ideal environment for successful study, research and the fulfillment of other cultural needs.

www.sdum.uminho.pt

Quick reference

Libraries User Guide

General Library of the University of Minho (Gualtar, Braga)

Library of the University of Minho in Guimarães (Azurém)

Library of the Edifício dos Congregados (Braga)

Welcome to UMinho!

Libraries and Bibliographic collection

The bibliographical collection of the University of Minho is composed of monographs, periodicals and other documents that are dispersed throughout the different libraries of the University of Minho. Beyond the libraries referred below the University of Minho also possesses small specialized bibliographical collections housed in various University departmental libraries.

General Library of the U.M. (BGUM)

Covers all areas of knowledge. Houses an information point of the National Institute of Statistics.

Opening hours: Monday to Friday, 9,00 am to 8,00pm*; Saturday, 9,00 am to 1,00 pm (1 floor)
Holiday period: Monday to Friday, 9,00 am to 12,30 pm and 2,00 pm to 5,30 pm
Address: Campus de Gualtar, 4710-057 Braga
Tel.: 253 60 41 56/7/8 | Fax: 253 60 41 59
E-mail: bgum@sdum.uminho.pt

Library of the U.M. in Guimarães (BPG)

Specializing in the areas of Engineering, Population history, Geography and Architecture.

Opening hours: Monday to Friday, 9,00 am to 8,00 pm*
Holiday period: Monday to Friday, 9,00 am to 12,30 pm and 2,00 pm to 5,30 pm
Address: Campus de Azurém, 4800-058 Guimarães
Tel.: 253 510 118 | Fax: 253 510 117
E-mail: bpg@sdum.uminho.pt

Library of the Edifício dos Congregados (BEC)

Specializing in the areas of Nursing and Music.

Opening hours: Monday to Friday, 9,00 am to 8,00 pm
Holiday period: Monday to Friday, 9,00 am to 12,30 pm and 2,00 pm to 5,30 pm
Address: Edifício dos Congregados, Avenida Central, n.º 100, 4710-299 Braga (city centre)
Tel.: 253 601 323
E-mail: bec@sdum.uminho.pt

*The libraries opening hours may change throughout the school year, towards its enlargement.

Rules and regulations of the UM Libraries

In: http://www.sdum.uminho.pt/ (English)
>> UM Libraries **>>** Rules and regulations

Other Libraries (departmental libraries)

In: http://www.sdum.uminho.pt/ (English)
>> UM Libraries **>>** Other Libraries

Documents are thematically organized according to the Decimal Classification System (UDC, CDU in port.), an international classification system adopted worldwide. The UDC is hierarchical structured in 10 numerical classes, with subdivisions organized from general to specific. To each subject corresponds a numerical notation. The main thematic categories are:

0 Generalities
1 Philosophy. Psychology
2 Religion. Theology
3 Social Sciences
4 Unassigned
5 Pure Sciences. Natural Sciences
6 Applied Sciences. Medicine. Technology
7 Arts. Architecture. Urbanism. Entertainment and Sports
8 Linguistics. Languages. Literature
9 Geography. Biography. History

Finding books at the library

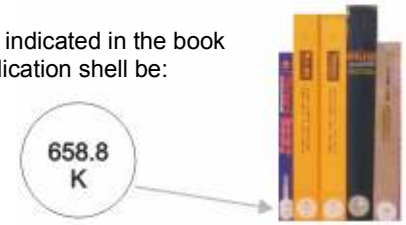
UMinho libraries uses the UDC to organize the publications in the shelves. The publications are classified and then placed at the shelve according to the first numerical notation selected (main subject). This notation determines the call number, the reference which helps us find the publication in the library shelves.

The **call number** is composed by the UDC main notation and generally by the author's surname initial:

Eg: **K**otler, Philip - Marketing management. 12th ed. New Jersey : Upper Saddle River, 2006.

The main subject is *marketing*, which corresponds to the numerical notation **658.8**, and the author's surname initial is **K**.

The call number indicated in the book spine of the publication shell be:



ATTENTION
when using the library catalogue
You must check which library owns the publication. In the information 'Items', the data in 'Location' indicates the library abbreviation, in this case **BPG** 658.8 - K.
Remember that the University of Minho has several libraries!

Main Services

The UM Libraries administrated by the Documentation Services offers its users a number of services:

- Open access to the general collection,
- Lending service,
- Inter-library loan and Document supply,
- Self-service photocopying, scanning and printing
- Online access to a number of bibliographic resources: library catalogue, RepositóriUM, databases, e-journals and eBooks collections,
- Library training and support,
- Wireless network and Internet access points,
- Video viewing and CD listening facilities, etc.

Lending service

Almost all publications may be borrowed (for a period of 3, 7 or usually 14 days), with the exception of periodicals, reference works, audiovisual material and publications from the Special Collection Libraries (BRE, BREG). Any document for loan must be presented at the attendance desk, or requested, in case of interlibrary loan between BGUM and BPG. The maximum number of publications borrowed at a time vary according to the user status.

Renewals
The renewal of any document may be required up until the last day of the deadline date (in person, by telephone, e-mail and internet, under authentication in the library catalogue). The right to the renewal is lost, when the deadline delivery date expires or if the library requires the document to satisfy other request. We do not recommend renewal requests in the last day.

Return of publications
Publications may be returned both at BGUM and BPG, and also by post, addressed to one of these libraries.

Fines and sanctions policy
Delays in the returning of documents is subject to fines and sanctions as foreseen by the UM Libraries Rules and Regulations.

Reservations
Users have the possibility of reserving publications that are out on loan. A reservation may be made at any of the attendance points (in person or by telephone) and online via the library catalogue system. Once available, users have 24 hours to collect the item within the library, otherwise the request is cancelled.