

# Student Information Sheet 2024


## OPEN HOURS

Monday to Friday: 7h to 21h55

Saturday: 8h to 14h10

\*Group Study Room is open until 16h25 on Saturdays.

## COMMUNICATION

BiblioZap (WhatsApp): +55 85 3477.3257 

Email: bibemprestimo@unifor.br

## ACCESS

The turnstile has the option to release access via keyboard, by entering the enrollment number or code for visitors. Visitor registration and access are carried out by presenting an official photo ID. Important: The access can still be performed using the UNIFORCARD.

## LOCKERS

Unifor's Library provides lockers for students, professors, and employees. These are for the exclusive use of those who use the collection and are restricted to the period of time they remain at the library facilities.

The delay in the return of the keys generates a daily fee. In case of loss, the visitor will have to pay for the replacement of the lock. On the 7th business day of delay, belongings will be removed to the Cañpus Security and Surveillance Division.

## COLLECTION

The collection consists of more than 330,000 printed and digital works: books, theses, dissertations, technical standards, periodicals, TCCs, analog and digital videos, scientific articles and many other resources through the databases. Covering the areas of Legal Sciences, Technology, Health, Communication and Management. Access our content at "Unifor Online > Library > Library - collections", where you will find all our digital content, available 24 hours a day.

Library collection conservation campaign: leaf through the work and check its condition before borrowing.

## HOW TO LOCATE THE DESIRED WORK

Access by the Integrated Search (Busca Integrada, in Portuguese) and Integrated Search Periodicals (Busca Integrada Periódicos, in Portuguese). Both versions are available on Unifor Online and Unifor Mobile.

## SOPHIA SYSTEM

The Library uses the Sophia system as management software, where you can research the collection (physical and digital). In the user area you can track your active loans, renew and reserve books. The system is available for use by the academic community (students, professors and staff). The access is through the Unifor Online Library > Library - collections, informing registration and password.

## LOANS

User category	Loan Amount	Loan Term
Undergraduate Students	10 books	14 days
Graduate Students	12 books	28 days
Faculty	12 books	28 days
Staff	10 books	14 days

## RESERVATION

The books and publications can be reserved when all the copies of an edition are on loan. The notice of the book's arrival is sent by email.

## RENEWAL

The loan period can be renewed at any time, as long as the book or publication work is not reserved for another user, and within the maximum period for return or renewal. In case of connection problems with the Unifor website, please go to the Library during opening hours to renew your book.

## LATE RETURN

If the book and/or publication is not returned on the scheduled date, the user will pay a fee per working day of delay for each book.

For questions, contact the BiblioZap +55 (85) 3477-3257 

## LOSS OF THE BOOK

In case of loss or damage, the user must replace the book/publication and is not exempt from the late return fee. For additional information: +55 85 3477-3162

Always keep the proof of the last return/renewal. Keep your email, phone numbers, and address updated on Unifor Online to receive academic and library information.

## RESEARCH SUPPORT SERVICES (SAP)

The Library offers journal curating services for the publication of academic articles; bibliographic research, guidance on scientific publishing tools and research strategies in specialized databases for graduate students.

For additional information: [sap@unifor.br](mailto:sap@unifor.br) or +55 85 3477-3167 

## EDUCATION AND CULTURE SUPPORT SECTOR (SEC)

The Library offers individual or group training, both in person and online.

### Training offered:

Digital Library

Academic Integrity

How to publish in scientific journals?


Lattes Resumé

Atlas of Anatomy 3D - Primal

Mendeley Reference Manager

ABNT - Academic Works Formatting

ABNT, APA and Vancouver norms

Information for scheduling can be obtained in the Library or by email: [sec@unifor.br](mailto:sec@unifor.br) and by telephone +55 85 3477.3167 

## INFORMATION AND ORIENTATIONS ABOUT THE STANDARDIZATION OF TCC

Personalized service for clarifying doubts about the standardization of academic papers in APA, ABNT, and Vancouver style, and the Mendeley reference manager.

Information and appointments only by email: [sec@unifor.br](mailto:sec@unifor.br) or +55 85 3477.3167 

## RACHEL DE QUEIROZ COLLECTION AND CORDELTECA MARIA DAS NEVES BAPTISTA PIMENTEL

Part of the writer Rachel de Queiroz's personal collection and the cordéis collection are available for local consultation.

Information and visit scheduling by email [sec@unifor.br](mailto:sec@unifor.br) or +55 85 3477-3167 

## ACCESSIBILITY

The Library makes available resources for accessibility such as lowered benches, tactile floor, elevator platform, accessible bathrooms, preferential counters, consultation terminals with NVDA screen reader software, a scanner that transforms printed texts into audio, and employees trained in the Brazilian Sign Language (LIBRAS).

## STUDIES ENVIRONMENT

829 seats for individual and group study, including 261 in an air-conditioned environment.

## VIDEO LIBRARY

5 rooms for showing videos that operate in the Convenience Center. Video borrowing: students, teachers, and staff (5 videos per user for the same book loan period).

Information and appointments: +55 85 3477-3163 or [videoteca@unifor.br](mailto:videoteca@unifor.br)



**Biblioteca  
Central**

