

# Student Information Sheet

## 2025

### OPEN HOURS

Monday to Friday: 7h to 21h55

Saturday: 8 AM to 2:10 PM

\*Group Study Room is open until 4:25 PM on Saturdays.

### COMMUNICATION

BiblioZap (WhatsApp): (85) 3477-3257 

E-mail: [bibemprestimo@unifor.br](mailto:bibemprestimo@unifor.br)

### ACCESS

Access via an entry gate, authorized by institutional registration or visitor code.

Visitor registration and access are granted with a presentation of an official photo ID.

### LOCKERS

Unifor's Library provides lockers with keys 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 Campus Security and Surveillance Division.

### COLLECTION

The collection consists of more than 270 thousand printed and digital works: books, theses, dissertations, technical standards guides, periodicals, TCCs, analog and digital videos, scientific articles, as well as other digital resources found in the various databases made available by the Library, in particular: EMIS (CCG) which contains strategic information on companies, sectors, and countries in over 197 emerging markets, Vlex (CCJ) which contains legal information such as legislation and national case law, Target GedWEB (CCT) offers access to ABNT standards and regulatory documents, Primal Pictures (CCS) provides 3D anatomy atlases, as well as videos and animations in the areas of anatomy, histology and physiology, Dynamed (CCS) provides summaries of clinical evidence to support decisions. Access our content at “[Unifor Online > Library > Library - collections](#)”, where you can find all our digital content, available 24 hours a day.

### HOW TO LOCATE THE DESIRED WORK

In the **Integrated Search**, consult books (printed and digital, periodicals, videos, dissertations, theses, and graduation work). In the **Integrated Journal Search**, access scientific articles from EBSCO Host, CAPES, and vLex portals. Log in to Unifor Online for full access to platform content.

### 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, and 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 > Integrated Search](#), informing registration and password.

## LOANS

| Material        | Undergraduate student |          | Graduate, Master's, Doctorate Students |          | Professor |          | Employee |          | Alumni |          | Visitor |          |
|-----------------|-----------------------|----------|----------------------------------------|----------|-----------|----------|----------|----------|--------|----------|---------|----------|
|                 | Number                | Deadline | Number                                 | Deadline | Number    | Deadline | Number   | Deadline | Number | Deadline | Number  | Deadline |
| Books           | 10                    | 14       | 12                                     | 28       | 12        | 28       | 10       | 14       | CL     | CL       | CL      | CL       |
| Returnable bag  | 1                     | 14       | 1                                      | 28       | 1         | 28       | 1        | 14       | -      | -        | -       | -        |
| Game            | 1                     | 14h      | 1                                      | 14h      | 1         | 14h      | 1        | 14h      | 1      | 14h      | 1       | 14h      |
| Video (DVD/VHS) | 5                     | 14       | 5                                      | 28       | 5         | 28       | 5        | 14       | CL     | CL       | CL      | CL       |

\*CL: Local consultation

\*\*The game(s) may only be used inside the library.

**Important:** The game(s) must be returned to the Library on the same day as the loan, by 21h.

**Campaign to preserve the library's collection:** browse through the work and check its state of repair before borrowing it.

## BOOK 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 via your registered e-mail address.

## 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 at +55 (85) 3477-3257. 

## LOSS OF THE BOOK

In case of loss or damage, the user must replace the book/publication, and will not be exempt from a fine, in accordance with the educational contract. For additional information: (85) 3477-3162.

Keep your email, phone numbers, and home address updated on Unifor Online to receive information from the Library and other academic information.

## LUDOTECA (Game Library)

The Ludoteca is a space within the library designed for the academic community — students, faculty, and staff — offering games and playful materials to support teaching and learning. Through play, it stimulates creativity, logical reasoning, teamwork, and cognitive development, fostering moments of interaction, reflection, and active learning.

### Available Games:

- Geoworld (GROW)
- War (GROW)
- Image and Action (GROW)
- Image and Action 2 (GROW)
- Scotland Yard (GROW)
- Naval Battle or Battleship (GROW)

- Rummikub (GROW)
- UNO (Mattel)
- The Game of Life (Star)
- Combat (Star)
- Detective (Star)
- Real Estate Bank (Similar to Monopoly - Star)
- Monopoly (Hasbro Gaming)
- Dobble (Spotit Game)

### RESEARCH SUPPORT SERVICES (SAP)

It offers services regarding journal curation for the publication of academic articles; a bibliographic survey for undergraduate and postgraduate students; guidance on scientific dissemination tools, the Mendeley Reference Manager, and the Lattes Curriculum. It also offers specialized research services for students who are going to work with PBE (Systematic or Integrative Review) and Bibliometrics.

**Information:** [sap@unifor.br](mailto:sap@unifor.br) or (85) 3477-3167. 

### EDUCATION AND CULTURE SUPPORT SERVICES (SEC)

It offers training courses that are carried out in person or online offered by this sector of the Library.

#### Training available:

- Digital Library
- How to publish in scientific journals?
- Lattes Resumé
- Search strategies and research tools
- Scientific Disclosure and Visibility Strategies
- Academic Integrity
- Mendeley Reference Manager
- ABNT - Academic Works Formatting
- ABNT, APA, and Vancouver norms
- ABNT norm for beginners
- Microsoft Word for Formatting

**Information and bookings:** [sec@unifor.br](mailto:sec@unifor.br) or (85) 3477-3167. 


### SECTOR OF INFORMATION AND ORIENTATION ABOUT THE STANDARDIZATION OF TCC

Serviço de atendimento personalizado para esclarecimento de dúvidas quanto à normalização de trabalhos acadêmicos no estilo APA, ABNT, Vancouver e o gerador de referência Mendeley.

**Information:** [sec@unifor.br](mailto:sec@unifor.br) or (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 Cordel collection are available for local consultation and guided visits.

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

### ACCESSIBILITY

It provides resources for architectural accessibility such as: lowered countertops, tactile flooring, lifting platform, accessible bathrooms, preferential counters, consultation terminals with NVDA screen reader software, scanner that converts printed texts into audio; communicational accessibility, with employees trained in Brazilian Sign Language (LIBRAS).

### STUDY ENVIRONMENT

| Study environment              | Quantidade de assentos | Ambiente                                                   |
|--------------------------------|------------------------|------------------------------------------------------------|
| Individual booths (collection) | 44                     | Natural ventilation                                        |
| Individual booths (study room) | 73                     | Climatized (Air conditioning system)                       |
| Study tables                   | 712                    | Climatized (Air conditioning system) / Natural ventilation |
| Total                          | 829                    | *                                                          |

## VIDEO LIBRARY

The Central Library's audiovisual collection. Loans of videos (DVDs and VHS) and reservations of screening rooms; programming of scientific/cultural audiovisual sessions. The video collection provides teaching support for teachers with VHS, DVD, and digital content. The rooms are equipped with WiFi antennas. Reservations can be made in person, by e-mail, or by telephone and confirmation will be sent by e-mail.

**Information and room reservations:** (85) 3477-3163 or [videoteca@unifor.br](mailto:videoteca@unifor.br) 

