

Advance Request of Art Library Resources

REGULATION

Purpose

The Advance Request Service of Art Library resources allows our readers to submit requests, up to 24 hours in advance, for resources they intend to consult between the opening hours of 17:00 to 19:00.

Target audience and conditions of access and use

The Advance Request service is destined to all readers who can't visit the Library during the consulting hours prior 17:00. To use this service the reader's should have an updated reader's card and an active email address.

The resources requested through this service can only be collected at the reception desk in the reading room, starting at 17:00.

Resources that can be requested in advance

All resources part of the current Art Library collection can be requested in advance.

The following types of resources are excluded from the Advance Request:

- Reference resources available on open access in the reading room
- Restricted resources
- Resources currently unavailable for consultation (e.g. damaged status, in exhibition, in cataloging)
- Resources of the current collection which have been previously requested by another reader for the same consultation period

Limited number of advance requests

The reader may request in advance the number of resources corresponding to the privileges assigned to his/her reader's card.

Request form

To place a request, the Advance Request form, accessible through the following Art Library link: gulbenkian.pt/biblioteca-arte/en/, must be filled out. The form should be filled out according to the instructions, all required fields are marked with *.

Each request must be filled out separately. After submitting the form, the reader should wait for the confirmation message.

The resources requested through this service will be available until 18:30 of that same day.