

## Study Rooms Rules

Maximum occupancy 2 people;

Bookings can be made up to 4 days in advance, either in person or via the form available on the Library's website, or by emailing [biblioteca@nms.unl.pt](mailto:biblioteca@nms.unl.pt);

The key to the study room must be collected at the Service Desk, with a 15-minute grace period;

If the key is not collected by the stipulated time, the booking is forfeited and the study room becomes available to the first user who requests it in person at the Service Desk;

The study rooms may be used for a maximum of 4 hours per booking, between 09:00 and 20:00. After this time, continued use will depend on availability;

The study rooms are exclusively for continuous study use and are not spaces for holding video conferences; however, if used solely for listening, headphones may be used, and users may not leave the building without returning the key to the Service Desk;

The penalty for non-compliance with these rules will be a 15-day ban on booking study rooms and borrowing documents;

Temporary absence from the study rooms must not exceed a maximum of 15 minutes, subject to penalty;

They must be left clean and tidy at the end of each session.