

## How to use?

The Faro Public Library gives everyone the opportunity to achieve knowledge, through culture and information. It is the community hub that strengthens individuals, families and neighbourhoods bonds by putting them in contact with other people and to relevant information, collections, programs and resources. The services provided by the public library are based on equality of access for all, regardless of age, race, sex, religion, nationality, language or social status. Collections and services include all types of appropriate media, modern technologies and traditional materials. Cooperation with relevant partners such as schools and university, user groups and other professionals at local, regional and national level is also ensured.

## Library services

- Search the catalogue and free access to books, newspapers, magazines, music CDs, movies (VHS/DVD), games and educational items;
- Items you can borrow with your library card: books, magazines, music CDs, movies (VHS/DVD), games and educational items;
- Computers and Internet – book a computer in order to have access to the internet (60 minutes/day);
- Educational activities, library programs or cultural events and workshops for children, teens and adults;
- And others services;



## Borrowing

In order to access to this service a **library card is required**, which is personal and not transferable. You may borrow up to 2 DVDs per card and there is an **overall limit of 11 items per library card**.

You may borrow up to	Loan Period
<b>3 books</b>	<b>15 days</b>
<b>2 magazines</b>	<b>8 days</b>
<b>1 game</b>	<b>8 days</b>
<b>2 music CDs</b>	<b>5 days</b>
<b>2 movies VHS or DVD</b>	<b>5 days</b>
<b>1 CD-ROM</b>	<b>5 days</b>

## Renew your materials

Library cardholders should renew their own materials at the library's information desk or by phone or by email to [bemprestimo@cm-faro.pt](mailto:bemprestimo@cm-faro.pt). You can renew books a maximum of 2 times. Books may be renewed except for items with holds and items which are after the deadline. By renewing your items before the due date, you may avoid loss of borrowing privileges. **The Library's Information desk closes at 07:15 p.m.**

## Return items

Because the Public Library has three facilities located in Faro, Conceição de Faro and Culatra, anyone can return the materials at any of these locations, regardless where it was borrowed. According to the Public Library's policy and to promote prompt return, you lose your borrowing privileges on overdue materials. **If materials are not returned once the maximum has been reached or if the replacement cost for borrowed materials that have been damaged or lost are not paid, cardholders will be temporary suspended from library services.** The borrowing of audio-visual materials is under the classification age required by law.

## School borrowing

Special arrangements for infant school educators and elementary school teachers, who at the beginning of every school year should submit Faro school credentials if they are interested in using this service. They may borrow for their own classes from children/teens section: **-15 items (books and magazines) for a loan period of 15 days, no renewable.**

**-5 items (audio-visual materials) music CDs, VHS/DVD, CD-ROM, games for a loan period of 8 days, not renewable.**

In order to borrow and return these items, teachers and educators must show their library card.

## Institution borrowing

Schools, institutions and others libraries may fill out the Institution Loan Request form, available at the Library's Information desk to get their own library card.

## Library cards

Borrowing privileges are granted by the Faro Public Library to applicants who provide proper identification, sign the borrower's card, and thereby take on the responsibility of following the rules and regulations of the library system. If you change your name, address, phone number or email please let us know. Remember to bring in proof a document proving your current or new address, (water-supply or electric supply invoices, gas or phone invoices), your ID and one recent colour photo when you filling out the Library Card Application form, available at Library's Information desk to get your free library card. The Library Card is a non-transferable personal card and is required for Borrowing service accessibility options as well as whenever requested by library staff.

If your library card is damaged or lost you must contact the Library to report it and ask for a new card. The issue of a new library card costs €2,65.



### Contact Information

Biblioteca Municipal de Faro  
Rua Carlos Porfírio 8000-241 Faro  
Phone: 289 870 000 Fax: 289 870 007  
Library's Information desk: 289 870 835  
dba.dc@cm-faro.pt  
[www.cm-faro.pt](http://www.cm-faro.pt)



[www.facebook.com/CMFaro](https://www.facebook.com/CMFaro)



[www.youtube.com/municipiodefaro](https://www.youtube.com/municipiodefaro)

### Office Hours

Tuesday to Friday:	09:30 a.m.- 07:30 p.m.
Monday and Saturday:	02:00 p.m.- 07:30 p.m.
Sunday and Holidays:	closed

### Facilities

#### Culatra Island

Office hours: Monday, Thursday and Friday:  
10:30 a.m.- 12:30 a.m. / Tuesday: 08:30 a.m.- 12:30 a.m.  
/ Wednesday: 10:30 a.m.- 01:00 p.m.  
Monday and Thursday: 04:00 p.m.- 05:00 p.m.  
Tuesday and Friday: 02:00 p.m.- 05:00 p.m.  
Saturday: 02:00 p.m.- 05:00 p.m.  
Sunday and Holidays: closed

#### Conceição

All library services available in Conceição Parish Council  
Office hours: Monday to Friday 09:00 a.m.- 12:00 a.m.  
/ 02:00 p.m.- 06:00 p.m.  
Saturday: closed  
Sunday and Holidays: closed

## Faro Public Library António Ramos Rosa

## Library Loan Service



Faro City Hall  
Culture Division