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DIRECÇÃO MUNICIPAL DE CULTURA  
DIVISÃO DA REDE DE BIBLIOTECAS

## **Hemeroteca Municipal de Lisboa - Lisbon Periodicals Library**

### **– Consulting and Research Service –**

### **Guidelines and Fees**

#### **1. DEFINITION:**

The Consulting and Research Service (SCI) is a service provided by the Lisbon Periodicals Library (HML), mainly dedicated to **finding texts and/or images related to specific authors/subjects in periodical publications**. It is a **paid service** in accordance with the price list referred to in point 5 of these guidelines, as per the List of Fees and Other Municipal Revenues. It is managed by senior HML librarians experienced in journal research and bibliography production.

#### **2. GOALS:**

The SCI is dedicated to responding to requests (in person or remotely) for **long searches/investigations in the HML collection**, according to the **research coordinates** (author and/or subject, titles, dates) provided (on a special form) by the requester/user. It is therefore a service that, **at the request of the requester/user**, locates content (written and/or iconographic) in the periodicals of the HML collection.

These requests can be made by HML or BLX users, researchers, journalists, teachers, students, professionals and national or international cultural organisations (media, news agencies, banks, companies, publishers, public and private universities, research centres and institutes, foundations, cultural institutions, etc.).

**Specific bibliographical enquiries** received by the SCI are forwarded to the **Reference Service**, which, after analysing them, will reply by e-mail or telephone.



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### 3. DIGITISATION REQUESTS:

3.1. Requests to the SCI can be made **in person** at the HML, or **online** using a special form available locally or at the Digital Periodicals Library (HD), via the BLX [website](#), at the email address [hemeroteca.sr@cm-lisboa.pt](mailto:hemeroteca.sr@cm-lisboa.pt)

3.2. The requester/user must **fill in the form clearly**, providing a precise description of the author and/or subject, the titles of the periodicals to be consulted and the date range of the research.

3.3. The requester/user must also mention on the form **if he/she wishes the results of the search/investigation** (texts and/or images found by the SCI) to be digitised **and sent by e-mail**.

3.4. As this is a paid service, it is recommended that the requester/user, in addition to filling in the abovementioned form, asks the SCI in advance for a **budget estimate** for the research/investigation to be carried out.

3.5. The SCI reserves the right to **assess the relevance of research requests**, whether submitted in person or remotely, and to redirect requests that fall outside its domain to other national or foreign institutions as much as possible.

### 4. RESPONSE TO REQUESTS:

4.1. Once the work has been completed, the requester/user **will be informed by the SCI of the results of the research carried out**, i.e. the content (written and/or iconographic) located by the SCI researchers.



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4.2. The delivery of the results of the search/investigation, as well as scans, if previously requested, implies the **advance payment to HML** of the costs incurred as a result of the retrieval of the contents and the scans made, in accordance with the price referred to in point 5 of these guidelines, set out in the List of Fees and Other Municipal Revenues.

4.3. Once payment has been made, the requester/user will **receive the results of the research/investigation**, converted into bibliographies produced according to the NP 405 standard, **and the corresponding scans**, if requested, **by e-mail or Wetransfer**.

4.4. If the requester/user wishes the information to be delivered in a **different electronic support**, they must bring it to HML when they collect their request.

4.5. In the event that the SCI is unable to locate the text and/or images requested on the form, **the time spent searching/investigating will also be charged**, in accordance with the price referred to in point 5 of these guidelines, set out in the List of Fees and Other Municipal Revenues.

## 5. PRICING AND COSTS:

CONSULTATION AND RESEARCH SERVICE (HOURLY RATE)		+ VAT
Research (texts and/or images)	€ 36.02	€ 44.30

Note that the total price includes, at no extra cost, the digitisation of texts and/or images retrieved by the SCI, up to a maximum of 50 images, after which digitisation will be charged in accordance with the price set out in the List of Fees and Other Municipal Revenues.



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## 6. EXCLUSIONS:

The SCI does not provide bibliographies, translations, transcriptions, expert opinions, technical and economic reports or evaluations of documents, legal advice, heraldic, genealogical or legal research, or questions relating to contests or schoolwork.

## 7. COPYRIGHT AND RELATED RIGHTS:

Reproductions of collective works (newspapers and other periodicals) for the exclusively **private** use of the requester do not require the consent of the author(s), provided that they are lawful (Art. 75(2)(a) of the Portuguese *Code of Copyright and Related Rights*). In this case, the user commits not to make these images available to third parties or to use them in any other way without first obtaining the necessary permissions for copyright, related rights or personal rights. Obtaining such permissions is the sole responsibility of the user.

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Lisbon, HML, 25 June 2024.