**National Library of Portugal (BNP)**

Strengthening Measures to Protect Against the COVID-19 Pandemic

Translated by IFLA

At the reopening of the BNP, after the State of Emergency, measures are being taken to strengthen the protection of all - readers, visitors and workers - vis-à-vis COVID-19.

The strengthening of measures and procedures for protection is part of the latest guidelines of the General Directorate of Health, the Deconfinement Plan defined by the Council of Ministers and the provisions of Dec.-Law No. 20/2020 of 1 May.

This strengthening involves, in certain cases, some restrictions or changes to the way the services are commonly provided by BNP operate. In this leaflet you will find all the practical information necessary to use our services at this stage. Collaborate by helping to ensure everyone's safety!

Mandatory at for access to the BNP building:

* Sanitize hands with an alcohol-based antiseptic solution, available in cloakroom.
* Wear a mask, and keep it on all the time until your exit from the building.

Measures to prevent hand-to-hand contagion

* Reusable plastic bags distributed to readers are quarantined for 9 days before they are made available again.
* Regular disinfection of contact points such as doors, handles, elevator buttons, counters and public equipment is ensured.
* Readers are recommended to wear disposable gloves in the handling of the works given to them for reading, and of freely accessible reference works. Gloves are provided free of charge in all rooms. If you are using them and are temporarily absent from the room, you should leave them in place and use them again when resuming the documentary research. At the end of the reading, and after the return of all works, the gloves should be discarded in the container intended for this purpose.
* Whenever you are temporarily absent and return to a reading room you should disinfect your hands using the alcoholic solution, available in all rooms.

Measures to prevent contagion through social distancing

* Locker room - Only 3 people are allowed simultaneously. Follow the security guards' instructions, waiting your turn in the Lobby. Keep a safe distance (2 meters).
* Elevators – these can only be used by one person at a time.
* Circulation zones - Keep a safe distance (2 meters).
* Reference Area - The use of free worktables is temporarily suspended because they do not serve activities that can only be performed in BNP. Only seven posts for research into the catalogue are available, and should be used primarily for consultation of BNP resources.
* General Reading Room - Maximum capacity is reduced to 96 seats. It is not possible to bring in other books for study purposes.
* Copyring Room - The use of self-service photocopying machines is temporarily suspended. Reproductions must be requested from a member of staff, and subsequently collected. Copies will be charged at the self-service price. Only 1 reader is allowed at a time. Whenever possible, readers should use digital copying by mobile phone.
* Microfilm Reading Room - Maximum capacity is reduced to 4 seats. In order to avoid situations that do not respect security rules, and to reduce waiting times, readings should be requested in advance, until 16:00 the day before, for the email bnref@bnportugal.gov.pt. The services will confirm by email the seat reservation.
* Research Offices – Only 1 researcher is allowed to be used at a time, with the exception of Office Number 1, which can admit 2 researcher. It is recommended to use gloves when handling the documentation.
* Reserved Reading Room - Maximum capacity is reduced to 9 seats.
* Iconography Reading Room / Cartography / Music - It is reduced to maximum capacity to 3 seats. In order to avoid situations where security rules are not respected, and to reduce waiting times, reading should be requested in advance, until 16:00 on the day before, for the addresses: cartog@bnportugal.gov.pt (cartography) iconografia@bnportugal.gov.pt (iconography) and musica@bnportugal.gov.pt (music). The services will confirm by email the seat reservation.
* Reading Room for the Visually Impaired (ALDV) - The assisted reading service is temporarily suspended. The maximum capacity is reduced to 4 seats. In order to avoid situations where security rules are not respected, and to reduce waiting times, reading should be requested in advance, until 16h of the previous day, by the email aldv-leitura@bnportugal.gov.pt. The services will confirm by email the seat reservation. In home reading of books printed in Braille, returning books are quarantined for 9 days. Only after this period will they be made available again.
* Exhibition halls - A maximum number of people is defined simultaneously, which is posted on site. Respect this number and keep the safe distance (2 meters).
* Meeting and event rooms - The concession and use of rooms for meetings and public events is temporarily suspended. When it is possible to re-dial, the reduction of places defined for each space will have to be observed.
* Catering services - Until May 18, and depending on the measures that the Government will confirm for the restoration, the bar / cafeteria and self-service will be closed. A coffee dispenser is available to the public on the 2nd floor, next to the lobby.

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