



澳門利氏學社
INSTITUTO RICCI de MACAU
MACAU RICCI INSTITUTE

Macau Ricci Institute Library

(The Tomás Pereira Library)

Library Regulations

The Macau Ricci Institute (MRI) is an independent non-profit research organization based at the University of Saint Joseph (USJ) in Macau. The MRI owns the Tomás Pereira Library which offers valuable collections in the fields of Macau Studies, Chinese Studies, History of Christianity in China, Jesuit Missions, Interreligious Dialogue, and Cross-cultural Exchange between China and the West. As a partner institution of the University of Saint Joseph, the Macau Ricci Institute and its Tomás Pereira Library collaborates with the USJ University Library by sharing joint collections in two locations (Ilha Verde Campus & Saint Joseph Seminary Campus).

MRI Researchers should abide by the following regulations of the USJ Library and the MRI Library:

1. All scholars and researchers from other academic institutions need to register with the Macau Ricci Institute in advance in order to use the collections of the MRI Library and the USJ Library.
2. The registered researchers of MRI should enter the USJ Campuses and Libraries **with MRI Researcher Card (digital)**.
3. Only registered researchers of MRI may borrow USJ library materials.
4. Access to holdings is by appointment / permission only. Generally, appointments are scheduled between 9:30 a.m. and 5:00 p.m. between Monday to Friday. Please schedule your appointment with MRI Librarian as much ahead of time as possible.
5. All materials (including archives) of MRI will be labelled as “MRI Collection”, which is **non-circulating** and for use only in the reading room.
6. MRI Researchers who want to borrow resources from the university collection **MUST** apply for the University Guest Reader permission through MRI Librarian in advance.
7. All materials (folders in boxes, documents in folders) must be kept within the order received. Do not rearrange any materials. All items must be handled with general care. Do not mark, bend, or otherwise alter materials.
8. Laptop computers are allowed.
9. Do not remove any items from their protective housing. The unauthorized removal of library material without a proper check-out procedure is regarded as a serious offense.
10. Both MRI Collections and USJ Collections are only provided for the academic research, and study of researchers, staffs and students. They shall not be used for any commercial purposes.

11. Researchers who intend to publish a reproduction of the collections and archives material agree to obtain permission prior to publication from the Institute and from all holders of copyrights. The researcher agrees to accept full responsibility for complying with laws enacted to protect copyrights and privacy rights.
12. All handling instructions provided by the staff must be followed faithfully.
13. Failure to follow these policies will result in loss of access to all collections and archives materials.

Book Donations

1. The Macau Ricci Institute welcomes donation of books and other materials especially the collections about Jesuit History, Christian Missions in China, Macau Studies and Chinese Studies in general. Once received, the collection(s) will be owned by the Institute. The library reserves the right to determine their retention and processing, or, when a title is a duplicate or does not meet thematic criteria of the library, their disposal in an appropriate manner. The library does not keep personal collections for subsequent retrieval.

Becoming MRI Academic Researchers

1. All researchers need to complete an online registration form and provide one form of valid photographic identification (e.g., Copy of ID card / passport, and one recent personal photo) via the below QR Code / link in order to apply for a research identification card. For the guidelines of MRI Academic Researcher registration please refer to the Appendix I.

Registering as MRI Academic Researcher:

Online Application Form

For PRC region users:



<https://wj.qq.com/s2/10955157/f31f/>

For users from other regions:



<https://forms.gle/vjQcyikWgfryhG47>

2. For more registration details, please contact the Librarian of the MRI Library, Mrs. Sofia Sou at sofiasou@riccimac.org / contact no.: +853 2853 2536.

APPENDIX I:

MRI Researcher Identification Card Requirements

- When you come to the Macau Ricci Institute Library (MRI Library) to look at records, you will be issued a digital Researcher Identification Card. Your Researcher Identification Card must be presented during each research visit.

How to obtain your MRI Researcher Identification Card?

- MRI Researcher Identification Cards are only issued when you are doing research in the MRI Library.
- Please do not come in advance of your research visit solely to get a Researcher Identification Card.

To obtain the MRI Researcher Identification Card, an applicant must:

- Present a valid picture identification document such as passport, identification card etc. A current school identification card will also be accepted.
- Complete a short online form giving full name, contact email and telephone number.
- View a short Researcher Orientation presentation emphasizing the safe handling of records and explaining the most basic research procedures, responsibilities, and rules.
- The registration process can be started online from home. New researchers should complete the below online application form in advance.

Online Application Form:

For PRC region users:



<https://wj.qq.com/s2/10955157/f31f/>

For users from other regions:



<https://forms.gle/vjQcyikWgfryhbG47>

- Application will be approved within 3-5 working days. The Researcher Identification Card will be issued within 5-7 working days, and will be sent to the applicant's registered email.

Renewing or replacing your Researcher Identification Card

- Your Researcher Identification Card will be valid for one year.
- You may renew your Researcher Identification Card up to 30 days before the expiration date. If your Researcher Identification Card has already expired, please contact the Librarian of the MRI Library at mrilibrary@riccimac.org.
- If you forget or lose your Researcher Identification Card, please contact the Librarian of the MRI Library at mrilibrary@riccimac.org.

Sample of the MRI Researcher Identification Card

