

Staff Week-----

General information

Hosting Institution:	UALG
Staff Week Title	Erasmus Staff Week for Librarians
Abstract: (few lines describing the staff week that SEA-EU partners can use for dissemination)	This staff week is specifically aimed at information and documentation professionals (libraries, archives, documentation centres). It aims to be a space for sharing experiences and good practices that allows professionals to learn about other realities, reflect on their reality and find opportunities to improve their services. It will cover topics such as document processing, user service, training, repository management, open access, scientific dissemination, data management, cultural extension, editing, archiving, etc.
Application details and deadline	Please contact International Office at your university and guarantee your Nomination until 2nd of March at the end of the day. Online registration form will send to the selected staffs after the end of deadline for Nominations.
Dates of the staff week	From May 11th until 15th 2026
Number of participants	Each SEA-EU 2.0 university can propose up to 3 participants.
Mobility costs	SEA-EU Budget / Erasmus+ funds KA1
Contact	Mrs. Salomé Horta – Director of the Library (biblioteca@ualg.pt) Mrs. Marleni Azevedo – Head of International Relations Office & SEA-EU 2.0 Local Manager Officer (international@ualg.pt) Mr. Filipe Lage – Logistical Support (international@ualg.pt)

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Target group / Expected profile of participants	Will be giving preference to the technical staff and expert on Librarian matter.
Requirements	English B1

Agenda

11-05-2026 | Day 1: at the Gambelas' Library

10:00 – Registration of participants
10:30 - Welcome session (Vice-rector, Head of International Relations and Mobility Office, Director of the Library)
10:45 - Brief presentation of the region (Algarve)
11:15 – Coffee-break (hosted by UAlg)
11:45 – Brief presentation of the University of Algarve
12:00 - Visit to Gambelas Campus Library
12:30 – Lunch (hosted by UAlg)
14:15 – Introduction of the participants and their libraries.

12-05-2026 | Day 2: at the Penha's Library

10:00 – Visit to Penha Campus Library
10:45 – Presentation of Communication, Training and Culture Extension Services (Multipurpose room)
11:15 – Coffee-break (hosted by UAlg)
11:45 – Presentation of Acquisitions and Cataloguing Services
12:30 – Lunch (hosted by UAlg)
15:30 – Tour to the historical center of Faro (historical facts and places)
20:00 –Group dinner (hosted by UAlg)

13-05-2026 | Faro Center

10:00 – Meeting point in Faro center
10:30 – Visit to a public library (To be defined)
12:30 – Free Lunch (own expenses)
14:30 – Visit programme (To be defined)

14-05-2026 | Gambelas' Library

10:00 - Presentation of Scientific Diffusion and Edition Services
10:30 - Coffee break (hosted by UAlg)
11:00 - Presentation of General Archive Services
11:30 - Visit to General Archive
12:30 - Lunch (hosted by UAlg)
14:30 - Visit to one scientific research and development center
15:30 - Free time or visit to the Public Library of Faro

15-05-2026 | Gambelas' Library

10:00 - Summary, questions and answers, discussion and closing balance.
Closing session.

Practical information

Accommodation		A welcome pack will be sent to the registered participants.
Address of the course	University of Algarve, Portugal	Gambelas and Penha <i>Campus</i> , building & rooms to be confirm.