

**Get to know the CRAI Economics and**

**Business Library**

Academic year 2014-2015

## What's the aim of this session?

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- To introduce you to the services and facilities of the CRAI Economics and Business Library

<http://crai.ub.edu/en/about-crai/libraries/economics-business>

To present the general services and resources offered by the Resource Center for Learning and Research (CRAI)

<http://crai.ub.edu/en>

## What will we be talking about?

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- [Where to find us and when we're open](#)
- [Get your bearings: spaces, facilities and collections](#)
- [How do I take books out? UB Card and library loans](#)
- [The library catalogue. What is it and how do I use it?](#)
- [ReCercador. Electronic resources](#)
- [Virtual Campus](#)
- [CRAI web site. Services and resources](#)
- [Authentication](#)
- [Training and information](#)
- [And if you still have questions...](#)



## Spaces

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The **Faculty of Economics and Business** has two library spaces:

### - **RECERCA (Research)**

- Primarily for **teaching staff, doctoral students, master's degree students** and other **postgraduate students**
- You'll find:
  - the **newspaper archive**
  - **specialized** monographs
  - the **historical collection**

### - **GRAU (Bachelor's Degree)**

- Primarily for **bachelor's degree students**
- You'll find:
  - the **recommended bibliography (BR)**
  - the section for **statistical publications**











## Equipment and facilities

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- 2 computer rooms with 41 computers
- 1 training room with 8 computers
- 1 returns box
- 4 self-service photocopiers (with printer function)
- Newspaper archive
- Section for statistical publications
- Bibliographic information / loans desk
- New items
- 35 computers
- 12 laptops for loan
- 901 reading points
- Historical collection
- 3 group work rooms
- Wi-Fi area
- Self-Access Language Learning Centre (CAL)

## The collection: books, journals...

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- The Economics and Business libraries contain the research collection and specialized materials for the following courses: **Business Administration and Management; International Business; Economics; Sociology; Statistics; Research in Business; Creation and Management of New Technology-Based Firms; Marketing and Market Research; Financial and Actuarial Sciences; Sport Business Management; Economics, Regulation and Competition in Public Services; Internationalization; Cultural Management; Public Management; Business; Economic History; Cultural and Heritage Management.**
- The overall collection comprises: monographs, printed journals and e-journals, statistical publications and databases, doctoral theses and audiovisual materials.
- Books, theses and audiovisual materials are ordered according to the Library of Congress classification system, journals are ordered alphabetically.
- The library also houses a series of **special collections**: the Foment de Treball collection, the Ernest Lluch library, the Renfe collection, the Manuel Sacristán library, the Josep Ramon Santolalla library, Collection of the "Casa d'Amèrica de Barcelona".

## How do I take books out? UB Card and library loans

- 1. You need your UB Card**
- 2. Take it to any library to be validated**
- 3. Now you're ready to borrow books!**

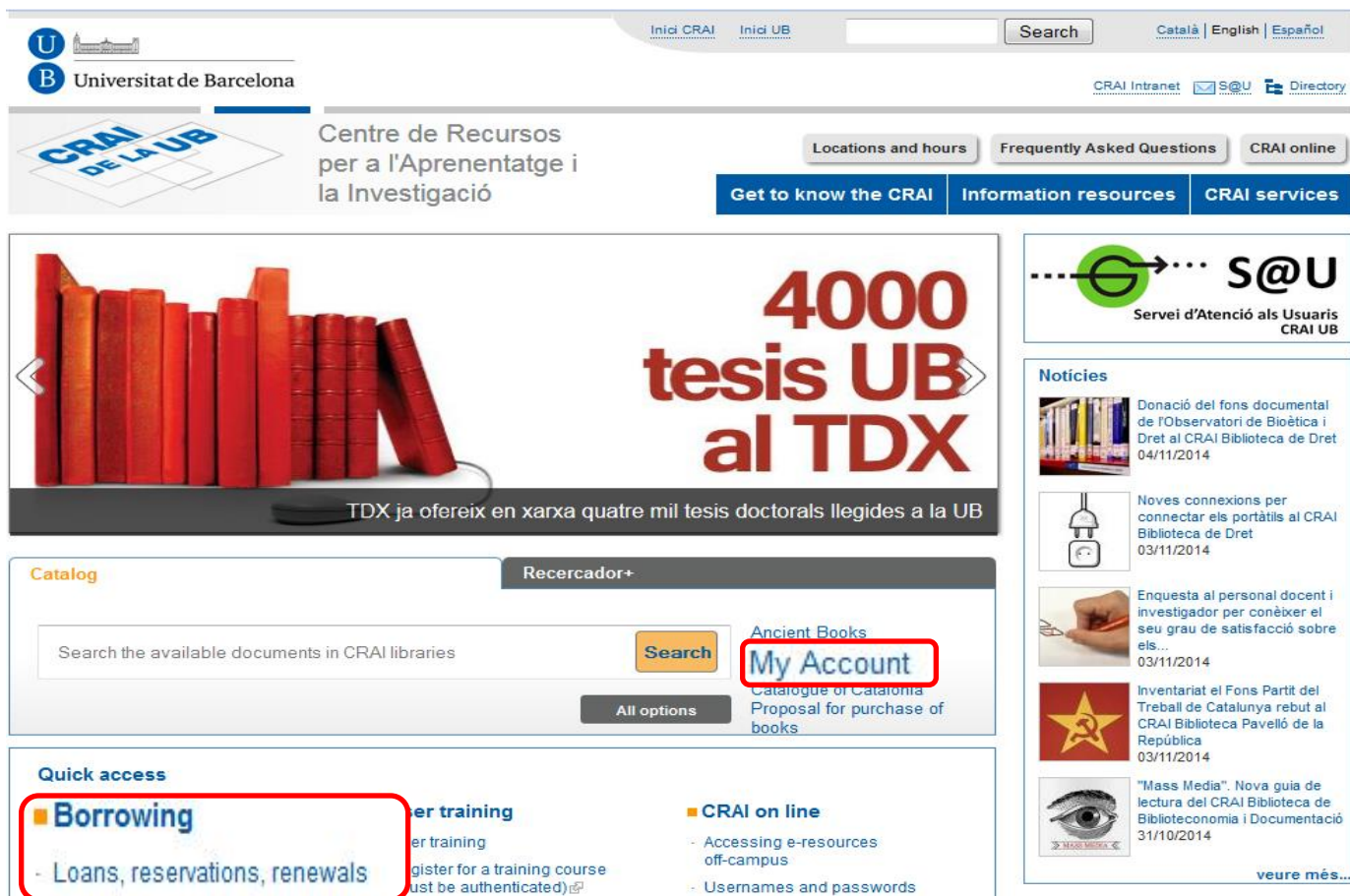


- Depending on your user profile (bachelor's degree student, postgraduate student, lecturer, etc.) the loan periods and conditions vary.
- Items can be renewed (in person, by phone or via the website) provided that they have not been reserved by another user.
- You can request and return from other UB libraries at any CRAI loan desk.
- If you return items late, your account will be temporarily suspended according to the following penalty scale: for recommended bibliography items returned late, 4 days per item for each day overdue; for all other items returned late, 1 day per item for each day overdue.

**[- Further information on loan regulations -](#)**

## Catalogue: My account (I)

Manage your loan items: reserve and renew items, view your loan history...



The screenshot shows the CRAI UB website interface. At the top, there is a navigation bar with the Universitat de Barcelona logo, language options (Català, English, Español), and a search bar. Below this, the CRAI logo and name are displayed, along with links for 'Locations and hours', 'Frequently Asked Questions', and 'CRAI online'. A main banner features a stack of red books and the text '4000 tesis UB al TDX', with a sub-headline 'TDX ja ofereix en xarxa quatre mil tesis doctorals llegides a la UB'. Below the banner is a search bar with the text 'Search the available documents in CRAI libraries' and a 'Search' button. To the right of the search bar are links for 'Ancient Books', 'My Account' (highlighted with a red box), 'Catalogue of Catalonia', and 'Proposal for purchase of books'. Below the search bar is a 'Quick access' section with a 'Borrowing' link (highlighted with a red box) and other options like 'User training' and 'CRAI on line'. On the right side, there is a 'Notícies' section with several news items, each with a small image and a date.

# Catalogue: My account (II)

Manage your loan items: reserve and renew items, view your loan history...

Library catalog Centre de Recursos per a l'Aprenentatge i la Investigació

U B Universitat de Barcelona

Home > Information Resources > Catalogs [Català](#) | [Español](#) Start Over | My Account | Help | Ask the librarian

### My Account

▶ [Login with local identification](#) (UB Users)


Identifier:

Password:

▶ [Login with CRAI identification](#) (UB Card)


Your name

Barcode

 Submit

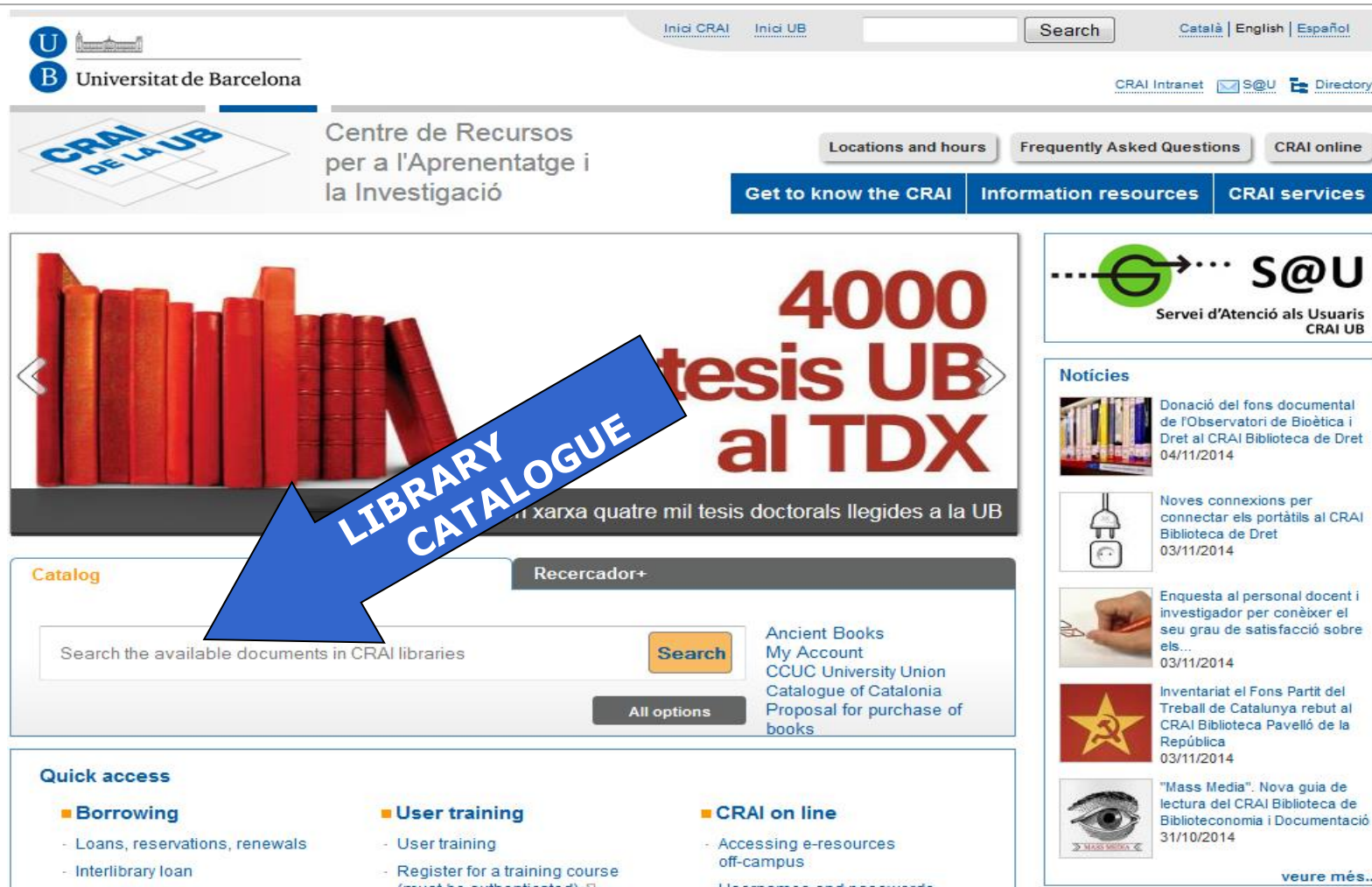
Once identified you will be able:

- Seeing and [renewing](#) your checked out items
- [Reserving](#) documents.
- Creating [your lists](#) of records.
- Accessing to the [catalog](#).
- Selecting and [saving your preferred searches](#).
- Consulting your [Reading History](#).

- ▶ [ReCercador](#)
- ▶ [Authorities Catalog](#)
- ▶ [UB Thesaurus](#)
- ▶ [Other catalogs](#)
- ▶ [University Union Catalogue of Catalonia](#)
- ▶ [Suggest a purchase](#)
- ▶ [New acquisitions](#) 
- ▶ [Interlibrary loan](#)
- ▶ [Accessing e-resources](#)
- ▶ [Special opening hours](#)
- ▶ [Information telephones](#)



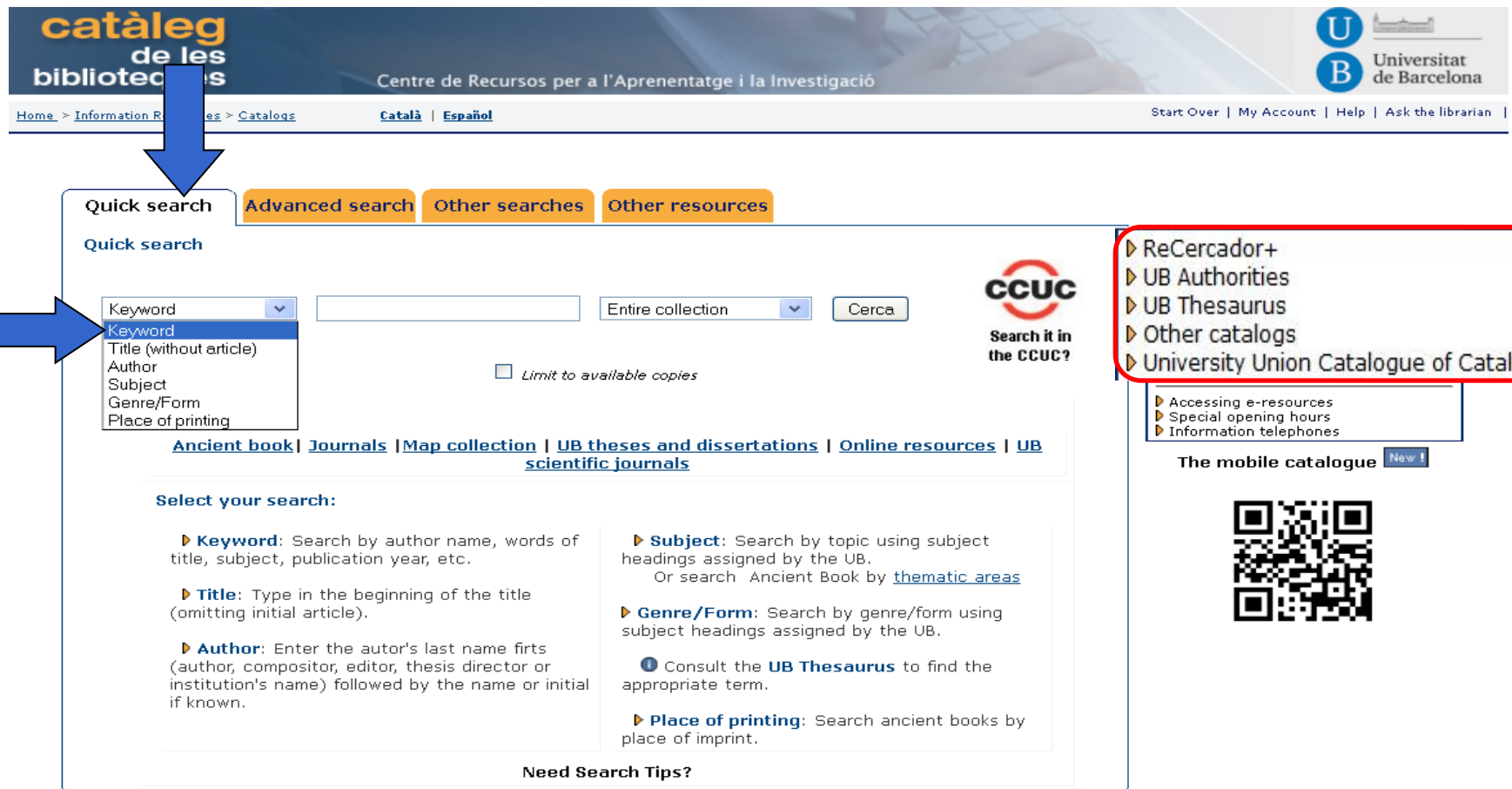
# CRAI website: The library catalogue



The screenshot shows the CRAI website interface. At the top, there is a navigation bar with the Universitat de Barcelona logo, language options (Català, English, Español), and links for Inici CRAI, Inici UB, and Search. Below this is a secondary navigation bar with links for CRAI Intranet, S@U, and Directory. The main header features the CRAI logo and the text 'Centre de Recursos per a l'Aprenentatge i la Investigació', along with buttons for 'Locations and hours', 'Frequently Asked Questions', and 'CRAI online'. A prominent blue banner reads '4000 tesis UB al TDX' with an image of red books. A large blue arrow points from this banner to the search bar, which is labeled 'LIBRARY CATALOGUE'. The search bar contains the text 'Search the available documents in CRAI libraries' and a 'Search' button. Below the search bar are links for 'Ancient Books', 'My Account', 'CCUC University Union', 'Catalogue of Catalonia', and 'Proposal for purchase of books'. A 'Quick access' section lists 'Borrowing', 'User training', and 'CRAI on line' with sub-links. On the right, there is a 'Notícies' section with several news items, each with a small image and a date.

# Catalogue: Quick search

You can search by: keyword, title, author, subject or place of publication




**catàleg de les biblioteques**  
Centre de Recursos per a l'Aprenentatge i la Investigació

Home > Information Resources > Catalogs **Català** | Español Start Over | My Account | Help | Ask the librarian

Quick search **Advanced search** Other searches Other resources

Quick search

Keyword  Entire collection   Search it in the CCUC?

Limit to available copies

[Ancient book](#) | [Journals](#) | [Map collection](#) | [UB theses and dissertations](#) | [Online resources](#) | [UB scientific journals](#)


**Select your search:**

- ▶ **Keyword:** Search by author name, words of title, subject, publication year, etc.
- ▶ **Title:** Type in the beginning of the title (omitting initial article).
- ▶ **Author:** Enter the author's last name firsts (author, composer, editor, thesis director or institution's name) followed by the name or initial if known.
- ▶ **Subject:** Search by topic using subject headings assigned by the UB. Or search Ancient Book by [thematic areas](#)
- ▶ **Genre/Form:** Search by genre/form using subject headings assigned by the UB.
- ▶ Consult the [UB Thesaurus](#) to find the appropriate term.
- ▶ **Place of printing:** Search ancient books by place of imprint.

[ReCercador+](#)  
[UB Authorities](#)  
[UB Thesaurus](#)  
[Other catalogs](#)  
[University Union Catalogue of Catalonia](#)

▶ Accessing e-resources  
▶ Special opening hours  
▶ Information telephones

The mobile catalogue **New!**



**Need Search Tips?**

# Where do I find it?

Request
  Save to Lists
  Save Records
  Marc Display
  Return to list
  Another Search

Author: 
 Entire collection: 
 System Sorted:

Limit search to available items

[Persistent link to this record](#)

Record 8 of 52 Result page:

**Author** [Stiglitz, Joseph E., 1943-](#)

**Title** **Economía / los capítulos 7 y 24 han sido adaptados por el profesor Guillem López Casasnovas ; la información específica sobre la economía española que se ha añadido al texto original ha sido concebida y redactada por Joaquina Paricio ...[et al.]**

**Publication/Production** Barcelona : Ariel, 1993

**Series** [Ariel economía](#)

**Description** 1260 p. : gráf

**Subject** [Teoria econòmica](#)

**Added Author** [Paricio, Joaquina](#)  
[López i Casasnovas, Guillem](#)

**Note** Reimpressions: 1994

**Bibliography** Glossari

**ISBN** 8434420872 (cart.)

**Legal Deposit** DL B. 25667-1993  
DL B. 17315-1994

Exportar a RefWorks

COMPARTIR



Location	Call No.	Volumen	Barcode	Status	Loan Type	Note
<a href="#">Belles Arts</a>	<a href="#">RL BR 33 St</a>	(1994)	<a href="#">0700496901</a>	LIB USE ONLY	RB NO LOAN	
<a href="#">Belles Arts</a>	<a href="#">RL 33 St</a>	(1994)	<a href="#">0700496900</a>	AVAILABLE	RB RECOM BIB	
<a href="#">Campus Mundet</a>	<a href="#">p2 330 STI</a>	(1995)	<a href="#">0700874651</a>	AVAILABLE	STANDARD	
<a href="#">Cret</a>	<a href="#">U/M/STI</a>		<a href="#">0700370340</a>	AVAILABLE	RB RECOM BIB	
<a href="#">Economia i Empresa - Recerca</a>	<a href="#">HB171 .S85 1995</a>	(1995)	<a href="#">0700737105</a>	AVAILABLE	STANDARD	
<a href="#">Economia i Empresa - Recerca</a>	<a href="#">HB171 .S85 1993</a>		<a href="#">0700369508</a>	AVAILABLE	STANDARD	
<a href="#">Economia i Empresa - Recerca</a>	<a href="#">HB171 .S85 1993</a>		<a href="#">0700329029</a>	AVAILABLE	STANDARD	

# Catalogue: Advanced search

Combine search fields and/or refine your search



**Keyword**   **Title**   **Author**   **Subject**

**Advanced Keyword Search**

Please fill in the form, select limits, and click Submit (or choose a [Simple Keyword Search](#)). Clear form

Any Field:  And

Any Field:  And

Any Field:  And

Any Field:  And

**Limit to:**

Limit search to available items

**Subcatalogs:** Entire collection

**Location:** ANY  Ancient Book  Bellvitge Campus

**Material type:** Book  Ebook  Serial

**Language:** ANY  German  English

**Year After:**  and **Before:**

**Publisher:**

**Search and Sort:** sorted by relevance

- ▶ ReCercador
  - ▶ UB Authorities
  - ▶ UB Thesaurus
  - ▶ Others catalogs
  - ▶ University Union Catalogue of Catalonia
- 
- ▶ Suggesting a purchase
  - ▶ New Acquisitions
  - ▶ Interlibrary loan
- 
- ▶ Accessing e-resources
  - ▶ Special opening hours
  - ▶ Information telephones
- 
- ▶ Ancient book bibliography

**Search Tips**

**Adjacency** Multiple words are searched together as one phrase.  
Example : world health organization

**Wildcards** Words may be right-hand truncated using an asterisk. '\*' for 1-5 characters, '\*\*' for open-ended truncation, '?' to replace a single character anywhere within a word.  
Examples : environment\* polic\*, inter\*\*, wom?n

**Boolean Operators** Use "and" or "or" to specify multiple words in any field, any order. Use "and not" to exclude words.  
Example : stocks and bonds  
Example : (alaska or canada) and (adventure and not vacation)

**Proximity Operators** Use "near" to specify words close to each other in any

## PUC: Interlibrary loan service

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The PUC is a **free** service entitling users of libraries in the Consortium of Academic Libraries of Catalonia (CSUC) to request and borrow items from other libraries in the Consortium. Two options are available:

- **In situ:** By visiting the library where the item is held.
- **Web:** By searching the collective catalogue of the CSUC.



## Web

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- **Connect** to the CSUC catalogue: <http://puc.cbuc.cat/>.
- Check availability and **request** the item. Choose where you would like to pick it up.
- When your item arrives at the chosen library you will receive an **email notification**.
- You can **return** it to any at your university or at the institution the item belongs to.


# CRAI website: ReCercador

The screenshot shows the CRAI website interface. At the top left is the Universitat de Barcelona logo. The top right contains navigation links for 'Inici CRAI', 'Inici UB', a search box, and language options (Català, English, Español). Below this are links for 'CRAI Intranet', 'S@U', and 'Directory'. A main navigation bar includes 'Locations and hours', 'Frequently Asked Questions', and 'CRAI online'. A secondary bar features 'Get to know the CRAI', 'Information resources', and 'CRAI services'. The central banner displays '4000 tesis UB al TDX' with an image of red books and the text 'TDX ja ofereix en xarxa quatre mil tesis doctorals llegides a la UB'. On the right, there is a section for 'S@U Servei d'Atenció als Usuaris CRAI UB' and a 'Notícies' section with three news items. At the bottom, the 'Recercador+' search engine is highlighted with a blue arrow. The search bar includes a search box, a 'Search' button, and a list of resources: 'Electronic journals A-Z', 'Electronic books A-Z', 'Bases de dades A-Z', 'Digital press', and 'Map collection'. An 'All options' button is also present.

# ReCercador

Access to a range of electronic resources: databases, library portals, catalogues, e-journals...





Guest  e-Shelf My Account Sign in

 **re**cercador+


New search Databases E-Journals E-books Help Language: English ▾


Search Advanced Search

ReCercador+ is a service that provides centralized access to a range of electronic resources.  
Find e-journal articles and other electronic documents by searching a single database, and access the full text where available.



-  [Trial resources](#)
-  [Quick guides and database tutorials](#)
-  [FAQs](#)
-  [Licencing](#)

**Access from outside UB**


Activar accés via SIRE

info


**Other resources**

-  [Digital press](#)
-  [Map library](#)


**Other search tools**



**Mendeley Premium**  
Reference manager



# CRAI website: Virtual Campus




Centre de Recursos per a l'Aprenentatge i la Investigació

Locations and hours
Frequently Asked Questions
CRAI online

Get to know the CRAI

Information resources

CRAI services







## 4000 tesis UB al TDX

**Quick access**

<p><b>Borrowing</b></p> <ul style="list-style-type: none"> <li>- Loans, reservations, renewals</li> <li>- Interlibrary loan</li> <li>- Loan of UB equipment</li> <li>- PUC and loans from other institutions</li> </ul>	<p><b>User training</b></p> <ul style="list-style-type: none"> <li>- User training</li> <li>- Register for a training course (must be authenticated)</li> </ul>	<p><b>CRAI on line</b></p> <ul style="list-style-type: none"> <li>- Accessing e-resources off campus</li> <li>- Logins and passwords</li> <li>- User Support Service</li> <li>- Wi-Fi and Eduroam</li> </ul>
<p><b>Teaching Support</b></p> <ul style="list-style-type: none"> <li>- Creating teaching materials</li> <li>- Tools and resources for teaching and learning</li> </ul>	<p><b>...</b></p> <ul style="list-style-type: none"> <li>- Copyright, intellectual property and open access</li> </ul>	<p><b>Tools for research</b></p> <ul style="list-style-type: none"> <li>- UB Digital Repository</li> <li>- Information Resources</li> <li>- Web of Science</li> <li>- Evaluation of scientific journals</li> </ul>

**Notícies**

-  Donació del fons documental de l'Observatori de Bioètica i Dret al CRAI Biblioteca de Dret 04/11/2014
-  Noves connexions per connectar els portàtils al CRAI Biblioteca de Dret 03/11/2014
-  Enquesta al personal docent i investigador per conèixer el seu grau de satisfacció sobre els... 03/11/2014
-  Inventariar el Fons Partit del Treball de Catalunya rebut al CRAI Biblioteca Pavelló de la República 03/11/2014
-  "Mass Media". Nova guia de lectura del CRAI Biblioteca de Biblioteconomia i Documentació 31/10/2014

[veure més...](#)

**Virtual exhibitions**

[Apadrina un document](#)

**Virtual Campus**

<https://campusvirtual2.up.edu>



<https://campusvirtual2.up.edu>

# Virtual Campus

Work space for individual subjects, providing access to: recommended bibliography and teaching materials


The screenshot shows the 'Campus Virtual de la Universitat de Barcelona' website. A blue navigation bar at the top contains the university logo, the text 'Campus Virtual de la Universitat de Barcelona', and a login status 'You are not logged in. (Log in)'. Below the navigation bar is a search bar for courses. The main content area features a list of course categories under the heading 'Course categories:'. A blue callout box labeled 'Subjects' points to the '14/15' dropdown menu. Another blue callout box labeled 'UB id. and password' points to the login area on the right side of the page.

- Ensenyaments de Grau
- Primer i segon cicle
- Complements de formació
- Màsters
- Doctorats
- Postgraus
- Escola d'Idiomes Moderns
- Extensió universitària
- Universitat de l'Experiència
- Serveis Lingüístics

**<https://campusvirtual2.ub.edu>**



# CRAI website: key services




Centre de Recursos per a l'Aprenentatge i la Investigació

Locations and hours    Frequently Asked Questions


Get to know the CRAI    Information resources

**CRAI services**



**4000 tesis UB al TDX**

TDX ja ofereix en xarxa quatre mil tesis doctorals llegides a la UB



**S@U**  
Servei d'Atenció als Usuaris  
CRAI UB

**Catalog**    **Recercador+**

Search

All options

Ancient Books  
My Account  
CCUC University Union  
Catalogue of Catalonia  
Proposal for purchase of books

**Quick access**

**Borrowing**

- Loans, reservations, renewals
- Interlibrary loan
- Loan of UB equipment
- PUC and loans from other institutions

**User training**


- User training
- Register for a training course (must be authenticated) [↗](#)

**CRAI on line**


- Accessing e-resources off-campus
- Usernames and passwords
- S@U, User Support Service
- Wi-Fi and Eduroam

**Publishing Support**


- Citations and reference
- Mendeley
- Copyright, intellectual property and open access
- Standard criteria for listing the authors of scientific papers
- Depositing academic work in Ub repositories




Donació del fons documental de l'Observatori de Bioètica i Dret al CRAI Biblioteca de Dret 04/11/2014




Noves connexions per connectar els portàtils al CRAI Biblioteca de Dret 03/11/2014



Enquesta al personal docent i investigador per conèixer el seu grau de satisfacció sobre els ... 03/11/2014




Inventariat el Fons Partit del Treball de Catalunya rebut al CRAI Biblioteca Pavelló de la República 03/11/2014




"Mass Media". Nova guia de lectura del CRAI Biblioteca de Biblioteconomia i Documentació 31/10/2014

[veure més...](#)



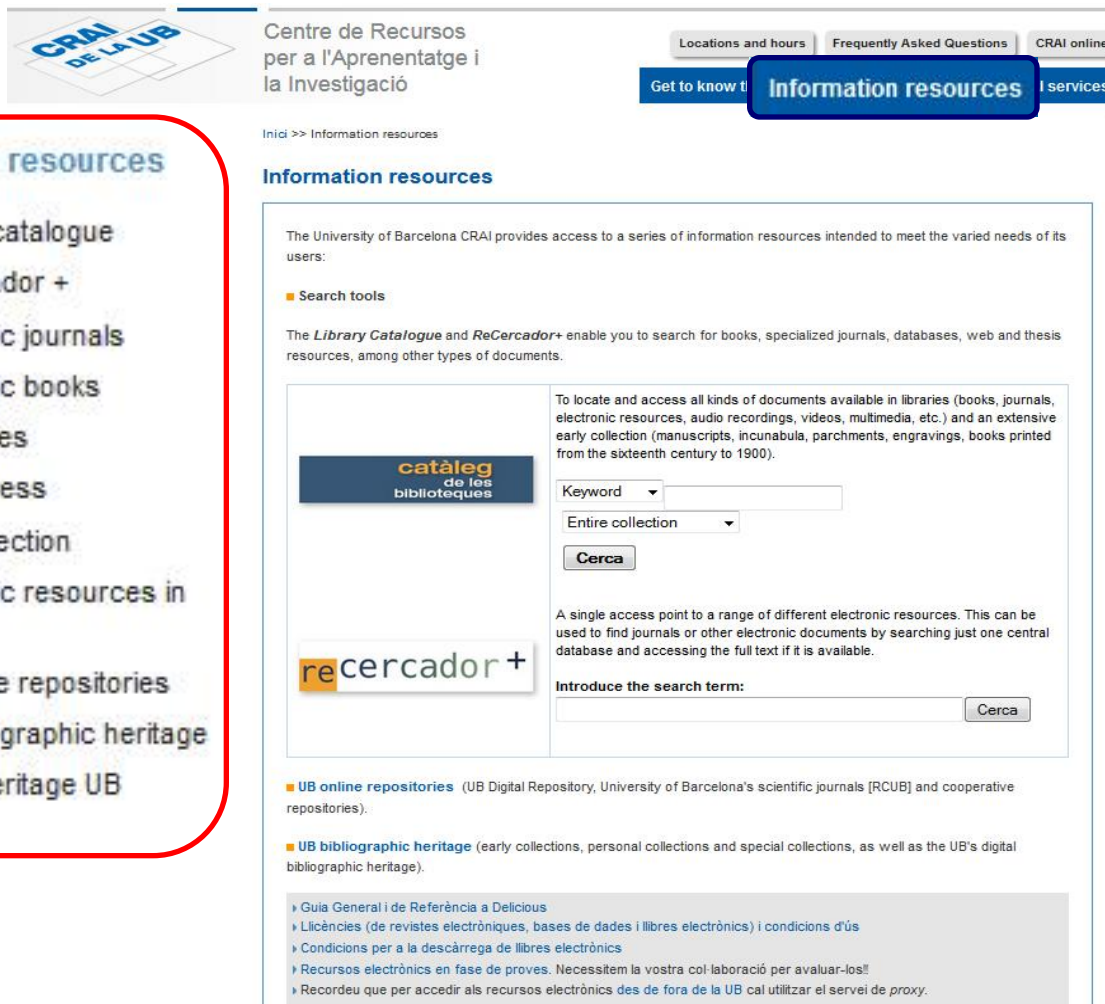
Virtual exhibitions



Apadrina un document

# CRAI website: key resources

- Information resources**
- Library catalogue
  - ReCercador +
  - ▶ Electronic journals
  - ▶ Electronic books
  - ▶ Databases
  - Digital press
  - Map collection
  - Electronic resources in test
  - ▶ UB online repositories
  - ▶ UB bibliographic heritage
  - Digital heritage UB



Centre de Recursos per a l'Aprenentatge i la Investigació

Locations and hours | Frequently Asked Questions | CRAI online

Get to know the CRAI | **Information resources** | Services



Inici >> Information resources

### Information resources

The University of Barcelona CRAI provides access to a series of information resources intended to meet the varied needs of its users:

- Search tools

The *Library Catalogue* and *ReCercador+* enable you to search for books, specialized journals, databases, web and thesis resources, among other types of documents.

To locate and access all kinds of documents available in libraries (books, journals, electronic resources, audio recordings, videos, multimedia, etc.) and an extensive early collection (manuscripts, incunabula, parchments, engravings, books printed from the sixteenth century to 1900).

Keyword

Entire collection

A single access point to a range of different electronic resources. This can be used to find journals or other electronic documents by searching just one central database and accessing the full text if it is available.

Introduce the search term:

- **UB online repositories** (UB Digital Repository, University of Barcelona's scientific journals [RCUB] and cooperative repositories).
- **UB bibliographic heritage** (early collections, personal collections and special collections, as well as the UB's digital bibliographic heritage).

▶ Guia General i de Referència a Delicious

▶ Licències (de revistes electròniques, bases de dades i llibres electrònics) i condicions d'ús

▶ Condicions per a la descàrrega de llibres electrònics

▶ Recursos electrònics en fase de proves. Necessitem la vostra col·laboració per avaluar-los!

▶ Recordeu que per accedir als recursos electrònics des de fora de la UB cal utilitzar el servei de proxy.

## Authentication

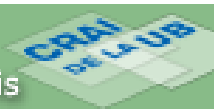
Some services require you to be authenticated

	<b>Username</b>	<b>Password</b>
<b>Computers and Wi-Fi</b>	UB_Email. <b>alumnes</b> (e.g.: jherg007.alumnes)	Món UB password
<b>Virtual Campus, UB email, Món UB and proxy server</b>	Món UB id. (4 characters)	Món UB password
<b>My account (2 options)</b>	Name and surnames or UB_Email. <b>alumnes</b>	UB Card barcode no. or Món UB password

## Training and information



**Formació**  
Serveis a Usuaris



**25 anys d'Espanya a la  
Unió Europea**

**Economics and Business blog**: Find out about new books in the library collection, CRAI trivia and general interest news items related to economics and business.

**Twitter**: Keep up to date with day-to-day activities at the libraries!

**Learning**: Learn how to make the most effective use of the library website and specialized databases. Scheduled sessions and personalized training options.

**Exhibitions**: Virtual exhibitions about historical events, important figures in the field of economics, Nobel prizewinners...

## And if you still have questions...

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### Ask the CRAI staff

Staff can help to solve a wide range of queries.

#### Online

Frequently Asked Questions

The [FAQs](#) section provides answers to many of the most frequent questions.

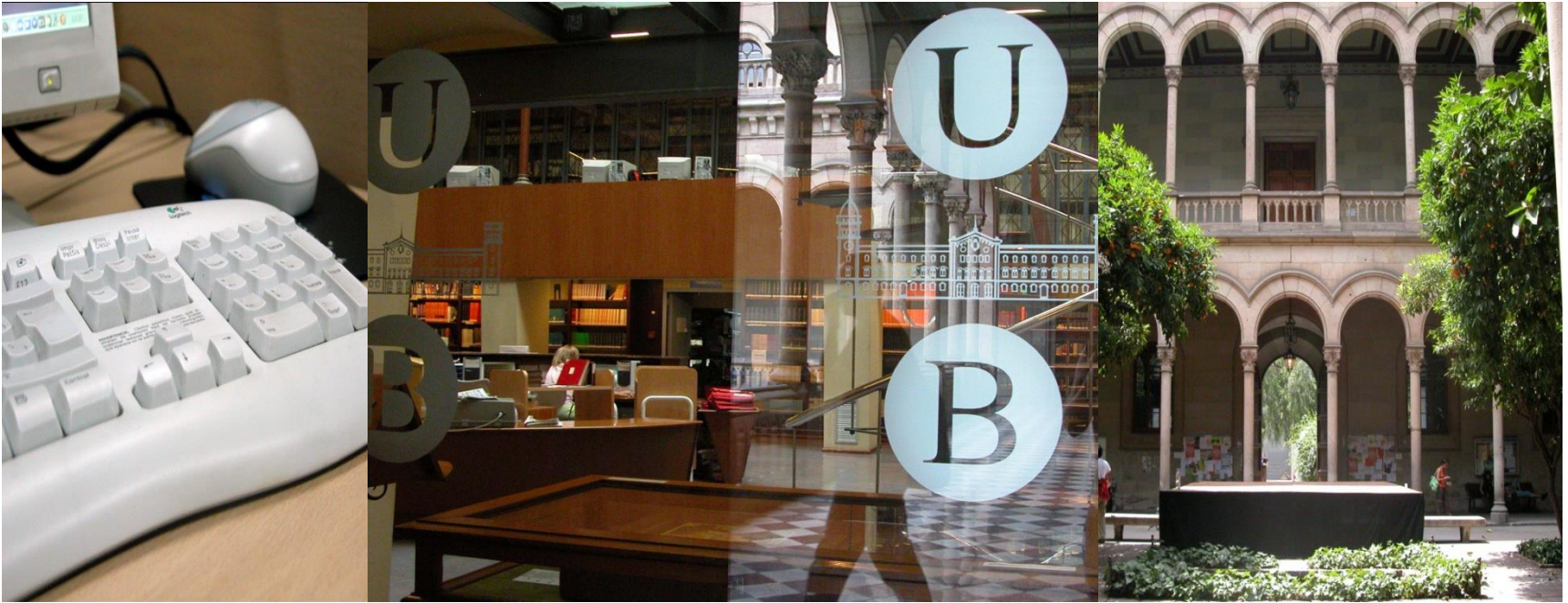
#### S@U, User Support Service

A virtual reference service with the support of specialized librarians, for questions and queries about CRAI libraries and their services and resources. 24 hours a day, 7 days a week.



**Or you can call us on  
+34 934 034 734**





**Thank you!**