





Get to know the CRAI Economics and

Business Library

Academic year 2013-2014





What's the aim of this session?

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

www.bib.ub.edu/en/libraries/economics-business/

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

www.bib.ub.edu/en/





What will we be talking about?

- <u>Where to find us and when we're open</u>
- 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?
- <u>ReCercador. Electronic resources</u>
- <u>Virtual Campus</u>
- <u>CRAI web site. Services and resources</u>
- <u>Authentication</u>
- Training and information
- And if you still have questions...





Where to find us and when we're open

CRAI Economics and Business Library



Address

Recerca
Av. Diagonal, 690
08034 Barcelona
+34 934 034 734

Grau
C. Tinent Coronel Valenzuela, 1-11
08034 Barcelona
+34 934 021 602

Opening hours

Monday-Friday, 8:30 a.m. to 8:30 p.m. Weekends and public holidays, 10:00 a.m. to 9:00 p.m. Special opening hours for exam periods

http://www.bib.ub.edu/en/libraries/economics-business/





Spaces

The Faculty of Economics and Business has two library spaces:

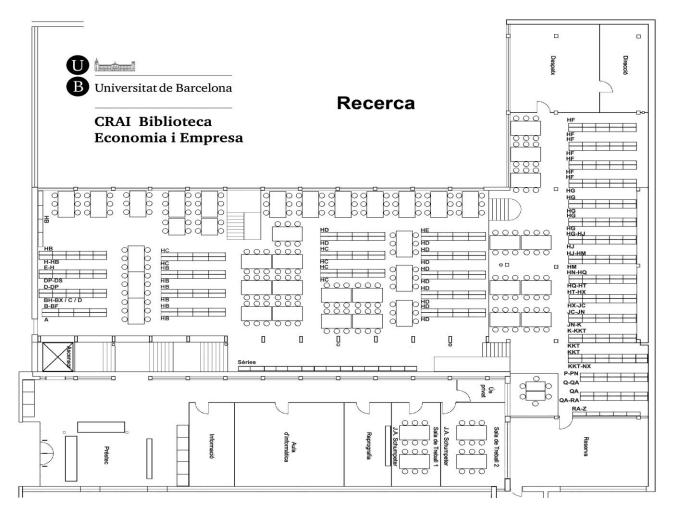
- RECERCA (Research)

- 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**





Map of the Research library

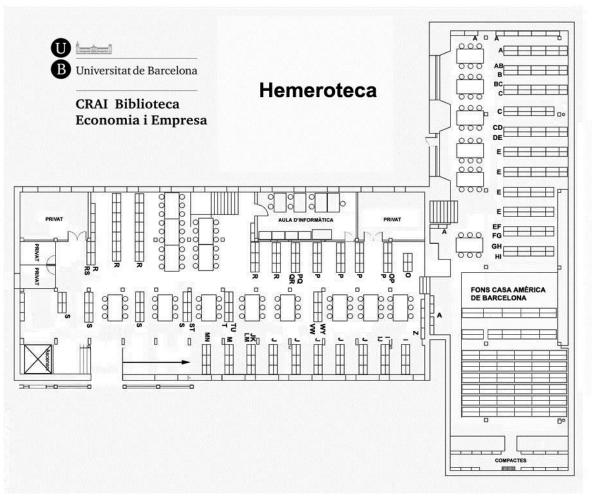


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Map of the newspaper archive

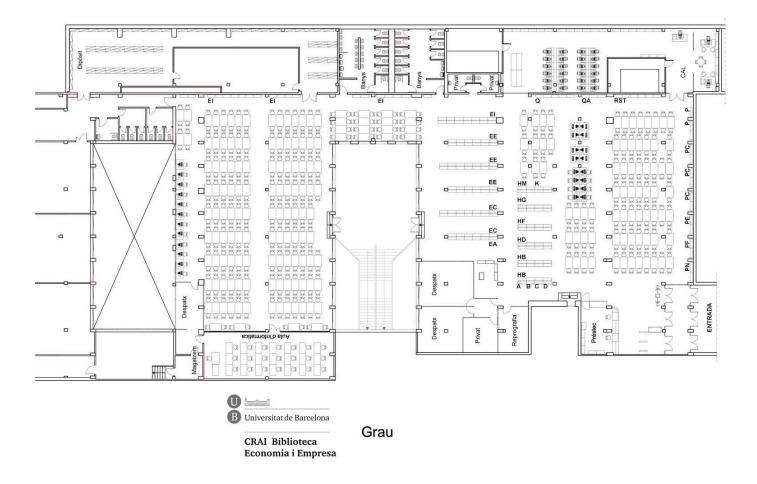


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Map of the Bachelor's Degree library







Equipment and facilities

- 3 computer rooms
- 1 returns box
- 4 self-service photocopiers (with printer function)
- Newspaper archive
- Bibliographic information / loans desk
- New items
- 36 computers
- 12 laptops for loan
- 941 reading points
- Historical collection
- 3 group work rooms
- Training rooms
- Wi-Fi area
- Self-Access Language Learning Centre (CAL)





The collection: books, journals...

- 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 collection, the Jesús M. de Miguel collection, the Renfe collection, the Manuel Sacristán collection and the Santolalla collection.





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, postgraduatestudent, 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 -





PUC: Inter-library loans service

The PUC is a **free** service entitling users of libraries in the Consortium of Academic Libraries of Catalonia (CBUC) 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 CBUC.





Web

- **Connect** to the CBUC 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: The library catalogue

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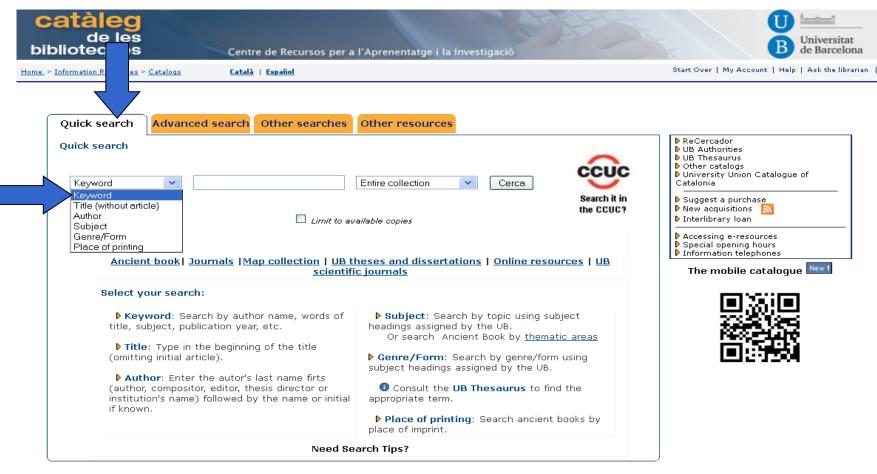
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Catalogue: Quick search

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







Catalogue: Advanced search

Combine search fields and/or refine your search

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Where do I find it?

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Catalogue: My account

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

My Account		 ReCercador Authorities Catalog UB Thesaurus
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CRAI website: ReCercador

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ReCercador

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



QuickSearch MultiSearch Find Database Find e-Journal Find e-book My Space

ReCercador: Electronic Resources Searcher

The ReCercador provides a single access point to a series of different electronic resources such as bibliographical databases, ebook collections, journal collections and electronic journals. The ReCercador allows the user to search for information in an easy way simultaneously through different electronic resources with a sole search interface.

With the ReCercador you can:

- · Locate e-resources subscribed to by the University of Barcelona as well as a selection of open access resources.
- · Make specific bibliographic cross-domain searches and access the full text (if we have subscribed to the journal)
- Search simultaneous pre-selected groups of resources, when allowed by the resource (for metasearchable resources the icon QQ appears)
- · Locate e-journals and access full text articles.

QuickSearch

Enables simultaneous searches to a selected group of pre-defined set of resources. Not all the electronic resources in the ReCercador have been included in these groups of pre-defined resources.

MultiSearch

Enables simultaneous searches of different resources. Discipline resources of interest can be selected by subject, pre-defined groups, supplier or resource type.

Find Database

Enables search and access for all electronic resources available, mainly bibliographic databases, subscribed to by UB.

Find e-Journal

Enables search of a specific journal title among the electronic journals subscribed to by the UB and a selection of open access journals.

Find e-book

Enables search of specific book title among the electronic books subscribed to by the UB and a selection of open access books.

Change Portal

Enables searching resources of other libraries of the Consorci de Biblioteques Universitàries de Catalunya (Consortium of Academic Libraries of Catalonia).

Log In

Enables you to personalize My Space.

Comments and suggestions : Ask the librarian

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CRAI website: Virtual Campus

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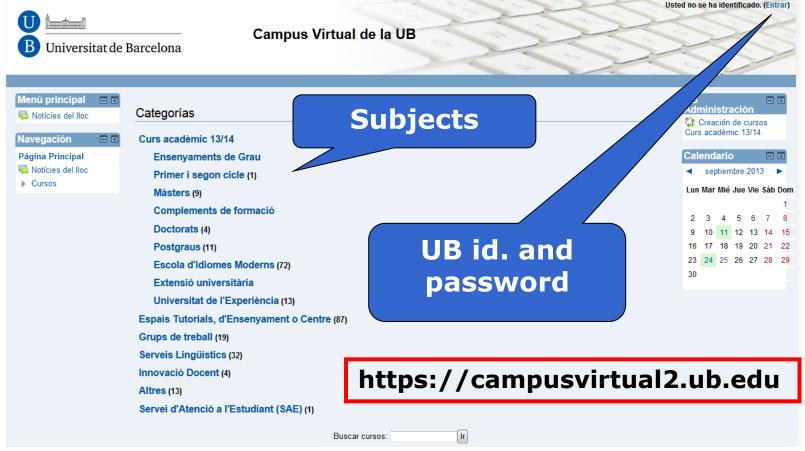
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Virtual Campus

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



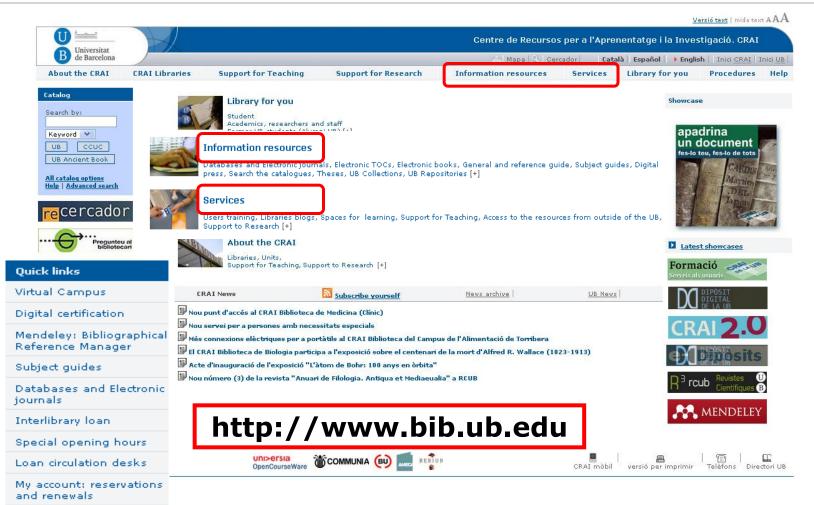


Frequently asked

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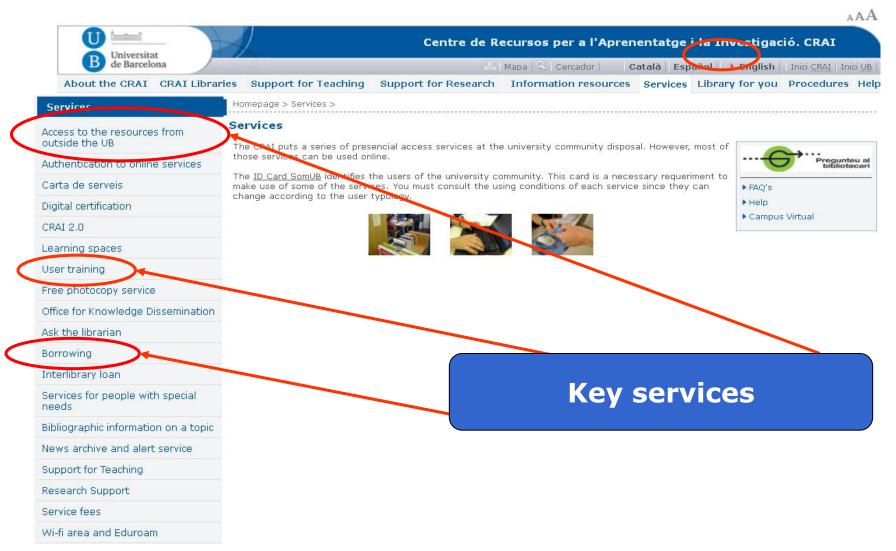
CRAI website: Services and resources



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Subject-specific resources

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Authentication

Some services require you to be authenticated

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





Training and information











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.

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





And if you still have questions...

Ask the CRAI staff

Staff can help to solve a wide range of queries.

Online

▶ PMF ▶ Ajuda

The Help and FAQs sections provide answers to many of the most frequent questions.

Ask the Librarian



A virtual reference service with the support of specialized librarians, for questions and queries about the library, services and bibliographic searches. 24 hours a day, 7 days a week.

Or you can call us on +34 934 034 734







Thank you!



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