





# 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:

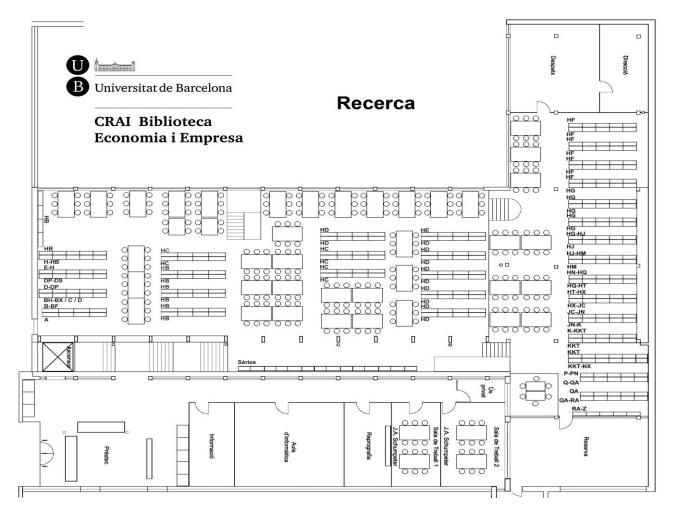
### - RECERCA (Research)

- 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

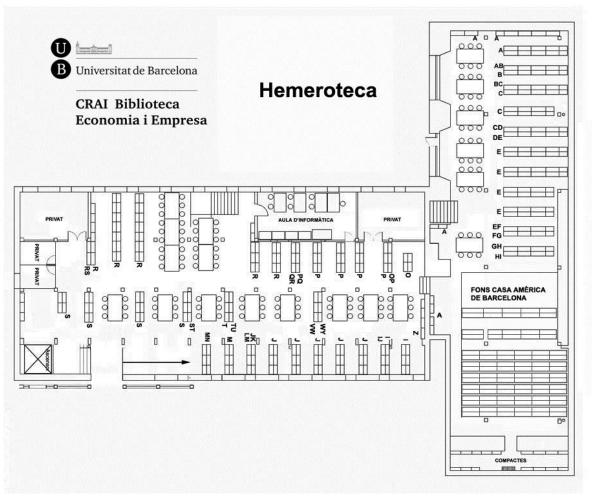


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### Map of the newspaper archive

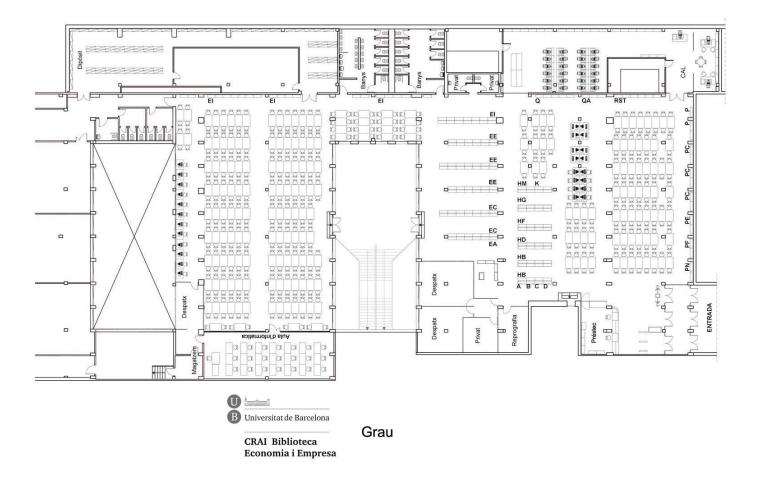


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### Map of the Bachelor's Degree library







## **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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About the CRAI CRAI	Libraries Support for Tea	aching Support for Research	Information resources	Services L	ibrary for you Procedures Help
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Loan circulation desks					Cientifiques B
My account: reservations and renewals					Rendeley
Frequently asked questions					
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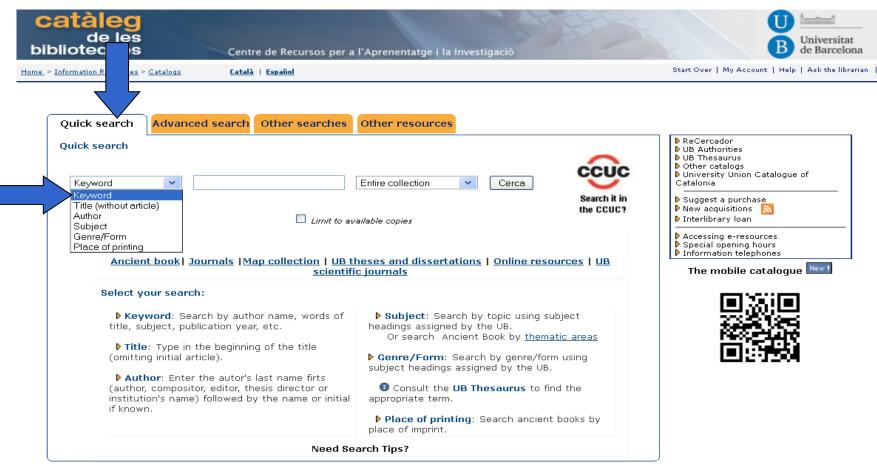
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## **Catalogue: Quick search**

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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Home > Information	Resources > Catalogs	<u>Català</u>   <u>Español</u>		Start Over   My Account   Help   Ask the libraria
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Subca	atalogs: Entire collection	*	(Tin)	Search Tips
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Mater type:	IEDUUK	<ul><li></li><li></li></ul>		Wildcards Words may be right-hand truncated using an asterisk. '*' for 1-5 characters, '**' for open-ended truncation, '?' to replace a single character
Langu	ANY German English	~		anywhere within a word. <u>Examples</u> : environment* polic*, inter**, wom?n <b>Boolean</b> Use "and" or "or" to specify
Year Publis	After and B	efore		Operators multiple words in any field, any order. Use "and not" to exclude words. <u>Example</u> : stocks and bonds <u>Example</u> : (alaska or canada) and (adventure and not vacation)
				Proximity Use "near" to specify words Operators close to each other in any







### 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		<ul> <li>ReCercador</li> <li>Authorities Catalog</li> <li>UB Thesaurus</li> </ul>
Login with local identification (UB Users )	Login with CRAI identification (UB Card)	<ul> <li>Other catalogs</li> <li>University Union Catalogue of Catal</li> </ul>
Identifier: Password:	Your nameBarcode	<ul> <li>Suggest a purchase</li> <li>New acquisitions</li> <li>Interlibrary loan</li> </ul>
Submit		<ul> <li>Accessing e-resources</li> <li>Special opening hours</li> <li>Information telephones</li> </ul>
nce identified you will be able:		
<ul> <li>Seeing and <u>renewing</u> your checked out items</li> <li><u>Reserving</u> documents.</li> </ul>		
<ul> <li>Creating your lists of records.</li> <li>Accessing to the catalog.</li> </ul>		
<ul> <li>Selecting and <u>saving your preferred searche</u></li> <li>Consulting your <u>Reading History</u>.</li> </ul>	<u>s</u> .	

Home | Help © University of Barcelona - Resource Centre for Learning and Research





### **CRAI website: ReCercador**

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B Universitat de Barcelona				🔚 Mapa 🔍 🛛 Cer	cador Català	Español Finglis	<b>h</b>   Inici CRAI   1	Inici UB
About the CRAI	CRAI Libraries	Support for Teaching	Support for Research	Information resources	Services	Library for you	Procedures	Help
Catalog Search by: Keyword V UB CCUC UB Ancient Book All catalog options Help   Advanced search		Library for you Student Academics, researchers an Former UB students (Alum Information resource Databases and Electronic press, Social Contents Databases and Electronic Press, Social Contents Databases and Electronic Databases and Electronic Support to Research [+]	ni UB) [+] or or collections, UB R or or or or or or or or or or	c books, General and reference gui apositories [+] t for Teaching, Access to the resour		, Digital f the UB,	drina document keu, fes-lo de tots Manue hann hann	
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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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About the CRAI	CRAI Libraries	Support for Teaching	Support for Research	Information resources	Services	Library for you	Procedures	Help
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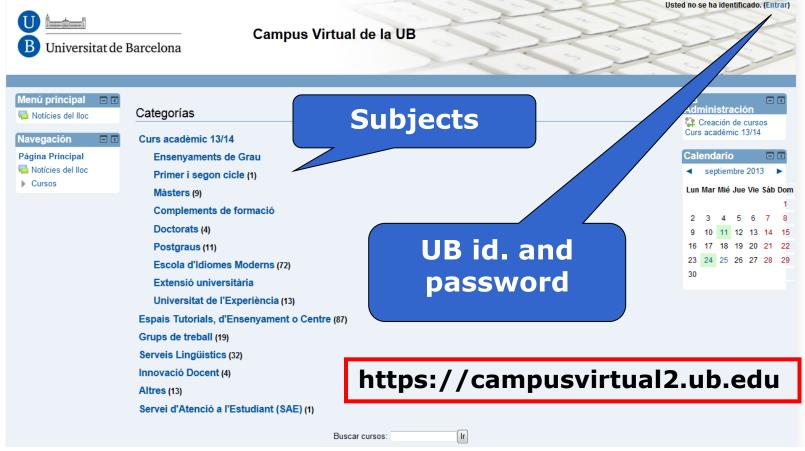
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## **Virtual Campus**

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



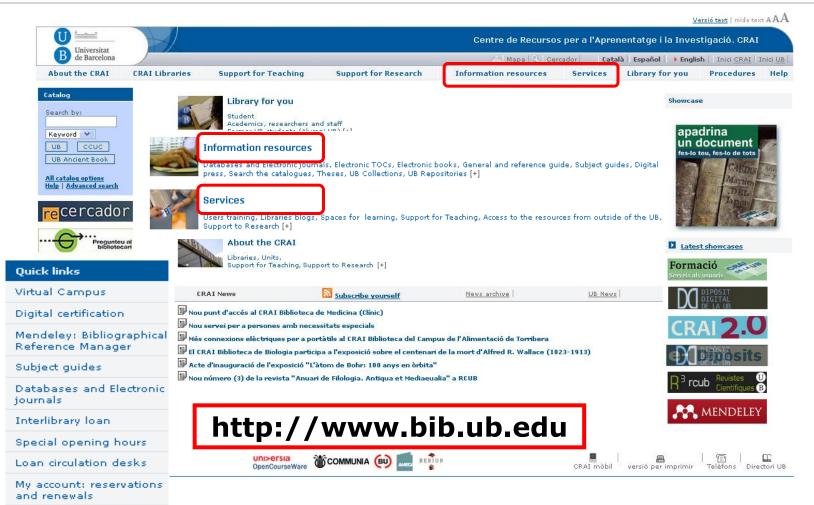


Frequently asked

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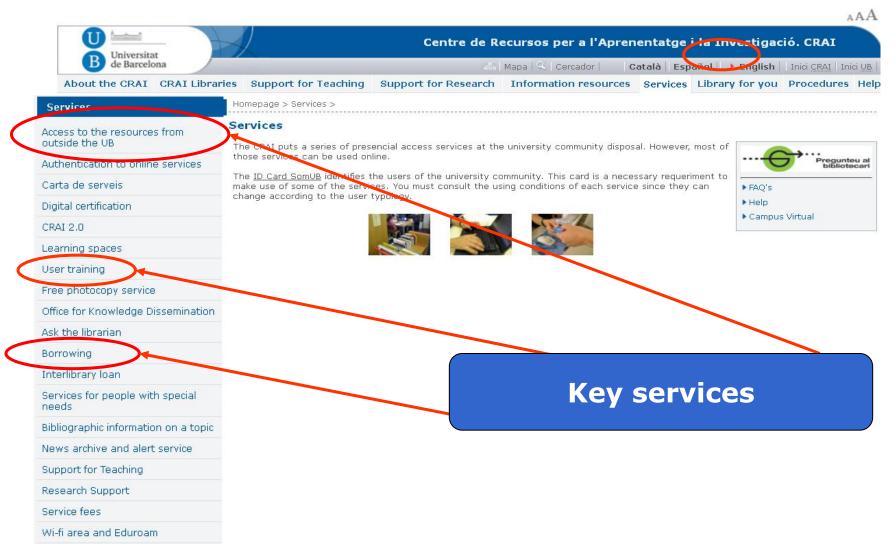
### **CRAI** website: Services and resources



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### **Subject-specific resources**

B Universitat de Barcelona				👬   Mapa   🔍   Cercador	🕨 Català	Español   Engli	sh     Inici <u>CRAI</u>	Inici
Conèixer el CRAI	Biblioteques	Suport a la Docència	Suport a la Recerca	Recursos d'informació	Serveis	CRAI x Tu	Gestions	Aju
Pàgina inicial > Recursos d'in	formació > Guies temà	itiques >						
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Edició: Centre de Recursos per a l'Aprenentatge i la Investigació Última actualització: 10/11/2010

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## Authentication

Some services require you to be authenticated

	Username	Password
Computers and Wi-Fi	UB_Email. <b>alumnes</b> (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. <b>alumnes</b>	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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