Get to know the Economics and Business CRAI Library

Academic year 2017-18

What's the aim of this session?

To present the CRAI Economics and Business Library and its services

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

To present the general services and resources offered by the Learning and Research Resources Centre (CRAI)

crai.ub.edu/en

What will we be talking about?

- Where are we? When we're open
- Get your bearings: spaces, facilities and collections
- Start using CRAI
- Catalog
- How do I take books out? UB Card and library loans
- What do I have on loan? *My account*
- Library consortium loans (PUC)
- ReCercador$^+$. Electronic resources
- Virtual Campus
- Information resources
- Usernames and passwords
- S@U, User Support Service
- User training
- Follow us on social networks and in virtuals exhibitions!
- And if you still have questions...

Where are we? When we're open

CRAI Economics and Business Library
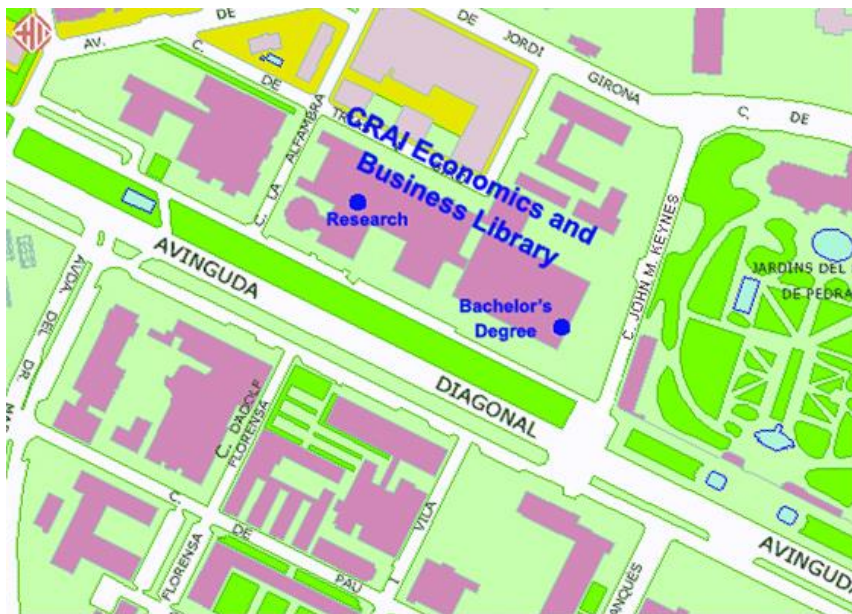
❑ **Adress:**

• Research:
Av. Diagonal, 690
08034 Barcelona
Tel. 934 034 734

•Bacherlor's Degree
C. John M. Keynes, 1-11
08034 Barcelona
Tel. 934 021 602

bib.ee@ub.edu

Adresses of other libraries

❑ **Opening hours:**
Monday-Friday, 8:30 a.m. To 8:30 p.m.
Weekends and public holidays, 9:30 a.m. to 8:30 p.m. (Bacherlor's Degree)

❑ Special opening hours in exam periods and at weekends

❑ Library service regulations

❑ CRAI service charter

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**

Spaces: Research library map

Spaces: Newspaper archive map

Spaces: Bachelor's Degree library map

Bachelor's Degree
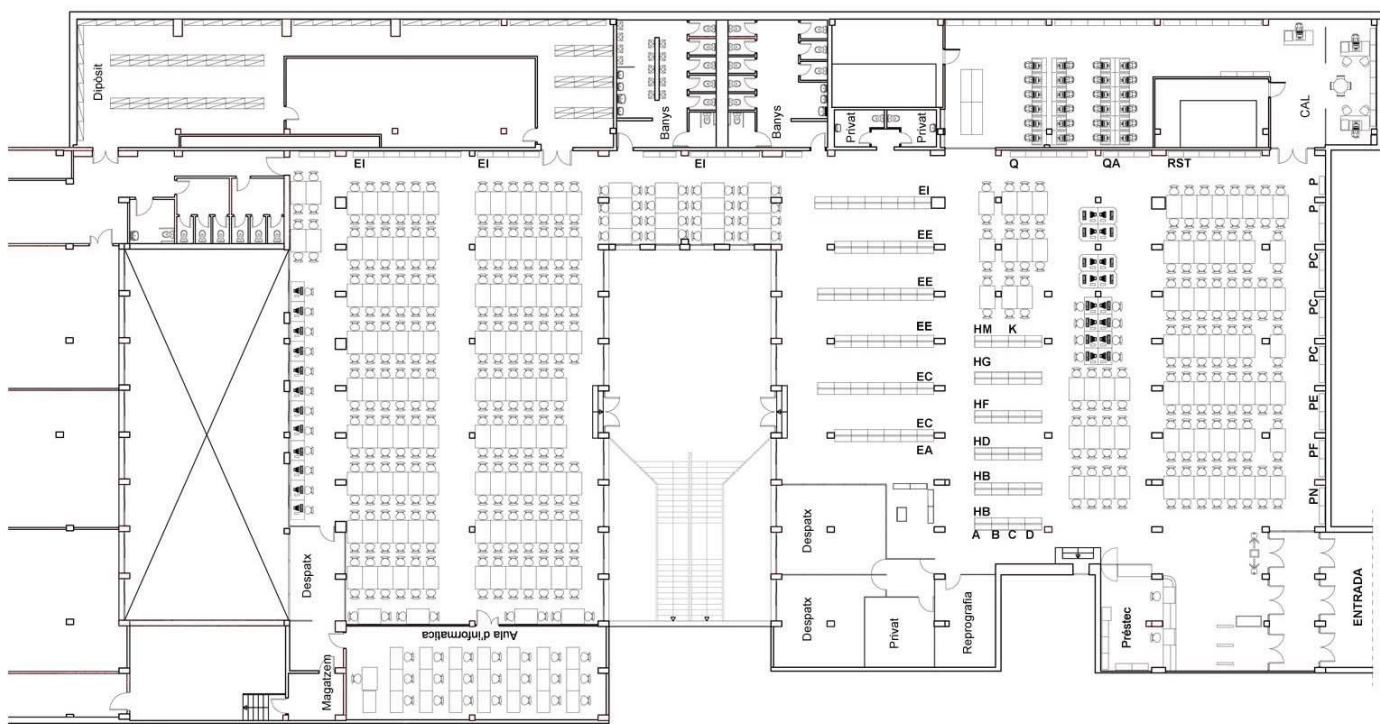
Equipment and facilities

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

The collection: books, journals, etc.

- 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; Accounting and Taxation.**

- The overall collection comprises: monographs, printed journals and electronic resources, statistical publications, doctoral theses and audiovisual materials.

- Books, theses and audiovisual materials are organized according to the Library of Congress classification system, journals are classified 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", Collection of Area of International Economic Organization.

Start using CRAI

Get to know the Economics and Business CRAI Library, 2017-18

Catalog

Access the catalog

Catalog: quick search

Watch the video on search strategies

[Back to summary](back)

Where do I find it?

Catalog: advanced search

Combine search fields and/or refine your search.

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

1. You need your [UB Card](#)

2. Validate it in any library

3. You can then take items out on loan

- 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](#) -

What do I have on loan? My account
https://cataleg.ub.edu/patroninfo*eng

What do I have on loan? My account (II)

https://cataleg.ub.edu/patroninfo*eng

This service enables you to access your CRAI **user record**.

Once you have logged on, you can view and renew your loans, reserve new items, create lists of records, etc.

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Library consortium loans (PUC)

http://crai.ub.edu/en/crai-services/loans/loans-puc

The PUC is a **free** loan service through which users can request and borrow items from another library in the Consortium of University Services of Catalonia (CSUC).

How to request an item:

a) In person, at the library that holds the item: **PUC in situ**.

b) Online, using the **PUC web portal**. Watch the video

Where to return items:

a) To any CRAI library.

b) To any of the libraries linked to the institution that holds the item.

Web

http://puc.cbuc.cat

❑ Requirements:

- You must be **registered** in your institution's library user database.

- You MUST NOT have any **overdue** loans at your institution.

- You MUST NOT be **blocked** from using your library account by your institution.

❑ Access University Union Catalog of Catalonia (CBUC): 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 **email notification**.

❑ You can **return the item** to any of the libraries at your university or at the institution that owns the item.
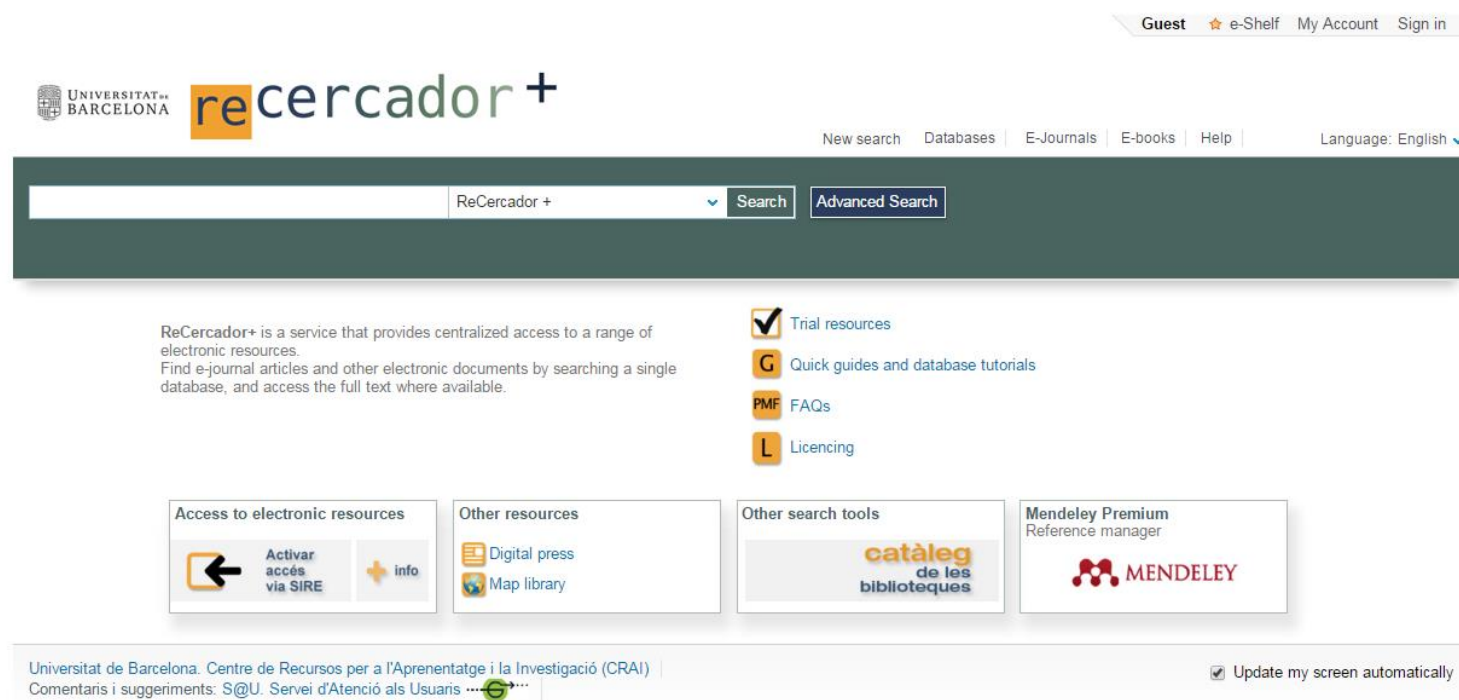
ReCercador+

recercador.ub.edu

ReCercador+ (II)
recercador.ub.edu

Single point of access to a range of electronic resources: databases, book portals, library catalogs, e-journals, etc. Use it to search a range of electronic resources simultaneously from a single interface.

Access to online resources

http://crai.ub.edu/en/crai-services/resources-online/proxy

Use the E-Resources Access Service (SIRE) to consult the electronic information resources to which the CRAI subscribes from a computer or device within or outside the UB network.

To access SIRE, you will need the **UB username** and **password** that you use to access UB intranets (PDI, PAS or MónUB).

Watch the video

Virtual Campus (I)
campusvirtual2.ub.edu

Virtual Campus (II)
campusvirtual2.ub.edu

New app

The online tool for accessing your subjects and consulting recommended reading lists, teaching materials and activities.

Subjects

UB id. and password

Information resources

http://crai.ub.edu/en/information-resources

Usernames and passwords

Service	Username	Password
▪ Computer access ▪ UB Wi-Fi ▪ "My account" (Catalog: reservations, renewals, free photocopies, record of loans, etc.) ▪ Catalan university library loan (PUC)	From the UB email address: For the address: mgarm008@alumnes.ub.edu The username is: mgarm008.alumnes	Món UB password
▪ Virtual Campus ▪ UB email ▪ Món UB ▪ Accessing electronic resources (SIRE) ▪ Inter-library loans	Món UB id. (4 characters: see your enrolment confirmation)	Món UB password
▪ Eduroam Wi-Fi	From the UB email address: For the address: mgarm008@alumnes.ub.edu The username is: mgarm008.alumnes@ub.edu	Món UB password

Watch the video

S@U, User Support Service
http://crai.ub.edu/en/crai-services/sau

A 24x7 online information and reference service manned by specialized librarians, who can answer any doubts you have about the CRAI libraries and the full range of services and resources.

S@U is also the channel for delivering your complaints, suggestions and messages of thanks!

S@U
Servei d'Atenció als Usuaris
CRAI UB

User training

Advanced training courses are available to users who wish to improve their knowledge and search skills; for example, courses on specialized databases or the Mendeley reference manager.

Information about scheduled training courses is available on the CRAI Web, and personalized courses can be arranged on request.

Independent learning resources are available on the CRAI web.

Follow us on social networks!

crai.ub.edu/ca/coneix-el-crai/difusio-marqueting/blogs-i-xarxes-socials

Twitter
https://twitter.com/bibecoemp/

Pinterest
https://es.pinterest.com/bibecoemp/

Tumblr
https://bibecoemp-novetats-cine.tumblr.com/

And virtual exhibitions:

http://crai.ub.edu/en/coneix-el-crai/difusio-marqueting/exposicions-virtuals

Virtual exhibitions about historical events, important figures in the field of economics, Nobel Prizewinners, and other topical issues related to our teachings.

And if you still have questions...

Ask the CRAI staff
Library staff can answer the majority of your questions

CRAI home page
Frequently Asked Questions

The section "Frequently asked questions"
provides answers to a number of common queries

S@U, User Support Service
S@U
Servei d'Atenció als Usuaris
CRAI UB

Online information service for any questions about CRAI Libraries and the full range of resources and services. S@U is staffed by specialized librarians and is available 24 hours a day, seven days a week.

Or call us on
934 034 734

Thank you!

Has it been useful?
Help us to improve it
bit.ly/2sO5WCQ