UNIVERSITAT DE BARCELONA

CRAI Centre de Recursos per a l'Aprenentatge i la Investigació

Get to know the Economics and Business CRAI Library

Academic year 2021-22

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)

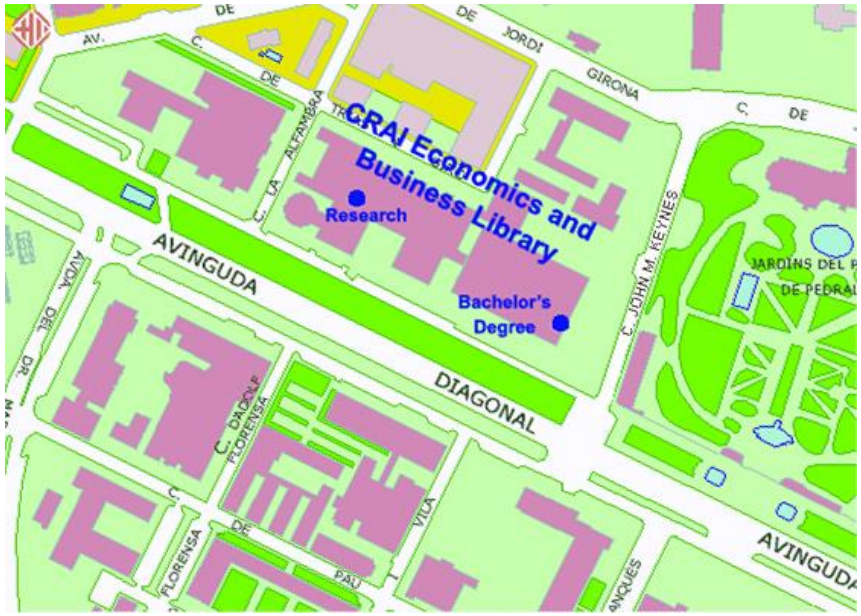
crai.ub.edu/en

What will we be talking about?

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

Where are we? When we're open

CRAI Economics and Business Library



- **Address:**

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

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

bib.ee@ub.edu

Addresses 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. (Bachelor's Degree)

- Special opening hours in exam periods and at weekends
- CRAI Libraries regulation
- CRAI service charter

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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**

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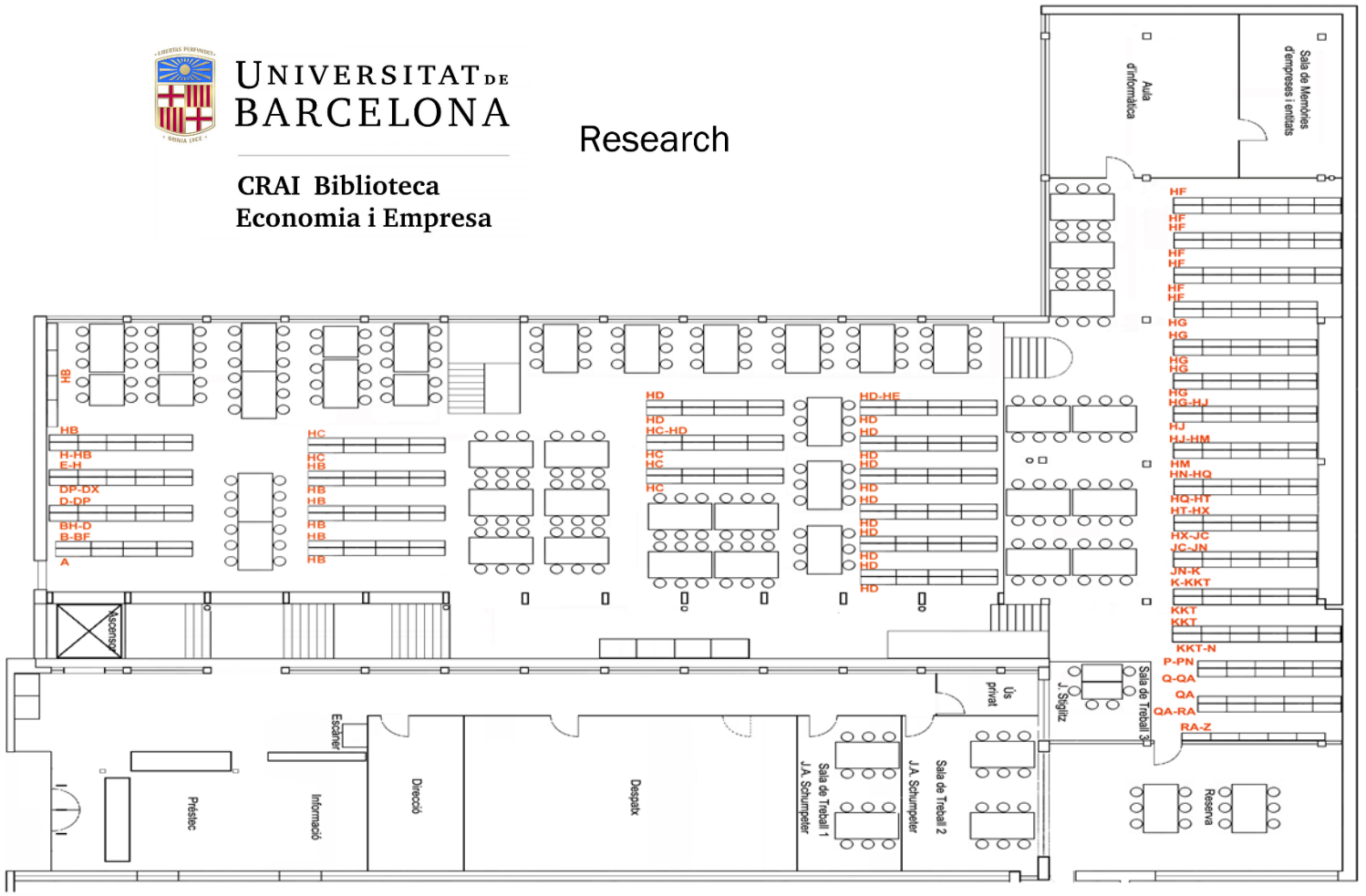
Spaces: Research library map



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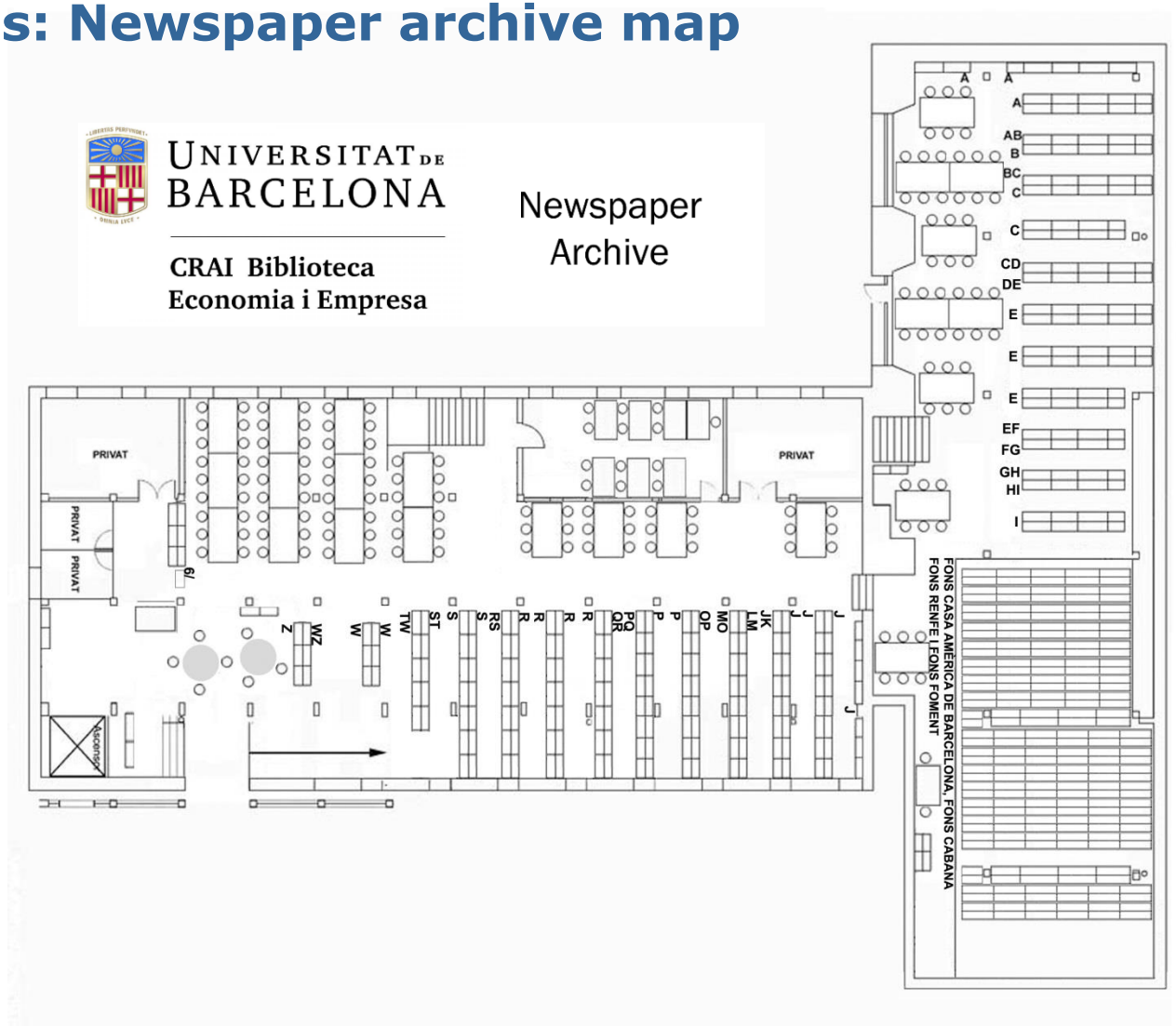
Spaces: Newspaper archive map



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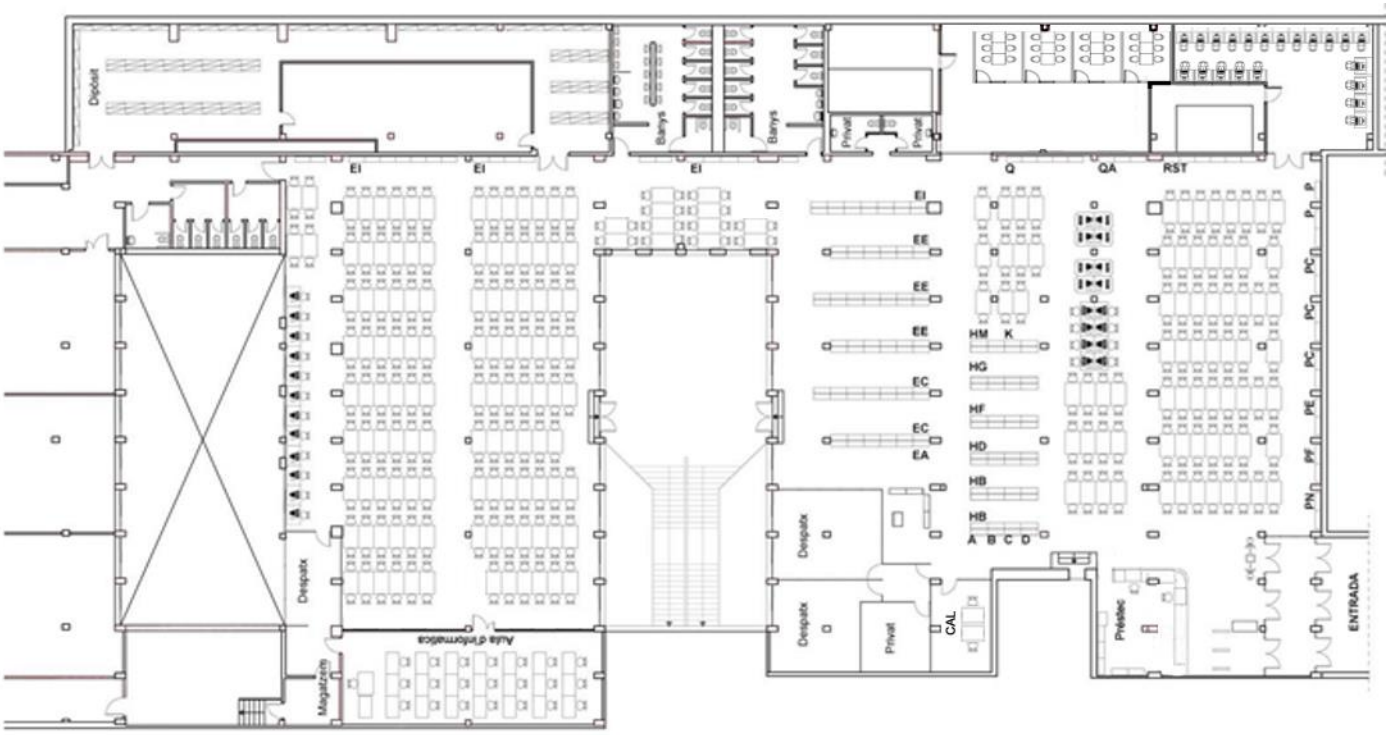
Spaces: Bachelor's Degree library map



UNIVERSITAT DE BARCELONA

CRAI Biblioteca Economia i Empresa

Bachelor's Degree

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Equipment and facilities

- 2 computer rooms with 41 computers
- 1 training room with 8 computers
- 1 returns box
- Newspaper archive and specialized film library
- Section for statistical publications
- Bibliographic information / loans desk
- New items
- 35 computers
- 19 laptops for loan
- 975 reading points
- Historical collection
- 7 group work rooms
- 21 individual workplaces
- Wi-Fi area
- Self-Access Language Learning Centre (CAL)

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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 comprise: 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.

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Start using CRAI

https://crai.ub.edu/en/about-crai/get-started-in-the-crai

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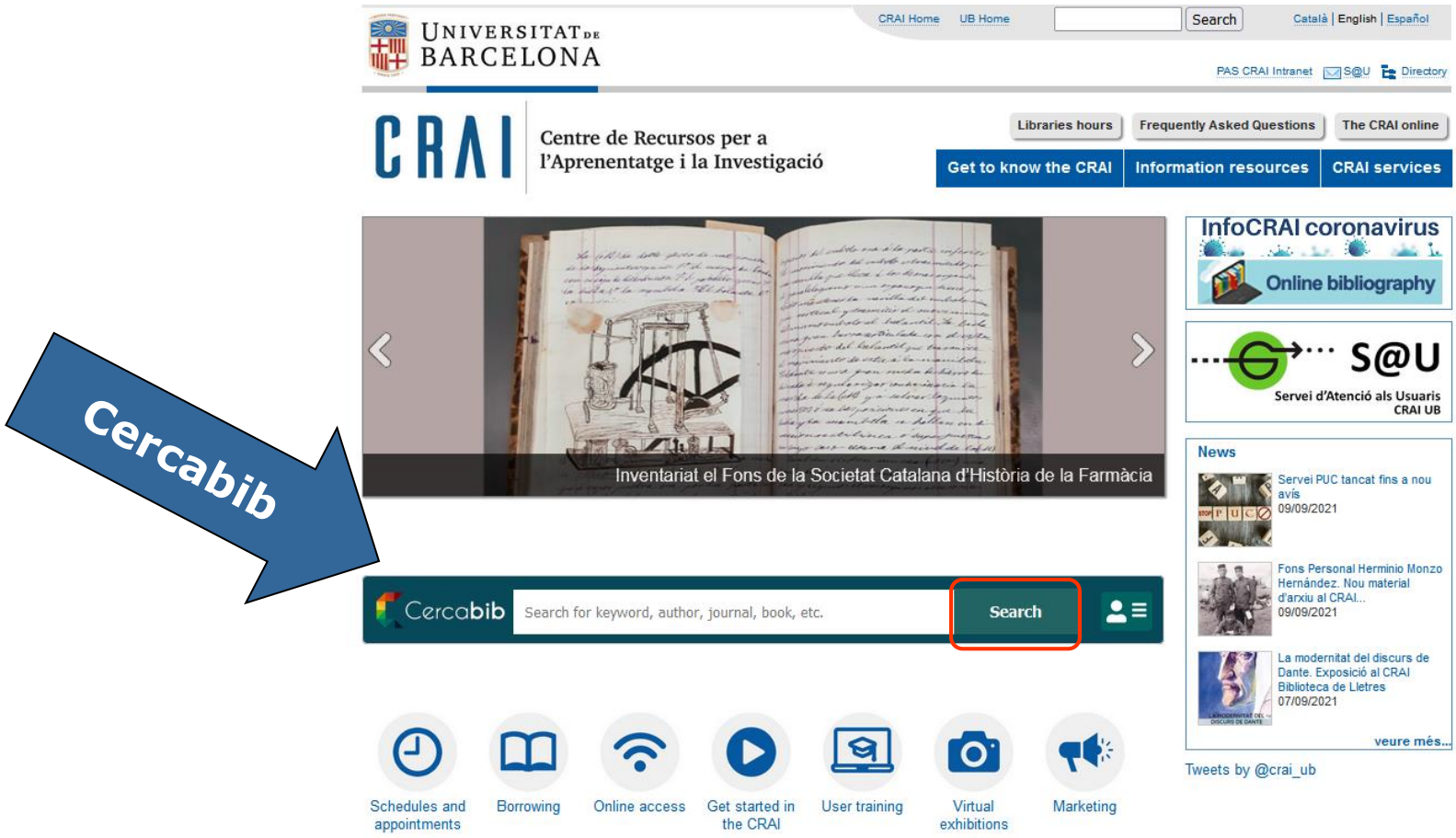
Cercabib

https://crai.ub.edu/en



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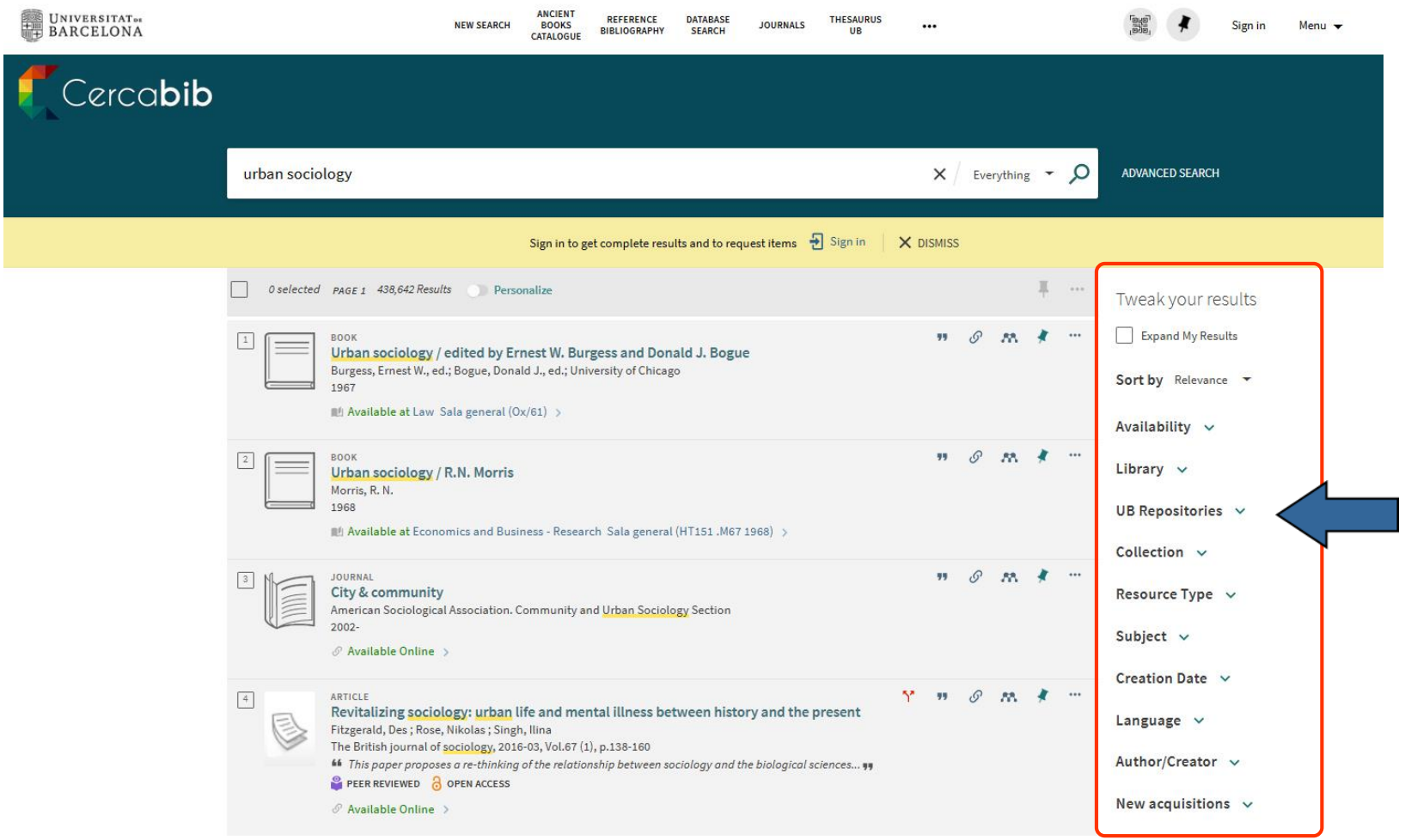
Cercabib: quick search



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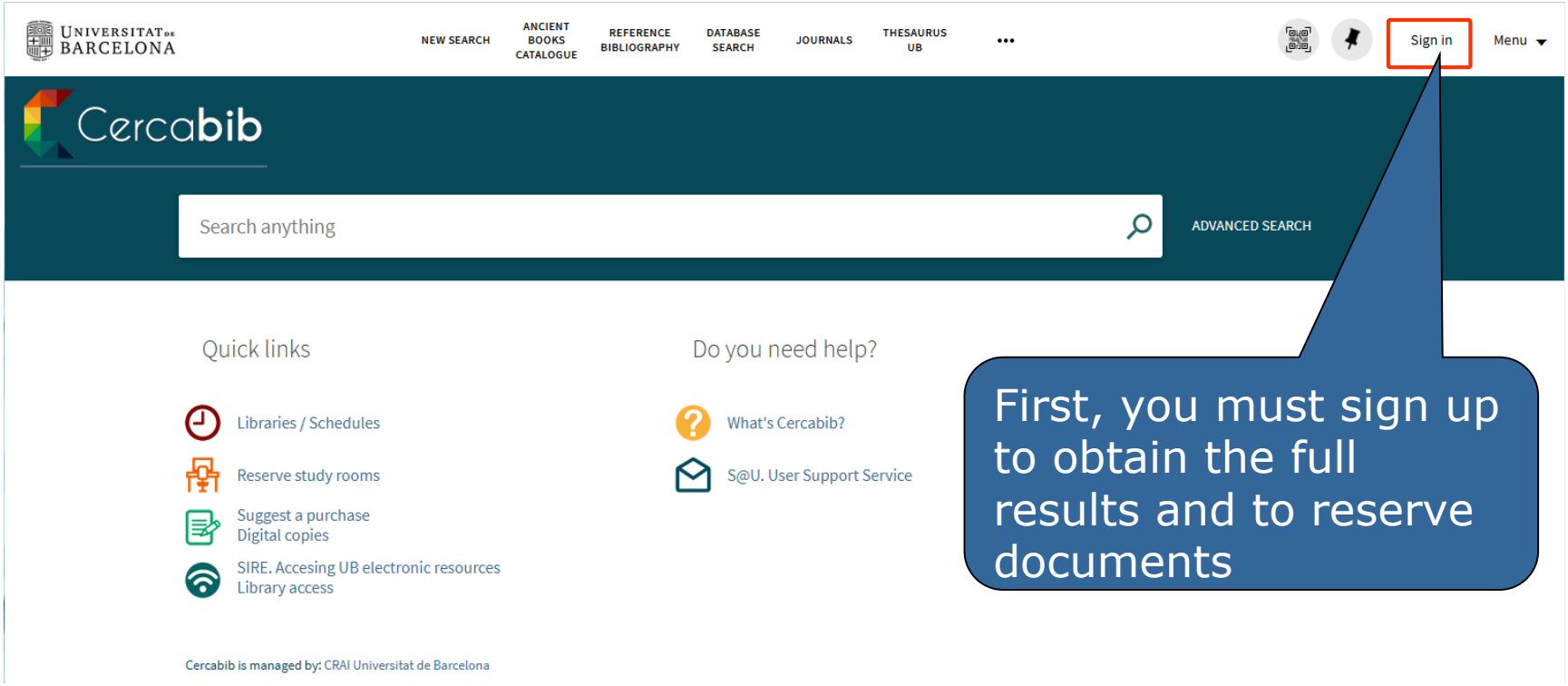
Cercabib

Access from the Cercabib web page

https://cercabib.ub.edu



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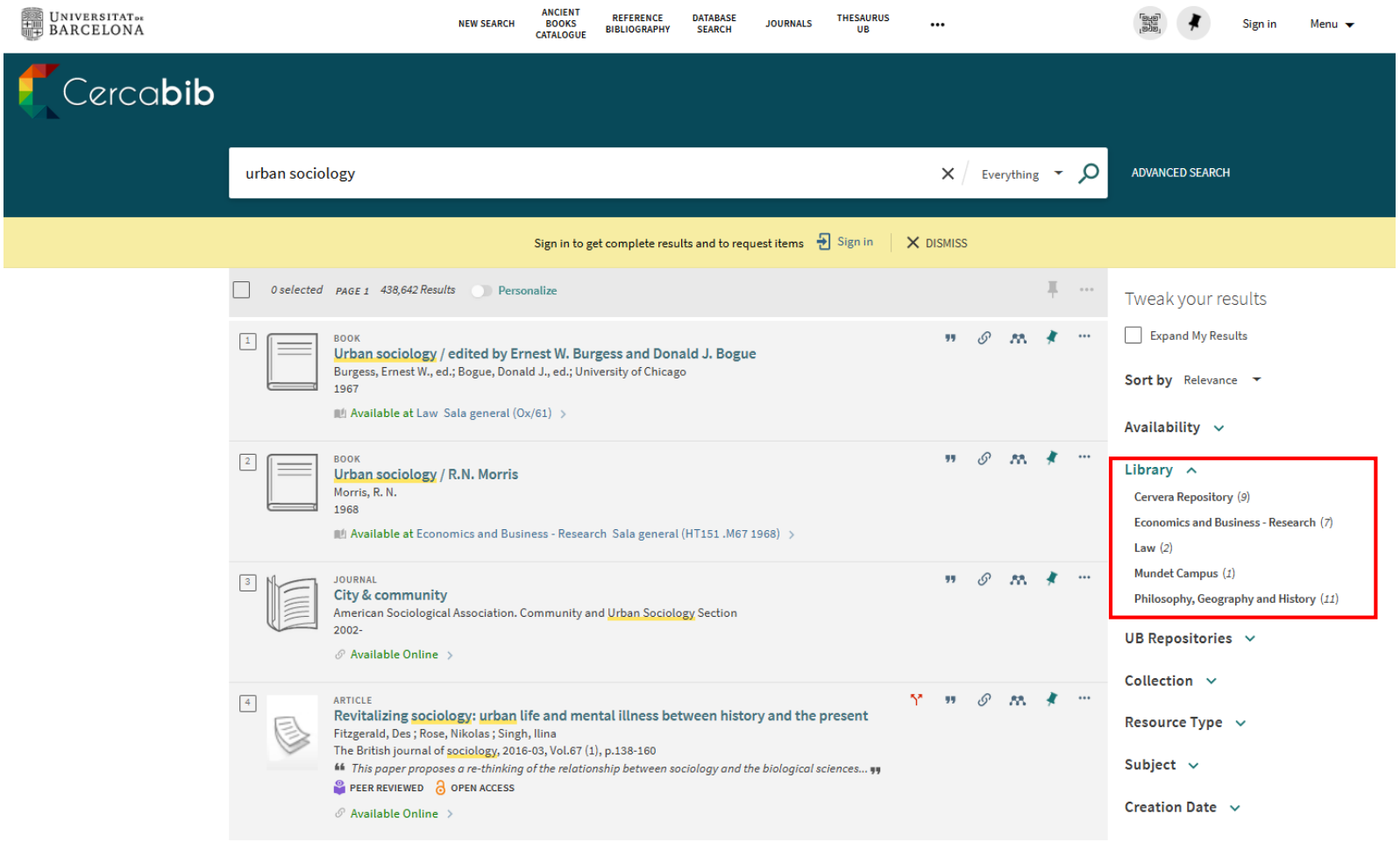
Where do I find it? (I)



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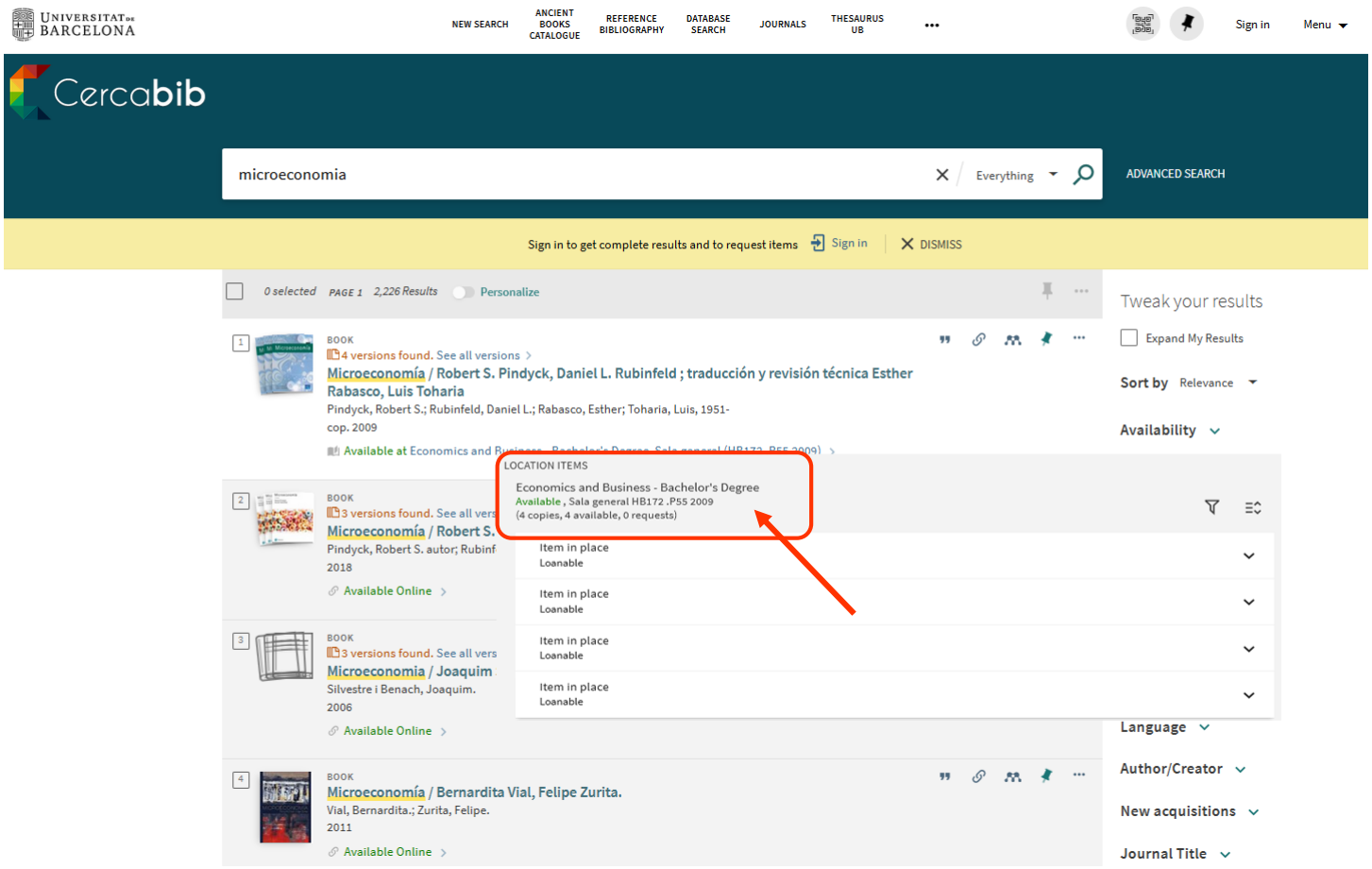
Where do I find it? (II)



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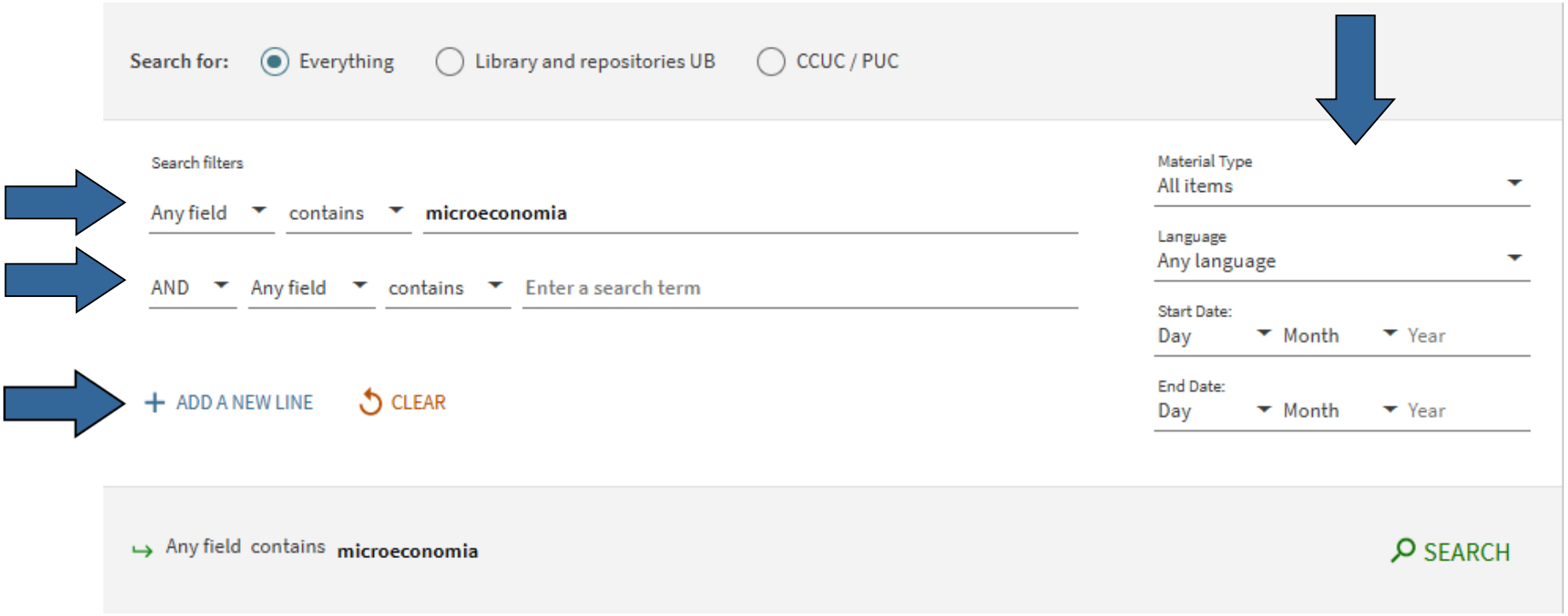
Cercabib: advanced search

Combine search fields and/or refine your search



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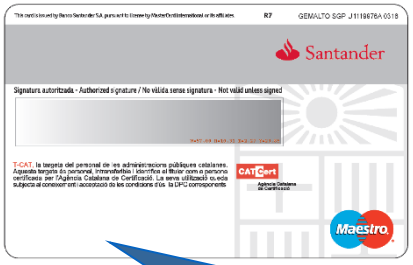
How do I take books out? UB Card and library loans

You need your **UB Card**.
There are two types:

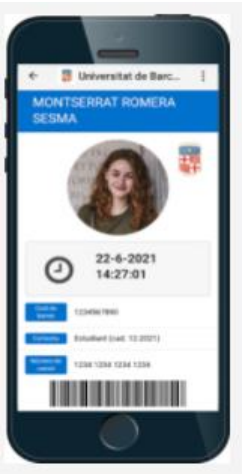
1. **University smartcard**



Validate it in any library.

UB User number (barcode card)

2. **Digital card,** SocUB mobile app



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Loans service

https://crai.ub.edu/en/crai-services/loans/loansUB

Document loans allow you to consult CRAI resources off library premises for a specified period of time.

You must have a **UB Card** or **ID** that provides you are entitled to take out loans.

- 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 through "My account") 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 -

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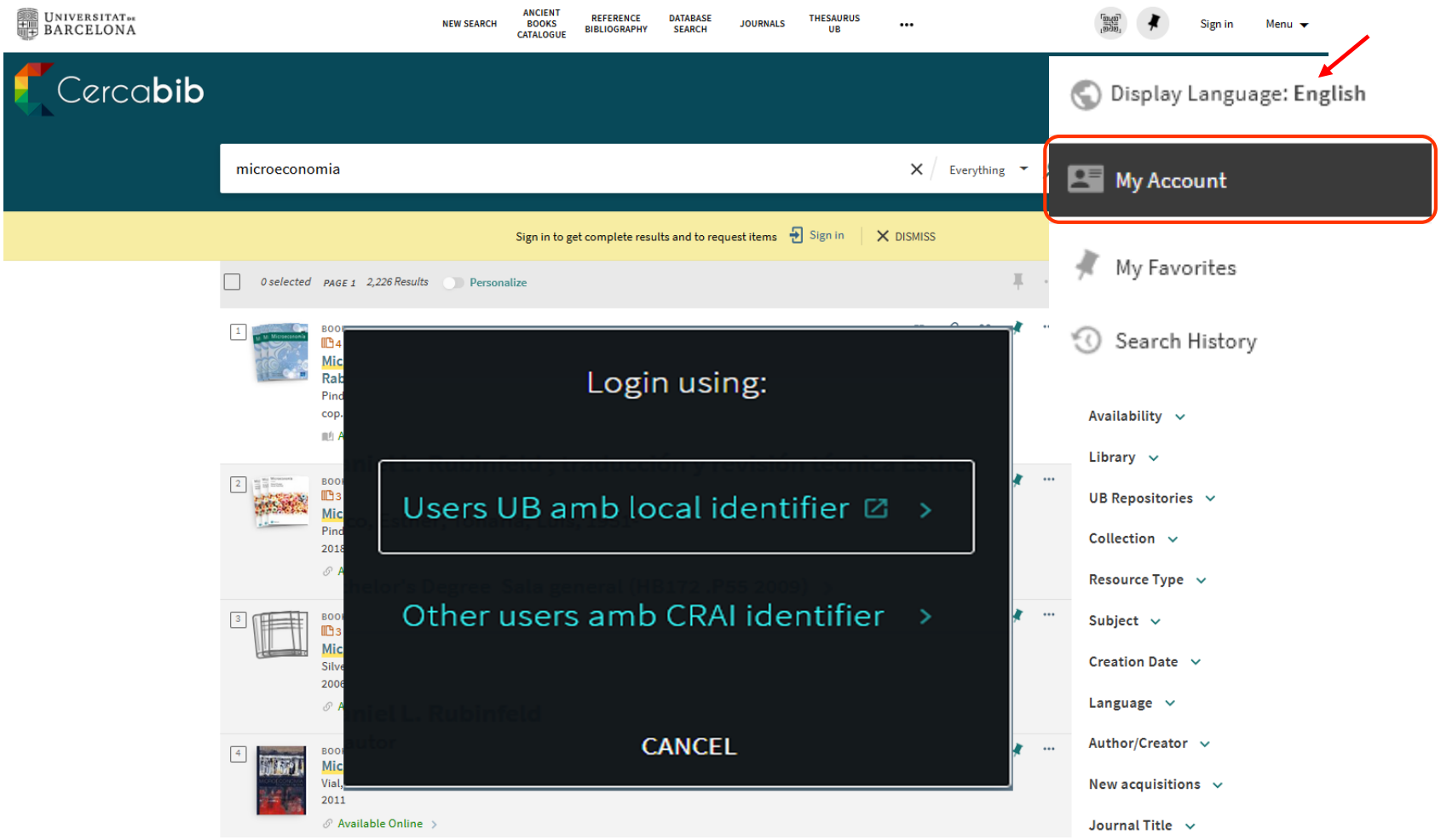
What do I have on loan? My account (I)

https://crai.ub.edu/en



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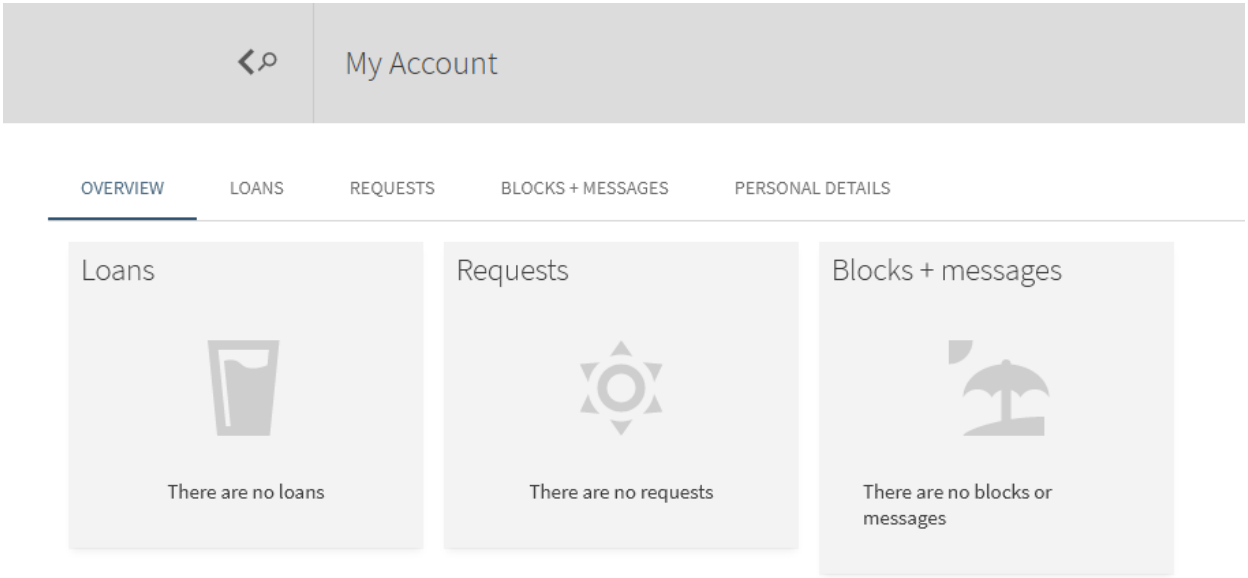
What do I have on loan? My account (II)

https://cataleg.ub.edu/iii/cas/login?service

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)

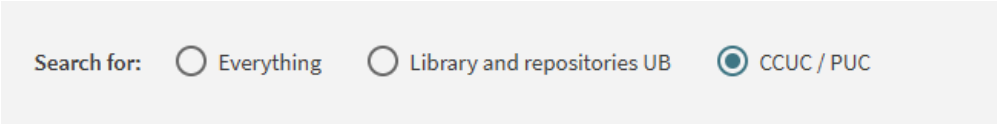
http://crai.ub.edu/en/crai-services/loans/loans-puc

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 **CCUC/PUC** search in Cercabib.



Where to return items:

a) To any CRAI library.

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

UAB Universitat Autònoma de Barcelona
UPC
upf.
Universitat de Girona
Universitat de Lleida
UOC Universitat Oberta de Catalunya
Universitat Rovira i Virgili
Universitat Ramon Llull
UNIVERSITAT DE VIC UNIVERSITAT CENTRAL DE CATALUNYA
Biblioteca de Catalunya

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Request a PUC

- 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.

1. Search the document and check it's available in any of the CSUC universities from the new search interface, the CRAI's Cercabib.
2. Check availability and request the **item**. Choose where you would like to pick it up.
3. When your item arrives at the chosen library you will receive **email notification**.
4. You can **return the item** to any of the libraries at your university or at the institution that owns the item.

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PUC loan conditions

User profiles	Number of documents	Number of renewals	Loan duration
Bachelor's degree students, EHEA undergraduates and accredited Alumni UB Postgraduate students, master's degree and doctoral students Teaching and research staff Administrative and service staff	10	6	21

Tornar al sumari

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).

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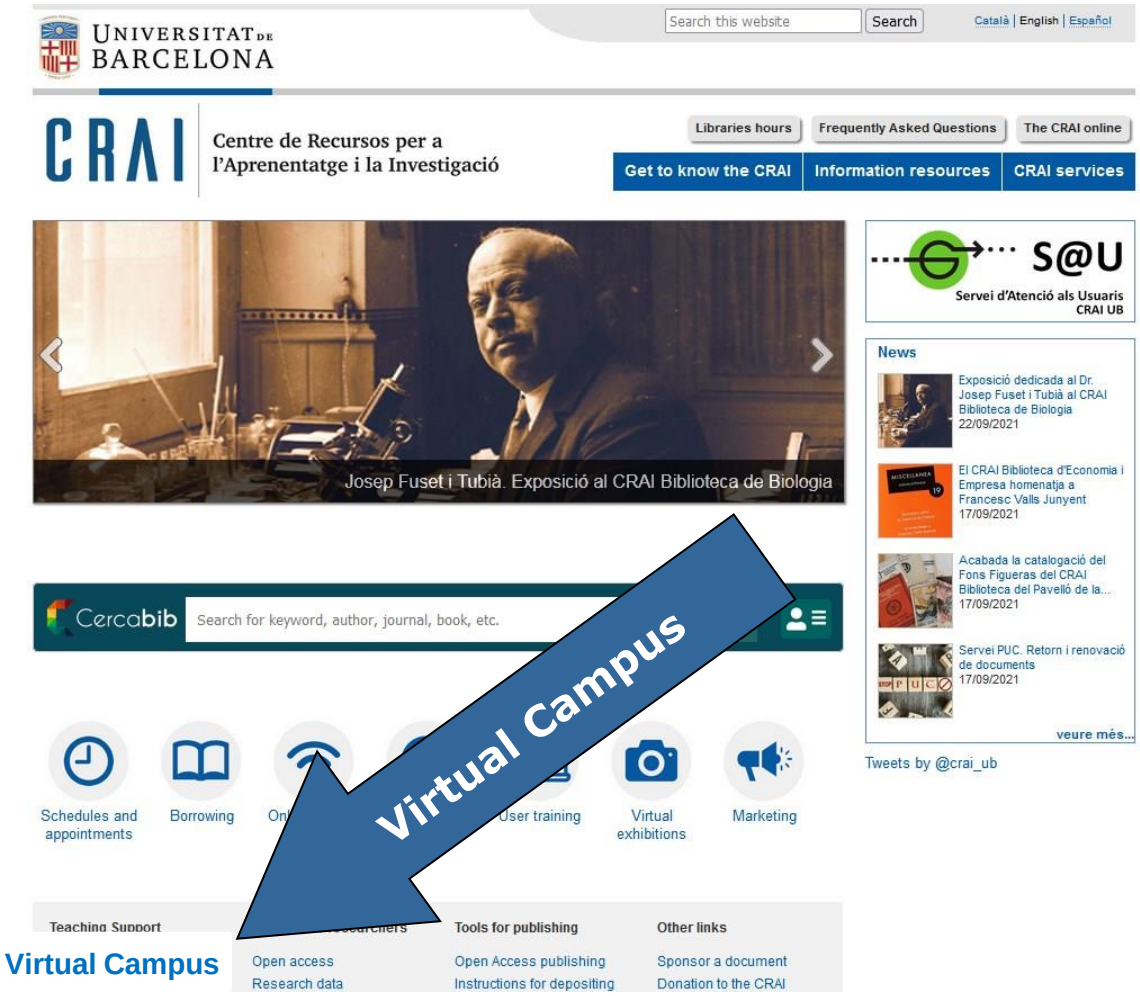
Virtual Campus (I)

https://campusvirtual.ub.edu/?lang=en



Virtual Campus

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Virtual Campus (II)

https://campusvirtual.ub.edu/?lang=en

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

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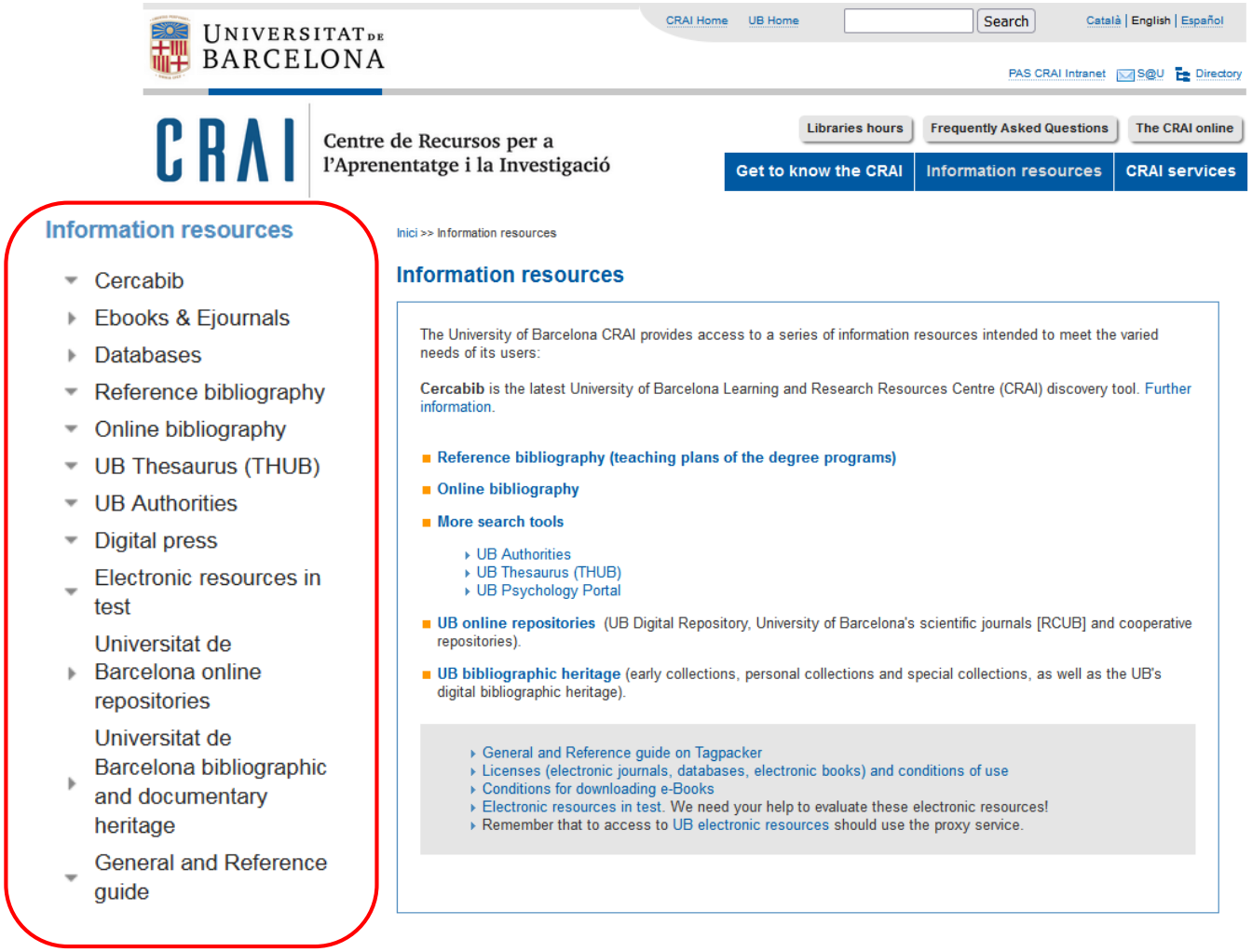
Information resources

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



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Usernames and passwords

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

Username	Services	Access
UB	• Virtual Campus • How to access electronic resources • Interlibrary loan • Digital copies	**Students:** Alphanumeric code Password **PAS/PDI:** DNI/Identification no. Password **Authorized UB Alumni:** Alumni code Alumni password *(except access to electronic resources and digital copies)*
Local	• Virtual Campus • How to access electronic resources • Digital copies • Computers • Loans • Interlibrary loan • PUC or library consortium loans • Cercabib «My account» • Wi-Fi UB	**Students:** Left-hand section of UB mail +**.alumnes** E.g.: Email: jarc7@alumnes.ub.edu *Username:* **jarc7.alumnes** and UB intranet password **PAS/PDI:** Left-hand section of UB mail E.g.: joan.garcia@ub.edu *Username:* **joan.garcia** and UB intranet password **Authorized UB Alumni:** Left-hand section of UB mail +**.a** E.g.: Email: imas@alumni.ub.edu *Username:* **imas.a** and UB intranet password *(except access to electronic resources and digital copies)*
CRAI	• Loans • Cercabib «My account»	**For:** Student agreement center/UNED; PDI/PAS/3rd cycle Univ. d'Andorra, Univ. Jaume I; teacher at affiliated/agreement UB center; primary/secondary school teacher; researcher research institute/affiliated UB; researcher GEO3BCN-CSIC; UB Doctoral Faculty; COBDC member; PDI and PAS UB Group; staff Clínic/Bellvitge/Hospital Sant Joan de Déu; research staff institute/agreement UB; users authorized by CRAI **Access:** Code provided by CRAI Libraries + Password
From UB mail	• Wi-Fi Eduroam	**PAS/PDI/External users:** UB mail **Students:** identificador local + @ub.edu E.g.: jhergar6@alumnes.ub.edu → jhergar6.alumnes@ub.edu

Watch the video

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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!

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User training

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

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Follow us on social networks!

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

Twitter

https://twitter.com/bibecoemp/

Pinterest

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

Instagram

http://www.instagram.com/craieie

Tumblr

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

And virtual exhibitions:

https://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.

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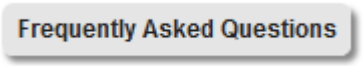
And if you still have questions...

Ask the CRAI staff

Library staff can answer the majority of your questions

CRAI home page



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

S@U, User Support Service

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

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Thank you!

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