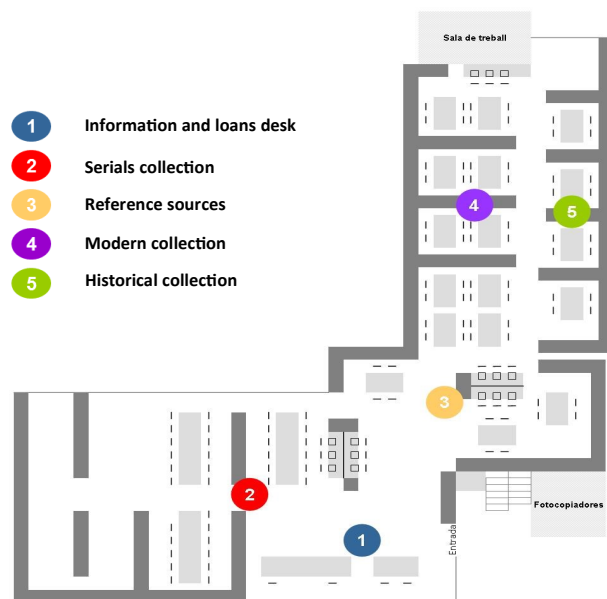## LOCATION OF COLLECTION

First users have to find the documents in the catalogue and write the **call number**.

The **modern** and **historical collection** are classified by UDC (Universal Decimal Classification), and the **serials collection** is arranged alphabetically.

Users have to ask the library staff to access other types of materials such as DVDs, older printed books or multimedia resources.

Sala de treball

1   Information and loans desk
2   Serials collection
3   Reference sources
4   Modern collection
5   Historical collection

Fotocopiadores

Entrada

BASIC RULES AND REGULATIONS

- Users must work in SILENCE
- Foods or drinks are not allowed, in order to protect the collection and library facilities.
- Mobile phones must be switched off or put in silent mode
- PCs have to be used for academic ends
- The library facilities must be used responsibly

Remember that the library staff are always on hand to answer your questions and queries.

INFORMATION SCIENCES CRAI LIBRARY

UNIVERSITAT DE BARCELONA

Melcior de Palau Street, 140. 08014 Barcelona

Phone: +34 93 403 57 69   —   **Mail :** bid@ub.edu

http://crai.ub.edu/en/about-crai/libraries/information-sciences

Ⓜ L3, L5 (Sants Estació)

🚌 30, 32, H10, 78, 109, 215, V7

🚉 Train: Barcelona Sants Station

bicing

Opening hours: Monday to Friday from 8.30 a.m. to 8.30 p.m.

Special opening hours:
http://crai.ub.edu/ca/coneix-el-crai/horaris-especials

https://www.facebook.com/UBbiblio

https://twitter.com/bibbiblio

http://issuu.com/bib76

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CRAI

The CRAI Information Sciences Library was founded in 1920 as the library of the Escola Superior de Bibliotecàries, the former school of library science created by the Catalan Mancomunitat in 1915.

As the first specialized library of its type in Spain, its collections include the most representative twentieth-century publications in the field.

The CRAI Information Sciences Library provides comprehensive materials for study and research activities at the Faculty for the degrees of Information and Documentation and Audiovisual Communication.

Facilities and Equipment

The CRAI makes available to the users: 143 reading desks, 24 PCs, 4 Macs and 16 laptops, wireless internet access and access to the secure Eduroam network, 1 group study room (6 persons), 2 scanners and 2 photocopiers/printers (black/white) connected to the computers.

Who can use library services?

All library materials are open access, apart from Special Collections.

To use the library service, users must hold a **UB Card** that they obtain during the academic registration procedures. **Users have to go to the library to activate their card**. The UB Card provides access to a range of services such as the book loan.

The UB catalogue

http://cataleg.ub.edu/*eng

A complete **list of the collections offered by CRAI libraries** (books, journals, electronic resources, audio recordings, videos, multimedia...) and an important historical collection (manuscripts, incunabula, parchments and printed books from the 16th century until 1820). Types of queries available: quick search, advanced search (allowing the use of Boolean operators and limiting the search), and other searches (ISBN/ISSN, call number or book series).

SERVICES

Loans, reservations and renewals
http://crai.ub.edu/en/crai-services/loans/loansUB

To use this service, users must hold a UB Card. The conditions and length of a standard document loan vary according to the type of user. You can request and return documents from other CRAI Libraries at any CRAI loan desk. By logging into *My Account*, you can consult the catalogue, renew loans, reserve items and check your reading history. You can request and return documents from other CRAI Libraries at any CRAI loan desk.

PUC or library consortium loans
http://crai.ub.edu/en/crai-services/loans/loans-puc

PUC is a free service enabling users at member institutions to request and borrow materials from other libraries in the Consortium of University Services of Catalonia (CSUC). Users can request documents online or in situ, at the holding library.

Interlibrary loan
http://crai.ub.edu/en/crai-services/loans/inter-library-loans

The interlibrary loan service can be used to locate and obtain the original or a copy of any kind of document that cannot be found at the CRAI and that is not available at other Catalan universities through the PUC. It also centralizes the loan of UB items to other institutions. This is a paid service.

Laptop loans
http://crai.ub.edu/en/crai-services/loans/ub-equipment

This loan service provides laptops for users to access digital information and the UB's Wi-Fi network.

Photocopies and scans

Users can make their own copies of documents at CRAI Libraries. There are two photocopiers/printers (black/white) and two scanners. Documents can be printed from any computer in the library.

User training
http://crai.ub.edu/en/crai-services/user-training

User training courses are designed to provide information about the CRAI, its libraries and its information services and resources, which are available to the university community.

Take a look at the CRAI range of services
http://crai.ub.edu/en/crai-services

INFORMATION RESOURCES

Virtual Campus

http://crai.ub.edu/en/crai-services/support-teaching-staff/virtual-campus

The UB's online learning platform, where you will find the recommended reading for your coursework, reference works, online exercises and a range of complementary learning materials for different subjects. Users need UB username and password (MónUB) to access the campus. At the CRAI we help you manage and use the Virtual Campus.

ReCercador+

http://recercador.ub.edu

ReCercador+ is a service that provides centralized access to a range of electronic resources for locating e-journal articles and other electronic documents by searching a single database, and access the full text where available.
Users can log in as a UB user and, with the option e-Shelf, personalize their profile, create resource groups, save searches, create and alter alerts, customize results lists, and more.

Accessing electronic resources (proxy)
http://crai.ub.edu/en/crai-services/resources-online/proxy

SIRE is a service that allows access to e-resources available at the UB from inside and outside the University network. This service is only offered to members of the UB community.

UB Digital Repository
http://diposit.ub.edu/dspace/?locale=en

A repository containing open-access digital versions of publications related to the teaching, research and institutional activities of the UB's academic staff and other members of the university community.

User Support Service, S@U

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

A 24-hour online information and reference service for questions and queries about the library and their services and resources.

You'll find these and other electronic resources at:
http://crai.ub.edu/en/information-resources