

Get to know the CRAI
Information Sciences Library
Academic year 2014/2015

CRAI Information Sciences Library

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

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.

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





Facilities and equipment

- > 143 reading desks
- > 6 individual work spaces
- > 1 microfiche reader
- > 2 scanners
- > 2 televisions/video equipment
- > 24 PCs, 4 Macs and 16 laptops
- > Wireless internet access and access to the secure Eduroam network. [How to get it](#)
- > 2 photocopiers/printers (black/white) connected to the computers and scanner service.
- > 1 group study room (6 persons) with 1 computer. [How to reserve](#)

Library collections: management and distribution



The UB Libraries catalogue

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

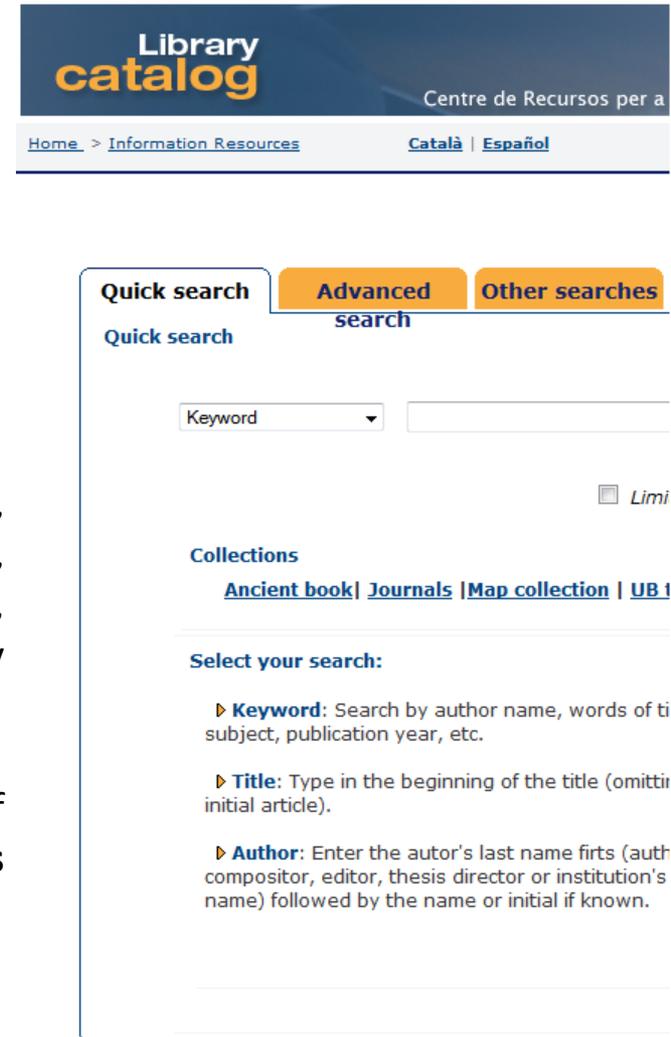


The screenshot shows the top part of the UB Libraries catalogue search page. It features a search bar with the placeholder text "Find documents available at UB Libraries" and an orange "Search" button. To the right of the search bar is a "Recercador+" button. Below the search bar is an "All options" button. On the right side, there is a "My account" section with links for "Ancient book", "CCUC University Union", "Catalogue of Catalonia", and "Suggest a purchase".

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 since the 16th century until 1820).

Type of queries: **quick search**, **advanced search** (allowing the use of Boolean operators and limiting the search), and **other searches** (ISBN/ISSN, call number or book series).

Take a look at the catalogue [search guide](#).



The screenshot shows the main search interface of the UB Libraries catalogue. At the top, it says "Library catalog" and "Centre de Recursos per a". Below this is a navigation bar with "Home > Information Resources" and "Català | Español". The main search area has three tabs: "Quick search", "Advanced search", and "Other searches". The "Quick search" tab is selected. Below the tabs is a search bar with a "Keyword" dropdown menu and a search input field. To the right of the search bar is a "Limit" button. Below the search bar is a "Collections" section with links for "Ancient book", "Journals", "Map collection", and "UB.1". Below the collections section is a "Select your search:" section with three options: "Keyword", "Title", and "Author". Each option has a brief description of what to search for.

ReCercador+

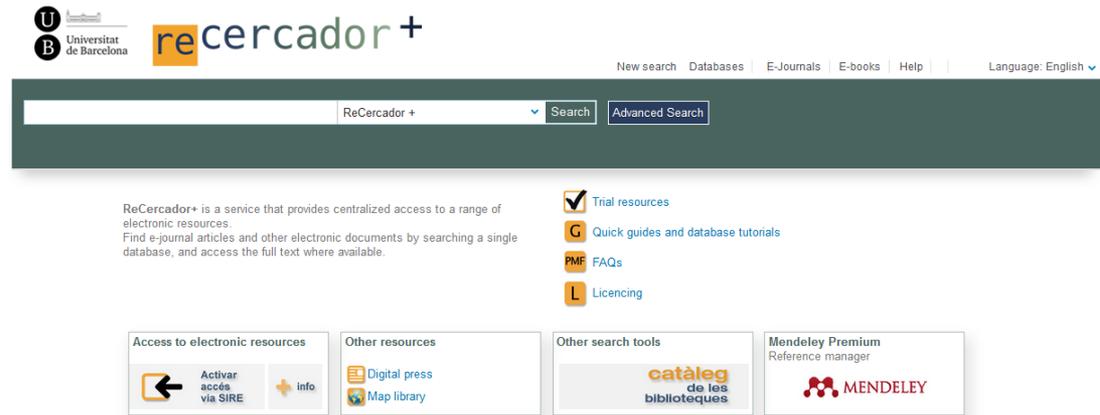
<http://recercador.ub.edu>

ReCercador+ is a service that provides centralized access to a range of electronic resources.

Users can log in as a UB user, with the option e-Shelf and personalize their profile, create resource groups, save searches, create and alter alerts, customize results lists, and more.

ReCercador+ provides:

- ➔ Access to UB electronic resources and to a selection of other free access resources.
- ➔ Searching of specific bibliography on different topics, and access to the **full text** (if we are subscribed to the publication.)
- ➔ Simultaneous searches across multiple resources from a single interface.
- ➔ Locating e-journal articles and other electronic documents by searching a single database, and access to the full text where available.



The screenshot shows the ReCercador+ website interface. At the top left is the Universitat de Barcelona logo. The main header features the 'reCercador+' logo. A navigation bar includes links for 'New search', 'Databases', 'E-Journals', 'E-books', 'Help', and 'Language: English'. Below the navigation bar is a search bar with a dropdown menu set to 'ReCercador +', a 'Search' button, and an 'Advanced Search' button. A descriptive paragraph states: 'ReCercador+ is a service that provides centralized access to a range of electronic resources. Find e-journal articles and other electronic documents by searching a single database, and access the full text where available.' To the right of this text are four icons with labels: a checkmark for 'Trial resources', a 'G' for 'Quick guides and database tutorials', 'PMF' for 'FAQs', and 'L' for 'Licencing'. Below these are four service boxes: 'Access to electronic resources' with 'Activar accés via SIRE' and 'info'; 'Other resources' with 'Digital press' and 'Map library'; 'Other search tools' with 'catàleg de les biblioteques'; and 'Mendeley Premium Reference manager' with the 'MENDELEY' logo.

Virtual Campus

<http://www.ub.edu/campusvirtual/en>

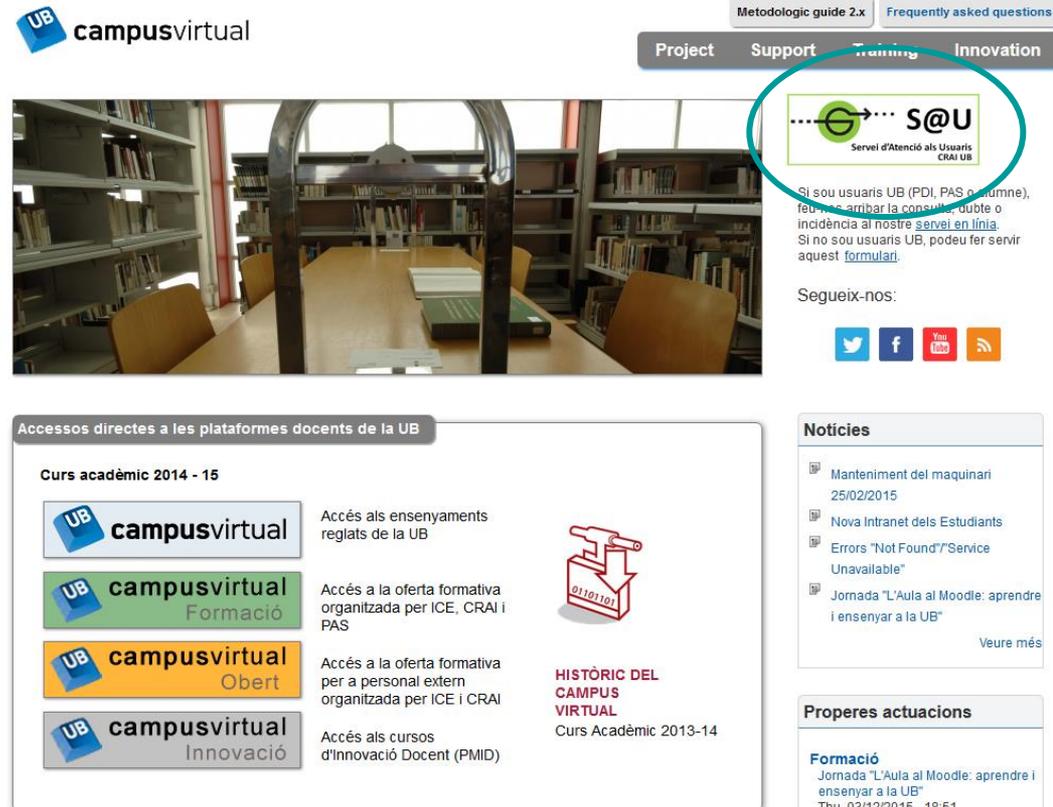
The UB's **online learning platform**, where you will find the recommended reading for your coursework, reference works, online exercises and a range of complementary learning materials for different subjects.

The recommended readings are linked to the UB catalogue.

Users need UB username and password (MónUB) to access the campus.

At the CRAI we help you manage and use the Virtual Campus.

For other questions and queries you can contact User Support Service, S@U.



The screenshot shows the Virtual Campus website interface. At the top, there is a navigation bar with links for "Project", "Support", "Training", and "Innovation". A "Metadologic guide 2.x" and "Frequently asked questions" link are also visible. The main content area features a large image of a library study desk. Below the image, there is a section titled "Accessos directes a les plataformes docents de la UB" (Direct access to the teaching platforms of the UB). This section lists four platforms:

- campusvirtual**: Accés als ensenyaments reglats de la UB
- campusvirtual Formació**: Accés a la oferta formativa organitzada per ICE, CRAI i PAS
- campusvirtual Obert**: Accés a la oferta formativa per a personal extern organitzada per ICE i CRAI
- campusvirtual Innovació**: Accés als cursos d'Innovació Docent (PMID)

To the right of these links is a red icon of a computer monitor with the text "HISTÒRIC DEL CAMPUS VIRTUAL Curs Acadèmic 2013-14".

At the top right of the interface, a "S@U" logo is circled in blue. Below it, there is a text box that reads: "Si sou usuàries UB (PDI, PAS o alumne), feu clic a arribar la consola d'ajuda o incidència al nostre servei en línia. Si no sou usuàries UB, podeu fer servir aquest formulari." Below this text are social media icons for Twitter, Facebook, YouTube, and RSS. A "Notícies" (News) section is visible on the right, listing recent updates such as "Manteniment del maquinari 25/02/2015" and "Nova Intranet dels Estudiants".

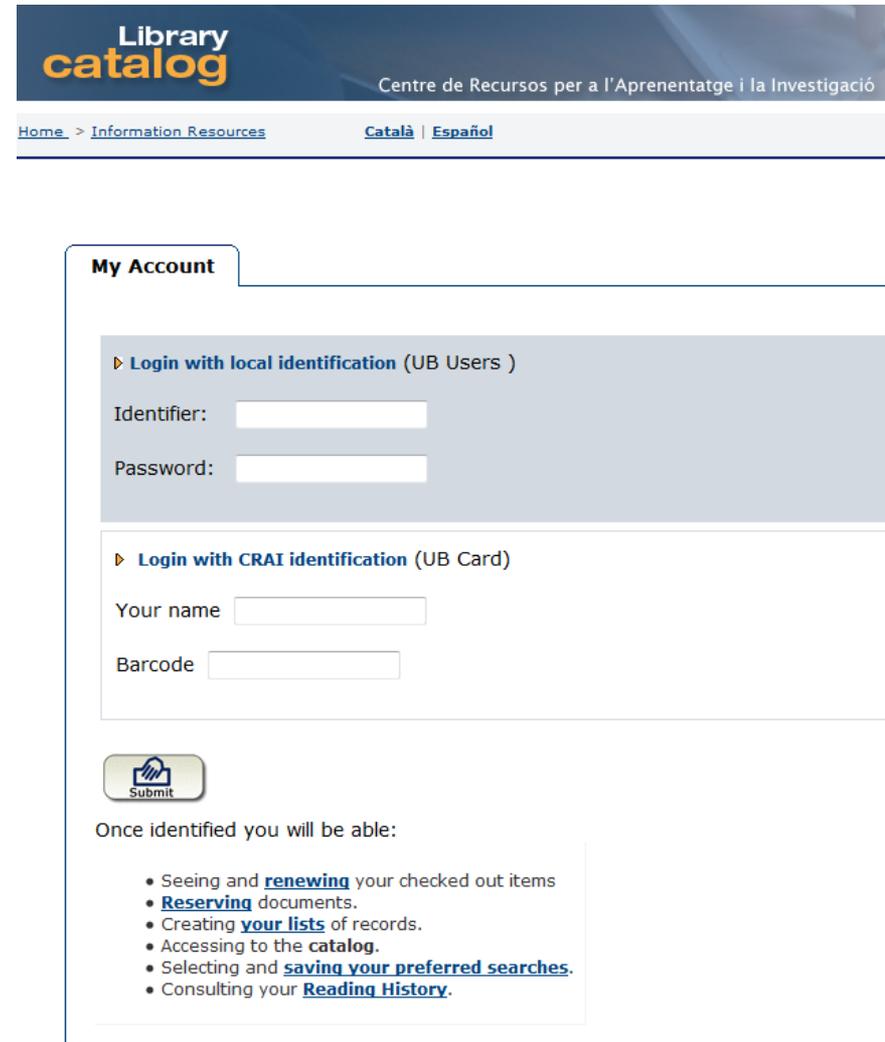
My Account

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

A service that gives you access to your CRAI user registration.

Once identified you will be able to:

- See and renew your checked out items
- Reserve documents
- Create your lists of records
- Access the catalog
- Select and save your preferred searches
- Consult your reading history



Library catalog
Centre de Recursos per a l'Aprenentatge i la Investigació

[Home](#) > [Information Resources](#) [Català](#) | [Español](#)

My Account

▶ **Login with local identification** (UB Users)

Identifier:

Password:

▶ **Login with CRAI identification** (UB Card)

Your name

Barcode

 Submit

Once identified you will be able:

- Seeing and **renewing** your checked out items
- **Reserving** documents.
- Creating **your lists** of records.
- Accessing to the **catalog**.
- Selecting and **saving your preferred searches**.
- Consulting your **Reading History**.

Accessing electronic resources (proxy)

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

Some electronic resources are of limited access and so can only be accessed from a UB computer.

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.

See the [installation instructions](#).

Accessing electronic resources (proxy)

The E-Resources Access Service (SIRE) provides access to electronic information resources contracted by CRAI, from a computer/client/device inside or outside the UB network. It is based on OCLC's EZproxy solution.

SIRE is aimed at UB teaching and research staff (PDI), administrative and service staff (PAS), and students

■ Requirements

- ▶ You must be a member of the UB community: lecturer, student or member of the administrative and service staff.
- ▶ You must have a UB username (the same one that you use to log in to UB intranets: PDI, PAS or M6nUB).

■ E-Resources Access Service (SIRE)

▶ To optimize and make more fast consulting electronic resources with the new system, we present two options for access:

- **With access automatically activated.** Must go through the [Catalogue](#) or from [ReCercador+](#) and also pressing the bottom [Consulta](#) on the screen you will find the results of searches performed (included those made on Google Scholar). These tools are configured to automatically activate access.
- **Enabling access.** If you access material from a search engine results page (e.g. Google or PubMed), a shortcut or a bookmark, or from [UB Virtual Campus](#), must be installed previously the [Sire it](#) button . See the installation instructions.

■ Authentication

▶ When SIRE is activated, the UB user authentication screen will pop up:

User names and passwords for accessing online services and resources

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

| Username | Services | Access | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>CRAI</p>  | <ul style="list-style-type: none"> ■ Free photocopies ■ Loans | <ul style="list-style-type: none"> ▶ Name and surnames ▶ UB card barcode number | | | | | | |
| <p>UB</p>  | <ul style="list-style-type: none"> ■ How to access electronic resources off-campus ■ Virtual Campus ↗ ■ Interlibrary loan | <p>Introduce your UB intranet username and password (for PDI, PAS or Món UB)</p> <p>Further information ↗</p> <table border="1" data-bbox="803 751 1232 891"> <thead> <tr> <th data-bbox="803 751 1016 801">Students</th> <th data-bbox="1016 751 1232 801">PAS/PDI</th> </tr> </thead> <tbody> <tr> <td data-bbox="803 801 1016 891"> <ul style="list-style-type: none"> ▶ Alphanumeric code ↗ ▶ Password </td> <td data-bbox="1016 801 1232 891"> <ul style="list-style-type: none"> ▶ DNI / Identification no. ▶ Password </td> </tr> </tbody> </table> | Students | PAS/PDI | <ul style="list-style-type: none"> ▶ Alphanumeric code ↗ ▶ Password | <ul style="list-style-type: none"> ▶ DNI / Identification no. ▶ Password | | |
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| <ul style="list-style-type: none"> ▶ Alphanumeric code ↗ ▶ Password | <ul style="list-style-type: none"> ▶ DNI / Identification no. ▶ Password | | | | | | | |
| <p>Local</p>  | <ul style="list-style-type: none"> ■ Loans ■ PUC or library consortium loans ■ Computers ■ ReCercador+ "My Space" ↗ ■ Wi-Fi and Eduroam ■ Free photocopies | <p>The username is comprised of the left-hand section of your UB email address, plus a suffix that varies depending on which user group you belong to.</p> <p>Further information ↗</p> <table border="1" data-bbox="803 1039 1431 1383"> <thead> <tr> <th data-bbox="803 1039 1025 1089">Students</th> <th data-bbox="1025 1039 1224 1089">PAS/PDI</th> <th data-bbox="1224 1039 1431 1089">Alumni UB</th> </tr> </thead> <tbody> <tr> <td data-bbox="803 1089 1025 1383"> <ul style="list-style-type: none"> ▶ Left-hand section of the ub.alumnes email address ub.alumnes e.g.: Email: jarc7@alumnes.ub.edu Username: jarc7.alumnes ▶ UB intranet password </td> <td data-bbox="1025 1089 1224 1383"> <ul style="list-style-type: none"> ▶ Left-hand section of the UB email address e.g.: Email: joan.garcia@ub.edu Username: joan.garcia ▶ UB intranet password </td> <td data-bbox="1224 1089 1431 1383"> <ul style="list-style-type: none"> ▶ Left-hand section of the ub.a email address e.g.: Email: imas@alumni.ub.edu Username : imas.a ▶ UB intranet password </td> </tr> </tbody> </table> | Students | PAS/PDI | Alumni UB | <ul style="list-style-type: none"> ▶ Left-hand section of the ub.alumnes email address ub.alumnes e.g.: Email: jarc7@alumnes.ub.edu Username: jarc7.alumnes ▶ UB intranet password | <ul style="list-style-type: none"> ▶ Left-hand section of the UB email address e.g.: Email: joan.garcia@ub.edu Username: joan.garcia ▶ UB intranet password | <ul style="list-style-type: none"> ▶ Left-hand section of the ub.a email address e.g.: Email: imas@alumni.ub.edu Username : imas.a ▶ UB intranet password |
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Loan of documents

<http://crai.ub.edu/en/crai-services/loans>

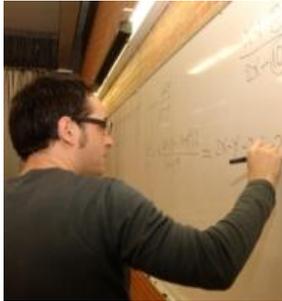
The document loan service can be used to consult CRAI materials outside the library premises for a certain period of time. To use this service, you must hold a [UB Card](#) or another document that indicates your entitlement to borrow items.

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.

Documents that cannot be borrowed

-> Journals
-> Reference sources
-> Historical collection
-> Books identified with a red sticker





→ Lecturers, researchers and research grant-holders who teach at the UB.

20 items

30 days



- UB bachelor's degree students
- Students from a UB-affiliated centre or an institution or organization that has an agreement with the UB.
- Students with a Spanish or international exchange program.
- Students of UB-specific master's degrees and diplomas.
- Students in lifelong learning courses (IL3)
- UB language students
- Alumni

5 items

10 days



- Doctoral students
- Master's degree students and official UB postgraduate students: visiting lecturers and researchers at the UB.
- Lecturers, researchers and staff from UB-affiliated centres or entities that have an agreement with the UB.
- Healthcare staff from the Clínic and Bellvitge hospitals.
- Administrative and service staff from the UB and from the UB Group.

10 items

20 days



→ Students enrolled in two courses of study at the UB.

8 items

10 days

Audiovisuals: 5 days

Recommended bibliography: 7 days

Recommended bibliography for weekends: 3 days

Restricted loan: 3 days

Renewals

You can renew all loan items as many times as you wish, except for items that have been requested by another user and items that are overdue. You can renew books online (through [My account](#)), by telephone, or at the loans desk.

Reserves

You can make up to 8 reserves, either online from [My account](#) or at the loans desk.

Up to 8 reserves

Penalties

Users who fail to return loan items by the required date will have their accounts suspended temporarily. The length of the penalty depends on the type of loan item and the number of overdue days:

- Normal loan / audiovisual: **1 day**
- Restricted loans: **4 days**
- Recommended bibliography: **4 days**
- Recommended bibliography for weekends: **6 days**

Reading History

You can activate My Reading History from your personal account ([My account](#)).

Once this option is activated, you will be able to see your borrowing activity.

PUC and loans from other institutions

<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:

- **In situ:** Authorized UB users can borrow items directly from any of the libraries in the CSUC. They must use their UB Card to identify themselves and can then take out documents on loan. Two documents can be taken out on loan at the same time for a 10-day period.
- **Online:** Authorized UB users can request documents from other institutions in the CSUC directly through the University Union Catalogue of Catalonia (CCUC).

To use this service, users must

- Be registered in the database of users of the CRAI loan service
- Have no overdue items
- Not be temporarily blocked from using the loans service as a penalization for a late return or other problem.

Users can return their documents

- At any UB library
- At any library of the institution to which the document belongs

PUC conditions

| User profiles | Number of documents | Number of renewals | Duration | |
|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------|-------------------|--------------|
| | | | Printed documents | Audiovisuals |
| Bachelor's degree students, pre-EHEA undergraduates | 4 | 4 | 10 | 5 |
| Third cycle postgraduate students, master's degree and doctoral students Teaching and research staff Administrative and service staff | 8 | 4 | 20 | 5 |

Loan of UB equipment: Laptops

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

Information Sciences CRAI Library provides **15 laptops** for users to access digital information and the UB's Wi-Fi.

To access this service users need:

-> To sign a contract
-> Their UB Card
-> Not to have penalties for non-return of loan items by the required date.

Users can sign the contract and ask for the laptops at **library loan desk**.



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**.

Free photocopies

<http://crai.ub.edu/en/crai-services/loans/copies-documents>

This service provides a free copy of articles (in printed or digital format) from journals subscribed to by the UB that are not held at the CRAI Library you generally use and cannot be accessed online.

For example, you may be studying Information Sciences but require an article from a journal held in the Philology Library.

The service is aimed at:

- UB teaching and research staff
- Doctoral students and university master's degree students.
- Administrative and service staff

Photocopies, prints 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.

To print a document: **File > Print**

Select **OCE 2070** or **OCE VarioPrint 1055 ps**

You need a card that you can buy at the vending machine.

1 card + 10 copies = 1'50 €

You can add any quantity to the card to get the number of copies that you want (0,09 €/2 copies).



Each PC is identified with a number. To find your documents, you have to select the PC number at the photocopiers/printers.

S@U, User Support Service

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

S@U, User Support Service is a virtual information service that fields enquiries about CRAI libraries and their services and resources. Remember that you can also consult the [FAQs](#), as your question may already have been answered.

The S@U can also be used to make complaints and suggestions or to express thanks.

This service is available 24 hours a day, 7 days a week.



CRAI 2.0

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Mail bid@ub.edu (suggestions, questions, subscribe to weekly newsletter ...)

Suggest **the purchase of new books:**

<http://www.bib.ub.edu/fileadmin/desiderates/pasdesi.htm>



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Drets d'autor i accés a la informació. El combat per l'equilibri
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Guia de lectura elaborada per la Biblioteca de Biblioteconomia amb motiu del primer seminari...



Mass media
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Selecció bibliogràfica realitzada per la Biblioteca de Biblioteconomia i Documentació.



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Monografies de la Bibliografia Recomanada del Grau d'Informació i Documentació.



La TRIAde... Miquel Centelles



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Thanks so much!