Get to know the CRAI Philology Library

Academic year 2015-16
The library is located in the Historic Building of the UB.

The central section is located on the first floor of the Arts Courtyard (Pati de Lletres). From this floor, you can access the Latin and Hispanic Literature sections (Llatí – Hispàniques). The Romance Languages section (Romàniques) is located on the ground floor, next to the car park.

Opening hours: Mondays to Fridays from 8.30am to 8.30pm.
The CRAI UB Library catalog

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

The catalog is the main point of access to all items available from the CRAI UB Library.

**Search options:**

- Quick search
- Advanced search
- Other searches, for example by ISBN/ISSN
The section of the library where the document can be found is indicated in the catalog under the **Location** column:

- **Location:** Filosofia, Geografia i Història
- **Call No.:** F 33 Spa
- **Barcode:** 0701175364
  - **Status:** AVAILABLE
  - **Loan Type:** STANDARD

- **Location:** Lletres-Central-5è pis
- **Call No.:** 82.0 Spa
  - **Barcode:** 0700752942
  - **Status:** AVAILABLE
  - **Loan Type:** RB RECOM BIB
This summary table lists the location names of the different library sections, with the subject areas and the call numbers.

<table>
<thead>
<tr>
<th>Locations</th>
<th>Subjects</th>
<th>Call number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lletres-Central</td>
<td>Reference Works, Dictionaries</td>
<td>$</td>
</tr>
<tr>
<td>Lletres-Hemeroteca 4rt pis</td>
<td>Journals in alphabetical order by the journal’s title</td>
<td></td>
</tr>
<tr>
<td>Lletres-Central 5è pis</td>
<td>Culture, Literary Theory, English Literature</td>
<td>001 - 820</td>
</tr>
<tr>
<td>Lletres-Central 6è pis</td>
<td>German Literature, French literature, Italian Literature, Slavic literatures, Oriental and Arabic History</td>
<td>830 - 9</td>
</tr>
<tr>
<td>Lletres-Central Grec</td>
<td>Greek Language and Literature, History, philosophy and art, Byzantium, Classical studies</td>
<td>examples: Cb (Hom), Ea (Rea)</td>
</tr>
<tr>
<td>Lletres-Central Hebreu</td>
<td>Language Arts, Bible, Judaism, Jewish history</td>
<td>examples: B-1,2 Bab, E-3,1 Car</td>
</tr>
<tr>
<td>Lletres-Central Dipòsits</td>
<td>Books that are not held on open shelving and must be requested from the central library desk</td>
<td>examples: D-34/2/23, F-8/1/10</td>
</tr>
<tr>
<td>Lletres-Hispàniques (Arts Courtyard)</td>
<td>Spanish and Latin American literature</td>
<td>860</td>
</tr>
<tr>
<td>Lletres-Llatí (Arts Courtyard)</td>
<td>Language and Latin literature, History and culture of the Classical world</td>
<td>LL</td>
</tr>
<tr>
<td>Lletres-Romàniques (Parking area)</td>
<td>Modern languages, Linguistics, Catalan, Basque, Galician, and Portuguese literature</td>
<td>examples: 849.9, 800 Akm</td>
</tr>
</tbody>
</table>
My account (catalog)

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

This service gives you access to your personal user account within the CRAI catalog. Once you’ve **signed in**, you can consult the catalog, renew your loans, place requests, make lists and more.
Loans service

The loans service allows you to borrow items for a limited period of time. You must have a **UB student card** or a similar **ID document** that entitles you to use CRAI services.

Reference only items

- Journals
- Reference works (encyclopedias, dictionaries, etc.)
- Old and rare books
- Books marked with a red dot on the spine
<table>
<thead>
<tr>
<th>Users</th>
<th>Items</th>
<th>Standard loan period</th>
</tr>
</thead>
<tbody>
<tr>
<td>➔ UB undergraduate students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>➔ Exchange students (<em>Erasmus, Séneca</em>, etc.)</td>
<td>5</td>
<td>10 days</td>
</tr>
<tr>
<td>➔ UB master’s degree and postgraduate students (UB-specific courses)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>➔ IL3 students / students at affiliated centres / students at School of Modern Languages / Alumni UB users</td>
<td></td>
<td></td>
</tr>
<tr>
<td>➔ UB students taking two degrees</td>
<td>8</td>
<td>10 days</td>
</tr>
<tr>
<td>➔ UB postgraduate students (official courses)</td>
<td>10</td>
<td>20 days</td>
</tr>
<tr>
<td>➔ UB administrative and service staff / visiting lecturers and researchers / academic staff at affiliated centres / academic and research staff from Hospital Clínic and Hospital Universitari de Bellvitge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>➔ UB lecturers, researchers and teaching assistants</td>
<td>20</td>
<td>30 days</td>
</tr>
</tbody>
</table>

Audiovisual material: 5 days
Restricted loans: 3 days

Reading list items (*Bibliografía recomanada*): 7 days
Special reading list items - weekends (Fri. to Mon.): 3 days
Loan 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.

Place a request

You can make up to 8 requests, either online from My account or at the loans desk.

Overdue penalties

Users who fail to return loan items on the required date will have their accounts suspended temporarily. The length of the penalty depends on the type of loan item:
- Normal loan / audiovisual: 1 day / overdue day
- Restricted loans: 4 days / overdue day
- Reading list: 4 days / overdue day
- Special reading list: 6 days / overdue day

Reading History

You can activate My Reading History from your personal account. Once this option is activated you will be able to see your borrowing activity.
Lending service from other UB CRAI Libraries:

If you need a book or document that is located at a different UB library, you can:

a) go to the UB library where the item is held; or

b) submit a request from My account (normal loan items) or at the loans desk (for items from Bibliografia recomanada reading lists). It will usually take 2-4 days for a requested item to reach your library.
University Loan Consortium (PUC)

The PUC offers a free loan service that enables users of libraries belonging to the Consortium of University Services of Catalonia (CSUC) to request and borrow books and documents from other CSUC libraries.

How can I request an item?

a) In person, at the library where the book is held: PUC in situ
b) Online: PUC via web

Where can I return items from the PUC loan service?

a) To any UB library
b) To any of the libraries at the institution from which the item was loaned
Interlibrary loans

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.

Other services:

- **Loan of UB equipment**
  
  http://crai.ub.edu/en/crai-services/loans/ub-equipment
  
  - laptops
  - e-readers
  - study rooms

- **Training**
  
crai.ub.edu/en/crai-services/user-training
ReCercador+
http://recercador.ub.edu/

The ReCercador+ is a gateway to a range of electronic resources such as bibliographic databases, websites, library catalogs, electronic journals and journal portals.

It can be used to locate resources relevant to a particular area of study or research, and also allows multiple resources to be cross-searched from a single interface.

Subject guides
crai.ub.edu/about-crai/libraries/philology/

These guides are specially curated lists of resources for the different thematic areas across which teaching and research at the UB are divided: dictionaries, databases, bibliographies, books, electronic journals, manuals, etc.
## Usernames and passwords

<table>
<thead>
<tr>
<th>Access to ...</th>
<th>Username</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library computers</td>
<td>\textit{Identificador}</td>
<td>MónUB password</td>
</tr>
</tbody>
</table>
| WIFI                   | \textit{Identificador local:}  
Built from the left part of the UB email address, before the @, and followed by \texttt{.alumnes}  
E.g. \texttt{jram7@alumnes.ub.edu}  
>> \texttt{jram7.alumnes} | |
| My account (catalog)   | \textit{Identificador} | MónUB password         |
| Virtual Campus         | \textit{Identificador} | MónUB password         |
| UB email               | (4 characters, indicated on your inscripción receipt) | |
| Món UB                 |                        |                        |
| Remote access via SIRE |                        |                        |
Accessing electronic resources
http://crai.ub.edu/en/crai-services/resources-online/proxy

Access to all **electronic resources to which the CRAI subscribes** is provided through **SIRE** *(Servei Intermediari d'accés als Recursos Electrònics)*

To activate this access, you must have a UB username (the same one that you use to log in to UB intranets: PDI, PAS or MónUB).
S@U, User Support Service

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

“S@U” is a virtual reference service with the support of specialized librarians which aims to answer any question or query about the CRAI and its libraries, and how its services work.
Follow us and keep up to date with our news:

Bloc de Lletres
http://blocdelletres.ub.edu/

Facebook
www.facebook.com/pages/Biblioteca-de-Lletres-CRAI-UB/28839399985

Twitter
http://twitter.com/craiublletres

Flickr
https://www.flickr.com/photos/biblletres/

Pinterest
https://www.pinterest.com/crailletres/
Thank you!

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