Get to Know the Mundet Campus CRAI Library
Academic year 2017-18
What is the aim of this session?

To introduce you to the services and facilities of the Mundet Campus CRAI Library:


To present the general services and resources offered by the CRAI:

http://crai.ub.edu/en
What will we be talking about?

- Where and when to find us
- Library map
- Facilities
- Division in areas according to noise level
- The collection: books, magazines, etc.
- CRAI: Let's get started!
- Catalogue
- How to sign-in
- How do I take books out?
- Access to online resources
- WiFi and computer access
- Codes and passwords

- Document loan service
- Use of study rooms and loan of laptops
- Which are my loans? My account
- Library consortium loans (PUC)
- Interlibrary loans
- Virtual Campus
- ReCercador+
- Information resources
- User support service (S@U)
- Training
- Follow us online and in virtual exhibitions!
- If you still have questions...
Where and when to find us

CRAI Mundet Campus Library

- **Address:**
  Passeig de la Vall d’Hebron, 171
  +34 934 034 750
  bib_mundet@ub.edu

- **Other libraries**

- **Opening hours:**
  Mon-Fri: from 8.30 a.m. to 8.30 p.m.
  Weekends and public holidays from 9.30 a.m. to 8.30 p.m.

- **Special opening hours during exam periods and weekends**

- **Regulations on library services**

- **List of CRAI services**
Library map

Floor 1
- Llibre de Text
- Accés
- Taulell
- Fons de Psicologia

Floor 2
- Aula de Formació
- Hemeroteca
- Fons d'Educació
- Fons de Treball Social
- Sala de treball col·lectiu
- Literatura Infantil i Juvenil
- Sales de treball
Facilities

- Training room with 21 computers
- 51 computers for enquiries
- 8 group or individual study rooms
- 7 laptops for loan
- WiFi area
- 750 single-user reading desks
- 2 book-return mailboxes (vestibule of Llevant building and next to the bar)
- 4 self-service photocopy machines, with printing and scanning functions and 1 colour photocopy machine
- Newspaper archive
- Self-service loan machine
- Services for people with visual impairments: magnifying glass-light and *Zoom Text* and *Non Visual Desktop Access* (NVDA) software
- Tables adapted to wheelchairs
Division in areas according to noise level

**Hemeroteca**
**ZONA DE SILENCI**
Espai d’estudi individual
Àrea de silenci absolut

**Sales de lectura P1 i P2**
**ZONA DE TREBALL INDIVIDUAL**
Espai d’estudi individual
No es permeten converses

**Sales de treball**
**ZONA DE TREBALL EN GRUP**
Espai de treball col·laboratiu
Es permeten converses en veu baixa

**Silence area (red)**
Silence areas to encourage focus. No noise is permitted.

**Individual work area (orange)**
Reading and search area. Working is possible, but silence is not complete.

**Group work area (green)**
Reading and search area. Highest noise level.
The collection: books, magazines, etc.

- Mundet Campus CRAI Library combines research and specialized collections in the following fields: Social Education, Teacher Training, Education, Psychology, Educational Psychology and Social Work.

- The collections include books, printed journals and magazines, electronic resources, doctoral theses and audiovisual material.

- Books, theses and audiovisual material follow the classification. Magazines are placed alphabetically.

- The library also houses a series of special collections: Bibliographic collection of the Government of Catalonia Normal School (1931-1939), tests, textbooks, children's and young adults' literature and bibliographic collection of Mateu publishers.

- Suggest book acquisitions through this form.
CRAI: Let's get started!
http://crai.ub.edu/coneix-el-crai/inicia-t-en-el-crai
Catalogue
http://cataleg.ub.edu/*eng

Access to the Catalogue
Catalogue: quick search

How to look for a document (video)
Where do I find it? (I)

<table>
<thead>
<tr>
<th>Num</th>
<th>Mark</th>
<th>Titles (1-10 of 10)</th>
<th>Year</th>
<th>Entries 10 Found</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td></td>
<td>El Quirot</td>
<td>1999</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>El Quirot a Barcelona</td>
<td>1983</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Un Quirot amb bicicleta</td>
<td>2004</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>El Quirot dels Ignardots</td>
<td>2005</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>El Quirot i Barcelona</td>
<td>2005</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>El Quirot i Barcelona: l'exposició i la esperança</td>
<td>2005</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>El Quirot: separatista independent, pacifista i defensor dels drets de l'Home</td>
<td>1935</td>
<td>1</td>
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<tr>
<td>8</td>
<td></td>
<td>El Quirot: un hero de paper, els papers d’un hero</td>
<td>2005</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>El Quirot de a través del espello</td>
<td>2005</td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Quintessential: essays on the bookstilly of hispanic literature</td>
<td>1983</td>
<td>1</td>
</tr>
</tbody>
</table>
### Where do I find it? (II)

#### Library Catalog

- **Title**: *El Quixot a Barcelona* / M. de Cervantes; Il·lustracions: G. Doré; [traducció Joan Valls i Royo]
- **Location**: Lletres-Central-Dipòsit

<table>
<thead>
<tr>
<th>Author</th>
<th>Call No.</th>
<th>Volumen</th>
<th>Barcode</th>
<th>Status</th>
<th>Loan Type</th>
<th>Info</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cervantes Saavedra, Miguel de, 1547-1616</td>
<td>8-503/31/7</td>
<td>0170814463</td>
<td>AVAILABLE</td>
<td>STANDARD</td>
<td>DEMANAR AL TAULELL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doré, Gustave, 1832-1883</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valls i Royo, Joan, 1901- trad</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Catalogue: advanced search

Combine search fields and/or refine your search.
How to sign-in

In order to use the services, UB-membership is required.

- In person: with your UB card.
- Local username → UB email
- UB username → UB enrolment form
How do I take books out?

- You only need your UB card.
- Activate it in any library.

UB user number (UB card barcode number)
Access to online resources
http://crai.ub.edu/en/crai-services/resources-online/proxy

The E-Resources Access Service (SIRE) provides access to electronic information resources contracted by UB CRAI, from a computer/device inside or outside the University of Barcelona network.

To access it, you must have a **UB username** (the same that you use to log in to UB intranets: PDI, PAS or MónUB).

Watch the [video presentation](http://crai.ub.edu/en/crai-services/resources-online/proxy).
Wi-Fi and computer access

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

The University's Wi-Fi service provides Internet access without the need for a wired connection to the UB network. To use this service, configure your laptop and log in with your UB username.

The University of Barcelona participates in the Eduroam (EDUcation ROAMing) project, which promotes mobility by enabling members of participating academic institutions to access mobile services at partner institutions. You can read the Eduroam Setting Up Guide.

<table>
<thead>
<tr>
<th>Group</th>
<th>Domain</th>
<th>Email</th>
<th>Local username</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAS / PDI</td>
<td></td>
<td><a href="mailto:joan.pere.garcia@ub.edu">joan.pere.garcia@ub.edu</a></td>
<td>joan.pere.garcia</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:cherrera@ub.edu">cherrera@ub.edu</a></td>
<td>cherrera</td>
</tr>
<tr>
<td>Students</td>
<td>.students</td>
<td><a href="mailto:jherg07@alumnes.ub.edu">jherg07@alumnes.ub.edu</a></td>
<td>jherg07.alumnes</td>
</tr>
<tr>
<td>UB Alumni</td>
<td>.a</td>
<td><a href="mailto:pperez@alumni.ub.edu">pperez@alumni.ub.edu</a></td>
<td>pperez.a</td>
</tr>
</tbody>
</table>
**Codes and passwords**

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Username</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access to computers</td>
<td>From UB email address. For example: If the email address is <a href="mailto:mgarm008@alumnes.ub.edu">mgarm008@alumnes.ub.edu</a>, the username will be mgarm008.alumnes.</td>
<td>Món UB password</td>
</tr>
<tr>
<td>Wi-Fi UB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My account (Catalogue: reservations, renewals, free photocopies, history, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catalan library consortium loans (PUC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virtual Campus</td>
<td>Món UB username. (Four characters: see enrolment form)</td>
<td>Món UB password</td>
</tr>
<tr>
<td>UB mail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Món UB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access to e-resources (SIRE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inter-library loans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eduroam Wi-Fi</td>
<td>From UB email address. For example: If the email address is <a href="mailto:mgarm008@alumnes.ub.edu">mgarm008@alumnes.ub.edu</a>, the username will be mgarm008.alumnes</td>
<td>Món UB password</td>
</tr>
</tbody>
</table>

Watch the [video presentation](http://crai.ub.edu/en/crai-services/resources-online/authentication).

*Summary*
Document loan service


Document loans allow users to consult CRAI resources outside the facilities for a set period of time.

A UB Card is required, or another proof document of the right to access the loan service.

Regulations on library loans

- Documents excluded from loans:
  - Magazines and reference material (encyclopedias, dictionaries, etc.). Digital versions can be accessed from outside the University.
  - Reserve collection.
  - Books with red-point or Exclòs de préstec stickers.

- Recommended bibliography:
  - 10-day loan.
  - Reserve at CRAI Libraries loan desks.
<table>
<thead>
<tr>
<th>Users</th>
<th>Documents</th>
<th>Regular loan days</th>
</tr>
</thead>
<tbody>
<tr>
<td>UB teaching and research staff (PDI): active teaching staff, UB retired or emeritus professors, staff of affiliated centres with <em>venia docendi</em>, staff of the School of Modern Languages, Hispanic Studies and Language Services, visiting lecturers, UB department or research group researchers and researchers of the CSIC Institute Jaume Almera.</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>UB Third-cycle students and administrative and service staff (PAS) (doctoral students, postgraduate students with grants and teaching responsibilities, university, UB-specific and interuniversity master's degree students and active or retired members of the PAS.</td>
<td>20</td>
<td>30</td>
</tr>
<tr>
<td>Bachelor's degree, postgraduate degree and university extension students: UB bachelor's degree and interuniversity degree students and of affiliated centres, from homologation, national and international mobility, IL3 students, UB-specific postgraduate course and university extension course students and University of Experience students.</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>Health professionals at university hospitals (Clinic, Bellvitge, Sant Joan de Déu), PDI affiliated to centres with specific collaboration agreements with the UB or the UB Group — including ICE UB-member teaching staff and training researchers at the CSIC Institute Jaume Almera — and researchers at affiliated or associated research institutes and members of the UB Group.</td>
<td>15</td>
<td>20</td>
</tr>
</tbody>
</table>

Loan of audiovisual material: 7 days

Recommended reading list: 10 days
Recommended reading list - weekends (Friday to Monday): 3 days
Renewals
You can renew each document as many times as you want, as long as it has not been reserved by somebody else. You can renew the documents at the loan desks, by phone or via the My account section of the website. Video presentation

Penalties
Failure to return loaned documents on time entails a suspension of service, depending on the days of delay and the type of document:

Regular loan and audiovisual material: 1 day
Recommended reading list loan: 4 days
RRL loan on weekends: 6 days

Reservations
Up to 8 simultaneous reservations are possible, which may be made in the My account section or at the loan desks. Video presentation

Reading record
Activating the Reading record in the My account section you may access the list of documents borrowed from the library throughout your course of studies at the UB. Guide
Interlibrary loans (inside UB)

If you need a document available in another UB library you may:

a) visit the library where it is located and loan the document, or

b) ask for it at your loan desk and have it brought to you. You will receive it in two or three days.
Use of study rooms
http://crai.ub.edu/en/crai-services/loans/ub-equipment

This loan service offers rooms at CRAI Libraries for individual or group work. Reservations can be made through the Catalogue by selecting the option My Account. Watch the video presentation.

Instructions on the use of study rooms

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

- Laptops run Windows and Kubuntu operating systems.
- Laptops are loaned and returned at the loan desks.
- A contract form for the loan should be read, filled and signed.
- Penalized users cannot use this service.
- The loan period is up to a maximum of 4 hours.
- Laptops cannot be reserved.
- Laptops should be used within the Library premises.
- Regulations
Which are my loans? *My account (I)*

https://cataleg.ub.edu/patroninfo*eng
Which are my loans? *My account* (II)

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

This service provides access to your **CRAI user account**.

Once you have logged in, you can see and renew loan items, reserve documents or create lists of registries, among other services.
Library consortium loans (PUC)
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).

**How do I request a document?**

1. **In situ,** at the library where they are held: **PUC in situ.**
2. **Online,** through the new **PUC online** interface. [Video presentation](http://crai.ub.edu/en/crai-services/loans/loans-puc)

**Where should I return documents?**

1. To any of the CRAI libraries.
2. To any of the libraries of the institution where the document is held.
Requirements:

— You must be an **authorized user** in the UB library of your institution.

— You should not have any **overdue** loan at your institution.

— You should not have been **blocked** by your institution.

1. **Connect** to the University Union Catalog of Catalonia (CCUC): [http://puc.cbuc.cat](http://puc.cbuc.cat)

2. Search for the document and if it is available, **request it**. Identify yourself and choose where you will pick it up.

3. When your item arrives at the chosen library you will receive an email notification.

4. You can **return** the document to any library of your institution or the institution where it is held.
Which are the conditions of a PUC loan?

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Bachelor's degree students</td>
<td>4</td>
<td>4</td>
<td>10</td>
<td>5</td>
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<tr>
<td>Postgraduate, master's degree or doctoral students</td>
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<td>4</td>
<td>20</td>
<td>5</td>
</tr>
<tr>
<td>University PDI and users of Library of Catalonia</td>
<td>8</td>
<td>4</td>
<td>20</td>
<td>5</td>
</tr>
<tr>
<td>University PAS and staff of Library of Catalonia</td>
<td>8</td>
<td>4</td>
<td>20</td>
<td>5</td>
</tr>
<tr>
<td>Other authorized users</td>
<td>4</td>
<td>4</td>
<td>10</td>
<td>5</td>
</tr>
</tbody>
</table>

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

The interlibrary loan service has the objective of locating and retrieving the original or a copy of any kind of document not available at the CRAI UB nor at any other Catalan university through the PUC.

Likewise, it arranges loans from the UB collection to other institutions. This is a paid service.
Virtual Campus (I)
https://campusvirtual2.ub.edu
Virtual Campus (II)
https://campusvirtual2.ub.edu

This is the tool for accessing all your subjects and the recommended reading list, teaching material and activities.

Summary
ReCercador+ (I)
http://recercador.ub.edu
ReCercador+ (II)
http://recercador.ub.edu

Single access point to a range of electronic resources: databases, library portals, catalogues, e-journals. A simple search tool for electronic resources.
Information resources
http://crai.ub.edu/en/information-resources
User support service (S@U)
http://crai.ub.edu/en/crai-services/sau

This virtual information service is available 24 hours a day, 7 days a week and it is run by specialized librarians.

This service fields enquiries about CRAI libraries and their services and resources.

The S@U can also be used to make complaints, suggestions and acknowledgements.
Training
http://crai.ub.edu/en/crai-services/user-training

We offer advanced user training courses designed to improve search skills, such as courses on specialized databases or Mendeley bibliographic manager.

You can visit the Training Campus for scheduled training courses or you can ask for a tailored course to suit your needs.

The Training Campus also provides self-learning material.
Follow us online!
http://crai.ub.edu/ca/coneix-el-crai/difusio-marqueting/blogs-i-xarxes-socials

CRAI UB blog
https://blogcrai.ub.edu/

CRAI UB Twitter feed
https://twitter.com/crai_ub

Mundet Campus CRAI Library YouTube channel
https://www.youtube.com/channel/UCAvm8Yv97vnECK1WJYLglOg

And the virtual exhibitions:
If you still have questions...

Ask the CRAI Mundet Campus Library staff
The library staff can solve your doubts.

Access the CRAI Homepage
You can consult the FAQs,
your question may already have been answered.

Contact the S@U
A virtual information service that fields enquiries about CRAI libraries and their services and resources, available 24 hours a day, 7 days a week and run by specialized librarians.

Or give us a call!
+34 934 034 750
Thank you!

Us ha estat útil? ¿Helped you? Ajudeu-nos a millorar bit.ly/2s05WCQ