





What's the aim of this session?

To present the Mundet Campus CRAI Library and its services

https://crai.ub.edu/en/about-crai/libraries/mundet-campus

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	<u>Laptop loans</u>
□ <u>Library map</u>	What do I have on loan? My account
☐ Equipment and facilities	Library consortium loans (PUC)
□ <u>Division in areas according to noise</u>	<u>Interlibrary loans</u>
<u>level</u>	Access to online resources
☐ The collection: books, journals, etc.	Virtual Campus
□ WhatsApp service	Information resources
☐ The Mundet Campus events calendar	Usernames and passwords
□ <u>Twitter</u>	S@U, User Support Service
☐ The videogame "Mundet 2049"	User training
☐ Start using CRAI	Wi-Fi and access to Faculty computers
□ <u>Cercabib</u>	Follows us on social networks and in
☐ How to borrow books? UB Card	virtual exhibitions
□ <u>Document Ioans Service</u>	And if you still have questions
□ <u>Using Study rooms loans</u>	•





Where are we? When we're open

Mundet Campus CRAI Library



- *These schedules could be modified
- In exam periods and holydays
- Due to sanitary restrictions

☐ Address:

Passeig de la Vall d'Hebron, 171 +34 934 021 035 bib mundet@ub.edu Addresses of other libraries

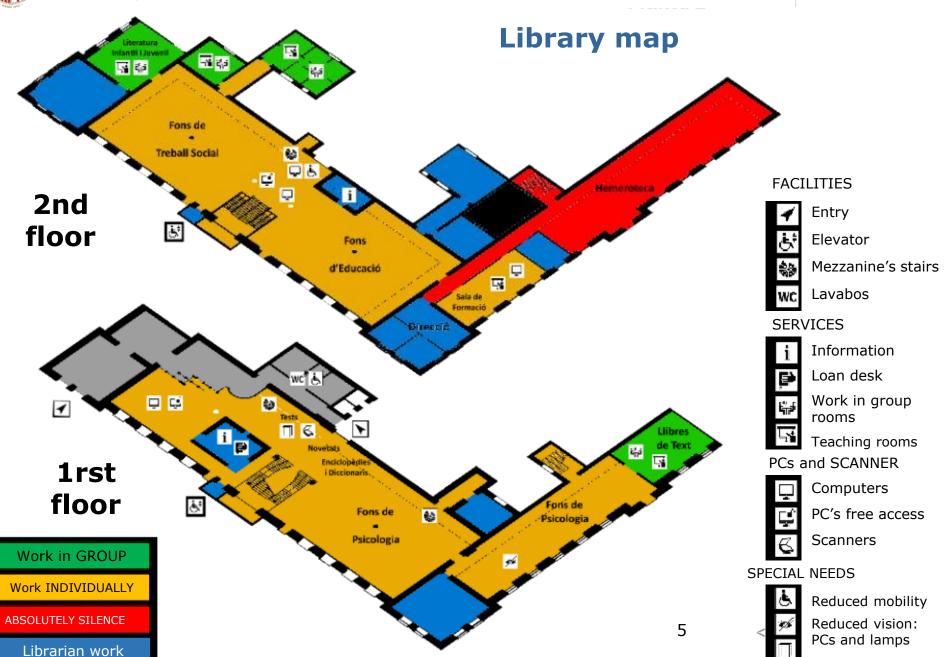
☐ Opening hours:

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.

It is also possible that appointments would be required in order to use the loan service and/or come to study. Please, check our <u>web</u> before coming to the library.

Elevated table









Equipment and facilities

- □ Training room with 20 computers*
- 51 computers for enquiries *
- 8 group or individual study rooms, with whiteboards *
- □ 17 laptops for loan *
- ☐ Wi-Fi area
- 846 single-user reading desks, 245 in case of sanitary restrictions*
- 2 book-return mailboxes (vestibule of the Llevant Building and next to the bar)
- □ Self-service loan machine *
- Information display
- □ Services for people with vision impairment: 1 table with magnifying glass-light and 2 terminals with Zoom Text, Non Visual Desktop Access (NVDA) and ClaroRead software *
- □ Services for peoples with impaired mobility: 1 reading desk adapted to wheelchairs and 1 chair for reading in a standing position

Some of this equipment and facilities could be restricted due to sanitary restrictions.





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 converse:

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, journals, etc.

- The Mundet Campus CRAI Library combines research and specialized collections for the following studies: Social Education, Teacher Training, Education, Psychology, Educational Psychology and Social Work.
- The overall collection comprises monographs, printed journals, electronic resources and audiovisual materials.
- Books and audiovisual material follow the classification.
 Journals are classified 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.
- You can use this <u>form</u> (in catalan) to send your proposals for book purchases.





WhatsApp service

https://crai.ub.edu/ca/coneix-el-crai/biblioteques/biblioteca campus-mundet/serveis-whatsapp



The Mundet Campus CRAI Library offers you its very own WhatsApp service to answer your queries about how to use the library, extend library loans, or find particular documents or books.

To use the service:

- 1. Fill in the form
- 2. Send a WhatsApp message with the word **ALTA** to the number **648 971 585**
- 3. Add this number to your contacts

Your queries would be attended in opening hours.





The Mundet Campus events calendar

https://quefemamundet.ub.edu/



Created by our staff at Mundet Campus and maintained by the Mundet Campus CRAI Library, this events calendar lists all the cultural and leisure activities that you can take part in, including debates, talks, fairs, exhibitions, seminars and workshops.

Check out the Mundet Campus events calendar now!

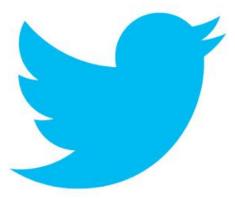




Twitter del CRAI Campus Mundet

https://twitter.com/CRAImundet





You can follow us to keep updated (almost all the tweets are in catalan)





The videogame "Mundet 2049"

https://play.google.com/store/apps/details?id=edu.ub.Mundet2049&hl=es

Are you ready to star in a mind-bending thriller about the library of the future?

Are you brave enough to uncover the terrifying secret that lies behind its bookshelves?

Play "Mundet 2049" and discover our library's secret corners!









Start using CRAI

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



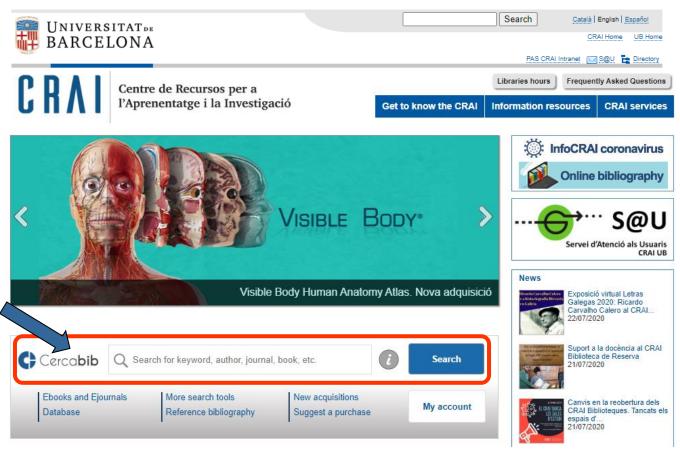




Cercabib

https://cercabib.ub.edu/iii/encore/?lang=eng





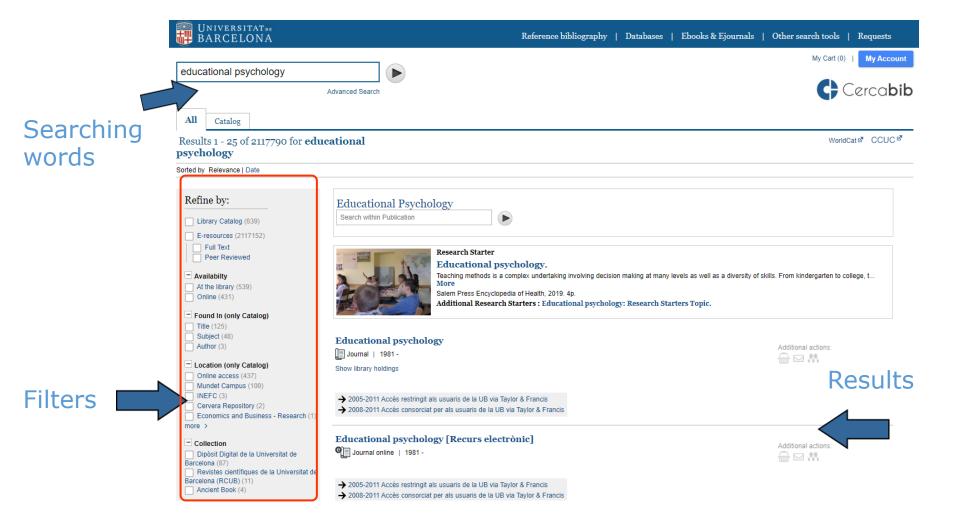
Search in Cercabib

Explanatory video (in catalan)





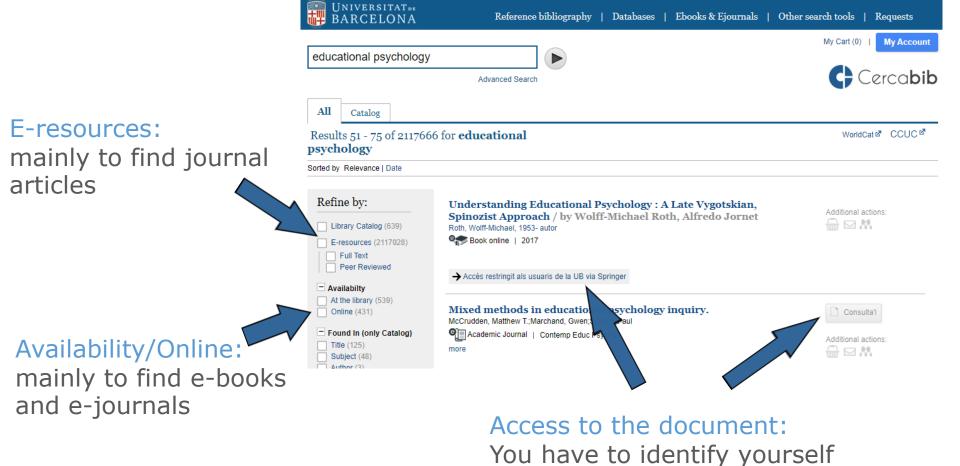
Cercabib: quick search







How to find online documents



as a UB member



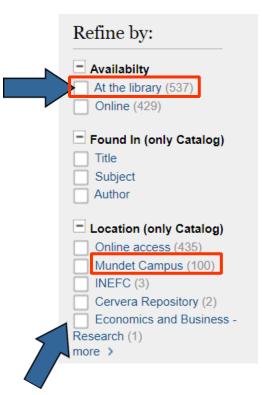


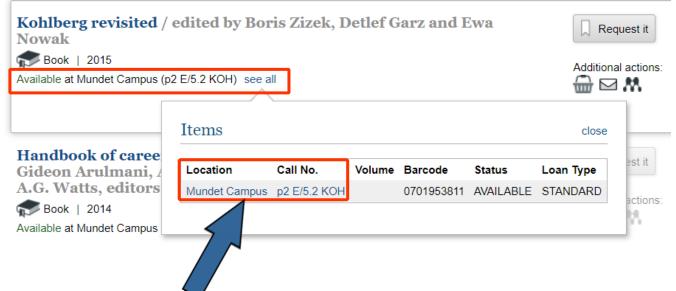
How to find physical documents



Catalog tab:

It is better for searching documents in the library, it excludes journal articles from databases





Location filter

To search documents only in our library (or another UB library)

Location:

In which UB library is the document Call Number:

Code to find the book in the bookshelf





Cercabib: advanced search

Combine search fields and/or refine your search.







How do I take books out? UB Card

- You need a <u>UB Card*</u>
- 2. Validate it in any library
- You can then take items out on loan

UB user number (card barcode)



^{*} In this link you will find more information about how to obtain your UB card





Document loans (I)

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.

Loan service regulations (in Spanish)

- □ Documents that cannot be taken out on loan:
 - Journals and works of reference (encyclopedias, dictionaries, etc.). If digital versions are available online you can consult them off UB premises.
 - Rare books and manuscripts.
 - Books with a red dot or the label "Not for loan".
- ☐ Recommended reading list:
 - Loan for up to 10 days.
 - These items can only be reserved at the loan desks in CRAI libraries.



Document loans (II)
https://crai.ub.edu/en/crai-services/loans/loansUB

Table of conditions and loan periods							
	Loan days						
Cathegory	Type of user	Maximun number of documents on loan	Standard loan	Special needs loan	Recommended bibliography	Recommended bibliography for weekends	Audiovisuals `
Α	UB teaching and research staff (PDI)	40	60	75			
В	Postgraduate students and administrative and service staff (PAS)	20	30	40			
С	Bachelor's degree, postgraduate and university extension students	10	21	30			
D	Health professionals at university hospitals, UB teaching and research staff (PDI) affiliated to centres with specific collaboration agreements with the UB or UB Group and staff of research institutes with UB or Group UB participation or association.	15	21	30	10	3	7
E	Students enrolled at centres that have a specific agreement with the UB or are part of the UB Group	5	10	15			

^{*}Loans for users with special needs





Document loans (III)

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

Renewals

You can renew loans as often as you need, as long as the item in question has not been reserved by another user. You can renew documents at the loan desk, by telephone, or via My account on the CRAI website.

Watch the video (in Catalan)

Penalties

If you do not return books in time, you will be barred from using the service for 1-6 days, depending on the item and the number of days overdue:

Normal loan and audiovisual material: 1 day

Recommended reading list: 4 days

Weekend recommended reading list: 6 days

Reservations

You can reserve a maximum of 8 items, through **My account** or from the loan desks.
Watch the <u>video</u> (in Catalan)

History

Activate the **Record function** in in **My account** to keep a **list of the items** you have taken out on loan during your time at the UB.





Loan from other UB libraries

If you need an item from another **UB library** you can:

- a) go to the library where the item is held and take it out on loan, or
- b) Request it through the web (as a reservation) or ask the loans desk in your library to transfer the item from its home library. You will receive it in 2 to 3 days.

Recommended bibliography books can only be reserved in the loans desk.

CRAI libraries

- Fine Arts
- Information Sciences
- Biology
- Bellvitge Campus
- Clínic Campus
- Mundet Campus
- Earth Sciences
- Law
- Economics and Business
- Pharmacy and Food Sciences
- Philosophy, Geography and History
- Physics and Chemistry
- Philology
- Mathematics and Computer Science
- Pavelló de la República
- Rare Book and Manuscript





Using study room loans

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

This loan service is designed to make it easier to use CRAI library work rooms for group work.

In the CRAI Mundet Campus, the bigger study rooms have free access (textbooks room and children's and youth literature). We have 6 small study rooms with capacity for 3, 5, 6 and 10 users.

Reservations of study rooms can be asked with a maximum anticipation of 7 days, and each user can reserve them for 2 hours.

Study room access could be restricted due to sanitary restrictions.



If you want to make a reservation, you could check <u>How to use the study</u> <u>rooms</u> (in Spanish) or this <u>video</u> (in Catalan).

24





Laptop loans

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

- ☐ Laptops are equipped with Windows
- Request and return laptops at the loans desk
- Read, complete and sign the <u>loan</u> agreement form
- Service not available to users currently under a late returns penalty
- ☐ Laptops loans available for up to 4 hours
- Laptops can not be reserved
- Laptops can only be used on library premises
- Regulations (in Spanish)

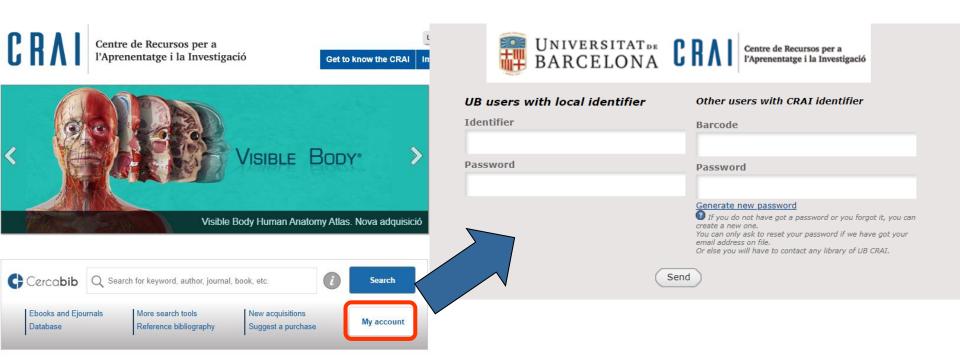


The use of library laptops and PCs could be restricted due to sanitary restrictions.





What do I have on loan? My account



This service allows you to access your CRAI user registration.

Once <u>identified</u>, you can view and renew your loans, reserve documents or get lists of bibliographic records, among other services.





Library consortium loans (PUC)

https://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).

PUC allows up to 10 items loaned for 21 days, plus a maximum of 6 renewals.

How to request an item:

- a) In person, at the library that holds the item: **PUC in** situ.
- b) Online, using the **PUC web portal**. Watch the <u>video</u> (in Catalan)

Where to return items:

- a) To any CRAI library.
- b) To any of the libraries linked to the institution that holds the item.













UNIVERSITAT CENTRAL













Puc online

https://crai.ub.edu/en/crai-services/loans/loans-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.
- ☐ How to ask for PUC loans?
- 1. Access University Union Catalog of Catalonia (<u>CCUC</u>). Cercabib has a direct access in the upper corner
- 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 (5 days, approx.) you will receive an **email notification**.
- 4. You can **return the item** to any of the libraries at your university or at the institution that owns the item.





Interlibrary loans

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

The inter-library loan service enables users to locate and obtain the original or a copy of any item that is not held by the CRAI and is not available from other Catalan universities through the <u>PUC</u>.

It also centralizes the loan of CRAI collection items to other institutions. This is a <u>paid service</u>.







Access to online resources

https://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 <u>UB username</u> and **password** that you use to access UB intranets (PDI, PAS or MónUB).

In Cercabib resources, you can trigger the access with button or the link "Accés restringit/consorciat als usuaris de la UB".



You can also install the <u>SIRE button</u> in your browser, and activate it anytime you want to check if UB CRAI have access to the academic resource (e. g. journal article) you are interested in.

Watch the video (in Catalan).





Català (ca)

English (en)

Français (fr)
Galego (gl)
Polski (pl)

Русский (ru) Català (ca)

English - United States (en_us)

Español - Internacional (es)

Português - Portugal (pt)

Campus Virtual

https://campusvirtual.ub.edu

It is the work tool with which you access your subjects and visualize the recommended bibliography, teaching materials and activities.





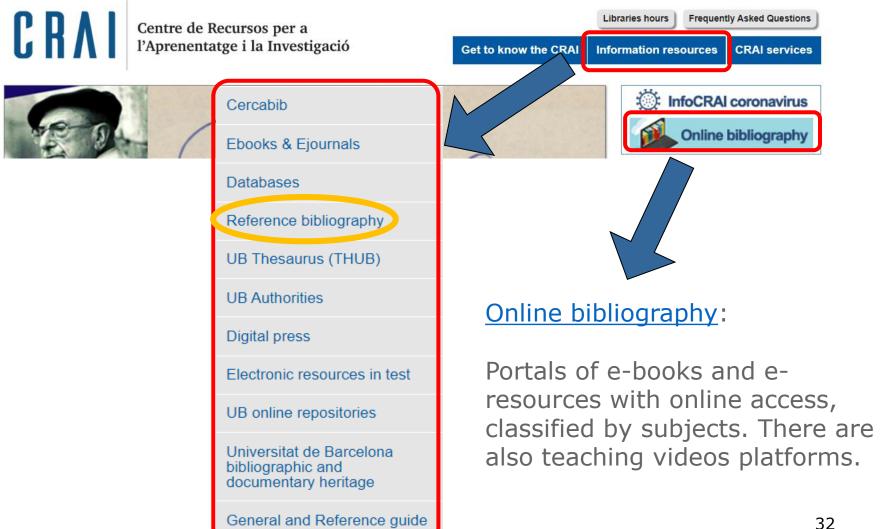
In the lower corner you can change the language





Information resources

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







Usernames and passwords

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

Identificador	Serveis	Accés					
	<u>Virtual Campus</u>	<u>rarrier information</u>					
LIB Identificació UB Simultypes are grief of sen if-securi la terdinamy de la la laces de la lacesida sen expensive beneficiació de Lacesida de laces Contrasenya Ester Contrasenya	How to access electronic	Students	Students PAS/PDI Alum		nni UB Premium		
	Interlibrary loan Digital copies Appointments	Alphanumeric code Password	DNI / Identification no. Alum		nni code nni password pt acces to electronic resources		
	Virtual Campus How to access electronic resources	The username is comprised of on which user group you belor Further information	nail address, plus a suffix that varies depending				
UNIVERSITATOR BARCELONA Identificador local	Digital copies Computers Loans Interlibrary loan PUC or library consortium loans Cercabib "My account" Wi-Fi UB Appointments	Students	PAS/PDI		Alumni UB Premium		
		Left-hand section of the ub.alumnes email address ub.alumnes e.g.: Email: jarc7@alumnes.ub.edu Username: jarc7.alumne UB intranet password	Left-hand sed email address e.g.: Email: joan.ga Username: jo UB intranet p	arcia@ub.edu an.garcia	e.g.: Email: imas@alumni.ub.edu		
CRAI	<u>Loans</u>	UB card barcode number Password	Universitat de Burrechos				





S@U, User Support Service

https://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!





User training

https://crai.ub.edu/en/crai-services/user-training

Independent learning resources are available on the CRAI web, and you can request training courses with us (e. g. Specialized databases, Mendeley) or check scheduled training courses.

In Mundet Campus CRAI Library most of the training are held in subjects of the different bachelor's degree or master's degree, by teacher's request. You can contact us to plan the training session that fits best your needs.



Looking for information?

- on Art and Humanities
- on Health Sciences
- on Experimental Sciences



- Citations and reference management
- Information sources

on Psychology and Education

all resources in alphabetical order

- Copyright and Plagiarism
- Writing academic papers: ESP, FDP or MT

Guides of how to search information in the main education/psychology databases



Wi-Fi and access to Faculty computers

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

The University's Wi-Fi service enables you to connect to the Internet without a physical connection to the network. To use UB Wi-Fi, configure your laptop and log on using your local username.

The University of Barcelona is actively involved in the Eduroam project, which promotes a unique e-mobility environment giving users access to the Internet at all participating organizations. Consult the <u>Eduroam configuration guide</u> (in Catalan).

User group	Ending	Email address	Local username
PAS / PDI		joan.pere.garcia@ub.edu cherrera@ub.edu	joan.pere.garcia cherrera
Students	.alumnes	jherg07@alumnes.ub.ed u	jherg07.alumnes
Alumni UB	.a	pperez@alumni.ub.edu	pperez.a





Follow us on social networks!

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



Mundet Campus CRAI Library WhatsApp

https://crai.ub.edu/ca/coneix-el-crai/biblioteques/biblioteca-campus-mundet/serveis-whatsapp



Mundet Campus CRAI Library Twitter

https://twitter.com/craimundet



Mundet Campus CRAI Library YouTube channel

https://www.youtube.com/channel/UCAvm8Yv97vnECk1WJYLglOg



CRAI UB Blog

https://blogcrai.ub.edu/

And virtual exhibitions:

http://crai.ub.edu/en/coneix-el-crai/difusio-marqueting/exposicions-virtuals





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.

Contact Mundet Campus CRAI Library WhatsApp



648 971 585

Or call us on

934 021 035



CRAI

Centre de Recursos per a l'Aprenentatge i la Investigació

Thank you!



Has it been useful?

Help us to improve it
bit.ly/2s05WCQ



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