Get to know the Philology CRAI Library

Academic year 2017-18
Where are we? When we're open

Address
Gran Via de les Corts Catalanes, 585
08007 Barcelona

Addresses of other libraries

Central: 934 035 317
Romàniques: 934 035 325
Hispàniques: 934 035 326
Llatí: 934 035 434

@ crailletres@ub.edu

Opening hours
Monday-Friday, from 8:30 to 20:30 h.

Special opening hours in exam periods and at weekends

Library service regulations

CRAI service charter
Library map
Layouts of the Greek and Hebrew Sections (Lletres-Central)

Plànol d’Hebreu (Secció Central)
CRAI Biblioteca de Lletres

Classificació de la col·lecció:
A. Enciclopèdies, bibliografies, homenatges, diversos
B. Bíblia, versions i estudis, crítica textual, comentaris
C. Llengüística, hebreu, arameu, yiddish, diccionaris
D. Literatura hebreu, juecocÀrrega, setari i jiddisch
E. Història, antic Orient, poble jueu, història d’Espanya
F. Religions somàtiques i altres, judaisme i cristianisme
G. Geografia del poble jueu, Palestina, estat d’Israel

Altell 1

Altell 2

Entrada

Planta baixa
Layouts of the Latin and Hispanic Studies Sections

Plànol de la Secció de Llatí
CRAI Biblioteca de Lletres

Plànol de la Secció d’Històriques
CRAI Biblioteca de Lletres
Layout of the Romàniques Section
Equipment

- WiFi
- Laptop Loans
- Self-service Print/Scan/Copy
- Quiet Study Rooms
- Tables with Power Outlets

ROMÀNIQUES SECTION
- Group Study Rooms
- Book Return Box
The collection

The four sections of the Philology CRAI Library provide comprehensive materials for teaching and research activities at the Faculty for the courses: English Studies, Arabic and Hebrew Studies, Literary Studies, Communication and Culture Industries, Catalan Philology, Classics, Spanish, Linguistics and Modern Language and Literature.

It is also a specialized library, as it holds materials from after 1820 from the former Biblioteca Provincial i Universitària (Provincial and University Library) and is responsible for the management of this large encyclopaedic collection, which is an essential part of the history of the University of Barcelona and the city of Barcelona.

The overall collection comprises monographs, printed journals, electronic resources, statistical publications, doctoral theses and audiovisual materials. Books, theses and audiovisual materials are organized using the UDC classification method. Journals are classified alphabetically.

You can use this form to send your proposals for book purchases.
Start using CRAI

http://crai.ub.edu/coneix-el-crai/inicia-t-en-el-crai
The **catalog** is the main point of access to all items available from the CRAI UB Library.

It offers **quick search**, **advanced search** and **other searches**, for example by ISBN/ISSN.

[Video on search strategies.](#)
Where do I find it?
## CRAI Philology Library sections

<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>S</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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Locations</th>
<th>Subjects</th>
<th>Call number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lletres-Hispàniques</td>
<td>Spanish and Latin American literature</td>
<td>860</td>
</tr>
<tr>
<td>Lletres-Llatí</td>
<td>Language and Latin literature History and culture of the Classical world</td>
<td>LL</td>
</tr>
<tr>
<td>Lletres-Romàniques</td>
<td>Modern languages Linguistics Catalan, Basque, Galician, and Portuguese literature</td>
<td>examples: 849.9 800 Akm</td>
</tr>
</tbody>
</table>

This summary table lists the location names of the different library sections, with the subject areas and the call numbers.
Document loans

You must have a **University of Barcelona Card or ID** that provides you are entitled to take out loans.

**Loan service regulations**

Documents that **cannot be taken out** on loan:

- Journals and reference works (encyclopaedias, 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.

Validate the **University of Barcelona Card** in any library.
## Loan periods

<table>
<thead>
<tr>
<th>Users</th>
<th>Documents</th>
<th>Loan period *</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>University of Barcelona teaching and research staff (PDI):</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current, retired and emeritus staff of the UB, of affiliated with venia docendi, of the School of Modern Languages (EIM), the Hispanic Studies unit and Language Services (SL), guest and visiting teaching and research staff, departmental researchers and members of UB research groups, and researchers affiliated to the Jaume Almera Institute of Earth Sciences.</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td><strong>Postgraduate students and administrative and service staff (PAS):</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhD students, postdoctoral fellows with teaching responsibilities, university master’s degree, inter-university master’s degree and UB-specific master’s degree students, and current or retired PAS.</td>
<td>20</td>
<td>30</td>
</tr>
<tr>
<td><strong>Bachelor's degree, postgraduate and university extension students:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor’s degree students at the UB or affiliated centres, inter-university students, national or international mobility students, IL3 students taking courses, and students enrolled in UB-specific postgraduate courses, university extension courses and University of Experience courses.</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td><strong>Health professionals at university hospitals (Hospital Clínic, Hospital de Bellvitge, Hospital de Sant Joan de Déu), UB teaching and research staff (PDI) affiliated to centres with specific collaboration agreements with the UB or that belong to the UB Group (including teaching staff of Institute of Education Sciences with UB contracts and research fellows from the Jaume Almera Institute of Earth Sciences) and researchers at affiliated or associated research institutes, research institutes in which the UB participates, and research institutes with specific collaboration agreements with the UB or that are members of the UB Group</strong></td>
<td>15</td>
<td>20</td>
</tr>
</tbody>
</table>

### Audiovisual material: 7 days

* **Recommended reading list:** 10 days

**Recommended weekend reading list (from Friday to Monday):** 3 days
Document loans

**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

**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 video

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

Guide
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) ask the loans desk in your library to transfer the item from its home library. You will receive it in 2 to 3 days.
Library consortium 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).

How to request an item:

a) In person, at the library that holds the item: PUC in situ.
b) Online, using the new PUC web portal.

Watch the video

Where to return items:

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

Procedure

1. Access University Union Catalog of Catalonia (CBUC): [puc.cbuc.cat/](http://puc.cbuc.cat/)

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 you will receive **email notification**.

4. You can **return the item** to any of the libraries at your university or at the institution that owns the item.
# PUC loan conditions

<table>
<thead>
<tr>
<th>User</th>
<th>Items</th>
<th>Renewals</th>
<th>Loan period printed docs.</th>
<th>Loan period audiov. mat.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s degree students</td>
<td>4</td>
<td>4</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Postgraduate, third-cycle, master’s degree and doctoral students</td>
<td>8</td>
<td>4</td>
<td>20</td>
<td>5</td>
</tr>
<tr>
<td>University teaching and research staff (PDI) and registered users of the National Library of Catalonia</td>
<td>8</td>
<td>4</td>
<td>20</td>
<td>5</td>
</tr>
<tr>
<td>University administrative and service staff (PAS) and staff of the National 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>
Equipment loans

**Study rooms**

This loan service is designed to make it easier to use CRAI library work rooms for individual or group work. You can reserve documents from the Catalog using the option in My account.

Watch the video

How to use the study rooms.

**Laptops**

- Laptops can only be used on library premises.
- Request and return laptops at the loans desk.
- Read, complete and sign the loan agreement form.
- Service not available to users currently under a late returns penalty.
- Laptops loans available for up to 4 hours
- No reservations

Regulations
What do I have on loan? My account

This service enables you to access your CRAI user record.

Once you have logged on, you can view and renew your loans, reserve new items, create lists of records, etc.
Interlibrary loans

The interlibrary 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 PUC.

It also centralizes the loan of CRAI collection items to other institutions. This is a paid service.
Wi-Fi and access to Faculty computers

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 **Eduroam configuration guide**.

<table>
<thead>
<tr>
<th>User group</th>
<th>Ending</th>
<th>Email address</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>.alumnes</td>
<td><a href="mailto:jherg07@alumnes.ub.edu">jherg07@alumnes.ub.edu</a></td>
<td>jherg07.alumnes</td>
</tr>
<tr>
<td>Alumni UB</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>
Access to online resources

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 **UB username** and **password** that you use to access UB intranets (PDI, PAS or MónUB).

[Watch the video](#)
Recercador +

Single point of access to a range of electronic resources: databases, book portals, library catalogs, e-journals, etc. Use it to search a range of electronic resources simultaneously from a single interface.

http://recercador.ub.edu
Campus virtual is the online tool for accessing your subjects and consulting recommended reading lists, teaching materials and activities.
### Usernames and passwords

<table>
<thead>
<tr>
<th>Service</th>
<th>Username</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer access</td>
<td>From the UB email address</td>
<td>Món UB password</td>
</tr>
<tr>
<td>UB Wi-Fi</td>
<td>For the address: <a href="mailto:mgarm008@alumnes.ub.edu">mgarm008@alumnes.ub.edu</a></td>
<td>Also with: Món UB id.</td>
</tr>
<tr>
<td>My account</td>
<td></td>
<td>(4 characters: see your enrolment confirmation)</td>
</tr>
<tr>
<td>Catalan university library loan (PUC)</td>
<td>For the address: mgarm008.alumnes</td>
<td></td>
</tr>
<tr>
<td>Virtual Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UB email</td>
<td></td>
<td></td>
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<tr>
<td>Món UB</td>
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<tr>
<td>Accessing electronic resources (SIRE)</td>
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<tr>
<td>Inter-library loans</td>
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<tr>
<td>Eduroam Wi-Fi</td>
<td>From the UB email address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For the address: <a href="mailto:mgarm008@alumnes.ub.edu">mgarm008@alumnes.ub.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>the username is: <a href="mailto:mgarm008.alumnes@ub.edu">mgarm008.alumnes@ub.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

Watch the [video](#)
S@U is 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!
Advanced training courses are available to users who wish to improve their knowledge and search skills; for example, courses on specialized databases or the Mendeley reference manager.

Information about scheduled training courses is available on the CRAI Web, and personalized courses can be arranged on request.

Independent learning resources are available on the CRAI web.
Follow us on social networks

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

**Facebook**
https://www.facebook.com/craibiblletres

**Twitter**
https://twitter.com/craibiblletres

**Pinterest**
https://es.pinterest.com/craibiblletres/

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

**Youtube**
https://www.youtube.com/channel/UCcVj9gPbF9zxehQVWOFhOcA

And virtual exhibitions:
http://crai.ub.edu/ca/coneix-el-crai/biblioteques/biblioteca-lletres
I si encara teniu dubtes

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.

Or call us on
934 035 317
Thank you!

Has it been useful? Help us to improve it
bit.ly/2s05WCQ