Get to know the Mathematics and Computer Science CRAI Library

Academic year 2018-19
What's the aim of this session?

To present the CRAI Mathematics and Computer Science Library and its services


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
- Library map
- Equipment and facilities
- The collection: books, journals, etc.
- Start using CRAI
- Cercabib
- How do I take books out? UB Card
- Document loans
- Study rooms and laptop loans
- Checking your library record: My account
- Library consortium loans (PUC)
- Interlibrary loans
- Access to online resources
- Virtual Campus
- Information resources
- Usernames and passwords
- S@U, User Support Service
- Instructional librarian: user training
- Guided searches
- Wi-Fi and access to Faculty computers
- Follows us on social networks and in virtual exhibitions
- And if you still have questions...
Where are we? When we're open

Mathematics and Computer Science CRAI Library

- Address
  C/ Gran Via de les Corts Catalanes, 585
  Tel. 93 4021662
  bibmat@ub.edu

- Addresses of other libraries

- Opening hours:
  Monday-Friday from 8 to 20 h.
- Special opening hours in exam periods and at weekends
- Library service regulations
- CRAI service charter
Library map

1. Entrance / Exit
2. PCs: Library resources
3. Reference and Loan Desk
4. Library staff
5. Ancient books and journals
6. Ancient books and journals
7. Toilet
8. Journals
9. PCs: Library resources
10. Last journals received
11. Reference books and theses
12. Study rooms
13. Study rooms
14. Study rooms
15. New acquisitions

Power supply tables
Equipment and facilities

- 7 computers

- 8 laptops for loan (with dual boot GNU/Linux (Kubuntu) and Windows)

- 10 laptops for classroom loan (with dual boot GNU/Linux (Kubuntu) and Windows) only and exclusively for authorised subjects

- 109 single-user reading desks

- Wi-Fi area

- Journal room and archive
The collection: books, journals, etc.

- The Mathematics and Computer Science CRAI Library contains research and specialized collections for the following studies: Mathematics, Computer Sciences, and Statistics.

- The overall collection comprises monographs, printed journals, electronic resources, statistical publications, doctoral theses and audiovisual materials.

- Books, theses and audiovisual material are organized using the American Mathematical Society and the Association for Computing Machinery subject classification. Journals are classified alphabetically.

- You can fill in this form to send us your proposals for book purchases.
Start using CRAI [cat]
Cercabib

Cercabib: Troba llibres-e, articles de revistes, tesis, TFG, TFM, audiovisuals, bases de dades, revistes, llibres, col·leccions patrimonials, materials docents i molt més!!!
Cercabib: quick search
Where do I find it? (I)
Where do I find it? (II)

- **Paper**: Available at Mathematics and Computer Science (45 CDR).
- **Online**: Access restricted to users of the UB via Springer.
Where do I find it? (III)
Cercabib: advanced search

Combine search fields and/or refine your search.
How do I take books out? UB Card

1. You need a **UB Card**

2. Validate it in any library before use it for the first time
**Document loan**

Document loan 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.**

- 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".

- Key Readings list:
  - Loan for up to 10 days.
  - These items can only be reserved at the loan desks in CRAI libraries.
### Users

<table>
<thead>
<tr>
<th>Users</th>
<th>Documents</th>
<th>Normal loan period</th>
</tr>
</thead>
<tbody>
<tr>
<td>UB teaching and research staff (PDI): 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>Postgraduate students and administrative and service staff (PAS): PhD students, postdoctoral fellows with teaching responsibilities, university master's degree, interuniversity 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>Bachelor's degree, postgraduate and university extension students: bachelor’s degree students at the UB or affiliated centres, interuniversity 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>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</td>
<td>15</td>
<td>20</td>
</tr>
</tbody>
</table>

### Audiovisual material: 7 days

### Key Readings list: 10 days

**Weekend Key Readings list (from Friday to Monday): 3 days**
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
Key reading list: 4 days
Weekend Key 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.
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.
Study room loans

Even thought there aren’t study rooms within the library you can use those within other libraries. 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 Cercabib using the option in My account. Watch the video

How to use the study rooms

Laptop loans

- You can choose to use either Windows or Kubuntu
- 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
- Laptops can only be used on library premises
- Regulations
Laptops for Classroom Loan to students enrolled in authorised subjects from the Computer Science degree.

- Laptops with dual boot GNU/Linux –Kubuntu– and Windows.
- Laptops are borrowed and must be returned to the loan desk at the library.
- You need to read, fill in and sign properly the loan contract form.
- Sanctioned users are banned from this service.
- The loan period covers the time length of the class, always during the school period.
- These laptops don’t allow reservations.
- The Faculty determine which subjects from the Computer Science degree qualifies for this special loan.

Regulations
Checking your library record: My account
Checking your library record: My account (II)

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.
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 **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.
Web

- 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.

- Access University Union Catalog of Catalonia (CBUC): puc.cbuc.cat/

- Check availability and request the item. Choose where you would like to pick it up.

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

- 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>Users</th>
<th>Items</th>
<th>Renewals</th>
<th>Loan period: printed docs.</th>
<th>Loan period: audiov. material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s degree students, first- or second-cycle pre-EHEA students, authorized Alumni UB</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>
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</table>
Interlibrary loan

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 PUC. It also centralizes the loan of CRAI collection items to other institutions. This is a paid service.
Access 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](#)
Virtual Campus (I)
Virtual Campus (II)

The online tool for accessing your subjects and consulting recommended reading lists, teaching materials and activities.

Subjects

UB id. and password
Information resources

The University of Barcelona CRAI provides access to a series of information resources intended to meet the varied needs of its users.

Cercabib is the latest University of Barcelona Learning and Research Resources Centre (CRAI) discovery tool. Further information:

With Cercabib you will be able to search simultaneously through the entire CRAI collection, regardless of the format, type or location of your chosen item.

Introduce the search term:

Search at the Cercabib

More search tools:
- UB Authorities
- UB Thesaurus
- UB online repositories (UB Digital Repository, University of Barcelona's scientific journals [RCUB] and cooperative repositories).
- UB bibliographic heritage (early collections, personal collections and special collections, as well as the UB's digital bibliographic heritage).

More information:
- General and Reference guide on Tagpacker
- Licenses (electronic journals, databases, electronic books) and conditions of use
- Conditions for downloading e-Books
- Electronic resources in text: We need your help to evaluate these electronic resources.
# Usernames and passwords

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<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></td>
</tr>
<tr>
<td>Accessing electronic resources (SIRE)</td>
<td>The username is: mgarm008.alumnes</td>
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</tr>
<tr>
<td>Check Library Record Library “My account” (Cercabib: reservations, renewals, free copies, record of loans, etc.)</td>
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<tr>
<td>Catalan university library loan (PUC)</td>
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<tr>
<th>Service</th>
<th>Username</th>
<th>Password</th>
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<tbody>
<tr>
<td>Virtual Campus</td>
<td>Món UB id. (4 characters: see your enrolment confirmation)</td>
<td>Món UB password</td>
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<tr>
<td>UB email</td>
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<td>Món UB</td>
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<td>Accessing electronic resources (SIRE)</td>
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<td>Inter Library Loan</td>
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<tr>
<th>Service</th>
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<tbody>
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<tr>
<td>Virtual Desktops / Licensed software</td>
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<td></td>
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## Usernames and passwords

<table>
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<th>Software</th>
<th>Virtual Desktops</th>
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<tr>
<td>Microsoft Imagine</td>
<td>B·KC Aules virtuals UB</td>
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</tbody>
</table>

- **Software**
  Download software licensed under the Microsoft Imagine Premium program.

- **Virtual Desktops**
  Access to a virtual computer room such as those found in the faculty to work with proprietary software among other tools.

http://www.ub.edu/informaticapersonal/programari/
S@U, User Support Service

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 acknowledgements!
Instructional library

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 also available on the CRAI web.
Guided searches [cat]

A series of short articles comprising a selection of open academic information resources related to the academic and research topics of the Faculty. Their substance has been chosen based on the usability related to help to improve the search for high-value information. You will find the entries in the CRAI's Mathematics and Computing Blog under the hashtag: Cerques Guiades.
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>
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<tr>
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<td></td>
<td><a href="mailto:cherrera@ub.edu">cherrera@ub.edu</a></td>
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<tr>
<td>Students</td>
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<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>
Follow us on social networks!

Blog de la Biblioteca de Matemàtiques i Informàtica [cat]
https://blocmat.ub.edu/

Twitter
@BibmatUB

Check our virtual exhibitions
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.

**Or call us on**
934 021 662
Thank you!

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