Get to know the Information Sciences
CRAI Library
Academic year 2017-18
Information Sciences CRAI Library

The Information Sciences CRAI Library was founded in 1920 as the library of the Escola Superior de Bibliotecàries, the former school of library science created by the Catalan Mancomunitat in 1915.

As the first specialized library of its type in Spain, its collections include the most representative twentieth-century publications in the field.

The CRAI Information Sciences Library provides comprehensive materials for study and research activities at the Faculty for the degrees of Information and Documentation and Audiovisual Communication.

Opening hours: Monday to Friday, from 8.30 a.m. to 8.30 p.m.

Service Charter CRAI UB
Facilities and equipment

- 143 reading desks
- 1 microfiche reader
- 2 scanners
- 2 televisions/video equipment
- 24 PCs, 4 Macs and 15 laptops
- Wireless internet access and access to the secure Eduroam network. [How to get it]
- 2 photocopiers/printers (black/white) connected to the computers and scanner service.
- 1 group study room (6 persons) with 1 computer. [How to reserve]
Library collections: management and distribution

1. Information and loans desk
2. Serials collection
3. Reference sources
4. Modern collection
5. Historical collection
The UB Libraries catalog
http://catalog.ub.edu/*eng

A complete list of the collections offered by CRAI libraries (books, journals, electronic resources, audio recordings, videos, multimedia...) and an important historical collection (manuscripts, incunabula, parchments and printed books since the 16th century until 1820).

Type of queries: quick search, advanced search (allowing the use of Boolean operators and limiting the search), and other searches (ISBN/ISSN, call number or book series).

Take a look at the catalog search guide.
ReCercador+
http://recercador.ub.edu
ReCercador+ is a service that provides centralized access to a range of electronic resources.

Users can log in as a UB user, with the option e-Shelf and personalize their profile, create resource groups, save searches, create and alter alerts, customize results lists, and more. Reference guide

ReCercador+ provides:

→ Access to UB electronic resources and to a selection of other free access resources.

→ Searching of specific bibliography on different topics, and access to the full text (if we are subscribed to the publication.)

→ Simultaneous searches across multiple resources from a single interface.

→ Locating e-journal articles and other electronic documents by searching a single database, and access to the full text where available.
Start using CRAI

crai.ub.edu/coneix-el-crai/inicia-t-en-el-crai
Virtual Campus
http://www.ub.edu/campusvirtual/en

The UB’s online learning platform, where you will find the recommended reading for your coursework, reference works, online exercises and a range of complementary learning materials for different subjects. The recommended readings are linked to the UB catalog.

Users need UB username and password (MónUB) to access the campus.

At the CRAI we help you manage and use the Virtual Campus.

For other questions and queries you can contact User Support Service, S@U.
My Account
https://cataleg.ub.edu/patroninfo*eng

A service that gives you access to your CRAI user registration.

Once identified you will be able to:

- See and renew your checked out items
- Reserve documents
- Create your lists of records
- Access the catalog
- Select and save your preferred searches
- Consult your reading history
Accessing electronic resources (proxy)

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

Some electronic resources are of limited access and so can only be accessed from a UB computer.

SIRE is a service that allows access to e-resources available at the UB from inside and outside the University network. This service is only offered to members of the UB community.

See the installation instructions.
User names and passwords for accessing online services and resources
http://crai.ub.edu/en/crai-services/resources-online/authentication
Loan of documents

The document loan service can be used to consult CRAI materials outside the library premises for a certain period of time. To use this service, you must hold a UB Card or another document that indicates your entitlement to borrow items. By logging into My Account, you can consult the catalog, renew loans, reserve items and check your reading history. You can request and return documents from other CRAI Libraries at any CRAI loan desk. Guide of the service.

Documents that cannot be borrowed

- Journals
- Reference sources
- Historical collection
- Books identified with a red sticker
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.

Postgraduate students and administrative and service staff (PAS): 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.

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.

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.

- **Recommended bibliography:** 10 days
- **Recommended bibliography for weekends:** 3 days
- **Audiovisuals:** 7 days
- **Bachelor’s degree:** 10 items
- **Postgraduate and university extension students:** 20 items
- **Master’s and PhD students:** 40 items
- **Bachelor’s degree and postgraduate students:** 30 days
- **Recommended bibliography for weekends:** 20 days
- **Recommended bibliography:** 20 days
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. Watch the video

Penalties

Users who fail to return loan items by the required date will have their accounts suspended temporarily. The length of the penalty depends on the type of loan item and the number of overdue days:

→ Normal loan / audiovisual: 1 day
→ Recommended bibliography: 4 days
→ Recommended bibliography for weekends: 6 days

Reserves

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

Reading History

You can activate My Reading History from your personal account (My account).

Once this option is activated, you will be able to see your borrowing activity. Guide
PUC and loans from other institutions

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). [PUC conditions](http://crai.ub.edu/en/crai-services/loans/loans-puc).

Users can request documents:

- **In situ:** Authorized UB users can borrow items directly from any of the libraries in the CSUC. They must use their UB Card to identify themselves and can then take out documents on loan. Two documents can be taken out on loan at the same time for a 10-day period.

- **Online:** Authorized UB users can request documents from other institutions in the CSUC directly through the University Union Catalog of Catalonia (CCUC).

**To use this service, users must**

- Be registered in the database of users of the CRAI loan service
- Have no overdue items
- Not be temporarily blocked from using the loans service as a penalization for a late return or other problem.

**Users can return their documents**

- At any UB library
- At any library of the institution to which the document belongs
## PUC conditions

<table>
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<th>Users</th>
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<td>Postgraduate, third-cycle, master’s degree and doctoral students</td>
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<td>University teaching and research staff (PDI) and registered users of the National Library of Catalonia</td>
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<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>
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<td>5</td>
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Loan of UB equipment: Laptops

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

Information Sciences CRAI Library provides **15 laptops** for users to access digital information and the UB's Wi-Fi.

To access this service users need:

- To sign a contract
- Their UB Card
- Not to have penalties for non-return of loan items by the required date.

Users can sign the contract and ask for the laptops at **library loan desk**.
Loan of UB equipment: Study rooms

http://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 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.
**Interlibrary loan**

http://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.

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**Free photocopies**


This service provides a free copy of articles (in printed or digital format) from journals subscribed to by the UB that are not held at the CRAI Library you generally use and cannot be accessed online.

For example, you may be studying Information Sciences but require an article from a journal held in the Philology Library.

The service is aimed at:

- UB teaching and research staff
- Doctoral students and university master’s degree students.
- Administrative and service staff
Photocopies, prints and scans

Users can make their own copies of documents at CRAI Libraries. There are two photocopiers/printers (black/white) and two scanners. Documents can be printed from any computer in the library.

To print a document: File > Print
Select OCE 2070 or OCE 1055

You need a card that you can buy at the vending machine.
1 card + 10 copies = 1’50 €

You can add any quantity to the card to get the number of copies that you want (0,09 €/2 copies).

Each PC is identified with a number. To find your documents, you have to select the PC number at the photocopiers/printers.
S@U, User Support Service
http://crai.ub.edu/en/crai-services/sau

S@U, User Support Service is a virtual information service that fields enquiries about CRAI libraries and their services and resources. Remember that you can also consult the FAQs, as your question may already have been answered.

The S@U can also be used to make complaints and suggestions or to express thanks.

This service is available 24 hours a day, 7 days a week.
CRAI 2.0
Follow us and keep up to date with our news!

Facebook
https://www.facebook.com/UBbiblio

Twitter @BibBiblio

Isuu http://issuu.com/bib76 (library publications)

E-mail bid@ub.edu (suggestions, questions, subscribe to weekly newsletter ...)

Suggest the purchase of new books:
http://www.bib.ub.edu/fileadmin/desiderates/pasdesi.htm
Thank you!

Has it been useful? 
Help us to improve it 
bit.ly/2sO5WCQ