





What's the aim of this session?

To present the CRAI Information and Audiovisual Media Library and its services

https://crai.ub.edu/en/about-crai/libraries/information-sciences

To present the general services and resources offered by the Learning and Research Resources Centre (CRAI)

crai.ub.edu/en





CRAI Information and Audiovisual Media Library

It 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. To know more about its history (Catalan)

Contact: bib.informacio.audiovisuals@ub.edu

Opening hours: Monday to Friday, from 8:30 am to 8:30 pm

- CRAI UB Service Charter
- Addresses of other libraries
- Special opening hours in exam periods and at weekends (Catalan)
- <u>CRAI Libraries Regulation</u> (Catalan)

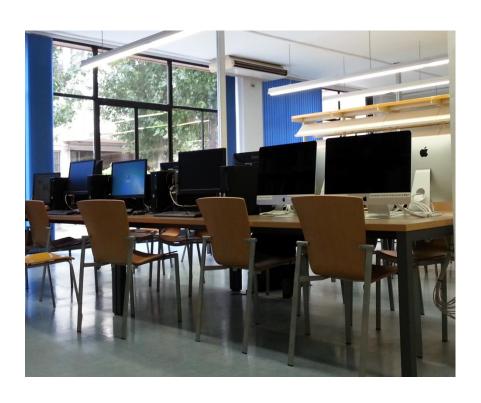








CRAI Information and Audiovisual Media Library



Equipment and facilities

- 143 seats
- 1 TV/video player
- 24 PCs, 5 Mac and 6 laptops
- Wi-Fi area and <u>Eduroam</u> network throughout the Library. <u>How to</u> <u>get connected</u>
- 2 group study rooms (with PC/Mac and Smart TV)





The collection: books, journals, etc.

- The Information and Audiovisual Media CRAI Library contains research and specialized collections for the following studies: Bachelor's Degree in Digital Information and Documentation Management, Audiovisual Communication, Master's Degree in Digital Content Management, School Libraries and the Promotion of Reading, Bookstore Postgraduate, etc.
- The overall collection comprises monographs, printed journals, electronic resources, doctoral theses and audiovisual materials.
- Books are organized using the *Universal Decimal Classification (UDC)*. Journals are arranged alphabetically.
- The Library also houses a series of special collections: <u>Printing</u>, <u>Publishing and Bookselling Catalogues</u> (UB Digital Heritage Library) and the <u>Photographs of the School of Librarians</u>. Books and other materials from the storeroom or glass cabinet (call numbers beginning with "R", "VITRINA" o "D22") must be requested one day in advance.
- You can use this <u>form</u> (Catalan) to send your proposals for book purchases.

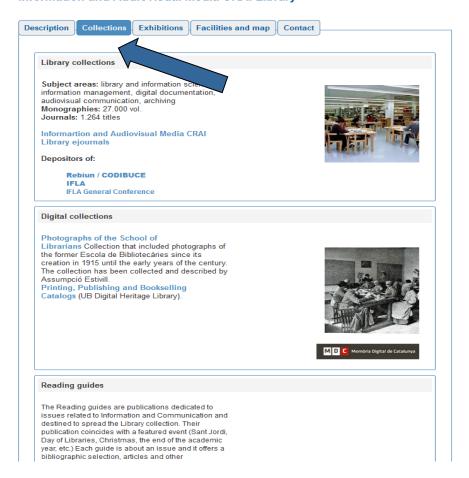




Collections and resources

- Each CRAI Library has this section in this web.
- It is a selection of information resources related to the subject areas of teaching and research at the Faculty. You will find databases, books and electronic journals, text books, etc.

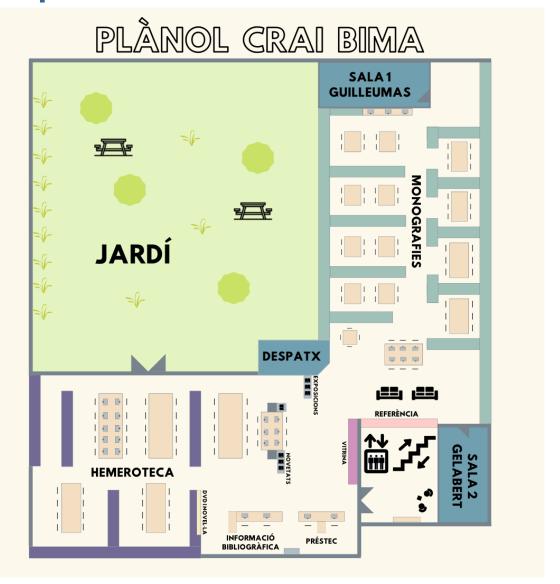
Information and Audiovisual Media CRAI Library



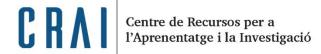




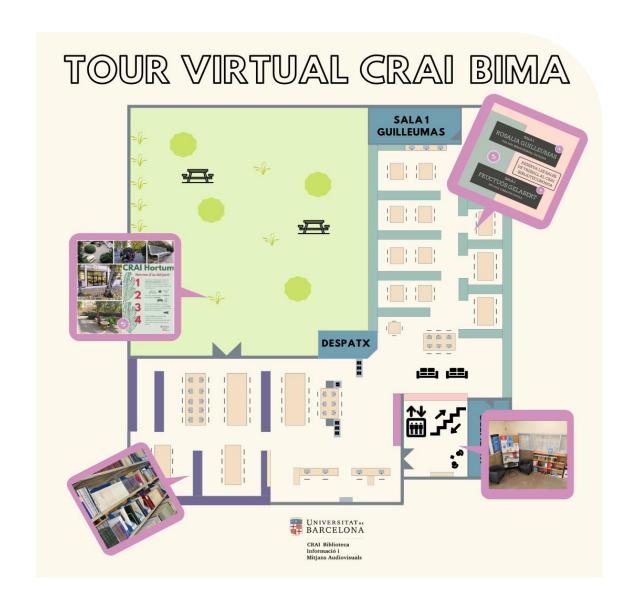
Library Map







Library virtual tour



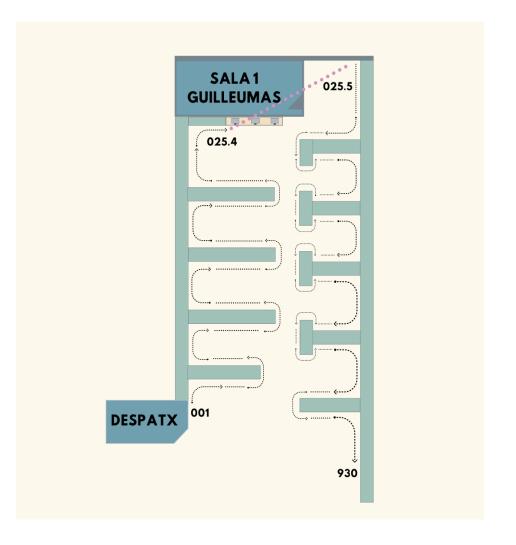




UDC: How does it work?

Our books are classified using the Universal Decimal Classification (UDC) that arrange the branches of knowledge in 9 main classes, numbered from 0 to 9.

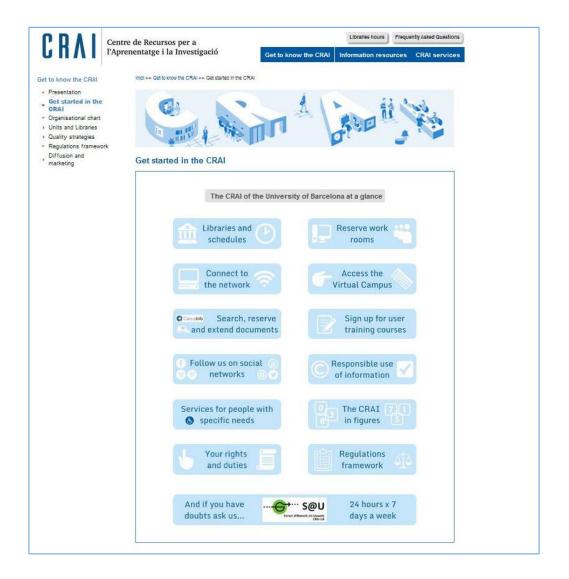
Our collection begins in 001 (science and knowledge in general) next to the Director's office and ends in 930.272 (paleography) next to the Fructuós Gelabert room.







Start using CRAI

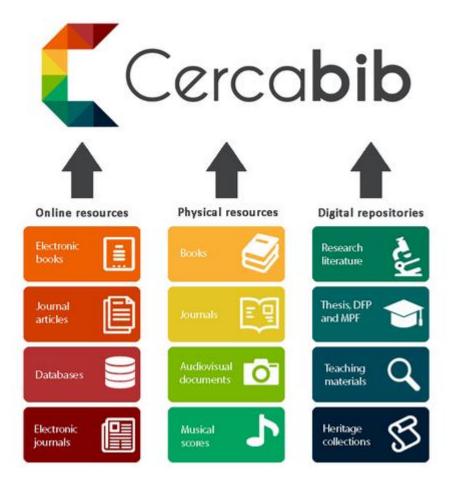






Cercabib

<u>Cercabib</u> is the University of Barcelona CRAI's discovery tool, which allows you to search simultaneously through the entire CRAI collection, regardless of the format, type or location of your chosen item.

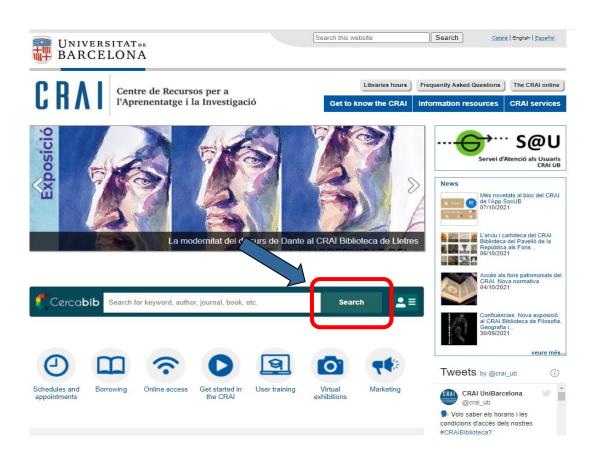






Cercabib. Two ways to access.

Access from the CRAI website



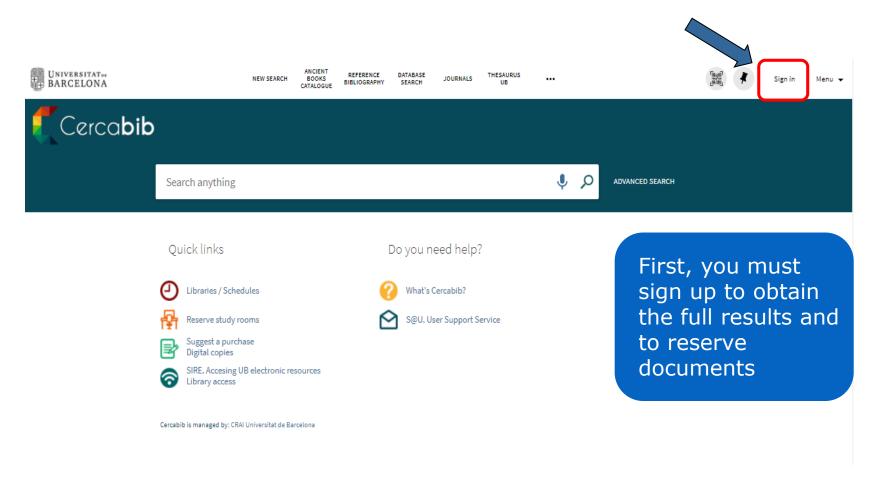
Or else...





Cercabib

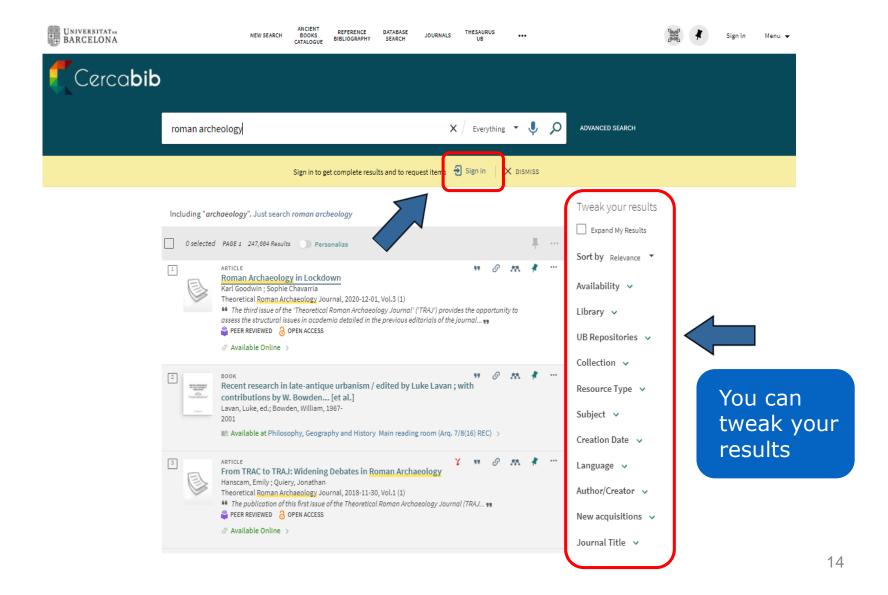
Access from the Cercabib website







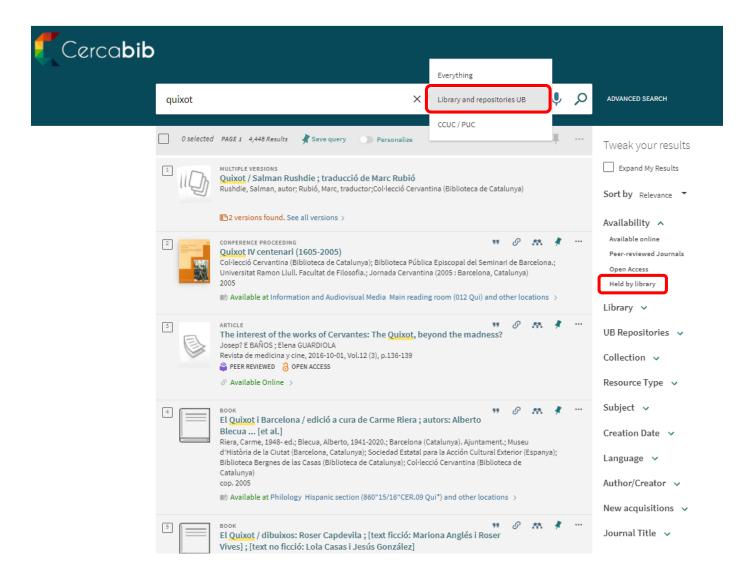
Cercabib: quick search







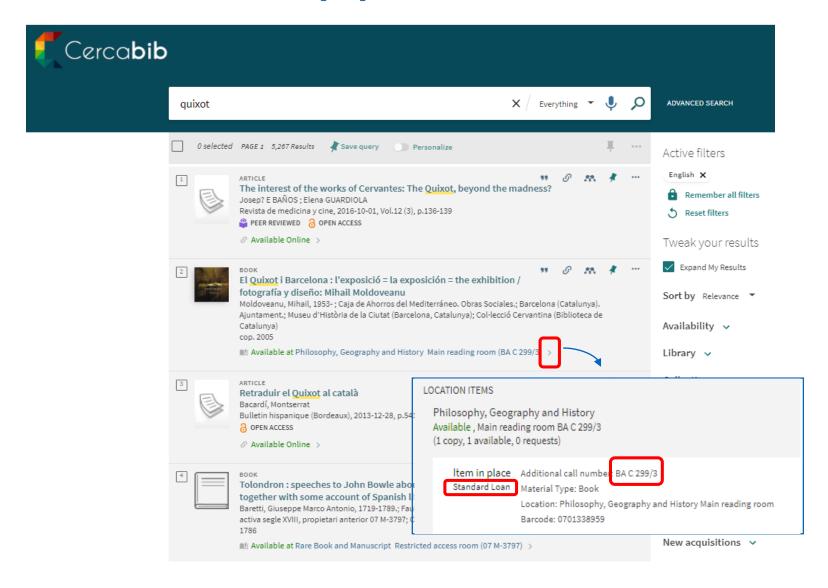
Where do I find it? (I)







Where do I find it? (II)







Cercabib: advanced search

Combine search fields and/or refine your search.

Cerc	abib		
	Search for: Everything Library and repositories UB CCUC / PUC		SIMPLE SEARCH
	Any field Contains Quixot AND Any field Contains Contain	Material Type All items Language Any language Start Date: Day Month Year End Date: Day Month Year	
	→ Any field contains quixot	, ○ SEARCH	





How to borrow books? UB Card

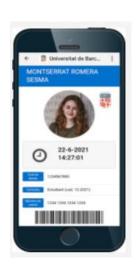
You need your <u>UB Card</u>. There are two types:

1. University smartcard



Validate it in any library.

2. Digital card,
SocUB (Catalan)
mobile app





UB User number (barcode card)





Loans service (I)

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 (Catalan)

- □ Documents that cannot be taken out on loan:
 - Journals and works of reference (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 bibliography:
 - Loan for up to 10 days.



Loans service (II)

Users	Items	Days
UB teaching staff (active, retired or emeritus)/ guest or visiting teaching staff / teaching staff from affiliated centres with <i>venia docendi</i> / EIM, Hispanic Studies, Language Services and IDP-ICE teaching staff / UB departments or research groups researchers / users with specific needs	40	60
PhD students / university master's degree, inter-university master's degree and UB-specific master's degree students / administrative and service staff (active or retired)	20	30
UB bachelor's degree students, students from affiliated, inter-university, accreditation, national or international mobility centres / students from the Institute for Lifelong Learning (IL3) taking courses at the University / students on UB-specific postgraduate courses / university extension students / students from the University of Experience / members of Alumni UB authorized by the UB	10	21
Teaching hospitals staff (Clínic, Bellvitge, Sant Joan de Déu) / non-UB teaching staff of centres with an agreement, the UB Group and the IDP-ICE / staff of research institutes in which the UB participates, is affiliated, linked, with an agreement or of the UB Group / GEO3BCN-CSIC researchers and research fellows	15	21
Students from centres with agreements or from the UB Group / EIM, Hispanic Studies, Language Services and the IDP-ICE students / teaching and research staff, administrative and service staff, doctoral and master's degree students from the Universitat d'Andorra and the Universitat Jaume I / UB Doctors' Senate members / primary and secondary school teaching staff / COBDC members / UB charitable and teaching foundations members / users authorized by the UB teaching and research staff or by the CRAI.	5	10

Audiovisual material loan: 21 days

Recommended bibliography: 10 days Recommended bibliography for weekends (from Friday to Monday): 3 days





Loans service (III)

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.

Reservations

You can reserve a maximum of 8 items, through *My account* or from the loan desks.

Penalties

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

Normal loan and audiovisual material: **1 day**

Loan of reference bibliography: **4 days**Loan of weekend reference
bibliography: **6 days**

History

You can see the list of the items you have borrowed during your studies at the UB under the *Loans* section in *My account*.





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,
- 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,
- c) order it directly from My Account.

CRAI libraries

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





Using 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 Cercabib using the option in My account.

Rules of use the study rooms (Catalan)



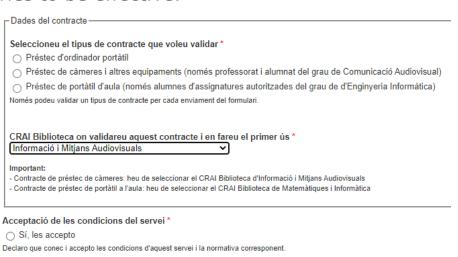






Loan of laptops and other equipment

- Laptops loans available for up to 4 hours within the Library and without reservation in advance.
- To use this service, you must be a member of the UB community and hold a <u>UB</u>
 <u>Card</u> or a document that indicates your entitlement to loan items.
- Service not available to users currently under late returns penalty.
- If you use this service for the first time, you must complete an <u>agreement to</u> <u>accept the terms of service</u> (Catalan) which must be validated in one of the CRAI Libraries to be effective.



 In the case of cameras you have to choose the <u>CRAI Information and</u> Audiovisual Media Library



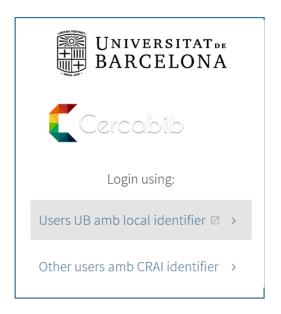


What do I have on loan? My account



This service allows you to access your CRAI **user registration**.

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







<u>Library consortium loans (PUC)</u>

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**.

Where to return items:

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













UNIVERSITAT CENTRAL













PUC online

☐ 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.
- 1) Access <u>University Union Catalogue of Catalonia</u> (CCUC)
- 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

Users	Items	Renewals	Days
Bachelor's degree students, authorized Alumni UB Postgraduate, master's degree and doctoral students University teaching and research staff (PDI) University administrative and service staff (PAS)	10	6	21



Interlibrary loan (PI)

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 <u>PUC</u>.

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

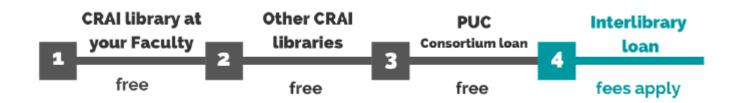


Image source: Get to know the Philology CRAI Library (pdf)





Access to online resources

SIRE

- Use the <u>E-Resources Access Service</u> (SIRE) to consult the electronic information resources to which the CRAI subscribes from a computer or device within or outside the UB network.
- Must be installed previously the <u>Sire button</u> and drag it to Bookmarks.



To access SIRE, you will need the UB username and password that you use to access UB intranets (PDI, PAS or MónUB).

Library Access



• <u>Library Access</u> (Catalan) is a browser extension that facilitates access to electronic resources subscribed by the CRAI of the University of Barcelona.

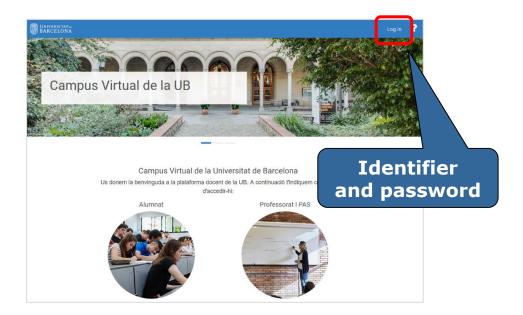




Virtual Campus



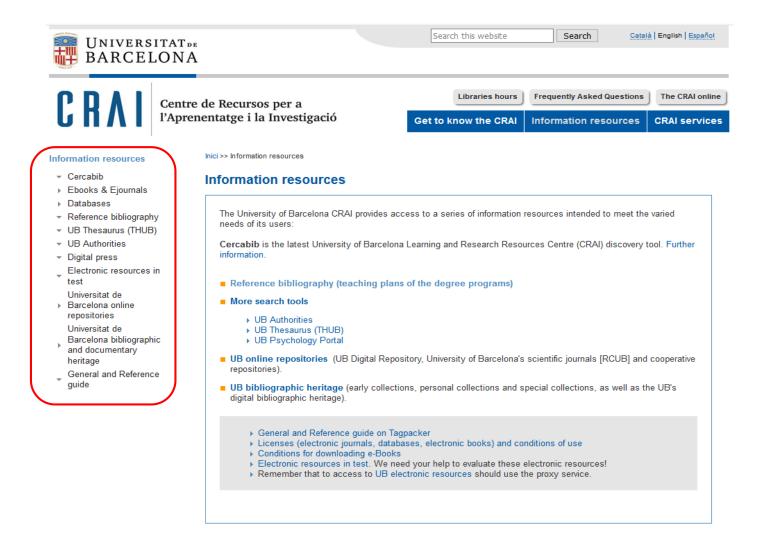
It is the work tool with which you access your subjects and visualize the recommended bibliography, teaching materials and activities.







Information resources







Usernames and passwords

Username	Services	Access
UB	 Virtual Campus How to access electronic resources Interlibrary loan Digital copies 	Students: Alphanumeric code Password PAS/PDI: DNI/Identification no. Password Authorized UB Alumni: Alumni code Alumni password (except access to electronic resources and digital copies)
Local	 Virtual Campus How to access electronic resources Digital copies Computers Loans Interlibrary loan PUC or library consortium loans Cercabib «My account» Wi-Fi UB 	Students: Left-hand section of UB email address + .alumnes E.g.: Email: jarc7@alumnes.ub.edu Username: jarc7.alumnes and UB intranet password PAS/PDI: Left-hand section of UB email address E.g.: Email: joan.garcia@ub.edu Username: joan.garcia and UB intranet password Authorized UB Alumni: Left-hand section of UB email address + .a E.g.: Email: imas@alumni.ub.edu Username: imas.a and UB intranet password (except access to electronic resources and digital copies)
CRAI	LoansCercabib «My account»	For: Student agreement center/UNED; PDI/PAS/3rd cycle UDA, UJI; Teacher at affiliated/agreement UB center; Primary/secondary school teacher; Researcher Research Institute/affiliated UB; Researcher GEO3BCN-CSIC; UB Doctoral Faculty; COBDC member; PDI and PAS UB Group Staff Clinic/Bellvitge/HSJD; Research Staff Institute /Agreement UB; Users authorized by CRAI Access: Code provided by CRAI Libraries + Password
A partir del correu UB	• Wi-Fi Eduroam	PAS/PDI/External: @ub.edu email address Students: UB identification + @ub.edu E.g.: jhergar6@alumnes.ub.edu → jhergar6.alumnes@ub.edu

• How to set the password and obtaining your ID (MónUB help desk)





S@U, User Support Service

- 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 <u>FAQs</u>, as your question may already have been answered.
- S@U is also the channel for delivering your complaints, suggestions and messages of thanks.
- This service is a 24x7 online information and reference service manned by specialized librarians.







User training

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 (Catalan) can be arranged on request.

Self learning resources are also available on the CRAI web.

User training

Our user training service is intended to inform all of our potential users about the CRAI, its libraries and the many services and information resources it offers to the university community and training them in information skills. Fees apply for non-UB users in some of these services.

Courses and workshops



Scheduled courses and workshops

Consult the list of scheduled courses and workshops and register for a place.



Tailored courses and workshops

We offer specific training that meets your needs. Just fill in this short form.



Practical classes and guided visits

*Rare Book and Manuscript CRAI Library: The manuscript room is available for practical classes with documentation provided by the teacher. Further information.

Pavelló de la República ČRAI Library: Guided visits of the library building and the collection can be arranged on request. More information.

Self-training resources



Using the library

- Search at the Cercabib and other catalogs
- ▶ Loans

Usernames for accessing services and resources online



Looking for information?

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

- ▶ on Social Sciences
- on Psychology and Education
- > all resources in alphabetical order



Presentation on academic papers

- Citations and reference management
- ▶ Information sources

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





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 (Catalan) your laptop and log on using your local username (Catalan).

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> (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.edu	jherg07.alumnes
Alumni UB	.a	pperez@alumni.ub.edu	pperez.a



Follow us on social networks!



Blog



Instagram



Twitter



<u>Youtube</u>



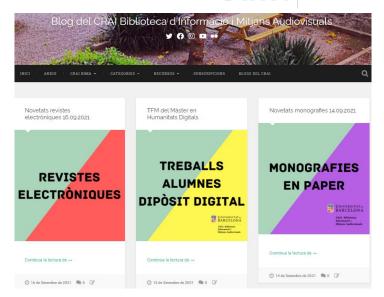
Flickr



<u>Issuu</u>



<u>Facebook</u>







And virtual exhibitions

CRAI Biblioteca d'Informació i Mitjans Audiovisuals



Exposició virtual: CRAI Biblioteca d'Informació i Mitjans Audiovisuals: Un passeig cronològic per les seves eines de difusió 2010-20



Fons i col·leccions

Maig. 2021

Aquesta exposició pretén ser un recull de totes les publicacions fetes pel CRAI d'Informació i Mitjans Audiovisuals (anteriorment CRAI de Biblioteconomia) entre els anys 2010 i 2020 i que s'han anat pujant al Dipósit Digital de la UB i a l'ISSUU de la biblioteca. Hi trobareu diverses guies de lectura, de les quals en destaquen:

Equipaments i plànol Contacte

- La publicació La TRIAde amb recomanacions de recursos i serveis del CRAI a càrrec del professorat de la facultat.
- Les guies de lectura vinculades als seminaris de l'Aula Jordi Rubió i Balaguer.
- Les guies de lectura elaborades amb motiu de diverses exposicions organitzades per la hiblioteca
- Les guies de lectura elaborades amb motiu de la diada de Sant Jordi
- Dossiers CAV, monogràfics relacionats amb la comunicació audiovisual.

Exposició virtual: Sant Jordi 2021 "El món del llibre i la lectura al CRAI BIMA"



Abril, 202

L'exposició virtual commemorativa que hem elaborat des del CRAI BIMA per aquest Sant Jordí 2021 porta coma titol "El món de las libreries i la lectura al CRAI BIMA". En aquesta exposició fem un repàs de les diferents matéries que tenim a la nostra Biblioteca sobre el món de las libreries i la lectura.

Hem comptat amb la col·laboració del professor de la Facultat d'informació i Mitjans Audiovisuals Lluís Agustí, que ha elaborat el pròleg i assessorat per tal que aquesta exposició virtual sigui d'ajuda i interès tant pels alumnes de Grau de la nostra Facultat com per tots els usuaris interessats en la matéria, molt especialment pels alumnes de l'Escola de Llibreria, als qui hem dedicat un apartat especial.

Exposicions virtuals

Cerca les exposicions del CRAI Biblioteca de Informació i Mitjans Audiovisuals

Anlica

Exposició virtual: CRAI Biblioteca d'Informació i Mitjans Audiovisuals: Un passeig cronològic per les seves eines de difusió 2010-20



Maig. 20

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Exposició virtual "Fake News, Fake Science"



Març, 202

Aquesta exposició titulada "Fake News, Fake Science" vol remarcar la importància del paper dels bibliotecaris per combatre la desinformació a través de les sessions de formació d'usuaris i difusió de recursos.





Affluences app

<u>Affluences</u>, is a free app available for <u>iPhone</u> and <u>Android</u>. This application shows you the occupancy rate of the Library and other facilities in real-time.

If you are interested knowing the occupancy rate of the CRAI Information and Audiovisual Media library in real-time or at any hour, you may download this app.







And if you still have questions...

Ask the CRAI staff

Library staff can answer the majority of your questions.

CRAI home page

The section "<u>Frequently asked questions</u>" 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.

Or call us on 934 035 769



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