Get to know the Information and Audiovisual Media CRAI Library

Academic year 2021-22
What's the aim of this session?

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


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)
• CRAI Libraries Regulation (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 Eduroam network throughout the Library. How to get connected
- 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: [Printing, Publishing and Bookselling Catalogues](#) (UB Digital Heritage Library) and the [Photographs of the School of Librarians](#). 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 [form](#) (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.
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**

*Cercabib* 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

First, you must sign up to obtain the full results and to reserve documents.
You can tweak your results.
Where do I find it? (I)

Cercabib

Search for "Quixot"

Library and repositories UB

Available online

Held by Library

UB Repositories

Collection

Resource Type

Subject

Creation Date

Language

Author/Creator

New acquisitions

Journal Title
Where do I find it? (II)

Cercabib

Search for: quixot

Active filters
- English

Tweak your results
- Expand My Results

Availability

Library

LOCATION ITEMS
- Philosophy, Geography and History
  - Available, Main reading room BA C 299/3
    - 1 copy, 1 available, 0 requests

Item in place: BA C 299/3
Material Type: Book
Location: Philosophy, Geography and History Main reading room
Barcode: 0701338959

New acquisitions
**Cercabib: advanced search**

Combine search fields and/or refine your search.
How to borrow books? UB Card

You need your **UB Card**.
There are two types:

1. **University smartcard**
   Validate it in any library.

2. **Digital card, SocUB (Catalan) mobile app**
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)

<table>
<thead>
<tr>
<th>Users</th>
<th>Items</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>UB teaching staff (active, retired or emeritus)/ guest or visiting teaching staff / teaching staff from affiliated centres with <em>venia docendi</em> / EIM, Hispanic Studies, Language Services and IDP-ICE teaching staff / UB departments or research groups researchers / users with specific needs</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>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)</td>
<td>20</td>
<td>30</td>
</tr>
<tr>
<td>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</td>
<td>10</td>
<td>21</td>
</tr>
<tr>
<td>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</td>
<td>15</td>
<td>21</td>
</tr>
<tr>
<td>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.</td>
<td>5</td>
<td>10</td>
</tr>
</tbody>
</table>

**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.

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

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

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.
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 **UB Card** 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 **agreement to accept the terms of service** (Catalan) which must be validated in one of the CRAI Libraries to be effective.

- In the case of cameras you have to choose the **CRAI Information and 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.
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**.

Where to return items:

a) To any UB CRAI library.

b) To any of the libraries linked to the institution that holds the item.
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 [University Union Catalogue of Catalonia](http://example.com) (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

<table>
<thead>
<tr>
<th>Users</th>
<th>Items</th>
<th>Renewals</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s degree students, authorized Alumni UB</td>
<td>10</td>
<td>6</td>
<td>21</td>
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<tr>
<td>Postgraduate, master’s degree and doctoral students</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>University teaching and research staff (PDI)</td>
<td></td>
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<tr>
<td>University administrative and service staff (PAS)</td>
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</table>
**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 PUC.

It also centralizes the loan of CRAI collection items to other institutions. This is a **paid service**.

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

SIRE

• 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.

• Must be installed previously the Sire button 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

• Library Access (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

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.

- Reference bibliography (teaching plans of the degree programs)
- More search tools
  - UB Authorities
  - UB Thesaurus (THUB)
  - UB Psychology Portal
- 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).

- General and Reference guide on Tagpacker
- Licenses (electronic journals, databases, electronic books) and conditions of use
- Conditions for downloading e-Books
- Electronic resources in test. We need your help to evaluate these electronic resources!
- Remember that to access to UB electronic resources should use the proxy service.
## Usernames and passwords

<table>
<thead>
<tr>
<th>Username</th>
<th>Services</th>
<th>Access</th>
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<tbody>
<tr>
<td><strong>UB</strong></td>
<td>• Virtual Campus</td>
<td><strong>Students:</strong> Alphanumeric code Password</td>
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<tr>
<td></td>
<td>• How to access electronic resources</td>
<td><strong>PAS/PDI:</strong> DNI/Identification no. Password</td>
</tr>
<tr>
<td></td>
<td>• Interlibrary loan</td>
<td><strong>Authorized UB Alumni:</strong> Alumni code Alumni password (except access to electronic resources and digital copies)</td>
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<tr>
<td></td>
<td>• Digital copies</td>
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<tr>
<td><strong>Local</strong></td>
<td>• Virtual Campus</td>
<td><strong>Students:</strong> Left-hand section of UB email address + .alumnes E.g.: Email: <a href="mailto:jarc7@alumnes.ub.edu">jarc7@alumnes.ub.edu</a> Username: jarc7.alumnes and UB intranet password</td>
</tr>
<tr>
<td></td>
<td>• How to access electronic resources</td>
<td><strong>PAS/PDI:</strong> Left-hand section of UB email address E.g.: Email: <a href="mailto:joan.garcia@ub.edu">joan.garcia@ub.edu</a> Username: joan.garcia and UB intranet password</td>
</tr>
<tr>
<td></td>
<td>• Digital copies</td>
<td><strong>Authorized UB Alumni:</strong> Left-hand section of UB email address + .a E.g.: Email: <a href="mailto:imas@alumni.ub.edu">imas@alumni.ub.edu</a> Username: imas.a and UB intranet password (except access to electronic resources and digital copies)</td>
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<td></td>
<td>• Computers</td>
<td></td>
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<tr>
<td></td>
<td>• Loans</td>
<td><strong>For:</strong> 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</td>
</tr>
<tr>
<td></td>
<td>• Interlibrary loan</td>
<td><strong>Access:</strong> Code provided by <a href="#">CRAI Libraries</a> + Password</td>
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<td></td>
<td>• PUC or library consortium loans</td>
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<td></td>
<td>• Cercabib «My account»</td>
<td></td>
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<td></td>
<td>• Wi-Fi UB</td>
<td></td>
</tr>
<tr>
<td><strong>CRAI</strong></td>
<td>• Loans</td>
<td><strong>PAS/PDI/External:</strong> @ub.edu email address Students: UB identification + @ub.edu E.g.: <a href="mailto:jhergar6@alumnes.ub.edu">jhergar6@alumnes.ub.edu</a> → <a href="mailto:jhergar6.alumnes@ub.edu">jhergar6.alumnes@ub.edu</a></td>
</tr>
<tr>
<td></td>
<td>• Cercabib «My account»</td>
<td></td>
</tr>
<tr>
<td><strong>A partir del correu UB</strong></td>
<td>• Wi-Fi Eduroam</td>
<td></td>
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**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 FAQs, 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.
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 Eduroam configuration guide (Catalan).

<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> <a href="mailto:cherrera@ub.edu">cherrera@ub.edu</a></td>
<td>joan.pere.garcia 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>
Follow us on social networks!

- Blog
- Instagram
- Twitter
- Youtube
- Flickr
- Issuu
- Facebook
And virtual exhibitions

CRAI Biblioteca d’Informació i Mitjans Audiovisuals

Exposición virtual: CRAI Biblioteca d’Informació i Mitjans Audiovisuals: Un passeig cronològic per les seves eines de difusió 2010-20
Mag. 2021

Aquesta exposició presenta un recull de totes les publicacions fets per CRAI a Informació i Mitjans Audiovisuals (actualment CRAI de Biblioteconomia) entre els anys 2010 i 2020 que han estat publicats als dipòsits digitals de la Biblioteca. Aquest recull mostra diferents guies de lectura, de les quals ens destaquen:

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

Exposición virtual: Sant Jordi 2021 “El món del llibre i la lectura al CRAI BIMA”
Abril 2021

L’exposició virtual commemorativa que hom elabora des del CRAI BIMA per aquest Sant Jordi 2021 porta com a títol “El món dels llibres i la lectura al CRAI BIMA”. Aquesta exposició hom fa un recull de les diferents matèries que hom ha presentat a la nostra Biblioteca sobre el món de les llibres i la lectura.

Hom compta amb la col·laboració del professor de la Facultat d’Informació i Mitjans Audiovisuals Lluís Agustí que ha elaborat el prototip i el llibre d’assessorament per tal que aquesta exposició virtual sigui d’ajuda i interesse per a tots els estudiants i professors del CRAI BIMA que no puguin assistir per les mesures de seguretat per a la prevenció de la diada dels llibres.

Exposición virtual “Fake News, Fake Science”
Març 2020

Aquesta exposició titulada “Fake News, Fake Science” vol sensibilitzar sobre l’ importància de la informació falsa i la seva importància a través de les assaig de formació d’usuaris i difusió de recursos.
Affluences app

Affluences, is a free app available for iPhone and Android. 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 "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.

Or call us on
934 035 769
Thank you!

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