Getting to know the Biology CRAI Library

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

Biology CRAI Library

- **Address:**
  Diagonal 643 – 08028 Barcelona
  934 021 567
  craibiologia@ub.edu

- **Opening hours:**
  Monday to Friday, 8 a.m. – 8 p.m.

- **Special opening hours in exam periods and at weekends**

- **Library service regulations**

- **CRAI service charter**
Library map – Floor S1

- Monographs
- Herbarium
- Audiovisuals
- Computer room
- Information and loans desk
- Reprographics

Entrance
Library map – Floor S2

- Serials collection
- Rooms and tables for group work
- Individual desks
- Computer room
- Information desk
## The collection

<table>
<thead>
<tr>
<th>Library materials</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monographs</td>
<td>Floor S1</td>
</tr>
<tr>
<td>Multimedia</td>
<td></td>
</tr>
<tr>
<td>Herbarium</td>
<td></td>
</tr>
<tr>
<td>Paper journals (non-online serials only)</td>
<td>Floor S2</td>
</tr>
<tr>
<td>AEC collection (European Association of Coleopterology)</td>
<td></td>
</tr>
<tr>
<td>Theses and dissertations</td>
<td>Loans desk</td>
</tr>
<tr>
<td>Special collections</td>
<td></td>
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<tr>
<td>Repository collection</td>
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<tr>
<td>Reserve collection</td>
<td></td>
</tr>
<tr>
<td>Electronic journals</td>
<td>CRAI website</td>
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<tr>
<td>Electronic books</td>
<td></td>
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<tr>
<td>Databases</td>
<td></td>
</tr>
<tr>
<td>UB scientific production, etc.</td>
<td></td>
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</tbody>
</table>
Getting started with CRAI!
http://crai.ub.edu/coneix-el-crai/inicia-t-en-el-crai
### Usernames and passwords
http://crai.ub.edu/en/crai-services/resources-online/authentication

<table>
<thead>
<tr>
<th>Service</th>
<th>Username</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer access</td>
<td>Build it from your UB email address. Example: <a href="mailto:mgarm008@alumnes.ub.edu">mgarm008@alumnes.ub.edu</a></td>
<td>Món UB password</td>
</tr>
<tr>
<td>UB Wi-Fi (network settings)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My account (Catalogue: reservations, renewals, free photocopies, reading history, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catalan university library loan (PUC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virtual Campus</td>
<td>Món UB ID (alphanumeric code, as indicated on the certificate of enrolment)</td>
<td>Món UB password</td>
</tr>
<tr>
<td>UB email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Món UB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic resources (SIRE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interlibrary loans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eduroam Wi-Fi (network settings)</td>
<td>Build it from your UB email address. Example: <a href="mailto:mgarm008@alumnes.ub.edu">mgarm008@alumnes.ub.edu</a></td>
<td>Món UB password</td>
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</tbody>
</table>

- Watch this [video tutorial](#)
- [Further information](#) on the UB Wi-Fi and Eduroam networks.
Catalogue
http://cataleg.ub.edu/*eng

Access to the catalogue
Access **My account** to reserve documents and group work spaces. You can also renew the return deadline on your borrowed books.

**Renewals**
The return deadline for borrowed books can be renewed as many times as needed, provided no reservations have been made for them by other users. Renewals can be made at the loans desk, by telephone, or via My account. [Video tutorial](https://cataleg.ub.edu/patroninfo*eng).

**Reservations**
You can reserve up to 8 items altogether, whichever UB library they are located in. Reservations can be made via My account, at the loans desk, or by telephone. [Video tutorial](https://cataleg.ub.edu/patroninfo*eng).

**Reading history**
Click the **Reading history** button on My account to keep track of your borrowed books throughout your entire stay at the UB. [Help](https://cataleg.ub.edu/patroninfo*eng).
# Loan service

<table>
<thead>
<tr>
<th>Users</th>
<th>Items</th>
<th>Loan period *</th>
</tr>
</thead>
<tbody>
<tr>
<td>UB teaching and research staff (PDI): current, retired and emeritus staff of the UB, of affiliated academic institutions with <em>venia docendi</em>, 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 CSIC researchers of the Jaume Almera Institute of Earth Sciences</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>UB postgraduate students and administrative and service staff (PAS): PhD students, postgraduate 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>Bachelor's degree, postgraduate and university extension students: bachelor’s degree students at the UB or affiliated centres, interuniversity students, national and international mobility students, IL3 students taking UB 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 (Clínic, Bellvitge, Sant Joan de Déu), PDI members of centres with agreements with the UB and of the UB Group including Institute of Education Sciences (ICE) teaching staff with UB contracts, research fellows of the Jaume Almera Institute of Earth Sciences and the staff of any research institute that is associated, attached, partnered or agreed with, or is a member of the UB Group</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

**Loan service regulations**

**Further information**
Library consortium loan service (PUC)
http://crai.ub.edu/en/crai-services/loans/loans-puc

The PUC is a free loan service which allows users from any member library to request and borrow items from any other member library of 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. Video tutorial.

Where to return items:
a) At any UB CRAI Library.
b) At any of the libraries belonging to the institution that holds the item.
PUC via the web
http://puc.cbuc.cat

Requirements:

— You MUST be registered in your institution's library user database.
— You MUST NOT have any overdue loans at your institution.
— Your library account MUST NOT be blocked by your institution.

1. **Access** the University Union Catalogue of Catalonia (CCUC): http://puc.cbuc.cat/

2. Check the catalogue. Select and **request the item**, if available. Type in your username and password when prompted. Choose the UB library where you want to pick up the item.

3. You will get an **email alert** when the item arrives at the library you choose.

4. You can **return** the item either to any UB library or to any of the lending institution’s libraries.
## PUC loan conditions

<table>
<thead>
<tr>
<th>Users</th>
<th>Items</th>
<th>Renewals</th>
<th>Loan period: printed documents</th>
<th>Loan period: audiovisuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s degree students, first- or second-cycle pre-EHEA 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>
Reserving study rooms
http://crai.ub.edu/en/crai-services/loans/ub-equipment

- The Biology CRAI Library has 5 rooms and 5 desks available for work groups of 5-6 people each. Reservations can be made through the catalogue by selecting the **My account** option.
- Video tutorial.
- Instructions on the use of study rooms.

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

- Go to the loans desk for laptop requests and returns.
- No reservations are permitted.
- Read, fill out, and sign the loan agreement form.
- Loan period: up to 4 hours (renewable at loans desk).
- Service not available to any users under a late return penalty.
- Borrowed laptops can only be used on library premises.
- Regulations
**Interlibrary loans**
http://crai.ub.edu/en/crai-services/loans/inter-library-loans

The interlibrary loan service enables users to locate and obtain copies of items which are neither held by CRAI nor available from another Catalan university through PUC.

The UB CRAI also operates as a loan centre, offering its own collection to third-party institutions. Please check the service [fees](#).
Information resources
http://crai.ub.edu/en/information-resources
Access to online resources
http://crai.ub.edu/en/crai-services/resources-online/proxy

The E-Resources Access Service (SIRE) allows UB users to access electronic information resources to which CRAI subscribes from any computer or device, regardless of whether it is located within or outside the UB network.

When accessing SIRE, you will be prompted to enter your UB username and password to log in. These are the same ID codes you use to access the UB intranets (PDI, PAS or MónUB).

Video tutorial
Virtual Campus
https://campusvirtual2.ub.edu

This online tool provides users with access to the contents of subjects they are enrolled in: syllabus, recommended reading lists, teaching materials, as well as the tasks and activities assigned.
Information and user training

Information

Information and loans desk  
934 021 567  
craibiologia@ub.edu

Frequently asked questions  
S@U: User Support Service

User training

Training sessions

User training courses are designed to provide information about CRAI, its libraries, and its services and information resources, which are available to the entire university community.

Self-learning materials: guides and tutorials
Thank you!

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