



UNIVERSITAT DE  
BARCELONA

CRAI

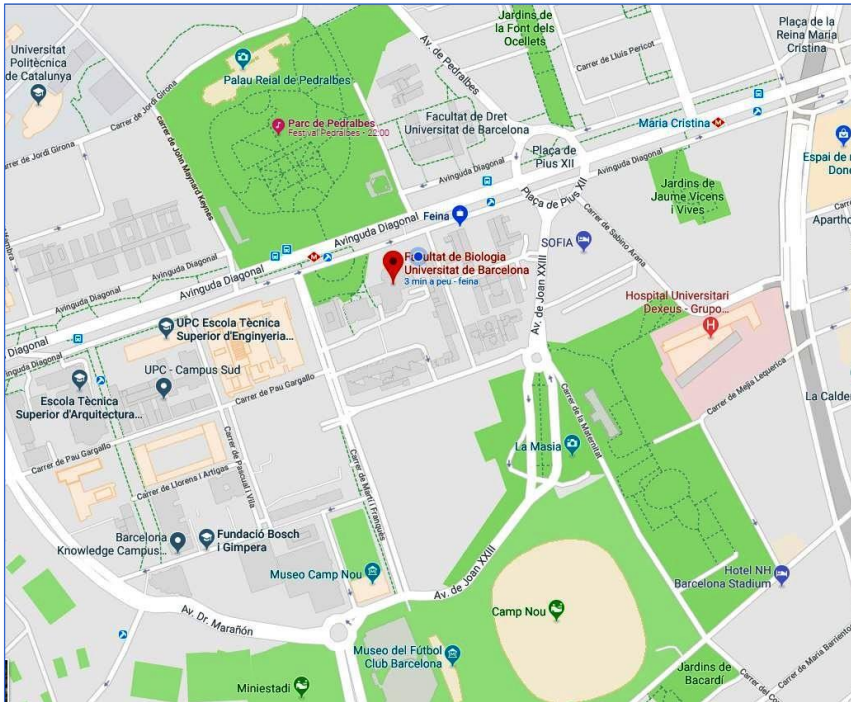
Centre de Recursos per a  
l'Aprenentatge i la Investigació

# **Getting to know the Biology CRAI Library**

## **Academic year 2018-19**

## Where are we? When are we open?

# Biology CRAI Library



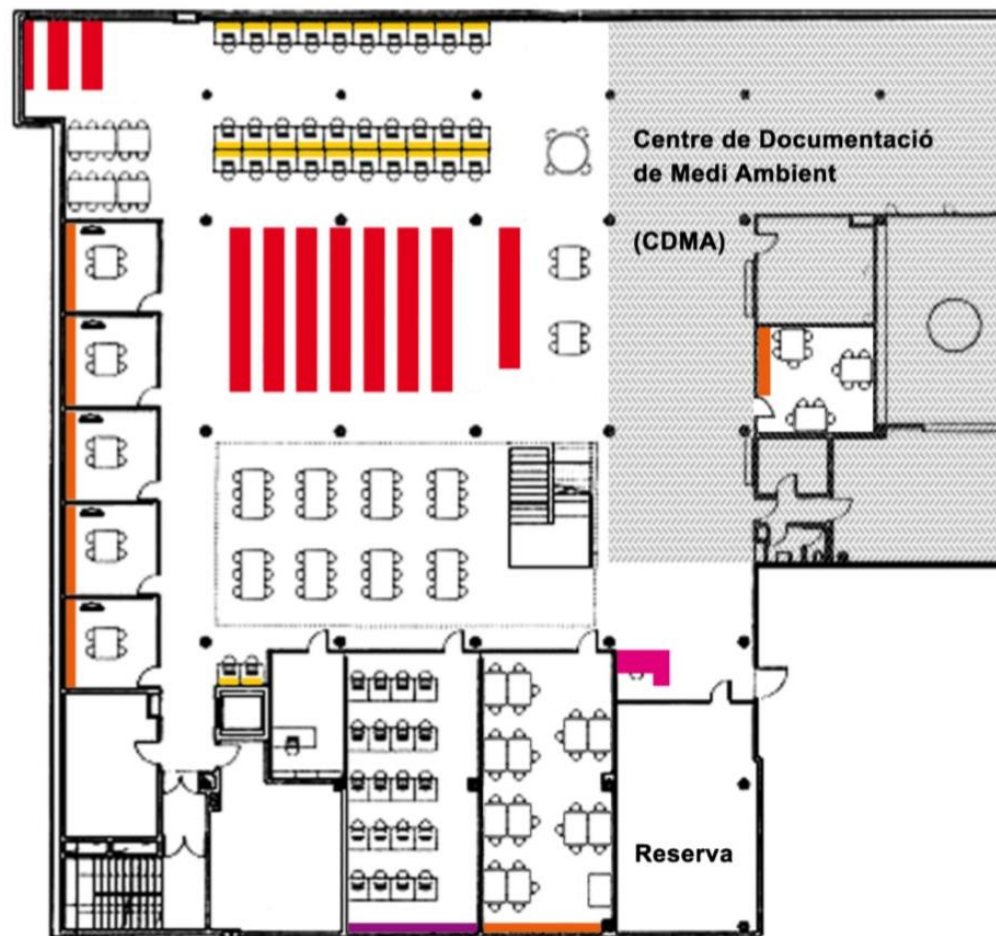
- ❑ Address:  
Diagonal 643 – 08028 Barcelona  
934 021 567  
craibiologia@ub.edu
- ❑ Opening hours:  
Monday to Friday, 8 a.m. – 8 p.m.
- ❑ [Special opening hours in exam periods and at weekends](#)
- ❑ [Library service regulations](#)
- ❑ [CRAI service charter](#)






## Library map – Floor S1



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

## Library map – Floor S2



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

## The collection

Library materials	Location
Monographs Multimedia Herbarium	Floor S1
Paper journals (non-online serials only)	Floor S2
Theses and dissertations Special collections Repository collection Reserve collection	Loans desk
Electronic journals Electronic books Databases UB scientific production, etc.	CRAI website



## Getting started with CRAI!

<http://crai.ub.edu/coneix-el-crai/inicia-t-en-el-crai>

**Coneix el CRAI: molt més del que t'imagines**



00:02 02:10

La utilització d'alguns recursos i serveis requereix una identitat electrònica.

Quins codis s'utilitzen per autenticar-se en els serveis i recursos en línia?

Com buscar documents (llibres, revistes, DVD, etc.) al Catàleg de les biblioteques del CRAI?

Més informació?

Com reservar sales de treball?

### Préstec



Com reservar documents? Més informació?



Com renovar préstecs?



PUC o préstec consorciat?

### Accés als recursos



Com accedir als recursos electrònics: revistes, llibres i bases de dades?

### Teniu dubtes?



## Username and passwords

<http://crai.ub.edu/en/crai-services/resources-online/authentication>

Service	Username	Password
<ul style="list-style-type: none"><li>Computer access</li><li>UB Wi-Fi (<a href="#">network settings</a>)</li><li><i>My account</i> (Cercabib: reservations, renewals, digital copies, reading history, etc.)</li><li>Catalan university library loan (PUC)</li></ul>	Build it from your UB email address. Example: For the email: <b>mgarm008@alumnes.ub.edu</b> the username would be: <b>mgarm008.alumnes</b>	Món UB password
<ul style="list-style-type: none"><li>Virtual Campus</li><li>UB email</li><li>Món UB</li><li>Electronic resources (SIRE)</li><li>Interlibrary loans</li></ul>	Món UB ID (alphanumeric code, as indicated on the certificate of enrolment)	Món UB password
<ul style="list-style-type: none"><li>Eduroam Wi-Fi (<a href="#">network settings</a>)</li></ul>	Build it from your UB email address. Example: For the email: <b>mgarm008@alumnes.ub.edu</b> the username would be: <b>mgarm008.alumnes@ub.edu</b>	Món UB password

- Watch this [video tutorial](#).
- [Further information](#) on the UB Wi-Fi and Eduroam networks.

## Cercabib

<http://cercabib.ub.edu/>

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

**Access to Cercabib,  
at the CRAI home  
page**

<http://crai.ub.edu/en>

What's **Cercabib**?

How does **Cercabib** work?

The screenshot shows the CRAI (Centre de Recursos per a l'Aprenentatge i la Investigació) home page of the Universitat de Barcelona. The page features a header with the university logo and name, and navigation links for 'CRAI Home' and 'UB Home'. A search bar is located in the top right corner. Below the header, the CRAI logo and name are prominently displayed, along with the tagline 'Centre de Recursos per a l'Aprenentatge i la Investigació'. A large banner for 'Cercabib' is featured, with the text 'Troba llibres-e, articles de revistes, tesis, TFG, TFM, audiovisuals, bases de dades, revistes, llibres, col·leccions patrimonials, materials docents i molt més!!!' and the tagline 'Cercabib: Eina única de recuperació d'informació'. Below the banner, there is a search bar with the placeholder text 'Search for keyword, author, journal, book, etc.' and a red-bordered 'Search' button. To the right of the search bar, there are links for 'Ebooks and Ejournals Database', 'More search tools About Cercabib', 'New acquisitions Suggest a purchase', and 'My account'. Below the search bar, there are icons for 'Opening hours', 'Borrowing', 'Online access', 'Get started in the CRAI', 'Virtual exhibitions', and 'Marketing'. At the bottom of the page, there are four columns of links: 'Teaching Support' (Virtual Campus, Space of LKT/ICT, Creating teaching materials, Publication of teaching materials in the Digital Repository), 'Support for researchers' (Research data, Citations and reference management, Mendeley, Evaluation of research outputs, Open access, Portal de la Recerca de alunya), 'Tools for publishing' (Instructions for depositing in repositories, Standard criteria for listing the authors of scientific papers, Copyright, Researcher identifiers), and 'Other links' (Sponsor a document, Donation to the CRAI, Service charter, UB Digital Repository, Digital Heritage Library (BIPaDi), Scientific journals of the University (RCUB), Web of Science). On the right side of the page, there is a 'Notícies' (News) section with several articles, including 'Elsevier Doyma Spanish Medical Collection. Renovació 2018', 'Aportacions del CRAI al portal Dialnet', 'Sessions de formació a la Facultat de Geografia i Història per part del CRAI Biblioteca del Pavelló', and 'Aturada del Dipòsit Digital de la UB el dimarts 12 de juny'. There is also a 'Tweets' section by @crai\_ub, featuring a tweet about exam preparation and a yellow warning sign icon.



## My account

<https://bit.ly/2DaI7Jz>

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](#).

## 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](#).

## Reading history

Click the **Reading history** button on *My account* to keep track of your borrowed books throughout your entire stay at the UB.



The screenshot shows the CRAI website interface. At the top, there's a header with the Universitat de Barcelona logo and navigation links. The main content area features a large banner for 'Cercabib' with a search bar and a 'My account' link highlighted in a red box. Below the banner, there's a navigation bar with icons for 'Opening hours', 'Borrowing' (highlighted with a red box), 'Online access', 'Get started', 'Reservations', and 'Marketing'. A large blue arrow points from the 'My account' link in the main content area to the 'Borrowing' icon in the navigation bar. The right sidebar contains various notices and tweets.

## Loan service

Users	Items	Loan period *
UB teaching and research staff (PDI): current, retired and emeritus staff of the UB, of affiliated academic institutions with <i>venia docendi</i> , 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	40	60
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	20	30
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	10	20
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	15	20
* Audiovisual material: 7 days		
* Recommended reading list: 10 days		
* Recommended weekend reading list (from Friday to Monday): 3 days		
<a href="#">Loan service regulations</a> <a href="#">Further information</a>		

## 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.

**UB**  
Universitat Autònoma de Barcelona



## 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

Users	Items	Renewals	Loan period: printed documents	Loan period: audiovisuals
Bachelor's degree students, first- or second-cycle pre- EHEA students	4	4	10	5
Postgraduate, third-cycle, master's degree and doctoral students	8	4	20	5
University teaching and research staff (PDI), and registered users of the National Library of Catalonia	8	4	20	5
University administrative and service staff (PAS), and staff of the National Library of Catalonia	8	4	20	5
Other authorized users	4	4	10	5



## Reserving study rooms

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

- ☐ The Biology CRAI Library has 5 rooms and 9 desks available for work groups of 5-6 people each. Reservations can be made through the Cercabib 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

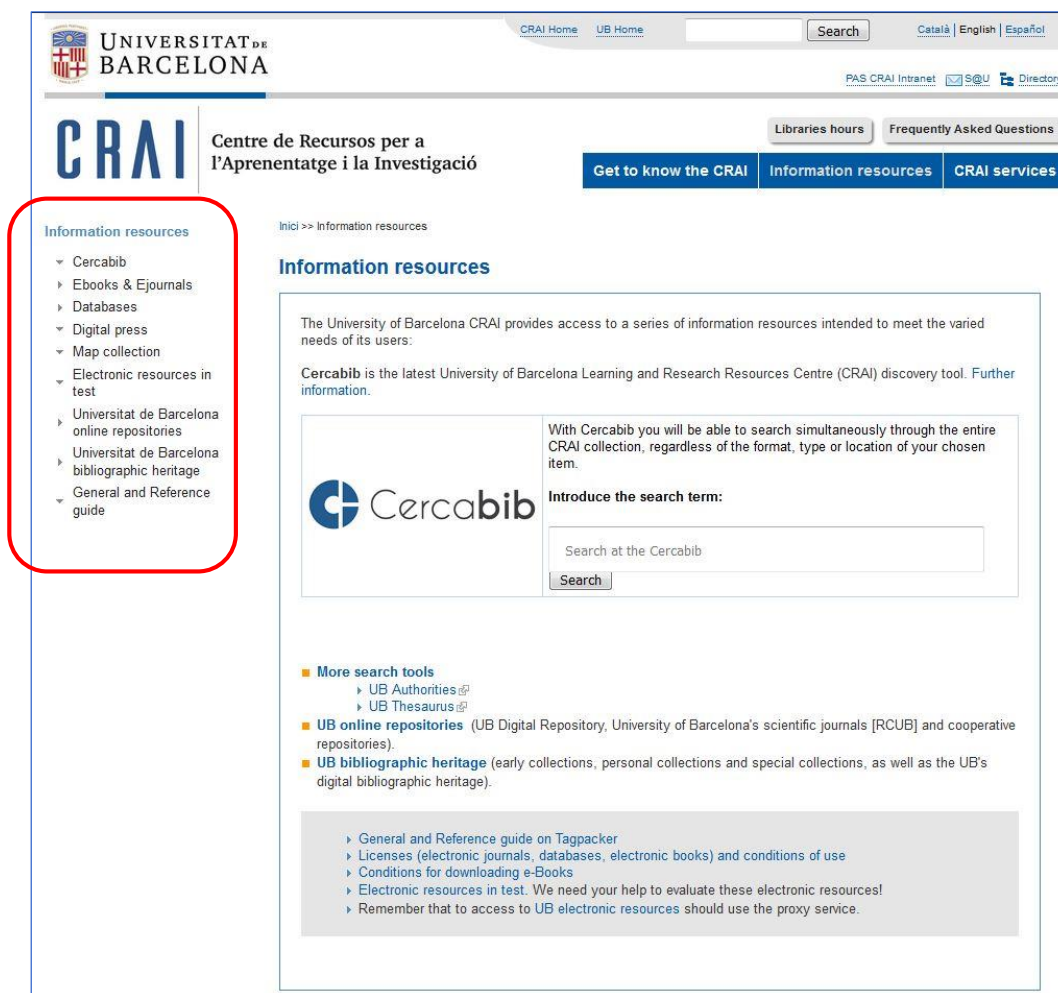
<http://crai.ub.edu/en/crai-services/loans/inter-library-loans>

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>



The screenshot shows the CRAI website interface. The top navigation bar includes the University of Barcelona logo, language options (Català, English, Español), and links to PAS CRAI Intranet, S@U, and Directory. The main header features the CRAI logo and the text 'Centre de Recursos per a l'Aprenentatge i la Investigació'. Below this, there are buttons for 'Libraries hours', 'Frequently Asked Questions', and a navigation bar with 'Get to know the CRAI', 'Information resources', and 'CRAI services'. The 'Information resources' section is highlighted with a red box in the sidebar menu. The main content area, titled 'Information resources', describes the CRAI's mission and introduces 'Cercabib', the latest discovery tool. It includes a search box with the placeholder 'Search at the Cercabib' and a 'Search' button. Below the search box, there are links to 'More search tools' (UB Authorities, UB Thesaurus), 'UB online repositories' (UB Digital Repository, UB's scientific journals [RCUB] and cooperative repositories), and 'UB bibliographic heritage' (early collections, personal collections and special collections, as well as the UB's digital bibliographic heritage). A footer section contains links to '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!', and 'Remember that to access to UB electronic resources should use the proxy service.'

UNIVERSITAT DE  
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CRAI Home UB Home Search Català English Español

PAS CRAI Intranet S@U Directory

CRAI Centre de Recursos per a l'Aprenentatge i la Investigació

Libraries hours Frequently Asked Questions

Get to know the CRAI Information resources CRAI services

Information resources

- ▼ Cercabib
- ▶ Ebooks & Ejournals
- ▶ Databases
- ▼ Digital press
- ▶ Map collection
- ▼ Electronic resources in test
- ▶ Universitat de Barcelona online repositories
- ▶ Universitat de Barcelona bibliographic heritage
- ▼ General and Reference guide

Inici >> Information resources

### 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.

**Cercabib**

Introduce the search term:

Search at the Cercabib

Search

■ **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).

▶ 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.

## 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.

Virtual Campus

The screenshot shows the CRAI website interface. At the top, there's a header with the Universitat de Barcelona logo and CRAI name. Below that, a navigation bar includes links like 'Get to know the CRAI', 'Information resources', and 'CRAI services'. The main banner features 'Cercabib' with a search bar and a list of resources. Below the banner, there's a section with icons for 'Opening hours', 'Borrowing', 'Online access', 'Get started in the CRAI', 'Virtual exhibitions', and 'Marketing'. At the bottom, a table lists various support services. The 'Teaching Support' section is highlighted with a red box and includes links to 'Virtual Campus', 'Space of ERMOT', 'Creating teaching materials', 'Publication of teaching materials in the Digital Repository', and 'Portal de la Recerca de l'alumna'. Other sections include 'Support for researchers', 'Tools for publishing', and 'Other links'. A sidebar on the right contains 'Notícies' (News) and 'Tweets'.

Teaching Support	Support for researchers	Tools for publishing	Other links
<a href="#">Virtual Campus</a>	<a href="#">Research data</a>	<a href="#">Instructions for depositing in repositories</a>	<a href="#">Sponsor a document</a>
<a href="#">Space of ERMOT</a>	<a href="#">Citations and reference management</a>	<a href="#">Standard criteria for listing the authors of scientific papers</a>	<a href="#">Donation to the CRAI</a>
<a href="#">Creating teaching materials</a>	<a href="#">Mendeley</a>	<a href="#">Copyright</a>	<a href="#">Service charter</a>
<a href="#">Publication of teaching materials in the Digital Repository</a>	<a href="#">Evaluation of research outputs</a>	<a href="#">Researcher Identifiers</a>	<a href="#">UB Digital Repository</a>
	<a href="#">Open access</a>		<a href="#">Digital Heritage Library (BIPaDI)</a>
	<a href="#">Portal de la Recerca de l'alumna</a>		<a href="#">Scientific journals of the University (RCUB)</a>
			<a href="#">Web of Science</a>



## Information and user training

### Information

Information and loans desk

934 021 567

[craibiologia@ub.edu](mailto:craibiologia@ub.edu)

[Frequently asked questions](#)

[S@U: User Support Service](#)



Twitter

<https://twitter.com/craibiologia>



### 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](https://bit.ly/2s05WCQ)**