Get to know the Mundet Campus CRAI Library
Academic year 2018-19
What's the aim of this session?

To present the Mundet Campus CRAI Library and its services


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

crai.ub.edu/en
What will we be talking about?

- Where are we? When we're open
- Library map
- Equipment and facilities
- Division in areas according to noise level
- The collection: books, journals, etc.
- Start using CRAI
- Cercabib
- How do I take books out? UB Card
- Document loans
- Study rooms and laptop loans
- What do I have on loan? My account
- Library consortium loans (PUC)
- Interlibrary loans
- Access to online resources
- Virtual Campus
- Information resources
- Usernames and passwords
- S@U, User Support Service
- User training
- Thematic guides
- Wi-Fi and access to Faculty computers
- Follows us on social networks and in virtual exhibitions
- And if you still have questions...
Where are we? When we're open

CRAI Mundet Campus Library

- Address:
  Passeig de la Vall d’Hebron, 171
  +34 934 034 750
  bib_mundet@ub.edu
  Addresses of other libraries

- Opening hours:
  Mon-Fri: from 8.30 a.m. to 8.30 p.m.
  Weekends and public holidays from 9.30 a.m. to 8.30 p.m.

- Special opening hours in exam periods and at weekends
- Library service regulations
- CRAI service charter
Library map
Equipment and facilities

- Training room with 21 computers
- 49 computers for enquiries
- 8 group or individual study rooms
- 7 laptops for loan
- Wi-Fi area
- 771 single-user reading desks
- 2 book-return mailboxes (vestibule of Llevant building and next to the bar)
- Newspaper archive
- Self-service loan machine
- Information display
- Services for people with visual impairments: magnifying glass-light and Zoom Text and Non Visual Desktop Access (NVDA) software
- Tables adapted to wheelchairs
Division in areas according to noise level

Hemeroteca
ZONE DE SILENCI

Sales de lectura P1 i P2
ZONE DE TREBALL INDIVIDUAL

Sales de treball
ZONE DE TREBALL EN GRUP

Silence area (red)
Silence areas to encourage focus. No noise is permitted.

Individual work area (orange)
Reading and search area. Working is possible, but silence is not complete.

Group work area (green)
Reading and search area. Highest noise level.
The collection: books, journals, etc.

- The Mundet Campus CRAI Library combines research and specialized collections for the following studies: Social Education, Teacher Training, Education, Psychology, Educational Psychology and Social Work.

- The overall collection comprises monographs, printed journals, electronic resources, doctoral theses and audiovisual materials.

- Books, theses and audiovisual material follow the classification. Journals are classified alphabetically.

- The library also houses a series of special collections: Bibliographic collection of the Government of Catalonia Normal School (1931-1939), tests, textbooks, children's and young adults' literature and bibliographic collection of Mateu publishers.

- You can use this form to send your proposals for book purchases.
Start using CRAI
crai.ub.edu/coneix-el-crai/inicia-t-en-el-crai
Cercabib: quick search

 roman archaeology

Results 1 - 25 of 13466 for roman archaeology

Refine by:
- Library Catalog (122)
- ESCOL DED (112234)
- Full Text
- Peer Reviewed

Availability
- All the Library (65)
- Online (3)

Found in (only Catalog)
- Title (7)
- Subject (9)

Location (only Catalog)
- CaixaRepos (1)
- Fine Arts (1)
- Law (3)
- Philosophy (17)
- Philosophy, Geography and History (76)

Collection
- Digital de la Universitat de Barcelona (28)
- Ancient Books (2)
- Journals (3)
- Online Resources (6)

Material type
- Article/Chapter online (80300)
- Biographies (754)
- Book (97)
- Book online (15400)
Where do I find it? (I)
Where do I find it? (II)
Cercabib: advanced search

Combine search fields and/or refine your search.
How do I take books out? UB Card

1. You need a **UB Card**
2. Validate it in any library
3. You can then take items out on loan

**UB user number (card barcode)**
Document loans

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

- Documents that cannot be taken out on loan:
  - Journals and works of reference (encyclopedias, 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 reading list:
  - Loan for up to 10 days.
  - These items can only be reserved at the loan desks in CRAI libraries.
## Users

<table>
<thead>
<tr>
<th>Users</th>
<th>Documents</th>
<th>Normal loan period</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>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</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 or international mobility students, IL3 students taking 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 (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</td>
<td>15</td>
<td>20</td>
</tr>
</tbody>
</table>

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**Audiovisual material:** 7 days

**Recommended reading list:** 10 days

**Recommended weekend reading list (from Friday to Monday):** 3 days
**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. Watch the video

**Penalties**

If you do not return books in time, you will be barred from using the service for 1-6 days, depending on the item and the number of days overdue:
Normal loan and audiovisual material: 1 day
Recommended reading list: 4 days
Weekend recommended reading list: 6 days

**Reservations**

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

**History**

Activate the Record function in My account to keep a list of the items you have taken out on loan during your time at the UB.
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, or

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.
Study room loans
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 Cercabib using the option in My account. Watch the video

How to use the study rooms

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

- You can choose to use either Windows or Kubuntu
- Request and return laptops at the loans desk
- Read, complete and sign the loan agreement form
- Service not available to users currently under a late returns penalty
- Laptops loans available for up to 4 hours
- No reservations
- Laptops can only be used on library premises
- Regulations
What do I have on loan? My account
http://cercabib.ub.edu/iii/encore/?lang=eng
What do I have on loan? My account (II)
http://cercabib.ub.edu/iii/encore/?lang=eng

This service enables you to access your CRAI user record.

Once you have logged on, you can view and renew your loans, reserve new items, create lists of records, etc.
Library consortium loans (PUC)
http://crai.ub.edu/en/crai-services/loans/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**. Watch the [video](#).

Where to return items:
a) To any CRAI library.

b) To any of the libraries linked to the institution that holds the item.
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.
  - You MUST NOT be **blocked** from using your library account by your institution.

- Access University Union Catalog of Catalonia (CBUC): [puc.cbuc.cat/](http://puc.cbuc.cat/)

- Check availability and request the **item**. Choose where you would like to pick it up.

- When your item arrives at the chosen library you will receive **email notification**.

- 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>Loan period: printed docs.</th>
<th>Loan period: audiov. material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s degree students, first- or second-cycle pre-EHEA students, authorized Alumni UB</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>
Interlibrary loans
http://crai.ub.edu/en/crai-services/loans/inter-library-loans

The inter-library 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.
Access to online resources
http://crai.ub.edu/en/crai-services/resources-online/proxy

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.

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

Watch the [video](#)
Virtual Campus (I)
http://campusvirtual2.ub.edu
Virtual Campus (II)
http://campusvirtual2.ub.edu

The online tool for accessing your subjects and consulting recommended reading lists, teaching materials and activities.
Information resources

http://crai.ub.edu/en/information-resources
## 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>From the UB email address:</td>
<td>Món UB password</td>
</tr>
<tr>
<td>• UB Wi-Fi</td>
<td>For the address: <a href="mailto:mgarm008@alumnes.ub.edu">mgarm008@alumnes.ub.edu</a></td>
<td></td>
</tr>
<tr>
<td>• Accessing electronic resources (SIRE)</td>
<td>The username is: mgarm008.alumnes</td>
<td></td>
</tr>
<tr>
<td>• “My account” (Cercabib: reservations, renewals, free copies, record of loans, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Catalan university library loan (PUC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Inter-library loans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Virtual Campus</td>
<td>Món UB id. (4 characters: see your enrolment confirmation)</td>
<td>Món UB password</td>
</tr>
<tr>
<td>• UB email</td>
<td></td>
<td></td>
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<tr>
<td>• Món UB</td>
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<tr>
<td>• Accessing electronic resources (SIRE)</td>
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<tr>
<td>• Inter-library loans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Eduroam Wi-Fi</td>
<td>From the UB email address:</td>
<td>Món UB password</td>
</tr>
<tr>
<td></td>
<td>For the address: <a href="mailto:mgarm008@alumnes.ub.edu">mgarm008@alumnes.ub.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The username is: <a href="mailto:mgarm008.alumnes@ub.edu">mgarm008.alumnes@ub.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
S@U, User Support Service
http://crai.ub.edu/en/crai-services/sau

A 24x7 online information and reference service manned by specialized librarians, who can answer any doubts you have about the CRAI libraries and the full range of services and resources.

S@U is also the channel for delivering your complaints, suggestions and messages of thanks!
User training
http://crai.ub.edu/en/crai-services/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 can be arranged on request.

Independent learning resources are also available on the CRAI web.
Thematic guides
http://crai.ub.edu/en/about-crai/libraries

A selection of resources related to the University's different teaching and research areas: databases, books and e-journals, handbooks and more...

The full list can be found under “Collections” on the Mundet Campus CRAI Library web page.
Wi-Fi and access to Faculty computers
http://crai.ub.edu/en/crai-services/resources-online/wifi-eduroam

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 your laptop and log on using your local username.

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.

<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!
crai.ub.edu/ca/coneix-el-crai/difusio-marqueting/blogs-i-xarxes-socials

CRAI UB Blog
https://blogcrai.ub.edu/

Mundet Campus CRAI Library Twitter
https://twitter.com/craimundet?lang=es

Mundet Campus CRAI Library YouTube channel
https://www.youtube.com/channel/UCAvm8Yv97vnECk1WJYLgL0g

And virtual exhibitions:
And if you still have questions...

Ask the CRAI Mundet Campus Library 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. S@U is staffed by specialized librarians and is available 24 hours a day, seven days a week.

Or call us on
934 021 035
Thank you!

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