Get to know the Mundet Campus CRAI Library
Academic year 2020-21
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.
- WhatsApp service
- The Mundet Campus events calendar
- Twitter
- The videogame “Mundet 2049”
- Start using CRAI
- Cercabib
- How to borrow books? UB Card
- Document loans Service
- Using Study rooms loans

- 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
- 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

Mundet Campus CRAI Library

- Address:
  Passeig de la Vall d’Hebron, 171
  +34 934 021 035
  bib_mundet@ub.edu

- 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.

*These schedules could be modified
- In exam periods and holydays
- Due to sanitary restrictions

It is also possible that appointments would be required in order to use the loan service and/or come to study. Please, check our web before coming to the library.

Library service regulations (in catalan)  CRAI service charter
Library map

2nd floor

1rst floor

FACILITIES
- Entry
- Elevator
- Mezzanine’s stairs
- Lavabos

SERVICES
- Information
- Loan desk
- Work in group rooms
- Teaching rooms
- PCs and SCANNER
- Computers
- PC’s free access
- Scanners

SPECIAL NEEDS
- Reduced mobility
- Reduced vision: PCs and lamps
- Elevated table

Work in GROUP
Work INDIVIDUALLY
ABSOLUTELY SILENCE
Librarian work
Equipment and facilities

- Training room with 20 computers*
- 51 computers for enquiries *
- 8 group or individual study rooms, with whiteboards *
- 17 laptops for loan *
- Wi-Fi area
- 846 single-user reading desks, 245 in case of sanitary restrictions*
- 2 book-return mailboxes (vestibule of the Llevant Building and next to the bar)
- Self-service loan machine *
- Information display
- Services for people with vision impairment: 1 table with magnifying glass-light and 2 terminals with Zoom Text, Non Visual Desktop Access (NVDA) and ClaroRead software *
- Services for peoples with impaired mobility: 1 reading desk adapted to wheelchairs and 1 chair for reading in a standing position

Some of this equipment and facilities could be restricted due to sanitary restrictions.
Division in areas according to noise level

**Hemeroteca**

**ZONA DE SILENCI**

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

**Sales de lectura P1 i P2**

**ZONA DE TREBALL INDIVIDUAL**

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

**Sales de treball**

**ZONA DE TREBALL EN GRUP**

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 and audiovisual materials.

• Books 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 (in catalan) to send your proposals for book purchases.
WhatsApp service
https://crai.ub.edu/ca/coneix-el-crai/biblioteques/biblioteca campus-mundet/serveis-whatsapp

The Mundet Campus CRAI Library offers you its very own WhatsApp service to answer your queries about how to use the library, extend library loans, or find particular documents or books.

To use the service:
1. Fill in the form
2. Send a WhatsApp message with the word **ALTA** to the number **648 971 585**
3. Add this number to your contacts

Your queries would be attended in opening hours.
Created by our staff at Mundet Campus and maintained by the Mundet Campus CRAI Library, this events calendar lists all the cultural and leisure activities that you can take part in, including debates, talks, fairs, exhibitions, seminars and workshops.

Check out the Mundet Campus events calendar now!
Twitter del CRAI Campus Mundet
https://twitter.com/CRAImundet

You can follow us to keep updated (almost all the tweets are in catalan)
The videogame “Mundet 2049”

Are you ready to star in a mind-bending thriller about the library of the future?
Are you brave enough to uncover the terrifying secret that lies behind its bookshelves?
Play “Mundet 2049” and discover our library’s secret corners!
Start using CRAI
Cercabib
https://cercabib.ub.edu/iii/encore/?lang=eng

Search in Cercabib

What is Cercabib?

Explanatory video (in catalan)
Cercabib: quick search

Searching words

Filters

Results
How to find online documents

E-resources: mainly to find journal articles

Availability/Online: mainly to find e-books and e-journals

Access to the document: You have to identify yourself as a UB member
How to find physical documents

Catalog tab:
It is better for searching documents in the library, it excludes journal articles from databases

Location:
In which UB library is the document

Call Number:
Code to find the book in the bookshelf

Location filter
To search documents only in our library (or another UB library)
Cercabib: advanced search

Combine search fields and/or refine your search.

Advanced Search  Basic Search

[Input fields for search criteria, including options for keywords, AND/OR operators, year range, library catalog, and EBSCO EDS settings]

Search  Reset 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

* In this link you will find more information about how to obtain your UB card
Document loans (I)
https://crai.ub.edu/en/crai-services/loans/loansUB

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 (in Spanish)

- 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.
### Table of conditions and loan periods

<table>
<thead>
<tr>
<th>Category</th>
<th>Type of user</th>
<th>Maximum number of documents on loan</th>
<th>Loan days</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>UB teaching and research staff (PDI)</td>
<td>Standard loan 60, Special needs loan 75</td>
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<tr>
<td>B</td>
<td>Postgraduate students and administrative and service staff (PAS)</td>
<td>Standard loan 20, Special needs loan 40</td>
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<td>C</td>
<td>Bachelor's degree, postgraduate and university extension students</td>
<td>Standard loan 10, Special needs loan 30</td>
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<tr>
<td>D</td>
<td>Health professionals at university hospitals, UB teaching and research staff (PDI) affiliated to centres with specific collaboration agreements with the UB or UB Group and staff of research institutes with UB or Group UB participation or association.</td>
<td>Standard loan 15, Special needs loan 30</td>
<td>Recommended bibliography 10, Recommended bibliography for weekends 3, Audiovisuals 7</td>
</tr>
<tr>
<td>E</td>
<td>Students enrolled at centres that have a specific agreement with the UB or are part of the UB Group</td>
<td>Standard loan 5, Special needs loan 10, Recommended bibliography 15</td>
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</tbody>
</table>

*Loans for users with special needs*
Document loans (III)
https://crai.ub.edu/en/crai-services/loans/loansUB

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 (in Catalan)

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 (in Catalan)

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) Request it through the web (as a reservation) or ask the loans desk in your library to transfer the item from its home library. You will receive it in 2 to 3 days.

Recommended bibliography books can only be reserved in the loans desk.
Using study room loans

https://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 group work. In the CRAI Mundet Campus, the bigger study rooms have free access (textbooks room and children's and youth literature). We have 6 small study rooms with capacity for 3, 5, 6 and 10 users.

Reservations of study rooms can be asked with a maximum anticipation of 7 days, and each user can reserve them for 2 hours.

Study room access could be restricted due to sanitary restrictions.

If you want to make a reservation, you could check [How to use the study rooms](https://crai.ub.edu/en/crai-services/loans/ub-equipment) (in Spanish) or this [video](https://crai.ub.edu/en/crai-services/loans/ub-equipment) (in Catalan).
Laptop loans
https://crai.ub.edu/en/crai-services/loans/ub-equipment

- Laptops are equipped with Windows
- 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
- Laptops can not be reserved
- Laptops can only be used on library premises
- Regulations (in Spanish)

The use of library laptops and PCs could be restricted due to sanitary restrictions.
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)
https://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).

PUC allows up to 10 items loaned for 21 days, plus a maximum of 6 renewals.

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 (in Catalan)

Where to return items:

a) To any CRAI library.

b) To any of the libraries linked to the institution that holds the item.
Puc online
https://crai.ub.edu/en/crai-services/loans/loans-puc

☐ 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.

☐ How to ask for PUC loans?

1. Access University Union Catalog of Catalonia (**CCUC**). Cercabib has a direct access in the upper corner

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 (5 days, approx.) you will receive an **email notification**.

4. You can **return the item** to any of the libraries at your university or at the institution that owns the item.
Interlibrary loans
https://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
https://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).

In Cercabib resources, you can trigger the access with button or the link “Accés restringit/consorciat als usuaris de la UB”.

You can also install the **SIRE button** in your browser, and activate it anytime you want to check if UB CRAI have access to the academic resource (e. g. journal article) you are interested in.

Watch the **video** (in Catalan).
Campus Virtual

https://campusvirtual.ub.edu

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

In the lower corner you can change the language
Information resources
https://crai.ub.edu/en/information-resources

Online bibliography:
Portals of e-books and e-resources with online access, classified by subjects. There are also teaching videos platforms.
### Usernames and passwords

**https://crai.ub.edu/en/crai-services/resources-online/authentication**

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<td>How to access electronic resources</td>
<td>Introduce your UB intranet username and password (for PDI, PAS or Món UB)  <a href="https://crai.ub.edu/en/crai-services/resources-online/authentication">Further information</a></td>
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**Watch the video** (in Catalan)
S@U, User Support Service
https://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
https://crai.ub.edu/en/crai-services/user-training

Independent learning resources are available on the CRAI web, and you can request training courses with us (e.g. Specialized databases, Mendeley) or check scheduled training courses.

In Mundet Campus CRAI Library most of the training are held in subjects of the different bachelor’s degree or master’s degree, by teacher’s request. You can contact us to plan the training session that fits best your needs.

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

Guides of how to search information in the main education/psychology databases
Wi-Fi and access to Faculty computers

https://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 (in Catalan).

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<th>User group</th>
<th>Ending</th>
<th>Email address</th>
<th>Local username</th>
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</table>
Follow us on social networks!
https://crai.ub.edu/ca/coneix-el-crai/difusio-marqueting/blogs-i-xarxes-socials

Mundet Campus CRAI Library WhatsApp
https://crai.ub.edu/ca/coneix-el-crai/biblioteques/biblioteca-campus-mundet/serveis-whatsapp

Mundet Campus CRAI Library Twitter
https://twitter.com/craimundet

Mundet Campus CRAI Library YouTube channel
https://www.youtube.com/channel/UCAvm8Yv97vnECK1WJYLgI0g

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

And virtual exhibitions:
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. S@U is staffed by specialized librarians and is available 24 hours a day, seven days a week.

Contact Mundet Campus CRAI Library WhatsApp
648 971 585

Or call us on
934 021 035
Thank you!

Has it been useful? Help us to improve it
bit.ly/2sO5WCQ