





#### What's the aim of this session?

To present the Mundet Campus CRAI Library and its services

crai.ub.edu/en/about-crai/libraries/mundet-campus

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		<u>Laptop loans</u>
□ <u>Library map</u>		What do I have on loan? My account
□ Equipment and facilities		Library consortium loans (PUC)
□ <u>Division in areas according to noise</u>		<u>Interlibrary loans</u>
<u>level</u>		Access to online resources
☐ The collection: books, journals, etc.		<u>Virtual Campus</u>
☐ Mundet Campus CRAI Library		<u>Information resources</u>
<u>Instagram</u>		<u>Usernames and passwords</u>
□ WhatsApp service		S@U, User Support Service
☐ Mundet Campus CRAI Library Twitter		User training
☐ The videogame "Mundet 2049"		Collections
□ Start using CRAI		Reference bibliography
□ <u>Cercabib</u>		Wi-Fi and access to Faculty computers
☐ How to borrow books? UB Card		Follows us on social networks and in
□ <u>Loans Service</u>	_	virtual exhibitions
□ <u>Using study rooms loans</u>		And if you still have questions





### Where are we? When we're open

### **Mundet Campus CRAI Library**



□CRAI service charter

□ <u>Library service regulations</u> (in Catalan)

#### ☐ Address:

Passeig de la Vall d'Hebron, 171 +34 934 021 035 bib mundet@ub.edu Addresses of other libraries

#### □ Opening hours:(\*)

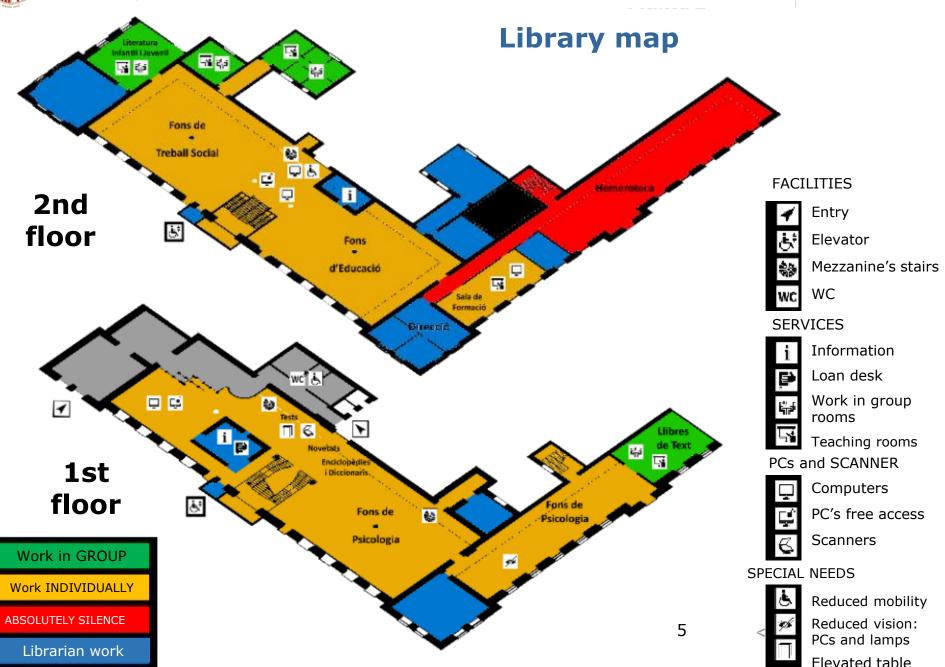
Mon-Fri: from 8.30 a.m. to 8.30 p.m. Weekends and public holidays: from 9.30 a.m. to 8.30 p.m.

□Special opening hours in exam periods and at weekends

<sup>(\*)</sup> This schedule **may change** depending on the evolution of the health emergency for Covid-19. **Other services** listed in this guide may also be affected. Remember that it may be necessary to **make an appointment** to come for studying and/or borrowing books. Always consult the website to be informed of any news in this regard.











### **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
	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
Ч	Services for peoples with impaired mobility: 1 reading desk adapted to wheelchairs and 1 chair for reading in a standing
	position
	position





### Division in areas according to noise level

## Hemeroteca ZONA DE SILENCI





Espai d'estudi individual Àrea de silenci absolut

Sales de lectura P1 i P2 ZONA DE TREBALL INDIVIDUAL





Espai d'estudi individual No es permeten converse:

Sales de treball ZONA DE TREBALL EN GRUP



Espai de treball col·laboratiu Es permeten converses en veu baixa

#### 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 and audiovisual materials.
- Books and audiovisual material follow the corresponding 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 <u>form</u> (in Catalan) to send your proposals for book purchases.





### **Mundet Campus CRAI Library Instagram**

The Mundet Campus CRAI Library has an Instagram account.

Follow us to find out what's new in the Library and take part in Campus life!











### WhatsApp service

<u>crai.ub.edu/ca/coneix-el-crai/biblioteques/biblioteca-campus-mundet/serveis-whatsapp</u>



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.





### **Mundet Campus CRAI Library Twitter**

twitter.com/CRAImundet

Follow us to keep updated! (almost all the tweets are in Catalan)







### The videogame "Mundet 2049"

play.google.com/store/apps/details?id=edu.ub.Mundet2049&hl=es

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!



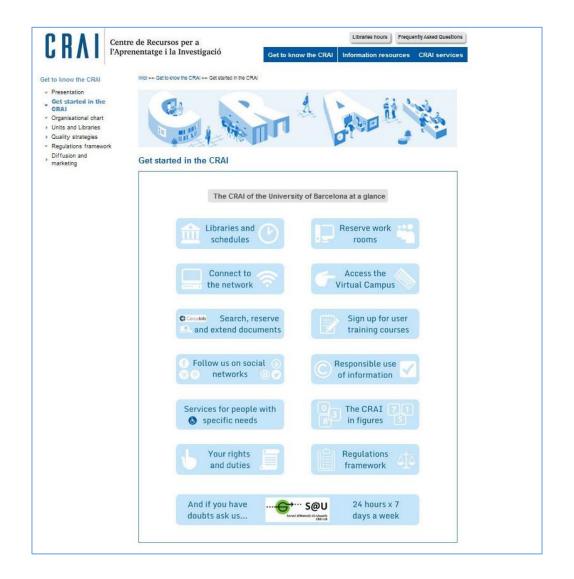






### **Start using CRAI**

crai.ub.edu/en/about-crai/get-started-in-the-crai







### Cercabib. Two ways to access.

# Access from the CRAI website <a href="mailto:crai.ub.edu/en">crai.ub.edu/en</a>



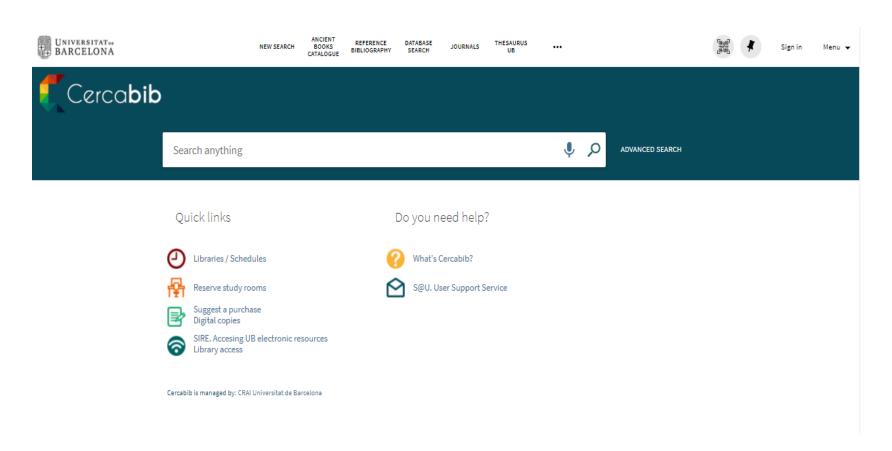
Or else...





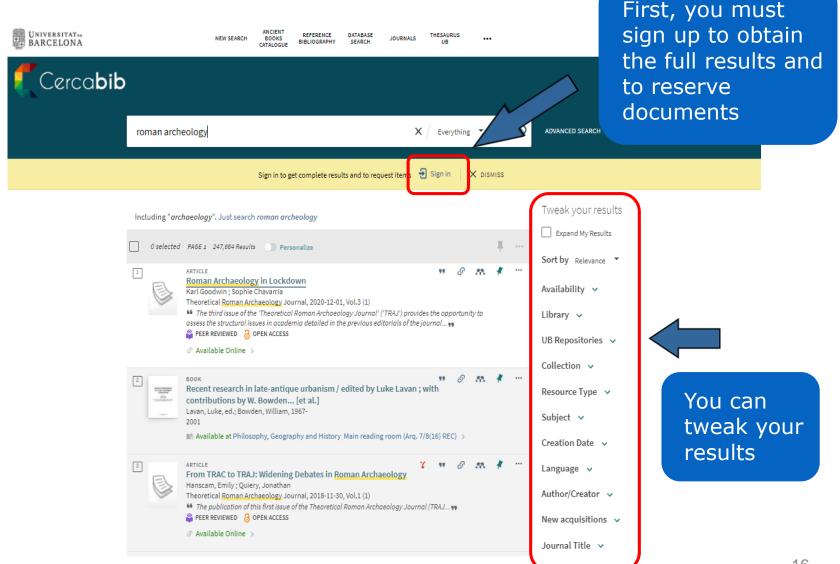
#### **Cercabib**

Access from the Cercabib website <a href="mailto:cercabib.ub.edu/discovery/search?vid=34CSUC\_UB:VU1&lang=en">cercabib.ub.edu/discovery/search?vid=34CSUC\_UB:VU1&lang=en</a>





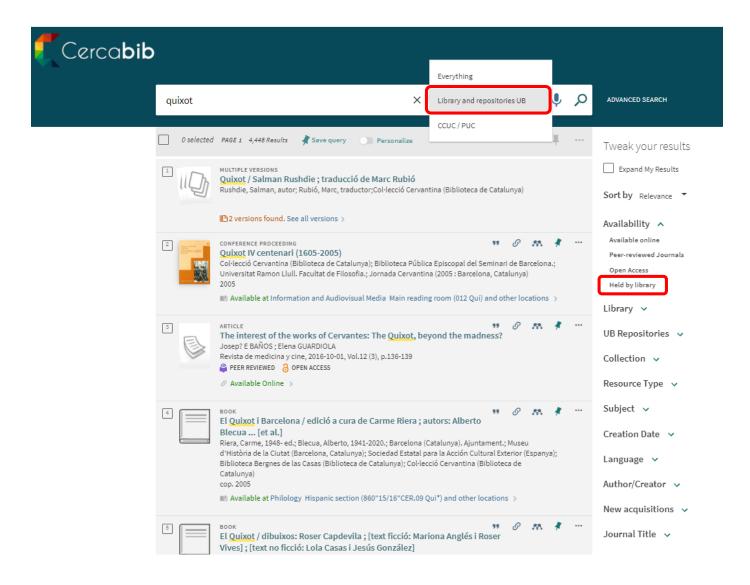








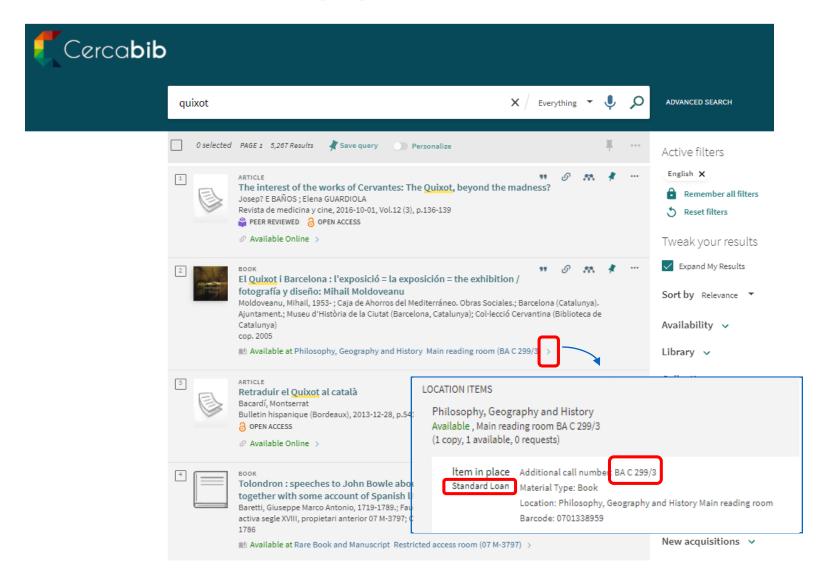
### Where do I find it? (I)







### Where do I find it? (II)

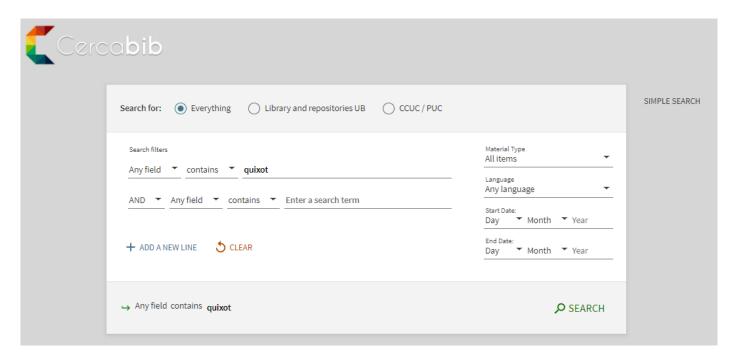






#### Cercabib: advanced search

Combine search fields and/or refine your search.



You can access it by clicking on the button next to the Cercabib search box







#### How to borrow books? UB Card

You need your <u>UB Card</u>. There are two types:

1. University smartcard



The mark is not high phone feet and the former high phone of this interest produces or and storm.

### Santander

Signature autoritization - Authorized signature (No visida some signature - Their visid unless signature)

\*\*Sometime description of the control of

UB User number (barcode card)

2. Digital card,
SocUB mobile
app







### Loans service (I)

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 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.
  - Reservation through My Account, or at the lending desks of the CRAI Libraries.

### Loans service (II)

### crai.ub.edu/en/crai-services/loans/loansUB

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

**Audiovisual material loan: 21 days** 

Recommended bibliography: 10 days
Recommended bibliography for weekends (from Friday to Monday): 3 days





### Loans service (III)

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.

#### Reservations

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

#### **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

#### **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) order it directly from <u>My</u>
  <u>Account</u>, or
- to transfer the item from its home library. You will receive it in 2 to 3 days

#### **CRAI** libraries

- Bellvitge Campus
- Biology
- Clínic Campus
- Earth Sciences
- Economics and Business
- Fine Arts
- Information and Audiovisual Media
- Law
- Mathematics and Computer Science
- Mundet Campus
- Pavelló de la República
- Pharmacy and Food Sciences
- Philology
- Philosophy, Geography and History
- Physics and Chemistry
- Rare Book and Manuscript





### **Using study rooms loans**

crai.ub.edu/en/crai-services/loans/ub-equipment

This loan service is designed to make it easier to use CRAI Library workrooms 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.



If you want to make a reservation, you could check <u>How to use the study</u> <u>rooms</u> (in Spanish) or this <u>video</u> (in Catalan).





### **Laptop loans**

crai.ub.edu/en/crai-services/loans/ub-equipment

- □ Laptops are equipped with Windows OS.
- Request and return laptops at the loans desk.
- Read, complete and sign the <u>loan</u> <u>agreement form</u> (in Catalan).
- 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





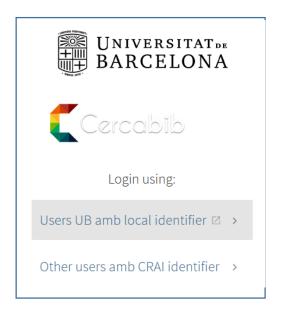


### What do I have on loan? My account



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)**

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.

#### 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

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.
- 1 Access <u>University Union Catalogue of Catalonia</u> (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**

Users	Items	Renewals	Days
Bachelor's degree students, authorized Alumni UB  Postgraduate, master's degree and doctoral students  University teaching and research staff (PDI)  University administrative and service staff (PAS)	10	6	21





### **Interlibrary loans**

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

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 <u>PUC</u>.

It also centralizes the loan of CRAI collection items to other institutions. This is a <u>paid service</u>.





#### **Access to online resources**

#### **SIRE:** <u>crai.ub.edu/en/crai-services/resources-online/proxy</u>

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).

#### Library Access: <a href="mailto:crai.ub.edu/ca/que-ofereix-el-crai/acces-recursos/library-access">crai.ub.edu/ca/que-ofereix-el-crai/acces-recursos/library-access</a>

Library Access is a **browser extension** that facilitates access to electronic resources subscribed by the CRAI of the University of Barcelona. While you browse electronic journals, databases, and other electronic resources, the extension will detect those subscribed by the CRAI, show you a pop-up ad, and give you direct access to the content.



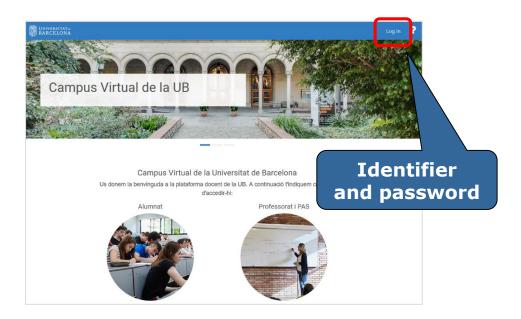


### **Virtual Campus**

campusvirtual.ub.edu/?lang=en



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

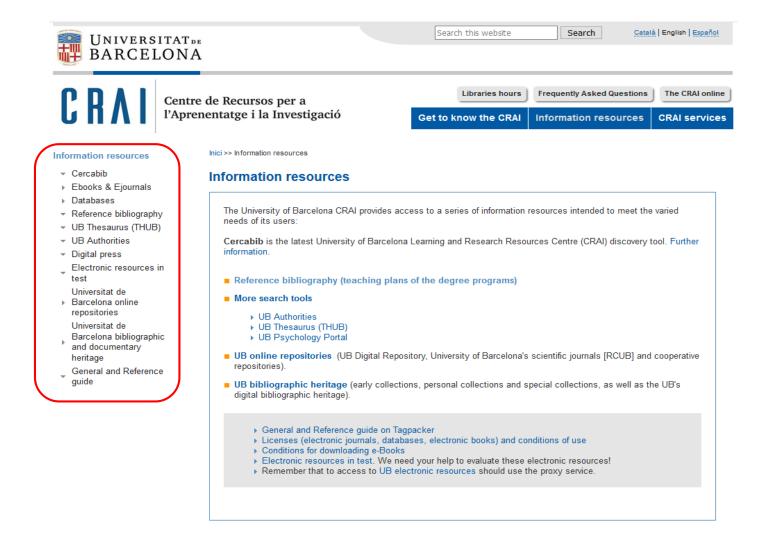






#### **Information resources**

crai.ub.edu/en/information-resources





# **Usernames and passwords**

crai.ub.edu/en/crai-services/resources-online/authentication

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





### S@U, User Support Service

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!



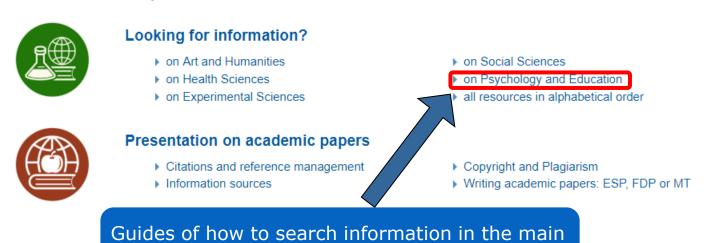


### **User training**

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) 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.



education/psychology databases





#### **Collections**

crai.ub.edu/en/about-crai/libraries

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 University. You will find databases, books and electronic journals, text books, etc.

#### **Mundet Campus CRAI Library**







### Reference bibliography

https://crai.ub.edu/en/recursos-d-informacio/bibliografia-recomanada

The UB CRAI offers you the recommended bibliography of the subjects included in the **teaching plans of the degree programs** for the current academic year.

From this portal you can consult the list of recommended titles in each and its availability, access to the full digital text or check available paper copies in our CRAI Libraries, discover alternative editions and make reservations online.







### Wi-Fi and access to Faculty computers

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 <u>Eduroam configuration guide</u> (in Catalan).

User group	Ending	Email address	Local username
PAS / PDI		joan.pere.garcia@ub.edu cherrera@ub.edu	joan.pere.garcia cherrera
Students	.alumnes	jherg07@alumnes.ub.edu	jherg07.alumnes
Alumni UB	.a	pperez@alumni.ub.edu	pperez.a





#### Follow us on social networks!

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



Mundet Campus CRAI Library Instagram @craimundet



Mundet Campus CRAI Library WhatsApp crai.ub.edu/ca/coneix-el-crai/biblioteques/biblioteca-campusmundet/serveis-whatsapp



Mundet Campus CRAI Library Twitter twitter.com/craimundet



Mundet Campus CRAI Library YouTube channel www.youtube.com/channel/UCAvm8Yv97vnECk1WJYLglOg

#### And virtual exhibitions:

<u>crai.ub.edu/en/coneix-el-crai/difusio-marqueting/exposicions-virtuals</u>





### And if you still have questions...

#### Ask the CRAI staff

Library staff can answer the majority of your questions.

#### **CRAI** home page

The section "<u>Frequently asked questions</u>" 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



CRAI

Centre de Recursos per a l'Aprenentatge i la Investigació

Thank you!



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



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