Get to know the Fine Arts CRAI Library
Academic year 2021-22
What's the aim of this session?

To present the Fine Arts CRAI Library and its services

https://crai.ub.edu/en/about-crai/libraries/fine-arts

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?

- The aim of the session
- What is the CRAI UB?
- Get started in the CRAI
- Where are we?
- Library map
- Equipment and facilities
- The collection: books, journals, etc.
- Cercabib
- How to borrow books? UB Card
- Loans Service
- 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
- Fine Arts information
- Information resources
- Usernames and passwords
- S@U, User Support Service
- User training
- Collections
- Wi-Fi and access to Faculty computers
- Follows us on social networks and in virtual exhibitions
- And if you still have questions…
The aim of the session is:

Knowing the **Fine Arts CRAI Library**


Talking about the information resources and services of the **CRAI UB**

[https://crai.ub.edu/en](https://crai.ub.edu/en)
What is the CRAI UB?

CRAI UB

16 libraries, distributed in 21 places

2 libraries of them are patrimonial collections

CRAI offers:
• Services
• Information resources

and supports:
• Learning
• Teaching
• Research
What is the CRAI UB?

- Loan Service
- Bibliographic information
- User training
- Support for bibliographic citation
- Support for teaching staff
- Support for researchers
Get started in the CRAI
Where are we?

The Fine Arts CRAI Library

- **Address:**
  Baldiri Reixac, 2
  93 403 45 95
  craibellesarts@ub.edu

- **Opening hours:**
  Monday-Friday from 8.30 a.m. to 8.30 p.m

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

- **Library service regulations**

- **CRAI service charter**
Library map

Fine Arts CRAI Library map
Equipment and facilities

- 222 reading points
- 4 workrooms
- 222 plugs
- Learning Languages Centre (CAL)
- Newspaper archive
- Three lockers to keep electric scooters
- Computer room with 19 computers
- 15 computers
- 2 laptops for loan
- Wi-Fi and Eduroam Zone
- Light table
- Photo playback table
The collection (I): books, journals, etc.

The Fine Arts CRAI Library contains research and specialized collections for the following studies: Fine Arts, Conservation and Restoration and Design (56,000 items).

The overall collection comprises monographs (37,000 items), printed journals (525 titles), electronic resources, statistical publications, doctoral theses and audiovisual materials.

Books, theses and audiovisual material are organized using the Universal Decimal Classification method. Journals are classified alphabetically.

The Library also houses a series of special collections: Oriol Martorell, Jordi Sabater Pi, Josep Artigas, Giralt Miracle, Miquel Porter i Moix and Artist Books.

You can use this form to send your proposals for book purchases.
The collection (II): books, journals, etc.

Documents according to their **type of loan**:

- **Normal loan documents and the reference bibliography:** white sheet and **black** letters.

- **Documents of reference bibliography of weekend:** white sheet and **red** letters.

- **Excluded loan documents:** **yellow** sheet and **black** letters.
Cercabib. Two ways to access.

Access from the CRAI website
https://crai.ub.edu/en

Or else...
Cercabib

Access from the Cercabib website
https://cercabib.ub.edu/discovery/search?vid=34CSUC_UB:VU1&lang=en

First, you must sign up to obtain the full results and to reserve documents
Cercabib: quick search

You can tweak your results
Where do I find it? (I)
Where do I find it? (II)

Cercabib search for "quixot" showing results including:
- "The interest of the works of Cervantes: The Quixot, beyond the madness?"
- "El Quixot: Barcelona: l'exposició = la exposición = the exhibition / fotografia y diseño; Mihail Moldoveanu"
Cercabib: advanced search

Combine search fields and/or refine your search.
How to borrow books? UB Card

You need your **UB Card**. There are two types:

1. **University smartcard**
   - Validate it in any library.

2. **Digital card, SocUB mobile app**
Loans service (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**

- 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)
https://crai.ub.edu/en/crai-services/loans/loansUB

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

Audiovisual material loan: 21 days

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

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

Reservations

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

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) ask the loans desk in your library to transfer the item from its home library. You will receive it in 2 to 3 days,

c) order it directly from My Account.
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 workrooms for individual or group work. You can reserve documents from the Cercabib using the option in My account.

Rules of use of the study rooms (in Catalan)

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

- Laptops run on Windows OS
- 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
- Laptop 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)
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).

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
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.

1 Access **University Union Catalogue of Catalonia** (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

<table>
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<tr>
<th>Users</th>
<th>Items</th>
<th>Renewals</th>
<th>Days</th>
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<tr>
<td>Bachelor’s degree students, authorized Alumni UB</td>
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<tr>
<td>Postgraduate, master’s degree and doctoral students</td>
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<tr>
<td>University teaching and research staff (PDI)</td>
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<tr>
<td>University administrative and service staff (PAS)</td>
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</tbody>
</table>
Interlibrary loans
https://crai.ub.edu/en/crai-services/loans/inter-library-loans

The interlibrary 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).

➢ More information about SIRE
Virtual Campus

https://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.
Virtual Campus. Faculty of Fine Arts

https://campusvirtual.ub.edu/course/view.php?id=13723&lang=en
Fine Arts information

http://www.ub.edu/InfoBBAA/

Info Belles Arts

- News
- Exhibitions
- Events
- Grants
- Residences
- Conferences, meetings and workshops
- Art markets
Information resources
https://crai.ub.edu/en/information-resources
### 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>Password</td>
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<td>- Interlibrary loan</td>
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<td><strong>Authorized UB Alumni:</strong> Alumni code</td>
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<td>Alumni password (except access to electronic resources and digital copies)</td>
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<td><strong>Local</strong></td>
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<td>- Virtual Campus</td>
<td>Students: Left-hand section of UB email address + .alumnes</td>
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<td>- How to access electronic resources</td>
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<tr>
<td></td>
<td>- Digital copies</td>
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<td>- PUC or library consortium loans</td>
<td><strong>Authorized UB Alumni:</strong> Left-hand section of UB email address + .a</td>
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<td>- Cercabib «My account»</td>
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<td>- Wi-Fi UB</td>
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<td>- Loans</td>
<td><strong>For:</strong> Student agreement center/UNED; PDI/PAS/3rd cycle UDA, UJI;</td>
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<td>Staff Clinic/Bellvitge/HSJD; Research Staff Institute /Agreement UB; Users authorized by CRAI</td>
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<td>- Wi-Fi Eduroam</td>
<td><strong>PAS/PDI/External:</strong> @ub.edu email address</td>
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<tr>
<td></td>
<td></td>
<td>Students: UB identification + @ub.edu</td>
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<tr>
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</tr>
</tbody>
</table>

Watch the video
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

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.
Collections
https://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.
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.

<table>
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<tr>
<th>User group</th>
<th>Ending</th>
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<td>joan.pere.garcia cherrera</td>
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<td>pperez.a</td>
</tr>
</tbody>
</table>
Follow us on social networks!
https://crai.ub.edu/ca/coneix-el-crai/difusio-marqueting/blogs-i-xarxes-socials

**Twitter**
@craibellesarts

**Flickr**
http://www.flickr.com/photos/craibellesarts

**Pinterest**
http://pinterest.com/craibellesarts

**Instagram**
@craibellesarts

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.

Or call us on
934 034 595
Thank you!