

## The University of Barcelona CRAI Law Library

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Welcome to the University of Barcelona Law Library. The Law Library is part of the CRAI, the UB's Learning and Research Resources Centre.

The library provides the university community with access to one of the largest collections of documentary and electronic resources specializing in Spanish law.

On registering, you will receive your UB card, which you should activate at the library. This card entitles you to borrow books and to use other services.

The library opening times are Monday to Friday from 8.30h to 20.30h. These opening times vary at particular times of the year; during examination periods, for example, the library is also open at the weekend.

The library has five floors and a basement. The first floor houses legal and non-legal reference works, handbooks, legislation and case law; the second, third and fourth floors house works in specialist fields, and the basement holds the periodical publications.

## Ground Floor

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**On the ground floor** is the loan and information service, where you can borrow or reserve documents and books. The card is needed to use this service. You can also borrow laptops for use inside the library for up to four hours. The library has a Wi-Fi connection in all the rooms.

For information about specialist bibliographical searches or about access to the collections and electronic resources, please consult the library staff on the ground floor.

You may also use the self-service loan machine in the entrance to the library to borrow and return

documents. There is a Youtube video showing how it works.

There are also eight computers for accessing the collective catalogue, which contains all the documentary resources from all the UB libraries, and ten computers connected to the Internet. You must identify yourself as a UB member in order to use the computers.

Further along the ground floor is the new acquisitions display, which is updated weekly, and a self-service photocopy machine. To use this machine you must buy a rechargeable magnetic card, available in all the photocopy rooms.

## First Floor

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**The first floor** houses the general and legal reference works. These materials are for consultation only and are not available for loan.

On this floor you will find basic Spanish legislation, Spanish law handbooks, practices, theses, and dissertations. There are also studies in the areas of geography and history, social sciences, sociology, comparative law and foreign legal systems. The collection of the Centre for

Canadian Studies and the Depository Library of the United Nations are also located on this floor. The Rare Book and Manuscript Collection, which comprises works dating from the sixteenth century until 1820, is also on the first floor. The collection is not available for loan. Should you wish to consult any of the works, please ask the library staff.

The first floor has 20 computers with free Internet access and 284 work stations.

## Second, Third and Fourth Floor

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The **second floor** houses works in the areas of the philosophy and history of law, Roman Law, Canon Law, and Ecclesiastical Law.

The Aranzadi Room is also housed on this floor. It provides specialized support for consulting the publishing-house's data base.

There are two rooms for group work on this floor, for undergraduate students. These rooms may be reserved for a maximum of two hours. Reservations should be made at the loans desk. For further information, please visit the CRAI website.

**The third floor** houses the sections on International Public Law, International Private Law, Constitutional Law, Political Science, Administrative Law, Civil and Criminal Procedural Law, Criminal Law and Criminology. Also on this

floor are study rooms 3 and 4, for doctorate and PhD students and guest teachers.

**The fourth floor** has the Civil Law, Mercantile Law, Labour Law, Economics and Public Treasury, and Financial Law sections and study room 6 for undergraduate students.

This floor also has a meeting room, where information sessions are held. The dates of these sessions may be consulted on the Virtual Campus.

Library books and documents may be used anywhere in the library. Please leave all materials in the trolleys available on each floor; please do not return them to their place on the shelves.

The location and availability of materials can be checked in the catalogue. If the book is in the Law Library, make a note of its code number which will help you to find it on the shelves.

## The Basement

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Finally, **the basement** houses the newspaper library, where periodical publications can be found ordered alphabetically. At the entrance is a display stand with the latest issues of selected publications. These are not available for loan.

The basement also has a self-service photocopier and printer.

The women's toilets are on the second and fourth floors; the men's, on the third.

Further information about the resources and services is available on the CRAI website. For any doubt or suggestions, the library staff is there to help you.