



The CRAI-Library in 5 minutes

Everything you need to know about the
CRAI Philology Library - UB

Academic year 2013-2014



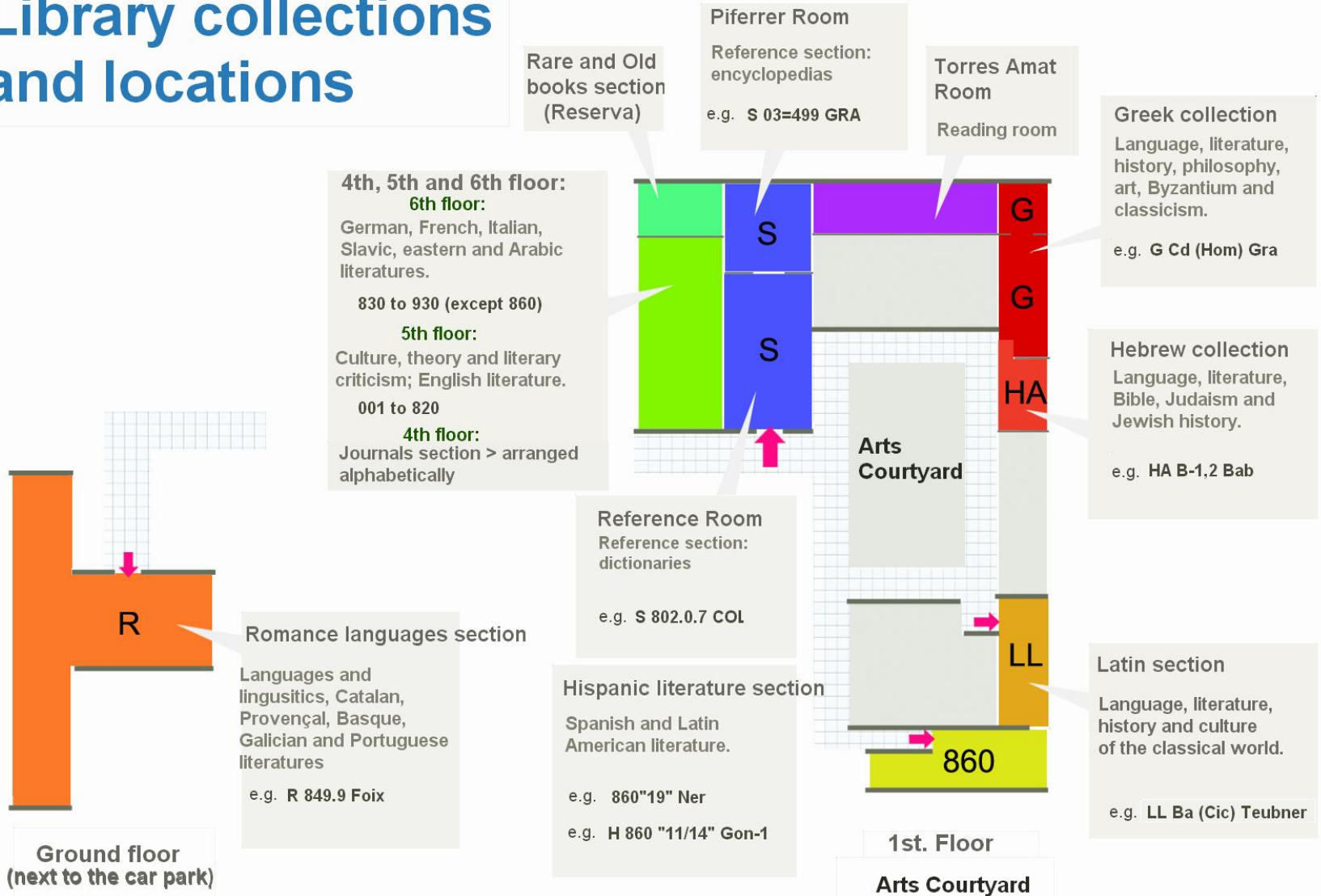
The CRAI Philology Library (*Biblioteca de Lletres*)

www.bib.ub.edu/en/libraries/philology/

The library is located in the Historic Building (Gran Via de les Corts Catalanes, 585). The **central** section is located on the first floor of the **Arts Courtyard** (*Pati de Lletres*). From this floor, you can access the Latin and Hispanic Literature sections (*Llatí – Hispàniques*). The Romance Languages section (*Romàniques*) is located on the ground floor, next to the car park.

Opening hours: Mondays to Fridays from **8.30am** to **8.30pm**.

Library collections and locations



The CRAI UB Library catalogue

http://cataleg.ub.edu/*eng

The catalogue is the main point of access to all items available from the CRAI UB Library.

Search options:

-> **Quick search**
-> **Advanced search**
-> **Other searches**, for example by ISBN/ISSN

Catalog

Search by:

Keyword

[All catalog options](#)
[Help](#) | [Advanced search](#)

How to find a document from its call number

The documents in the following sections are marked with the initial letter of the corresponding section followed by the call number in the catalogue:

- **ROMÀNIQUES**

(Romance languages)



R

e.g. **R** 849.9 Foix

- **LLATÍ**

(Latin)



LL

e.g. **LL** Ba (Cic) Teubner

- **HEBREU I ARAMEU**

(Hebrew and Aramaic)



HA

e.g. **HA** B-1,2 Bab

- **GREC**

(Greek)



G

e.g. **G** Cd (Hom) Gra

- **HISPÀNIQUES**

(Hispanic literature)



H o 860

e.g. **H** 860 "11/14" Gon-1
e.g. 860 "19" Ner

- **SALA DE CONSULTA**

(Reference room)



S

e.g. **S** 802.0-7 COL

Usernames and passwords

Access to ...	Username (<i>Identificador</i>)	Password
Library computers WIFI	<i>Identificador local:</i> Built from the left part of the UB email address, before the @, and followed by .alumnes E.g. <i>jram7@alumnes.ub.edu</i> >> <i>jram7.alumnes</i>	MónUB password
Virtual Campus UB email Món UB Proxy server	<i>Identificador</i> (4 characters)	MónUB password
My account (catalogue)	Option 1 Name & surname Option 2 Left part of the UB email address before the @ followed by .alumnes	Option 1 UB student card barcode number Option 2 MónUB password

My account (catalogue)

catleg.ub.edu/patroninfo*eng

This service gives you access to your personal user account within the CRAI catalogue. Once you've **signed in**, you can consult the catalogue, renew your loans, place requests, make lists and more.

Access to resources from outside the UB

<http://www.bib.ub.edu/en/services/remot-acces/>

Access to all electronic resources to which the CRAI subscribes is provided through a proxy server to any computer outside the UB local network.

You need to change your browser settings to use the proxy server. Follow the link below to find out more:

<http://www.bib.ub.edu/en/services/remot-acces/proxy-settings/>



Loans service

www.bib.ub.edu/en/services/borrowing/

The loans service allows you to borrow items for a limited period of time. You must have a **UB student card** or a similar **ID document** that entitles you to use CRAI services.

Reference only items

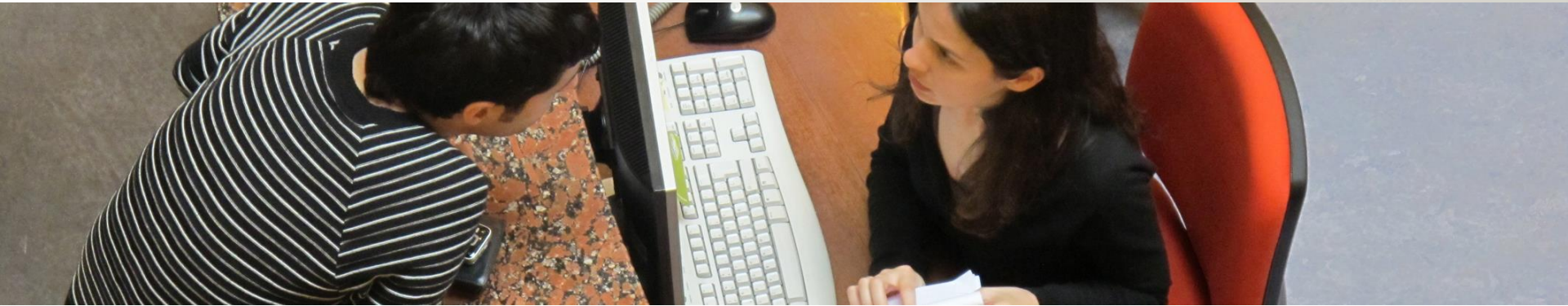
-> Journals
-> Reference works (encyclopedias, dictionaries, etc.)
-> Old and rare books
-> Books marked with a red dot on the spine ●



Users	Items	Standard loan period
<ul style="list-style-type: none"> → UB undergraduate students → Exchange students (<i>Erasmus, Séneca, etc.</i>) → UB master's degree and postgraduate students (UB-specific courses) → IL3 students / students at affiliated centres / students at School of Modern Languages / Alumni UB users 	5	10 days
<ul style="list-style-type: none"> → UB students taking two degrees 	8	10 days
<ul style="list-style-type: none"> → UB postgraduate students (official courses) → UB administrative and service staff / visiting lecturers and researchers / academic staff at affiliated centres / academic and research staff from Hospital Clínic and Hospital Universitari de Bellvitge 	10	20 days
<ul style="list-style-type: none"> → UB lecturers, researchers and teaching assistants 	20	30 days
<p>Audiovisual material: 5 days</p> <p>Restricted loans: 3 days</p>		

Reading list items (*Bibliografia recomanada*): 7 days

Special reading list items - weekends (Fri. to Mon.): 3 days



Renewals

You can renew all loan items **as many times as you wish, except for items that have been requested by another user and items that are overdue**. You can renew books online (through [My account](#)), by telephone, or at the loans desk.

Penalties

Users who fail to return loan items on the required date will have their accounts suspended temporarily. The length of the penalty depends on the type of loan item:

Normal loan / audiovisual: 1 day / overdue day

Restricted loans: 4 days / overdue day

Reading list: 4 days / overdue day

Special reading list: 6 days / overdue day

Requests

You can make up to **8** requests, either online from [My account](#) or at the loans desk.

If you need a book or document that is located at a **different UB library**, you can:

- a) go to the UB library** where the item is held; or
- b) submit a request from My account** (normal loan items) or at the loans desk (for items from *Bibliografia recomanada* reading lists). It will usually take 2-4 days for a requested item to reach your library.

University Loan Consortium (PUC)

The PUC offers a free loan service that enables users of libraries belonging to the Consortium of University Libraries of Catalonia (CBUC) to request and borrow books and documents from other CBUC libraries.

How can I request an item?

- a) In person, at the library where the book is held: **PUC in situ**
- b) Online: **[PUC via web](#)**

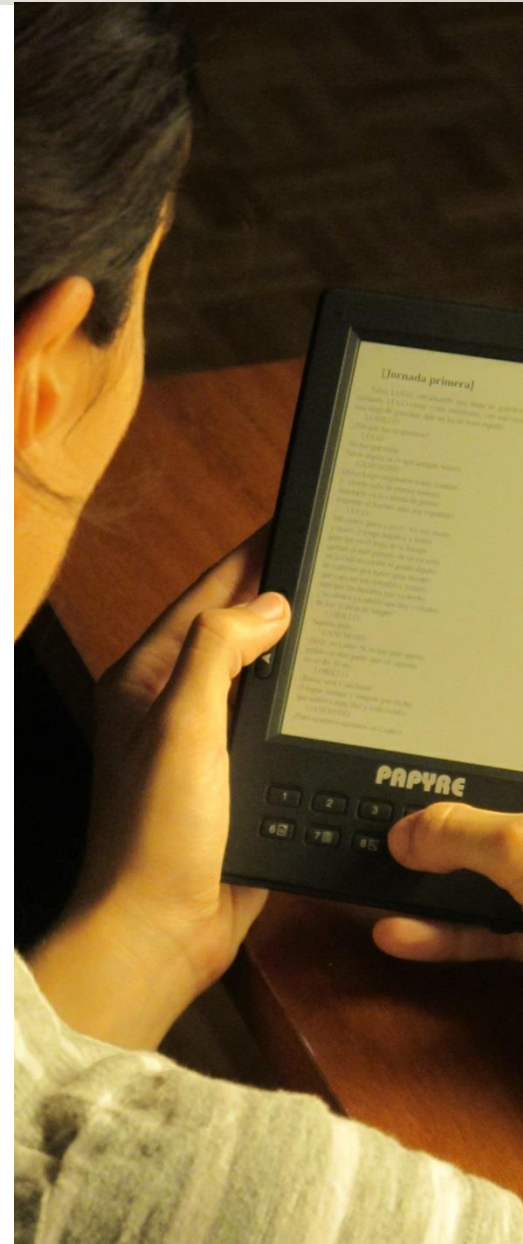
Where can I return items from the PUC loan service?

- a) To any UB library
- b) To any of the libraries at the institution from which the item was loaned



Other services:

-> **Laptop loans**
www.bib.ub.edu/en/services/borrowing/laptop-loan/
-> **E-book reader loans**
www.bib.ub.edu/serveis/prestec/prestec-lectors-llibres/
-> **Interlibrary loans**
www.bib.ub.edu/en/services/interlibrary-loan/
-> **Work rooms**
www.bib.ub.edu/serveis/espais-aprenentatge/sales/
-> **User training**
www.bib.ub.edu/en/services/user-training/



ReCercador

<http://recercador.ub.edu/>



The *reCercador* is a gateway to a range of electronic resources such as bibliographic databases, websites, library catalogues, electronic journals and journal portals.

It can be used to locate **resources relevant to a particular area of study or research**, and also allows multiple resources to be **cross-searched** from a **single interface**.

Subject guides

www.bib.ub.edu/recursos-informacio/guies-tematiques/filologia/

These guides are specially curated lists of resources for the different thematic areas across which teaching and research at the UB are divided: dictionaries, databases, bibliographies, books, electronic journals, manuals, etc.



UNIVERSITAT DE BARCELONA

Conèixer el CRAI | Biblioteques

Pàgina inicial > Recursos d'informació

Filologia

Subguies temàtiques

- [Filologia alemanya](#)
- [Filologia anglesa](#)
- [Filologia àrab](#)
- [Filologia basca](#)
- [Filologia catalana](#)
- [Filologia clàssica](#)
- [Filologia francesa](#)
- [Filologia gallega i portuguesa](#)
- [Filologia hebrea](#)
- [Filologia hispànica](#)
- [Filologia neerlandesa](#)
- [Filologia italiana](#)
- [Filologia polonesa](#)
- [Filologia russa](#)
- [Lingüística](#)

Ask the librarian

www.bib.ub.edu/en/services/pab0/

“Ask the librarian” is a virtual reference service with the support of specialized librarians which aims to answer any question or query about the CRAI and its libraries, and how its services work.



CRAI 2.0

Follow us and keep up to date with our news:

Bloc de Lletres

<http://blocdelletres.ub.edu/>



Facebook

www.facebook.com/pages/Biblioteca-de-Lletres-CRAI-UB/28839399985



Twitter

<http://twitter.com/blocdelletres>



Netvibes

www.netvibes.com/bibliotecadelletres#eLlibres





**Thank you for
your time and
attention!**

