

The CRAI-Library in 5 minutes

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

Academic year 2014-2015

The CRAI Philology Library (*Biblioteca de Lletres*)

Gran Via de les Corts Catalanes, 585
08007 Barcelona

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

The library is located in the Historic Building of the UB.

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



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:

- **ROMÀNQUES**

(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

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 Recercador+

Search the available documents in CRAI libraries

All options

My Account
Ancient Books
CCUC
Proposal for purchase of books

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.

My Account

▶ **Login with local identification** (UB Users)


Identifier:

Password:

▶ **Login with CRAI identification** (UB Card)

Your name

Barcode

 Submit

Loans service

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

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



Loan 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.

Place a request

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

Overdue 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

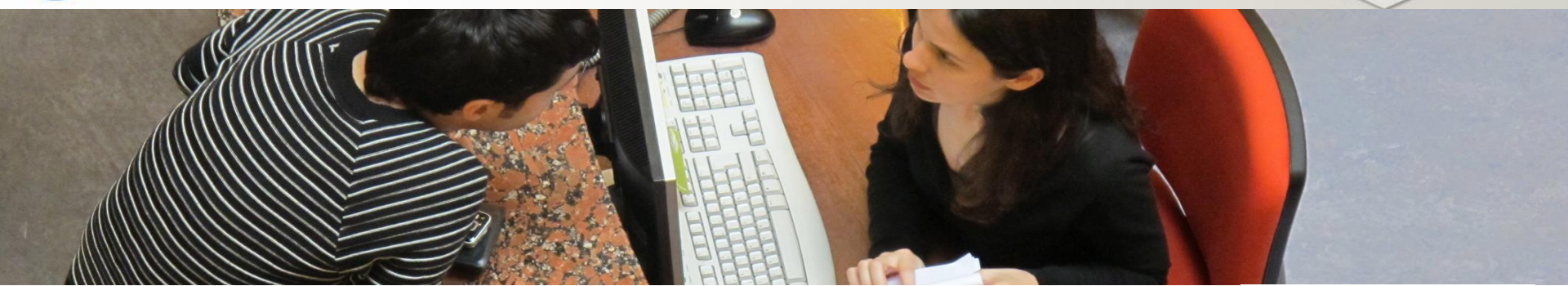
Restricted loans: 4 days / overdue day

Reading list: 4 days / overdue day

Special reading list: 6 days / overdue day

Reading History

You can activate [My Reading History](#) from your personal account. Once this option is activated you will be able to see your borrowing activity.



Lending service from other UB CRAI Libraries:

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.

CRAI libraries

- Fine Arts
- Information Sciences
- Biology
- Bellvitge Health Sciences Campus
- Torribera Food and Nutrition Campus
- Mundet Campus
- Law
- Economics and Business
- Pharmacy
- Philosophy, Geography and History
- Physics and Chemistry
- Geology
- Phylogeny
- Mathematics
- Medicine
- Pavelló de la República
- Rare Book and Manuscript

University Loan Consortium (PUC)

The **PUC** offers a **free loan service** that enables users of libraries belonging to the Consortium of University Services of Catalonia (CSUC) to request and borrow books and documents from other CSUC 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](#)



Catàleg

Cercar al PUC:

[Cerca avançada](#)

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

Interlibrary loans

crai.ub.edu/en/crai-services/loans/inter-library-loans

The interlibrary loan service can be used to locate and obtain the original or a copy of any kind of document that cannot be found at the CRAI and that is **not available at other Catalan universities through the PUC**. It also centralizes the loan of UB items to other institutions. This is a paid service.

Other services:

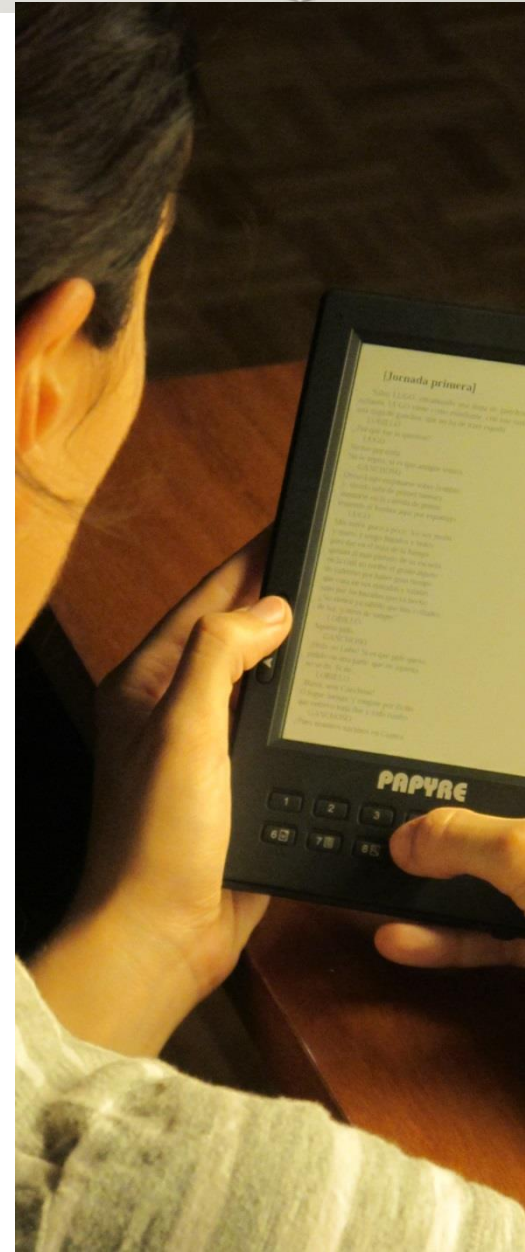
→ Loan of UB equipment

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

- laptops
- e-readers
- study rooms

→ Training

<http://crai.ub.edu/en/crai-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

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

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.

Delicious subject guides

- German
- English
- Arabic
- Basque
- Catalan
- Classics
- Slavic Studies
- French
- Galician and Portuguese
- Hebrew Studies
- Spanish
- Italian

Usernames and passwords



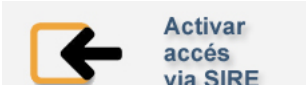
Access to ...	Username (<i>Identificador</i>)	Password
Library computers WIFI	<i>Identificador local:</i> Built from the left part of the UB email address, before the @, and followed by <i>.alumnes</i> E.g. <i>jram7@alumnes.ub.edu</i> >> <i>jram7.alumnes</i>	MónUB password
Virtual Campus UB email Món UB Remote access via SIRE	<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 <i>.alumnes</i>	Option 1 UB student card barcode number Option 2 MónUB password

Access to resources from outside the UB

<http://crai.ub.edu/en/crai-services/resources-online/proxy>

Access to all **electronic resources to which the CRAI subscribes** is provided to any computer outside the UB local network through **SIRE** (*Servei Intermediari d'accés als Recursos Electrònics*)

To activate the remote access you can:

- Install the Sire-it button  on your browser. See the [instructions](#).
- Activate it by clicking on any  button
- From the [ReCercador+](#), click on 

S@U User Support Service

crai.ub.edu/en/crai-services/sau

“S@U” 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.



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>



Flickr

<https://www.flickr.com/photos/biblletres/>



Pinterest

<https://www.pinterest.com/crailletres/>



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

