



Information Sciences CRAI Library

http://crai.ub.edu/en/about-crai/libraries/information-sciences

The Information Sciences CRAI Library was founded in 1920 as the library of the **Escola Superior de Bibliotecàries**, the former school of library science created by the Catalan Mancomunitat in 1915.

As the first specialized library of its type in Spain, its collections include the most representative twentieth-century publications in the field.

The CRAI Information Sciences Library provides comprehensive materials for study and research activities at the <u>Faculty</u> for the degrees of Information and Documentation and Audiovisual Communication.

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

Service Charter CRAI UB









Facilities and equipment:

- → 143 reading desks
- > 1 microfiche reader
- → 2 TV/vhs player
- → 24 PC, 4 Macs and 15 laptops
- Wireless internet access and access to the secure Eduroam network. How to get it
- 2 group study rooms (6 people) with one computer.





Library collections: management and distribution







Cercabib

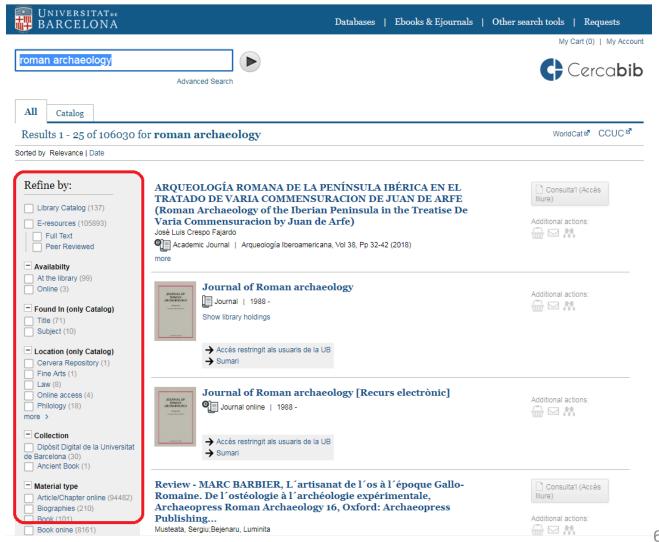
http://cercabib.ub.edu



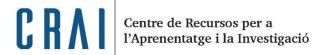




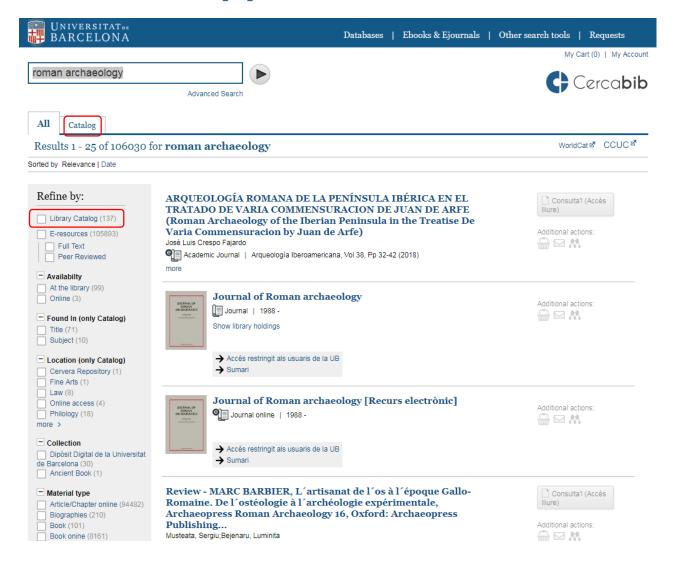
Cercabib: quick search







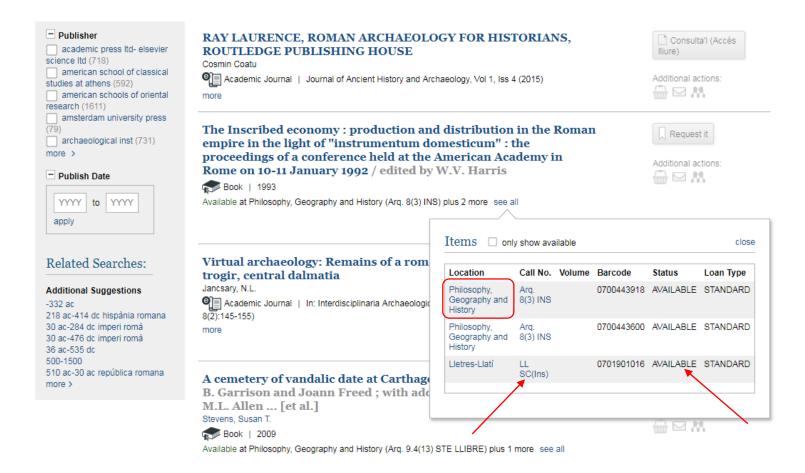
Where do I find it? (I)







Where do I find it? (II)







Cercabib: Advanced search

Combine search fields and/or refine your search.







How do I take books out? UB Card

· You need a **UB Card**.

· Validate it in any CRAI library before use it for the first time.











Document loan

http://crai.ub.edu/en/crai-services/loans/loansUB

Document loan allow you to consult CRAI resources off library premises for a specified period of time.

To loan documents you must have a **UB Card** or other kind of **ID**.

Loan service regulations

- Documents that cannot be taken out on loan:
 - Journals and works of reference (encyclopedias, 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".
- ☐ Key Reading list:
 - Loan for up to 10 days.
 - These items can only be reserved at the loan desks in CRAI libraries.

Users	Documents	Normal loan period
UB teaching and research staff (PDI): current, retired and emeritus staff of the UB, of affiliated with venia docendi, of the School of Modern Languages (EIM), the Hispanic Studies unit and Language Services (SL), guest and visiting teaching and research staff, departmental researchers and members of UB research groups, and researchers affiliated to the Jaume Almera Institute of Earth Sciences	40	60
Postgraduate students and administrative and service staff (PAS): PhD students, postdoctoral fellows with teaching responsibilities, university master's degree, inter-university master's degree and UB-specific master's degree students, and current or retired PAS	20	30
Bachelor's degree, postgraduate and university extension students: bachelor's degree students at the UB or affiliated centres, interuniversity students, national or international mobility students, IL3 students taking courses, and students enrolled in UB-specific postgraduate courses, university extension courses and University of Experience courses	10	20
Health professionals at university hospitals (Hospital Clínic, Hospital de Bellvitge, Hospital de Sant Joan de Déu), UB teaching and research staff (PDI) affiliated to centres with specific collaboration agreements with the UB or that belong to the UB Group (including teaching staff of Institute of Education Sciences with UB contracts and research fellows from the Jaume Almera Institute of Earth Sciences) and researchers at affiliated or associated research institutes, research institutes in which the UB participates, and research institutes with specific collaboration agreements with the UB or that are members of the UB Group	15	20

Audiovisual material: 7 days

Key Readings list: 10 days
Weekend Key Readings list: (from Friday to Monday): 3 days





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. Watch the video

Reservations

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

Penalties

If you do not return books in time, you will be barred from using the service for 1-6 days, depending on the item and the number of days overdue:

Normal loan and audiovisual material: 1 day

Key reading list: 4 days

Weekend Key reading list: 6 days

History

Activate the **Record function** in **My account** to keep a **list of the items** you have taken out on loan during your time at the UB.





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

CRAI libraries

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





Library consortium loans (PUC)

http://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**. Watch the <u>video</u>

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 via web

http://puc.cbuc.cat

- □ 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.
- □ Access University Union Catalog of Catalonia (CCUC): http://puc.cbuc.cat/
- ☐ Check availability and request the **item**. Choose where you would like to pick it up.
- □ When your item arrives at the chosen library you will recieve an **email notification**.
- ☐ You can **return the item** to any of the libraries at your university or at the institution that owns the item.



PUC conditions

Users	Items	Renewals	Loan period: printed documents	Loan period: audiovisual material
Bachelor's degree students, first- or second-cycle pre-EHEA students	4	4	10	5
Postgraduate, third-cycle, master's degree and doctoral students	8	4	20	5
University teaching and research staff (PDI) and registered users of the National Library of Catalonia	8	4	20	5
University administrative and service staff (PAS) and staff of the National Library of Catalonia	8	4	20	5
Other authorized users	4	4	10	5





Interlibrary loan

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



Checking your library record: My account (I)







Checking your library record: My account (II)

This service enables you to Access your CRAI **user record**.

Once you have logged in, you can view and renew your loans, reserve new items, create lists of records, etc.

UB users with local identifier	Other users with CRAI identifier
Identifier	Barcode
Password	Password
	Generate new password If you do not have got a password or you forgot it, you can create a new one. You can only ask to reset your password if we have got your email address on file. Or else you will have to contact any library of UB CRAI.
	Send)



Loan of UB equipment: Study rooms

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

This loan service is designed to make it easier to use CRAI library work rooms for individual or group work. You can reserve documents from the Catalog using the option in My account. Watch the video

How to use the study rooms.







Loan of UB equipment: Laptops

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

Information Sciences CRAI Library provides **15 laptops** for users to access digital information and the UB's Wi-Fi.

To access this service users need:

- → To sign a contract
- Their UB Card
- Not to have penalties for non-return of loan items by the required date.



Users can sign the contract and ask for the laptops at the **library loan desk**.



Access online resources

http://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).

Watch the video





Virtual Campus (I)

https://campusvirtual2.ub.edu







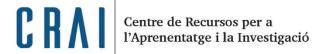
Virtual Campus(II)

https://campusvirtual2.ub.edu

The online tool for accessing your subjects and consulting recommended Reading lists, teaching materials and activities.

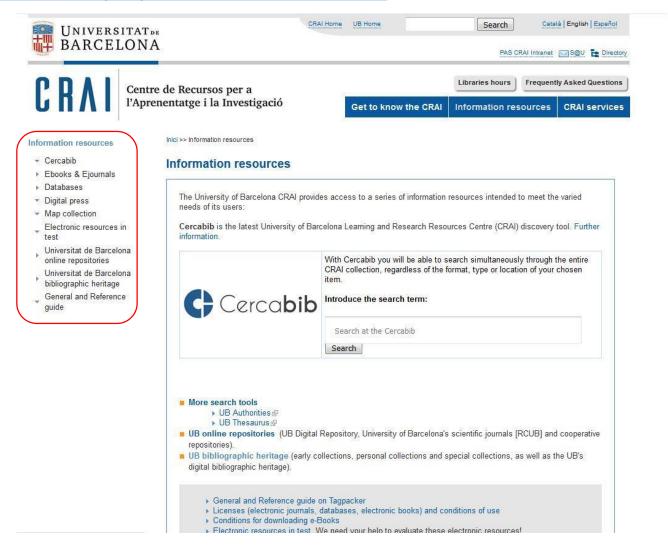






Information resources

http://crai.ub.edu/en/information-resources







Usernames and passwords

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

Service	Username	Password
 Computer access UB Wi-Fi Accessing electronic resources (SIRE) Library My account (Cercabib: reservations, renewals, free copies, loans record, etc.) Catalan University library loan (PUC) Inter library loan 	From the UB email adress: For the adress: mgarm008@alumnes.ub.edu The username is: mgarm008.alumnes.	Món UB password
 Virtual Campus UB email Món UB Accessing electronic resources (SIRE) Inter library loan 	Món UB Id. (4 characters: see your enrolment confirmation)	Món UB password
 Wi-Fi Eduroam 	From the UB email adress: For the adress: mgarm008@alumnes.ub.edu The username is: mgarm008.alumnes@ub.edu	Món UB password

Watch the video.



Wi-Fi and access to faculty computers

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, <u>configure</u> your laptop and log on using your <u>local username</u>.

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 quide

User group	Ending	Email adress	Local username
PAS / PDI		joan.pere.garcia@ub.edu cherrera@ub.edu	joan.pere.garcia cherrea
Students	.alumnes	jherg07@alumnes.ub.edu	Jherg07.alumnes
Alumni UB	.a	pperez@alumni.ub.edu	pperez.a





S@U, User Support Service

http://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 acknowledgements!

CRAI UB





Follow us and keep up to date with our news!

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

- Facebook
 http://www.facebook.com/UBbiblio
- **E-correu** bid@ub.edu (suggestions, questions, subscribe to weekly newsletter ...)
- Instagram
 https://www.instagram.com/craibiblio
- Youtube
 https://www.youtube.com/user/UBbiblio

Twitter @BibBiblio

quides...)

Flickr
https://www.flickr.com/photos/141900323

Issuu https://www.flickr.com/photos/141900323

@N08/albums

(library publications, reading

Suggest the purchase of new books:

http://crai.ub.edu/sites/default/files/desiderates/desiderates.html



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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