



UNIVERSITAT DE  
BARCELONA

Centre de Recursos per a  
l'Aprenentatge i la Investigació



# **Get to know the Information Sciences CRAI Library**

**Academic year 2015-16**

## 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 [Faculty](#) 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](#)

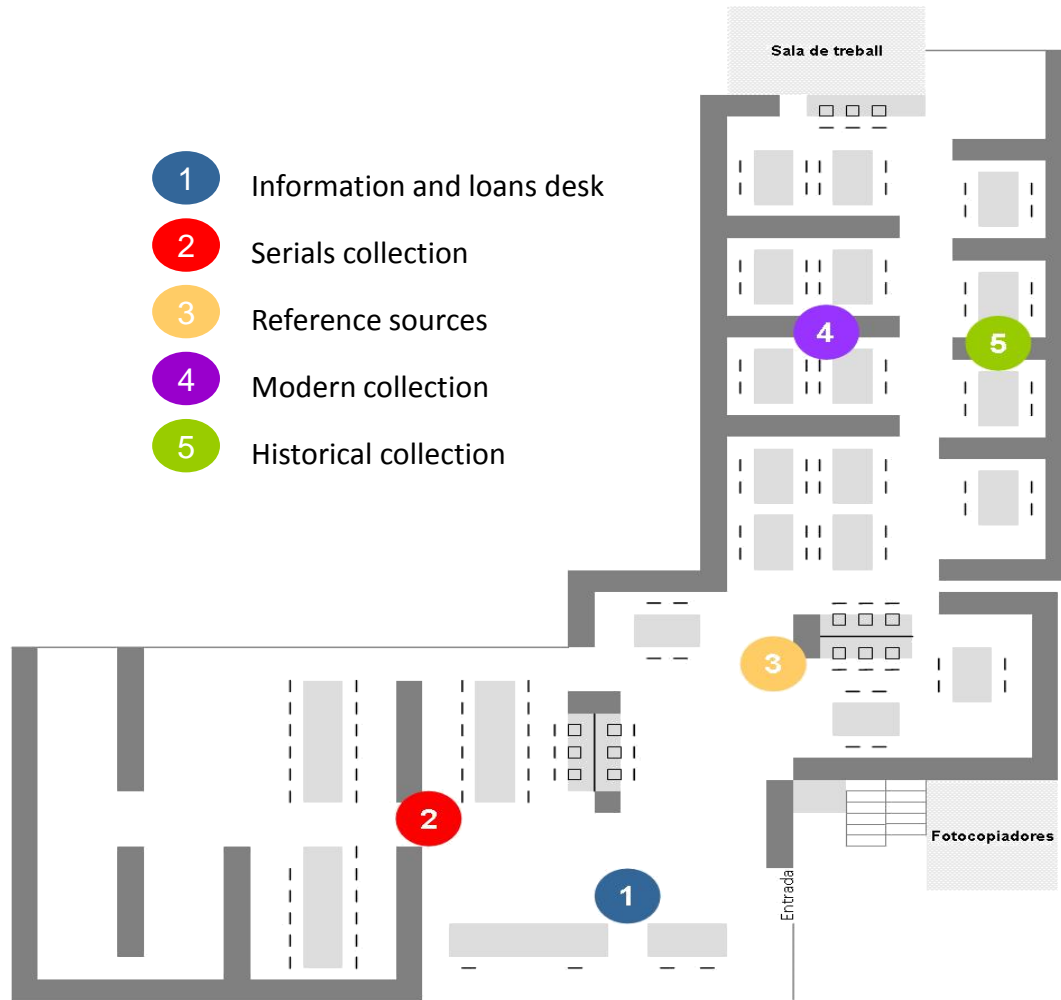




## Facilities and equipment

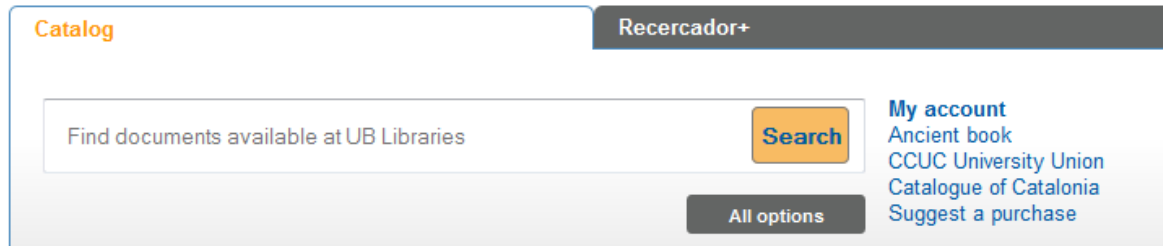
- > 143 reading desks
- > 1 microfiche reader
- > 2 scanners
- > 2 televisions/video equipment
- > 24 PCs, 4 Macs and 15 laptops
- > Wireless internet access and access to the secure Eduroam network. [How to get it](#)
- > 2 photocopiers/printers (black/white) connected to the computers and scanner service.
- > 1 group study room (6 persons) with 1 computer. [How to reserve](#)

# Library collections: management and distribution



## The UB Libraries catalog

[http://cataleg.ub.edu/\\*eng](http://cataleg.ub.edu/*eng)



Catalog Recercador+

Find documents available at UB Libraries

[All options](#)

**My account**  
Ancient book  
CCUC University Union  
Catalogue of Catalonia  
[Suggest a purchase](#)

A complete **list of the collections offered by CRAI libraries** (books, journals, electronic resources, audio recordings, videos, multimedia...) and an important historical collection (manuscripts, incunabula, parchments and printed books since the 16th century until 1820).

Type of queries: **quick search**, **advanced search** (allowing the use of Boolean operators and limiting the search), and **other searches** (ISBN/ISSN, call number or book series).

Take a look at the catalog [search guide](#).



Library catalog Centre de Recursos per a

[Home](#) > [Information Resources](#) [Català](#) | [Español](#)

**Quick search**

Quick search

Keyword

Limit results

**Collections**  
[Ancient book](#) | [Journals](#) | [Map collection](#) | [UB](#)

**Select your search:**

- ▶ **Keyword:** Search by author name, words of title, subject, publication year, etc.
- ▶ **Title:** Type in the beginning of the title (omitting initial article).
- ▶ **Author:** Enter the author's last name first (author, compositor, editor, thesis director or institution's name) followed by the name or initial if known.

## ReCercador+

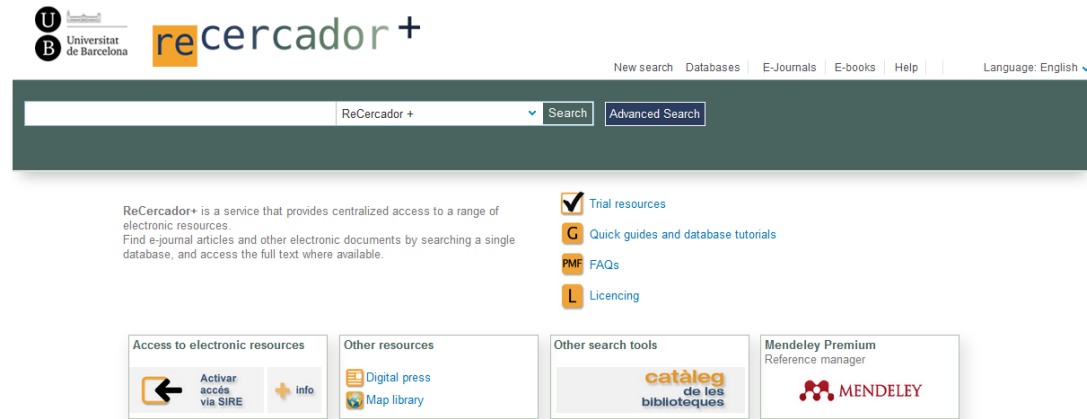
<http://recercador.ub.edu>

ReCercador+ is a service that provides centralized access to a range of electronic resources.

Users can log in as a UB user, with the option e-Shelf and personalize their profile, create resource groups, save searches, create and alter alerts, customize results lists, and more.

ReCercador+ provides:

- ➔ Access to UB electronic resources and to a selection of other free access resources.
- ➔ Searching of specific bibliography on different topics, and access to the **full text** (if we are subscribed to the publication.)
- ➔ Simultaneous searches across multiple resources from a single interface.
- ➔ Locating e-journal articles and other electronic documents by searching a single database, and access to the full text where available.



The screenshot shows the ReCercador+ website interface. At the top left is the Universitat de Barcelona logo. The main header features the 'reCercador+' logo. A navigation bar includes links for 'New search', 'Databases', 'E-Journals', 'E-books', 'Help', and 'Language: English'. Below this is a search bar with a dropdown menu set to 'ReCercador +', a 'Search' button, and an 'Advanced Search' button. A descriptive paragraph states: 'ReCercador+ is a service that provides centralized access to a range of electronic resources. Find e-journal articles and other electronic documents by searching a single database, and access the full text where available.' To the right of this text are four links: 'Trial resources' (checked), 'Quick guides and database tutorials', 'FAQs', and 'Licencing'. Below the text are four service tiles: 'Access to electronic resources' (with 'Activar accés via SIRE' and 'info' buttons), 'Other resources' (with 'Digital press' and 'Map library' buttons), 'Other search tools' (with 'catàleg de les biblioteques' button), and 'Mendeley Premium Reference manager' (with 'MENDELEY' logo).

## Virtual Campus

<http://www.ub.edu/campusvirtual/en>

The UB's **online learning platform**, where you will find the recommended reading for your coursework, reference works, online exercises and a range of complementary learning materials for different subjects.

The recommended readings are linked to the UB catalog.

Users need UB username and password (MónUB) to access the campus.

At the CRAI we help you manage and use the Virtual Campus.

For other questions and queries you can contact User Support Service, [S@U](mailto:S@U).

 campusvirtual



Metodologic guide 2.x

Frequently asked questions

Project

Support

Training

Innovation



Si sou usuaris UB (PDI, PAS o alumne), feu-nos arribar la consulta, dubte o incidència al nostre [servei en línia](#). Si no sou usuaris UB, podeu fer servir aquest [formulari](#).

Projecte Campus Mobile UB



En construcció

Segueix-nos:



Notícies

-  [Aturades - Manteniment](#)
-  [Manteniment infraestructures campus](#)
-  [Esborrar alumnes](#)
-  [Aturada de la xarxa](#)

Accessos directes a les plataformes docents de la UB

Curs acadèmic 2015 - 16

 **campusvirtual**

Accés als ensenyaments reglats de la UB

 **campusvirtual**  
Formació

Accés a la oferta formativa organitzada per ICE, CRAI i PAS

 **campusvirtual**  
Obert

Accés a la oferta formativa per a personal extern organitzada per ICE i CRAI

 **campusvirtual**  
Innovació

Accés als cursos d'Innovació Docent (PMID)



**HISTÒRIC DEL  
CAMPUS  
VIRTUAL**  
Curs Acadèmic 2014-15

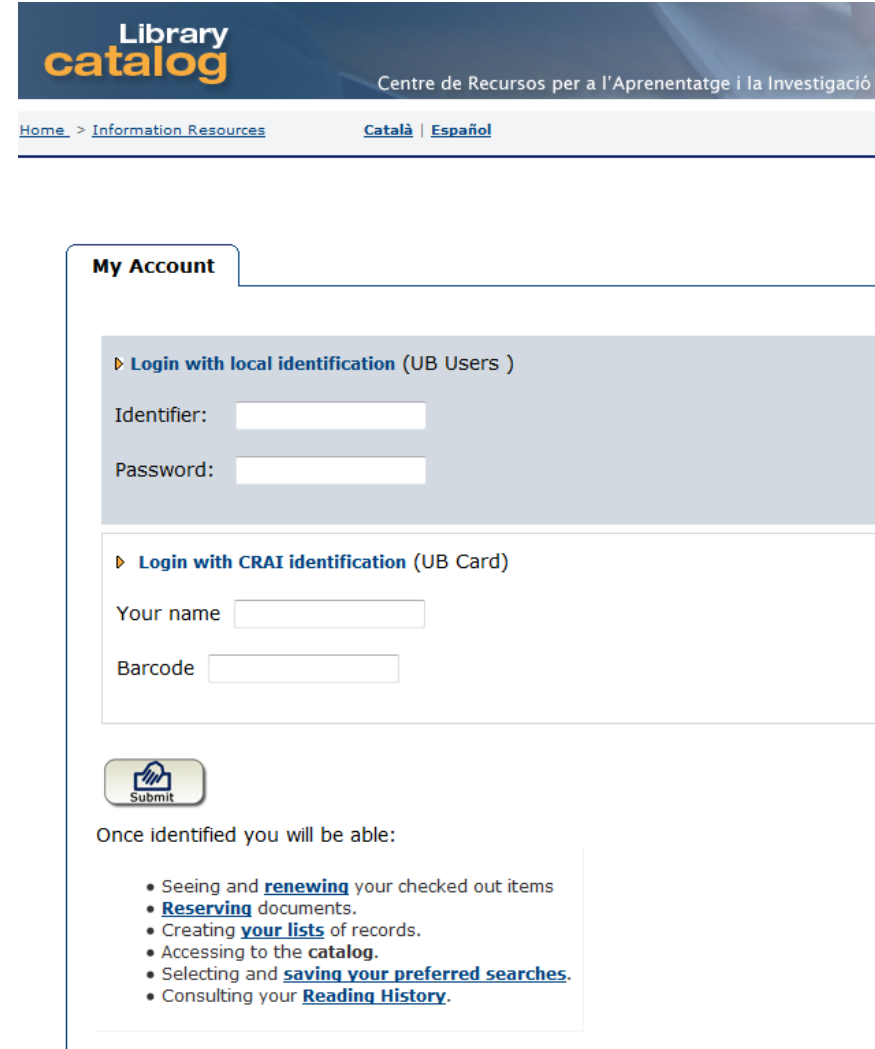
## My Account

[https://cataleg.ub.edu/patroninfo\\*eng](https://cataleg.ub.edu/patroninfo*eng)

A service that gives you access to your CRAI user registration.

Once identified you will be able to:

- See and renew your checked out items
- Reserve documents
- Create your lists of records
- Access the catalog
- Select and save your preferred searches
- Consult your reading history



The screenshot shows the 'My Account' section of the CRAI Library catalog. At the top, the 'Library catalog' logo is visible, along with the text 'Centre de Recursos per a l'Aprenentatge i la Investigació'. Below the logo, there are navigation links for 'Home', 'Information Resources', 'Català', and 'Español'. The main content area is titled 'My Account' and contains two login options:

- Login with local identification (UB Users)**: This section includes input fields for 'Identifier:' and 'Password:'.
- Login with CRAI identification (UB Card)**: This section includes input fields for 'Your name' and 'Barcode'.

Below the login options is a 'Submit' button with a hand icon. Underneath the button, there is a section titled 'Once identified you will be able:' which lists the following capabilities:

- Seeing and **renewing** your checked out items
- **Reserving** documents.
- Creating **your lists** of records.
- Accessing to the **catalog**.
- Selecting and **saving your preferred searches**.
- Consulting your **Reading History**.



## Accessing electronic resources (proxy)

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

Some electronic resources are of limited access and so can only be accessed from a UB computer.

SIRE is a service that allows access to e-resources available at the UB from inside and outside the University network. This service is only offered to members of the UB community.

See the [installation instructions](#).

### Accessing electronic resources (proxy)

The E-Resources Access Service (SIRE) provides access to electronic information resources contracted by CRAI, from a computer/client/device inside or outside the UB network. It is based on OCLC's EZproxy solution.


SIRE is aimed at UB teaching and research staff (PDI), administrative and service staff (PAS), and students

#### ■ Requirements

- ▶ You must be a member of the UB community: lecturer, student or member of the administrative and service staff.
- ▶ You must have a **UB username** (the same one that you use to log in to UB intranets: PDI, PAS or M6nUB).

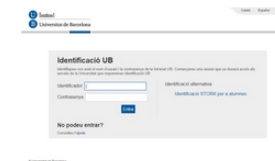
#### ■ E-Resources Access Service (SIRE)

- ▶ To optimize and make more fast consulting electronic resources with the new system, we present two options for access:

- **With access automatically activated.** Must go through the [Catalogue](#) or from [ReCercador+](#) and also pressing the bottom [Consulta](#) on the screen you will find the results of searches performed (included those made on Google Scholar). These tools are configured to automatically activate access.
- **Enabling access.** If you access material from a search engine results page (e.g. Google or PubMed), a shortcut or a bookmark, or from [UB Virtual Campus](#), must be installed previously the *Sire it* bottom . See the [installation instructions](#).


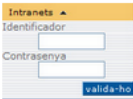

#### ■ Authentication

- ▶ When SIRE is activated, the UB user authentication screen will pop up:



# User names and passwords for accessing online services and resources

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

Username	Services	Access									
<b>CRAI</b> 	<ul style="list-style-type: none"> <li>■ Free photocopies</li> <li>■ Loans</li> </ul>	<ul style="list-style-type: none"> <li>▶ Name and surnames</li> <li>▶ UB card barcode number</li> </ul>									
<b>UB</b> 	<ul style="list-style-type: none"> <li>■ How to access electronic resources</li> <li>■ Virtual Campus <a href="#">eP</a></li> <li>■ Interlibrary loan</li> </ul>	<p>Introduce your UB intranet username and password (for PDI, PAS or Món UB)</p> <p><a href="#">Further information</a> <a href="#">eP</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Students</th> <th style="width: 33%;">PAS/PDI</th> <th style="width: 33%;">Alumni UB*</th> </tr> </thead> <tbody> <tr> <td>▶ Alphanumeric code <a href="#">eP</a></td> <td>▶ DNI / Identification no.</td> <td>▶ Alumni code</td> </tr> <tr> <td>▶ Password</td> <td>▶ Password</td> <td>▶ Alumni password</td> </tr> </tbody> </table> <p>*except access to electronic resources</p>	Students	PAS/PDI	Alumni UB*	▶ Alphanumeric code <a href="#">eP</a>	▶ DNI / Identification no.	▶ Alumni code	▶ Password	▶ Password	▶ Alumni password
Students	PAS/PDI	Alumni UB*									
▶ Alphanumeric code <a href="#">eP</a>	▶ DNI / Identification no.	▶ Alumni code									
▶ Password	▶ Password	▶ Alumni password									
<b>Local</b> 	<ul style="list-style-type: none"> <li>■ Loans</li> <li>■ PUC or library consortium loans</li> <li>■ Computers</li> <li>■ ReCercador+ "My Space" <a href="#">eP</a></li> <li>■ Wi-Fi and Eduroam</li> <li>■ Free photocopies</li> </ul>	<p>The username is comprised of the left-hand section of your UB email address, plus a suffix that varies depending on which user group you belong to.</p> <p><a href="#">Further information</a> <a href="#">eP</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Students</th> <th style="width: 33%;">PAS/PDI</th> <th style="width: 33%;">Alumni UB*</th> </tr> </thead> <tbody> <tr> <td>           ▶ Left-hand section of the <b>ub.alumnes</b> email address            e.g.:            Email: <b>jarc7@alumnes.ub.edu</b>            Username: <b>jarc7.alumnes</b> </td> <td>           ▶ Left-hand section of the UB email address            e.g.:            Email: <b>joan.garcia@ub.edu</b>            Username: <b>joan.garcia</b> </td> <td>           ▶ Left-hand section of the <b>ub.a</b> email address            e.g.:            Email: <b>imas@alumni.ub.edu</b>            Username : <b>imas.a</b> </td> </tr> <tr> <td>▶ UB intranet password</td> <td>▶ UB intranet password</td> <td>▶ UB intranet password</td> </tr> </tbody> </table> <p>*except PUC and free photocopies</p>	Students	PAS/PDI	Alumni UB*	▶ Left-hand section of the <b>ub.alumnes</b> email address e.g.: Email: <b>jarc7@alumnes.ub.edu</b> Username: <b>jarc7.alumnes</b>	▶ Left-hand section of the UB email address e.g.: Email: <b>joan.garcia@ub.edu</b> Username: <b>joan.garcia</b>	▶ Left-hand section of the <b>ub.a</b> email address e.g.: Email: <b>imas@alumni.ub.edu</b> Username : <b>imas.a</b>	▶ UB intranet password	▶ UB intranet password	▶ UB intranet password
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▶ UB intranet password	▶ UB intranet password	▶ UB intranet password									



## Loan of documents

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

The document loan service can be used to consult CRAI materials outside the library premises for a certain period of time. To use this service, you must hold a [UB Card](#) or another document that indicates your entitlement to borrow items.

By logging into My Account, you can consult the catalog, renew loans, reserve items and check your reading history. You can request and return documents from other CRAI Libraries at any CRAI loan desk.

### Documents that cannot be borrowed

- > Journals
- > Reference sources
- > Historical collection
- > Books identified with a red sticker





→ 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 items**

**60 days**



→ 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 items**

**30 days**



→ 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 items**

**20 days**



→ 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 items**

**20 days**

**Audiovisuals: 7 days**

**Recommended bibliography: 10 days**

**Recommended bibliography for weekends: 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. [Watch de video](#)

## Reserves

You can make up to 8 reserves, either online from [My account](#) or at the loans desk. [Watch de video](#)

Up to 8 reserves

## Penalties

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

- Normal loan / audiovisual: **1 day**
- Recommended bibliography: **4 days**
- Recommended bibliography for weekends: **6 days**

## Reading History

You can activate My Reading History from your personal account ([My account](#)).

Once this option is activated, you will be able to see your borrowing activity. [Guide](#)

## PUC and loans from other institutions

<http://crai.ub.edu/en/crai-services/loans/loans-puc>

PUC is a free service enabling users at member institutions to request and borrow materials from other libraries in the Consortium of University Services of Catalonia (CSUC).

Users can request documents:

- **In situ:** Authorized UB users can borrow items directly from any of the libraries in the CSUC. They must use their UB Card to identify themselves and can then take out documents on loan. Two documents can be taken out on loan at the same time for a 10-day period.
- **Online:** Authorized UB users can request documents from other institutions in the CSUC directly through the University Union Catalog of Catalonia (CCUC).

### To use this service, users must

- Be registered in the database of users of the CRAI loan service
- Have no overdue items
- Not be temporarily blocked from using the loans service as a penalization for a late return or other problem.

### Users can return their documents

- At any UB library
- At any library of the institution to which the document belongs

## 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

## 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 **library loan desk**.





## Interlibrary loan

<http://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**.

## Free photocopies

<http://crai.ub.edu/en/crai-services/loans/copies-documents>

This service provides a free copy of articles (in printed or digital format) from journals subscribed to by the UB that are not held at the CRAI Library you generally use and cannot be accessed online.

For example, you may be studying Information Sciences but require an article from a journal held in the Philology Library.

The service is aimed at:

- UB teaching and research staff
- Doctoral students and university master's degree students.
- Administrative and service staff

## Photocopies, prints and scans

Users can make their own copies of documents at CRAI Libraries. There are two photocopiers/printers (black/white) and two scanners. Documents can be printed from any computer in the library.

To print a document: **File > Print**

Select **OCE 2070** or **OCE 1055**

You need a card that you can buy at the vending machine.

**1 card + 10 copies = 1'50 €**

You can add any quantity to the card to get the number of copies that you want (0,09 €/2 copies).



Each PC is identified with a number. To find your documents, you have to select the PC number at the photocopiers/printers.

## S@U, User Support Service

<http://crai.ub.edu/en/crai-services/sau>

S@U, User Support Service is a virtual information service that fields enquiries about CRAI libraries and their services and resources. Remember that you can also consult the [FAQs](#), as your question may already have been answered.

The S@U can also be used to make complaints and suggestions or to express thanks.

This service is available 24 hours a day, 7 days a week.




## CRAI 2.0

Follow us and keep up to date with our news!

 Facebook <https://www.facebook.com/UBbiblio>

 Twitter [@BibBiblio](https://twitter.com/BibBiblio)

 Issuu <http://issuu.com/bib76> (library publications)

 Mail [bid@ub.edu](mailto:bid@ub.edu) (suggestions, questions, subscribe to weekly newsletter ...)

Suggest the purchase of new books:

<http://www.bib.ub.edu/fileadmin/desiderates/pasdesi.htm>





**Thanks so much!**

