Get to know the Philology CRAI Library

Academic year 2016-17

Where are we? When we're open

Address

Gran Via de les Corts Catalanes, 585

08007 Barcelona

Addresses of other libraries

📞 Central: 934 035 317

Romàniques: 934 035 325

Hispàniques: 934 035 326

Llatí: 934 035 434

@ crailletres@ub.edu

Opening hours

Monday-Friday, from 8:30 to 20:30 h.

Special opening hours in exam periods and at weekends

Library service regulations

CRAI service charter

Library map

Universitat de Barcelona — Centre de Recursos per a l'Aprenentatge i la Investigació

CRAI

Diputació St.

Hispàniques

Llatí

WC

Josep Carner Building

Hebreu

Arts Courtyard

Grec

LLETRES CENTRAL

5è pis
6è pis

Sciences Courtyard

WC

Romàniques

P

Access to parking area

Aribau St.

Balmes St.

Side entrance

Main entrance

Side entrance
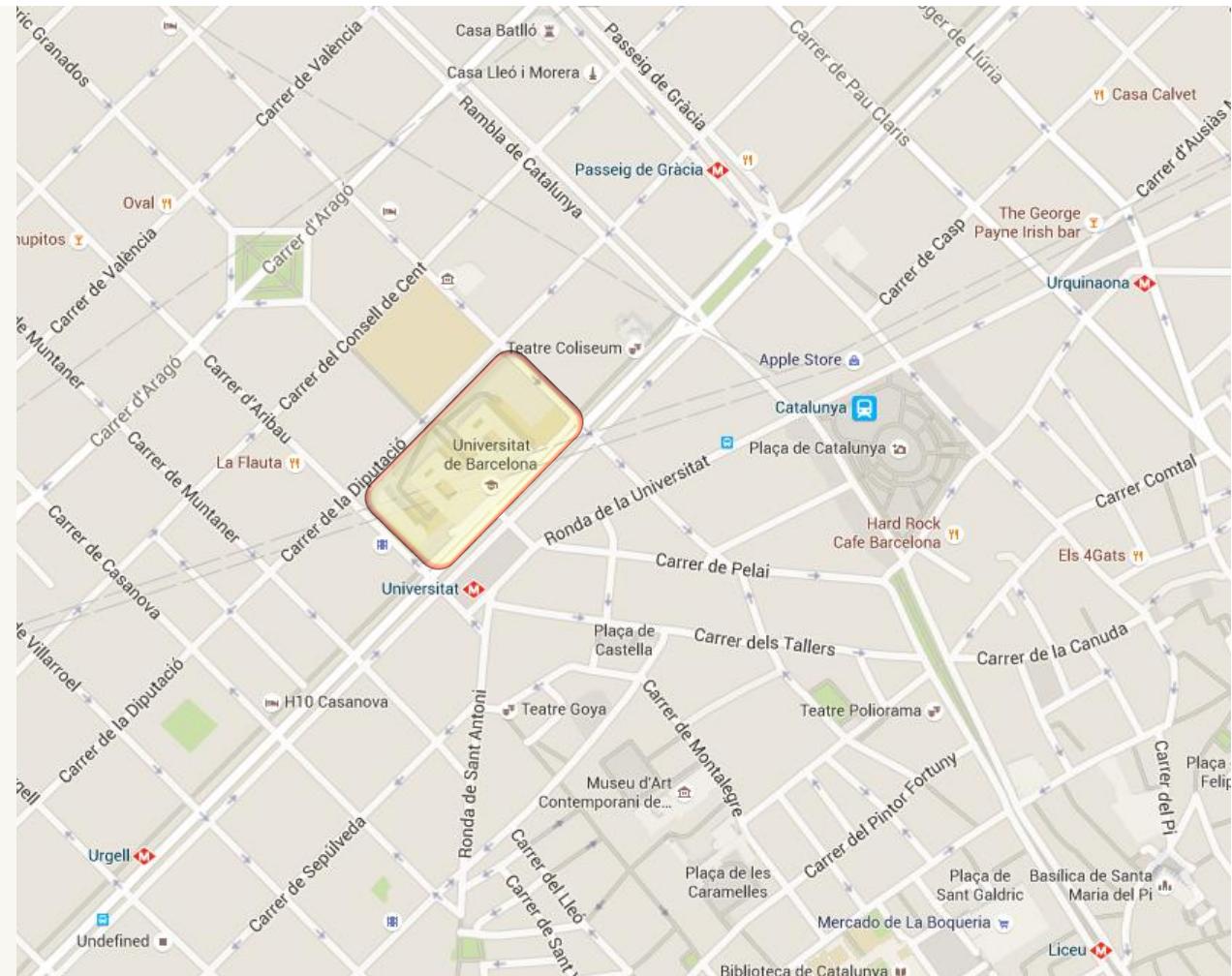
Gran Via de les Corts Catalanes St.
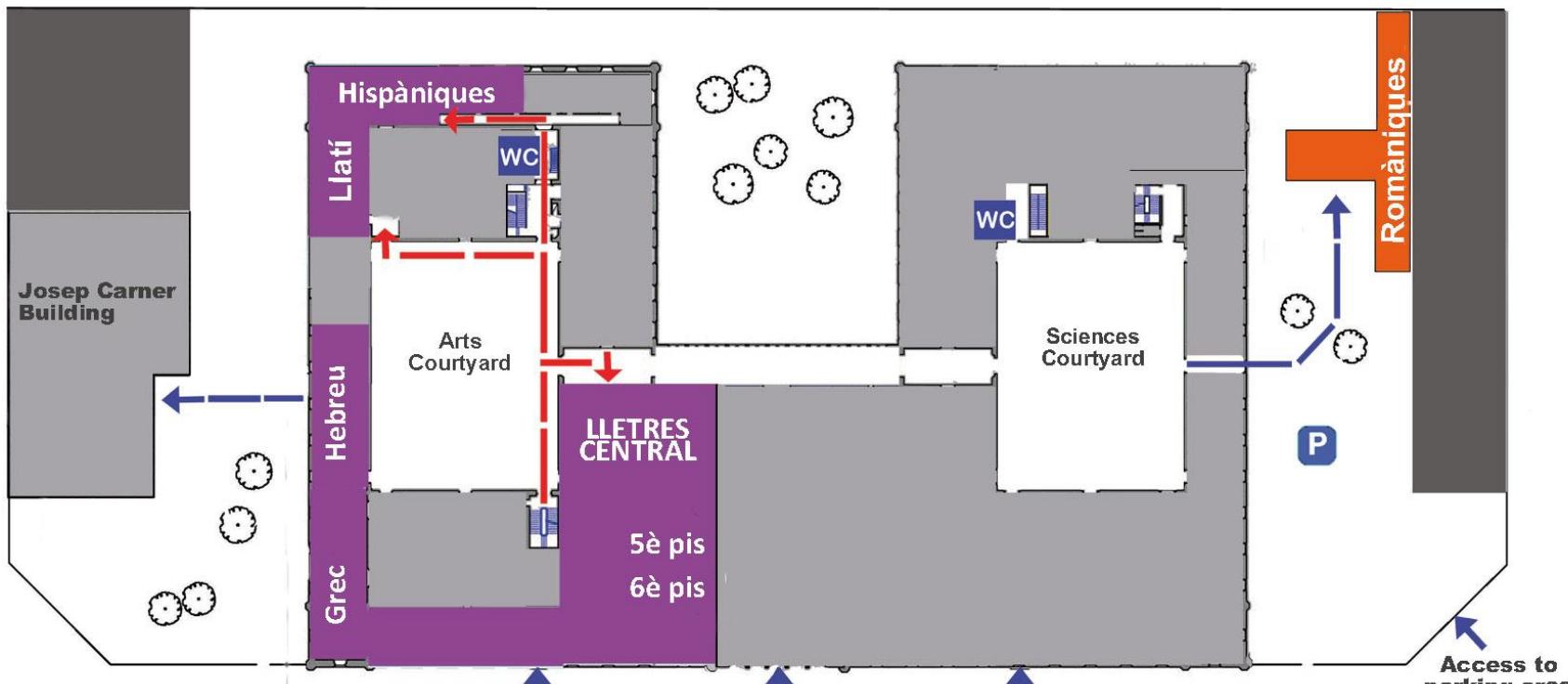
Ground floor

First floor

Directions ground floor

Directions 1st floor

Equipment

WIFI
UB.EDU
EDUROAM

LAPTOP
LOANS

SELF-SERVICE
PRINT/SCAN/
COPY
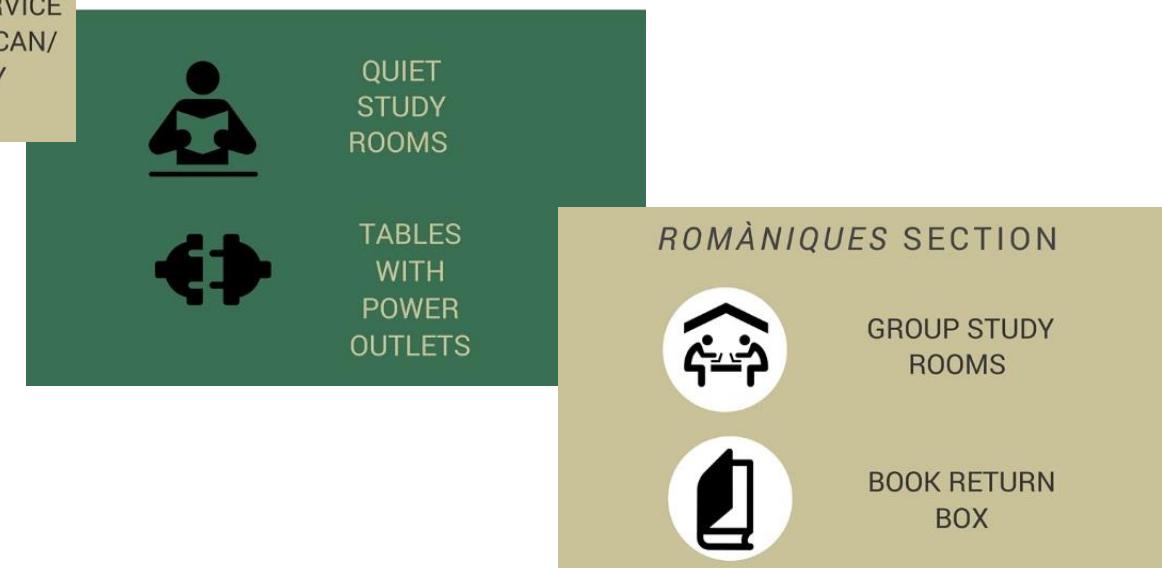
QUIET
STUDY
ROOMS

TABLES
WITH
POWER
OUTLETS

ROMÀNIQUES SECTION

GROUP STUDY
ROOMS

BOOK RETURN
BOX

The collection

The four sections of the Philology CRAI Library provide comprehensive materials for teaching and research activities at the Faculty for the courses: **English Studies, Arabic and Hebrew Studies, Literary Studies, Communication and Culture Industries, Catalan Philology, Classics, Spanish, Linguistics and Modern Language and Literature**.

It is also a specialized library, as it holds materials from after 1820 from the former Biblioteca Provincial i Universitària (Provincial and University Library) and is responsible for the management of this large encyclopaedic collection, which is an essential part of the history of the University of Barcelona and the city of Barcelona.

The overall collection comprises monographs, printed journals, electronic resources, statistical publications, doctoral theses and audiovisual materials. Books, theses and audiovisual materials are organized using the **UDC** classification method. Journals are classified alphabetically.

You can use this [form](#) to send your **proposals for book purchases**.

Special collections

Ramon Llull Bibliographic Collection

Sebastián Cirac Estopañán Library

Leonor Martínez and Juan Vernet Library

Millàs Vallicrosa Library

Pau Ginés Library
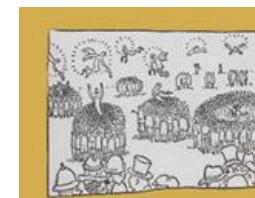
Josep Manyé i Vendrell Library
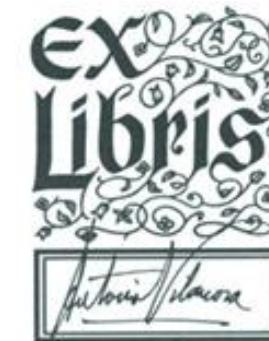
Antoni Vilanova i Andreu Library

Alejandro Díez Macho Library

Start using CRAI

http://crai.ub.edu/coneix-el-crai/inicia-t-en-el-crai

Catalog

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

It offers **quick search**, **advanced search** and **other searches**, for exemple by ISBN/ISSN.

▷ Video on search strategies.

Where do I find it?

CRAI Philology Library sections

Locations	Subjects	Call number
Lletres-Central	Reference Works Dictionaries	S
Lletres-Hemeroteca 4rt pis	Journals in alphabetical order by the journal's title	
Lletres-Central 5è pis	Culture Literary Theory English Literature	001 - 820
Lletres-Central 6è pis	German Literature French literature Italian Literature Slavic Literatures, Oriental and Arabic History	830 - 9
Lletres-Central Grec	Greek Language and Literature History, philosophy and art Byzantium Classical studies	examples: Cb (Hom) Ea (Rea)
Lletres-Central Hebreu	Language Arts Bible Judaism Jewish history	examples: B-1,2 Bab E-3,1 Car
Lletres-Central-Dipòsits	Books that are not held on open shelving and must be requested from the central library desk	examples: D-34/2/23 F-8/1/10

Locations	Subjects	Call number
Lletres-Hispàniques (Arts Courtyard)	Spanish and Latin American literature	860
Lletres-Llatí (Arts Courtyard)	Language and Latin literature History and culture of the Classical world	LL
Lletres-Romàniques (Parking area)	Modern languages Linguistics Catalan, Basque, Galician, and Portuguese literature	examples: 849.9 800 Akm

This summary table lists the location names of the different **library sections**, with the subject areas and the call numbers.

Document loans

You must have a **University of Barcelona Card or ID** that provides you are entitled to take out loans.

Loan service regulations

Documents that **cannot be taken out** on loan:
— Journals and reference works (encyclopaedias, 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*.

Recommended reading list:
— Loan for up to **10 days**.
— These items can only be reserved at the loan desks in CRAI libraries.

Validate the University of Barcelona Card in any library.

Loan periods

Users	Documents	Loan period *
University of Barcelona 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, inter-university 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

* Recommended reading list: 10 days

Recommended weekend reading list (from Friday to Monday): 3 days

Document loans

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 maximum of **8** items, through **My account** or from the loan desks.

▶ Watch the video

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**
Recommended reading list: **4 days**
Weekend recommended reading list: **6 days**

History

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

Guide

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 receive it in 2 to 3 days.

Library consortium 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 new **PUC web portal**.

▷ Watch the video

Where to return items:

a) To any CRAI library.

b) To any of the libraries linked to the institution that holds the item.

PUC web

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.

PUC
Préstec de llibres entre les biblioteques del CBUC

Procedure

1. Access University Union Catalog of Catalonia (CBUC): puc.cbuc.cat/

2. Check availability and request the **item**. Choose where you would like to pick it up.

3. When your item arrives at the chosen library you will receive **email notification**.

4. You can **return the item** to any of the libraries at your university or at the institution that owns the item.

PUC loan conditions

User	Items	Renewals	Loan period printed docs.	Loan period audiov. mat.
Bachelor's degree 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

Equipment loans

Study rooms

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.

E-readers

Request and return e-readers at the loans desk.

Laptops

- Laptops can only be used on library premises.
- Request and return laptops at the loans desk.
- Read, complete and sign the loan agreement form.
- Service not available to users currently under a late returns penalty.
- Laptops loans available for up to 4 hours
- No reservations

Regulations

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

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

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 PUC.

It also centralizes the loan of CRAI collection items to other institutions. This is a paid service.

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, configure your laptop and log on using your local username.

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 guide.

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

Access to online resources

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

Recercador +

Single point of access to a range of electronic resources: databases, book portals, library catalogs, e-journals, etc. Use it to search a range of electronic resources simultaneously from a single interface.

http://recercador.ub.edu

Universitat de Barcelona
Centre de Recursos per a
l'Aprenentatge i la Investigació

CRAI

Campus virtual

Campus virtual is the online tool for accessing your subjects and consulting recommended reading lists, teaching materials and activities.

Usernames and passwords

Service	Username		Password
Computer access	From the UB email address For the address: garm008@alumnes.ub.edu the username is: **mgarm008.alumnes**		Món UB password
UB Wi-Fi			
My account			
Catalan university library loan (PUC)			
Virtual Campus		Also with: Món UB id. (4 characters: see your enrolment confirmation)	
UB email			
Món UB			
Accessing electronic resources (SIRE)			
Inter-library loans			
Eduroam Wi-Fi	From the UB email address For the address: garm008@alumnes.ub.edu, the username is: **mgarm008.alumnes@ub.edu**		

▷ Watch the video

S@U, User Support Service

S@U is 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 messages of thanks!

User training

Advanced training courses are available to users who wish to improve their knowledge and search skills; for example, courses on specialized databases or the Mendeley reference manager.

Information about scheduled training courses is available on the CRAI User Training Campus, and personalized courses can be arranged on request.

Independent learning resources are available on the CRAI User Training Campus.

Follow us on social networks

Bloc de Lletres
http://blocdelletres.ub.edu

Facebook
https://www.facebook.com/craiublletres

Twitter
https://twitter.com/craiublletres

Pinterest
https://es.pinterest.com/craiublletres/

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

Youtube
https://www.youtube.com/channel/UCcVj9gPbF9zxehQVWOFhOcA

And virtual exhibitions:

http://crai.ub.edu/ca/coneix-el-crai/biblioteques/biblioteca-lletres

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Ask the CRAI staff

Library staff can answer the majority of your questions.

CRAI home page

The section Frequently asked questions

provides answers to a number of common queries.

S@U, User Support Service

Online information service for any questions about CRAI Libraries and the full range of resources and services. S@U is staffed by specialized librarians and is available 24 hours a day, seven days a week.

Or call us on

934 035 317

Thank you!