



Get to know the Philology CRAI Library

Academic year 2019-20



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Where are we? When we're open

Address

rreidel

versita

itècnica ataluny

Carret

HerdeP

AN. de

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

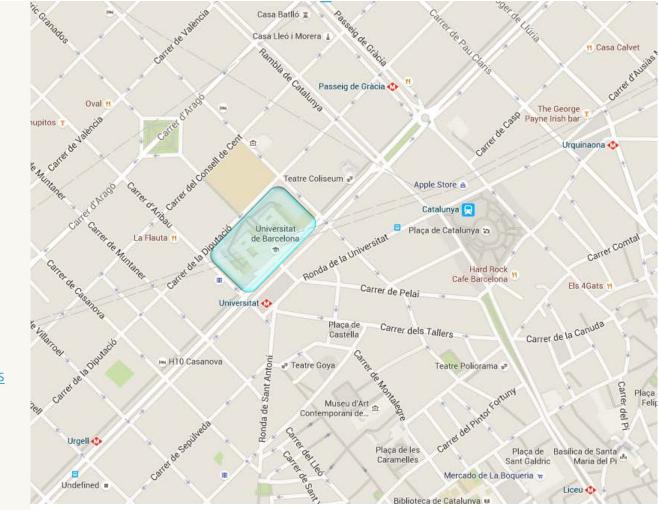
@ crailletres@ub.edu

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





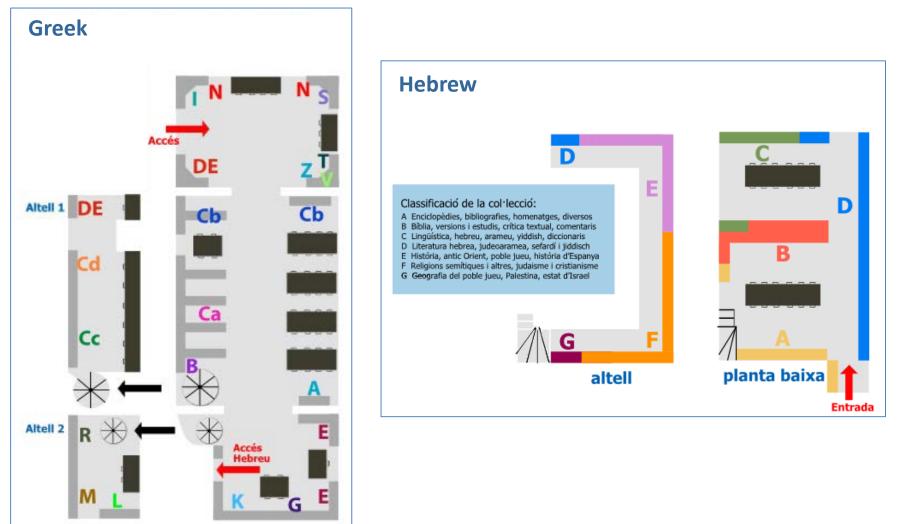
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Library map



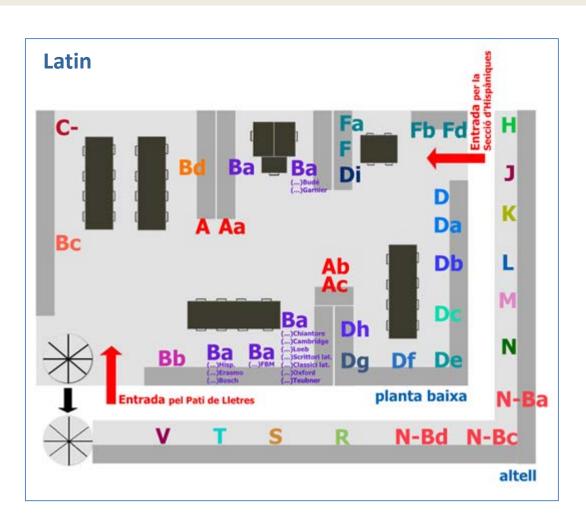


Layouts of the Greek and Hebrew Sections (Lletres-Central)





Layouts of the Latin and Hispanic Studies Sections



Hispanic Studies

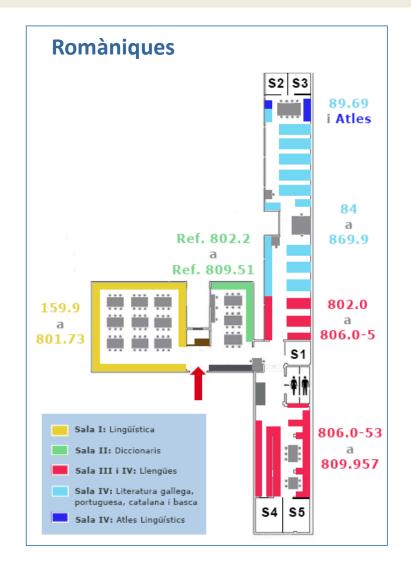
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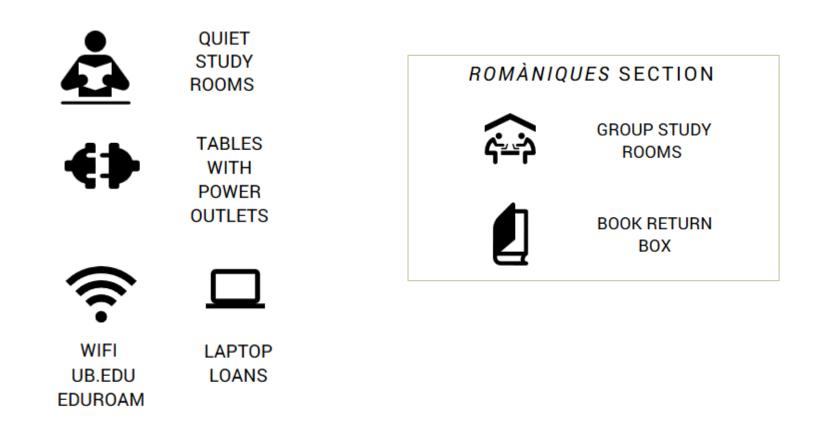
Layout of the Romàniques Section





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Equipment





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. You can use this <u>form</u> to send your **proposals for book purchases**.



Get started in the CRAI

https://crai.ub.edu/en/about-crai/get-started-in-the-crai



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Get started in the CRAI





Cercabib

<u>Cercabib</u> is the **main point of access** to items available from the CRAI UB Library (books, articles, journals, thesis...) and from other academic sources.

You can limit your search to the CRAI UB **catalogue**.

There are **simple** and **advanced search** options.

· Watch the <u>video</u>





Cercabib: quick search

UNIVERSITATDE BARCELONA	Databases Ebooks & Ejourna	ls Other search tools Requests
Quixot Barcelona		My Cart (0) My Account
	Advanced Search	Cercabib
All Catalog		
Results 1 - 25 of 185 for Quix	tot Barcelona	WorldCat 🖉 CCUC 🖉
Sorted by Relevance Date		
Refine by: Library Catalog (51) E-resources (134) Full Text Peer Reviewed	Anàlisi del tractament de la informació sobre Els Fills de Don Quixot a Barcelona en la premsa generalista espanyola i catalan Muñoz, Pepa;Carrillo, Mauricio;Aguilar, Moisès Image: Academic Journal RUTA Comunicación; 2008: Núm.: 1	Consulta'l (Accés lliure) Additional actions:
Availabilty At the library (48) Found In (only Catalog) Title (4) Subject (1)	Anàlisi del tractament de la informació sobre Els Fills de Don Quixot a Barcelona en la premsa generalista espanyola i catalan Carrillo, Mauricio;Aguilar, Moisès;Muñoz, Pepa Carrillo, Mauricio;Aguilar, Moisès;Muñoz, Pepa Periodical 01/01/2008 more	Consulta'l (Accés lliure) Additional actions:
Location (only Catalog) Historical Archive (1) Fine Arts (2) Information Sciences (4) Mundet Campus (4) Cervera Repository (1) more >	El Quixot i Barcelona / edició a cura de Carme Riera ; autors: Alberto Blecua [et al.] Sook 2005 Available at Philosophy, Geography and History (Fol. 946.711.12 Qui) plus 1 more see all	Additional actions:



Where do I find it? (I)

UNIVERSITATDE BARCELONA	Databases Ebooks & Ejournals	Other search tools Requests
		My Cart (0) My Account
Quixot Barcelona		Cercabib
	Advanced Search	
All Catalog		
Results 1 - 25 of 185 for Quix	ot Barcelona	WorldCat 🖉 CCUC 🖉
Sorted by Relevance Date		
Refine by:	Anàlisi del tractament de la informació sobre Els Fills de Don Quixot a Barcelona en la premsa generalista espanyola i catalan Muñoz, Pepa;Carrillo, Mauricio;Aguilar, Moisès @ Academic Journal RUTA Comunicación; 2008: Núm.: 1	Consulta'l (Accés lliure) Additional actions:
Availabilty At the library (48)	Anàlisi del tractament de la informació sobre Els Fills de Don Quixot a Barcelona en la premsa generalista espanyola i catalan Carrillo, Mauricio;Aguilar, Moisès;Muñoz, Pepa	Consulta'l (Accés Iliure)
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 Location (only Catalog) Historical Archive (1) Fine Arts (2) Information Sciences (4) Mundet Campus (4) Cervera Repository (1) more > 	El Quixot i Barcelona / edició a cura de Carme Riera ; autors: Alberto Blecua [et al.] Sook 2005 Available at Philosophy, Geography and History (Fol. 946.711.12 Qui) plus 1 more see all	Additional actions:



Where do I find it? (II)

Results 1 - 25 of 185 for Quix	ot Barcelona						WorldCat 🗗	СС
ted by Relevance Date								
Library Catalog (51) E-resources (134) Full Text Peer Reviewed	Anàlisi del tractament de la informació sobr Barcelona en la premsa generalista espanyol Muñoz, Pepa;Carrillo, Mauricio;Aguilar, Moisès 🎱 Academic Journal RUTA Comunicación; 2008: Núm.: 1		Don Quixot a			Additional		
Availabilty At the library (48) Found In (only Catalog) Title (4) Subject (1)	Anàlisi del tractament de la informació sobre Els Fills de Don Quixot a Barcelona en la premsa generalista espanyola i catalan Carrilo, Mauricio;Aguilar, Moisès;Muñoz, Pepa @ Periodical 01/01/2008 more					Consulta'l (Accés lliure) Additional actions:		
Location (only Catalog) Cervera Repository (1) Economics and Business - Research Fine Arts (2) Historical Archive (1) Information Sciences (4)	El Quixot i Barcelona / edició a cura de Carra [et al.] Book 2005 Available at Philosophy, Geography and History (Fol. 946.711.12 Qu) plus 1 mote see a		ecua		Additional	actions:	_
more >	El Quixot i Barcelona : l'exposició = la expo							
Dipòsit Digital de la Universitat de larcelona (1) Ancient Book (19)	Moldoveanu Sook 2005 Available at Philosophy, Geography and History (BA C 299/3) see	Location Philosophy, Geography and History	Call No. Fol. 946.711.12 Qui	Volume	Barcode 0701240841	Status LIB USE ONLY	Loan Type NOT FOR LOAN	
Material type 2-D Graphic (15)		Lletres- Hispàniques	860"15/16"CER.09 Qui)	0701240847	AVAILABLE	STANDARD	
Article/Chapter online (93) Book (31) Book onine (9) Journal (1) ore >	Anàlisi del tractament de la informació sob Barcelona en la premsa Periodical RUTA: Revista Universitària de Trebalis Acadèmi	cs. 2008 (. 1):20-20				Additional	actions:	



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Cercabib: advanced search

Combine search fields and/or refine your search.

	elona) a:(Blecua)				
Keyword		Quixot	Barcelona		
AND	Author	 Blecua 	8		Х
Add boolean:	AND OR NOT				
Year:	to				
Library C	atalog 🥐				
Material type:	ANY	• +	Language:	ANY	• •
Collection:	ANY	• +			
Location (only Catalog):	ANY	• +			
E-resourc	es ?				
Limits on E-res				n E-resources	
Available in	Library Collection		Apply equivalent subjects		
				ated words ich within the full text of i	the articles



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	^{examples:} Da2(Seg) Ra(Cic)
Lletres- Romàniques (Parking area)	Modern languages Linguistics Catalan, Basque, Galician, and Portuguese literature	examples: 849.9 800 Akm

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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

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 <u>University of</u> <u>Barcelona Card</u> in any library.



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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	21
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	21

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 <u>video</u>

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**

Reservations

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

Watch the <u>video</u>

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.



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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 <u>PUC</u> 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:

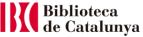
- a) In person, at the library that holds the item: **PUC in situ**.
- b) Online, using the new **PUC web portal**.

▶ Watch the <u>video</u>

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.



Préstec de llibres entre les biblioteques del CBUC

Procedure

- Access University Union Catalog of Catalonia (CBUC): <u>puc.cbuc.cat/</u>
- 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 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.



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PUC loan conditions

User	Items	Renewals	Loan period
Bachelor's degree students EHEA undergraduates Accredited Alumni UB Postgraduate students, master's degree and doctoral students Teaching and research staff Administrative and service staff	10	6	21



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 Cercabib using the option in <u>My</u> <u>account</u>.

Watch the video

Laptops

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

Regulations



What do I have on loan? My account



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.

UNIVERSITAT DE BARCELONA	Centre de Recursos per a l'Aprenentatge i la Investigació
UB users with local identifier Identifier	Other users with CRAI 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



Interlibrary loans



The <u>interlibrary loan service</u> 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>.

Loan of documents from the UB and other institutions Loans, reservations and renewals of UB documents PUC and ioans from other institutions: PUC or library consortium loans PUC and ioans from other institutions: PUC or library consortium loans Interlibrary loan toan of documents for exhibitions: see the director of the CRAI Library at which the document is stored. a paid service. See the regulations [20].





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 UB Wi-Fi and Eduroam information page.

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 <u>E-Resources Access Service</u> (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).





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Campus virtual

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



Campus Virtual de la Universitat de Barcelona Benvingut/da a la plataforma docent de la UB. Si ets usuari UB, a continuació t'indiquem com has d'accedir-hi:

Alumnat



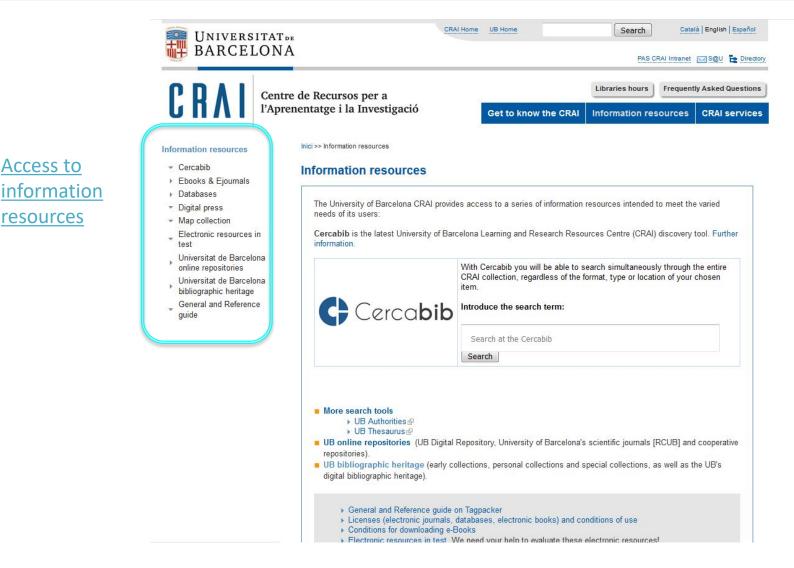
Professorat / PAS







Information resources





Usernames and passwords

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



S@U, User Support Service

<u>S@U</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!

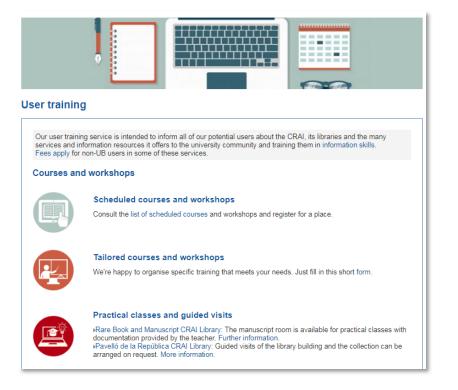




User training

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 courses and self-training resources are available on the <u>CRAI Web</u>, and personalized courses can be arranged on request.





Follow us on social networks



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



Pinterest <u>https://es.pinterest.com/craiublletres/</u>



Twitter https://twitter.com/craiublletres



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



You Tube Youtube

https://www.youtube.com/channel/UCcVj 9gPbF9zxehQVWOFhOcA

Library Blog: http://blocdelletres.ub.edu

Virtual exhibitions:

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



And if you still have questions...

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!





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