

Where are we? When we're open



Address

Gran Via de les Corts Catalanes, 585 08007 Barcelona

Addresses of other libraries

Contact information

crailletres@ub.edu

Phone number: 934 035 317

Opening hours

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

Special opening hours in exam periods and at weekends

<u>Library service regulations</u>

CRAI service charter

Library Map



Layouts

Greek (Central)
Hebrew (Central)
Hispanic Studies (Hispàniques)
Latin (Llatí)
Romàniques

The collection

The four sections of the Philology CRAI Library provide comprehensive materials for teaching and research activities at the Faculty of Philology and Communication 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.

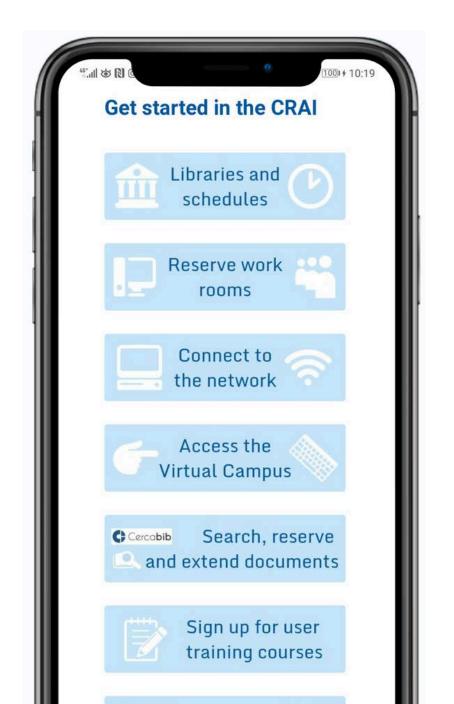
The overall collection comprises monographs, printed journals, electronic resources, statistical publications, doctoral theses and audiovisual materials. You can use this <u>form</u> to send your **proposals for book purchases**.





Get started in the CRAI

The Learning and Research Resources Centre (CRAI) of the University of Barcelona at a glance in Get started in the CRAI.



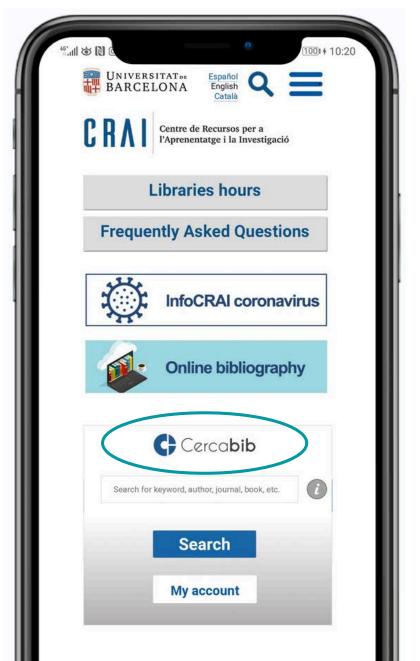
Cercabib

<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.

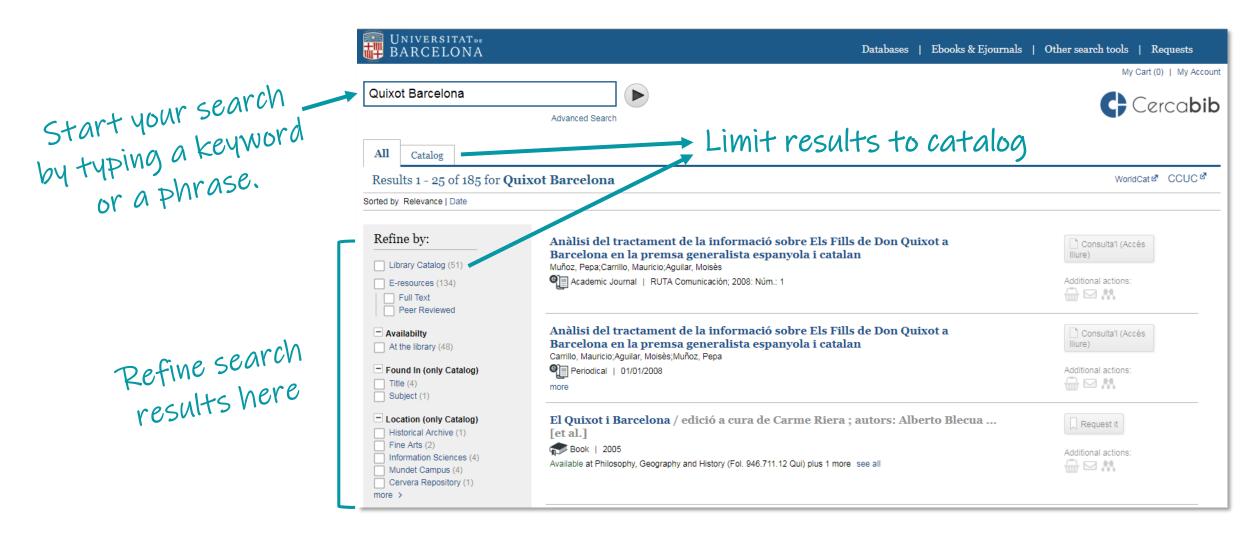
You can limit your search to the CRAI UB catalogue.

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





Cercabib: basic search



Cercabib: where do I find it?

The document is available at the Hispanic Studies section.

Use the call number to find the document on the shelf.

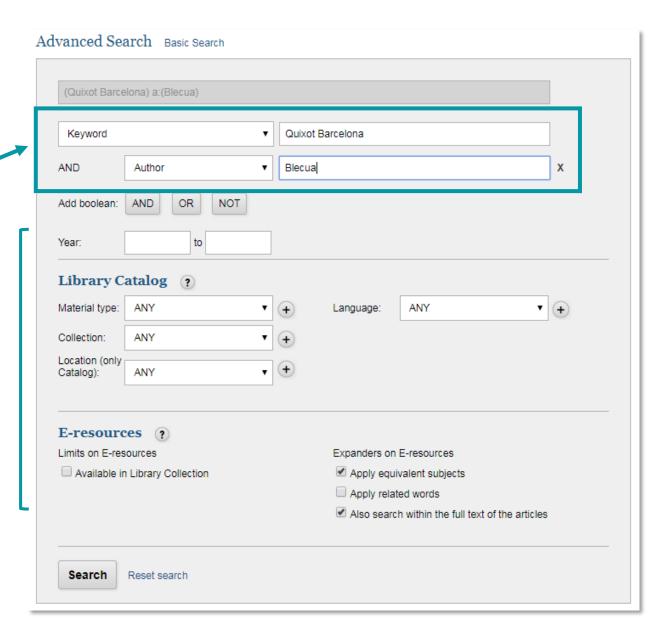




Cercabib: advanced search

combine search fields —

Apply filters to refine your query and limit the search results.



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

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

Document 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.

Recommended reading list:

- Loan for up to **10 days**.
- These items can only be reserved at the loan desks in CRAI libraries.

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





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

Loan periods

Users	Documents	Days *
University of Barcelona teaching and research staff (PDI)	40	60
Postgraduate students and administrative and service staff (PAS)	20	30
Bachelor's degree, postgraduate and university extension students	10	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 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.



<u>Video</u>

Reservations

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



<u>Video</u>

Borrowing history

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

Penalties

If you do not return documents on 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

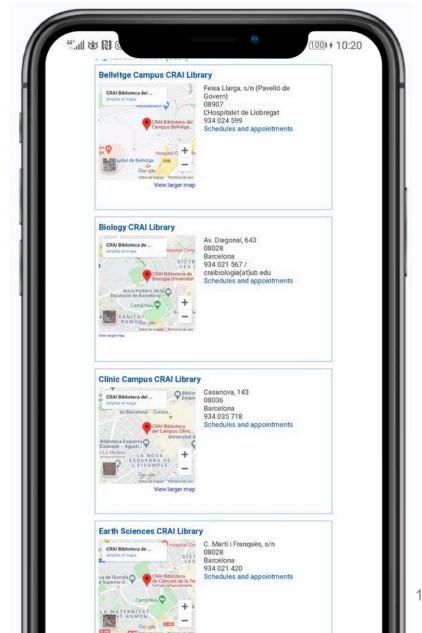
Recommended reading list: 4 days

Weekend recommended reading list: 6 days

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 PUC web portal.
 - Video

Where to return items

- a) To any CRAI library.
- o) To any of the libraries linked to the institution that holds the item.

User	Items	Renewals	Loan period (days)
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

PUC web portal

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.





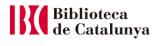


















- 1. Access University Union Catalog of Catalonia (CBUC): puc.cbuc.cat/
- Check availability and request the **item**. Choose where you would like to pick it up.
- When your item arrives at the chosen library you will receive email notification.
- 4. You can **return the item** to any of the libraries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



Universitat de Girona

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





Laptops

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

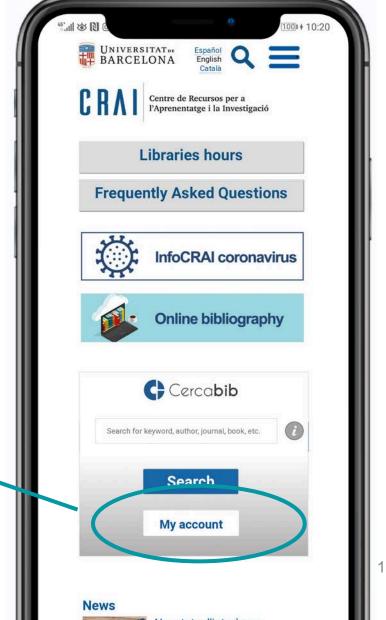
Regulations

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.





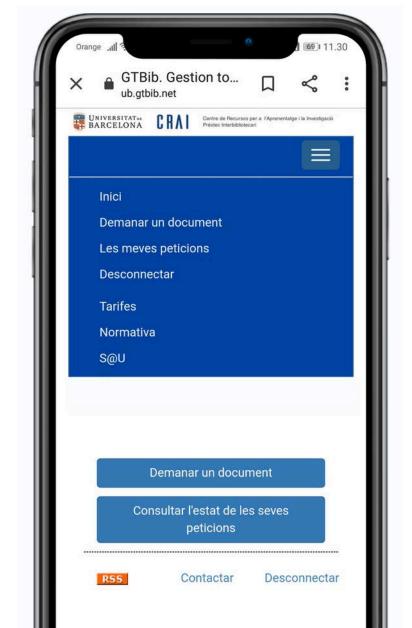


Interlibrary loans

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>.





Information resources

Access to information resources

Ebooks & ejournals

Databases

Reference bibliography

UB Thesaurus (THUB)

UB Authorities

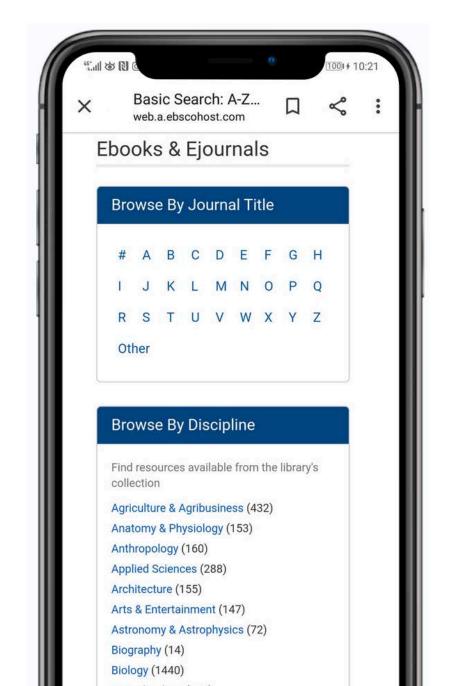
Digital press

Electronic resources in test

UB online repositories

UB bibliographic and documentary heritage

General and Reference guide



Wi-Fi and access to Faculty computers

The University's Wi-Fi service enables you to connect to the Internet. To use UB Wi-Fi (wifi.ub.edu) and Faculty computers, log on using your <u>local username</u>.

The University of Barcelona is actively involved in the **Eduroam** project, which promotes a unique emobility environment giving users access to the Internet at all participating organizations.

Access to resources online.

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

Usernames and password

Service	Username	Password
Computer access		
UB Wi-Fi		
My account	local username	
Catalan university library loan (PUC)	[the local part of your UB mailbox + .alumnes]	
Virtual Campus*		
Món UB *	For the mailbox: mgarm008@alumnes.ub.edu the username is: mgarm008.alumnes	Món UB
Accessing electronic resources (SIRE) *	the username is. mgarmoos.aidinnes	password
Inter-library loans *		
Eduroam Wi-Fi	Eduroam username [local username + @ub.edu] local username: mgarm008.alumnes, Eduroam username is: mgarm008.alumnes@ub.edu	
UB email	UB email is the username	

^{*} Also with Món UB username (4 characters: you can find it at your enrolment confirmation)



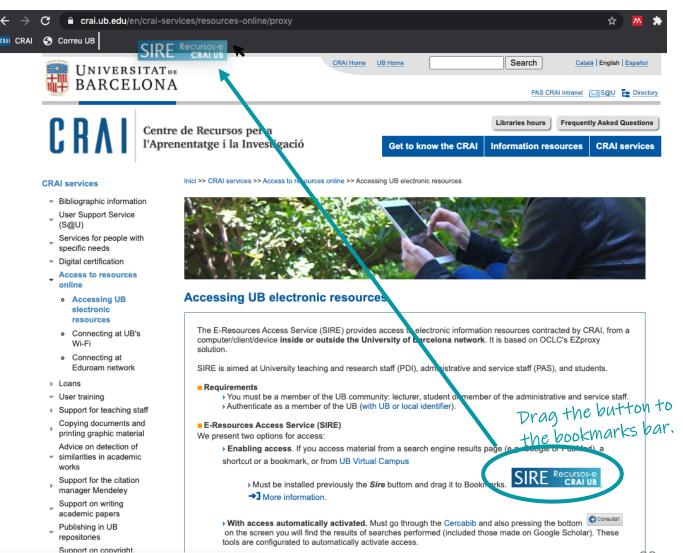


Access to online resources

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 log on to SIRE, you will need the **local** username or the **Món UB username** and the UB password.





Campus virtual

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

https://campusvirtual.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 selftraining resources are available on the <u>CRAI Web</u>, and personalized courses can be arranged on request.



Formació d'usuaris

El servei de Formació d'usuaris té com a finalitat capacitar als membres de la comunitat universitària en el coneixement de recursos i serveis del CRAI i formar-los en el conjunt de les competències informacionals.

Alguns dels serveis ofertats estan subjectes a tarifes per als usuaris externs.

Cursos i tallers



Cursos i tallers programats

Consulta la programació de cursos i tallers que t'oferim des del CRAI, i inscriu-t'hi.



Cursos i tallers a mida

Pots sol·licitar-nos formació específica sobre el que necessitis. Només has d'emplenar aquest breu formulari.



Classes pràctiques i visites

▶CRAI Biblioteca de Reserva: el professorat pot disposar de la sala de manuscrits per impartir classes amb documentació de la col·lecció de fons antic o bé sol·licitar una sessió de formació "a mida" impartida pel personal de la biblioteca. Més informació.

PCRAI Biblioteca del Pavelló de la República: t'oferim la possibilitat de dur a terme visites guiades tant a l'edifici com al seu fons. Més informació.

Recursos d'autoformació

Follow us on social networks



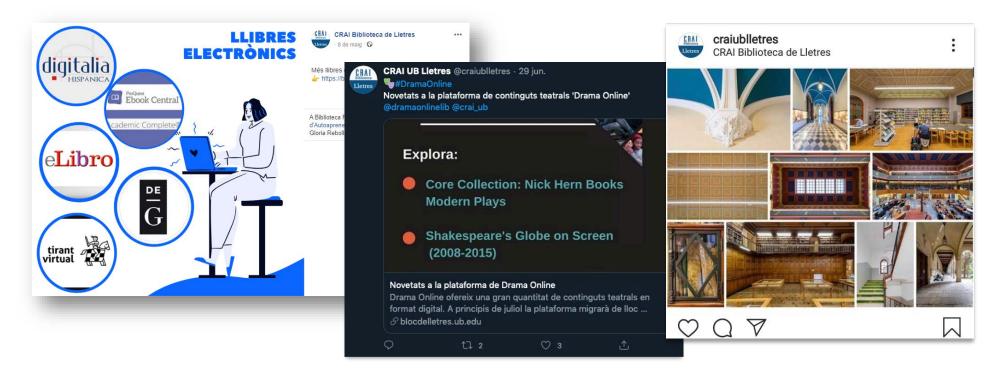












And if you still have questions...

Ask the CRAI staff

Library staff can answer the majority of your questions.

CRAI home page

The section <u>Frequently asked questions</u> 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







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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