

# Get to know the CRAI Philology Library

Academic year 2015-16

## The CRAI Philology Library (*Biblioteca de Lletres*)

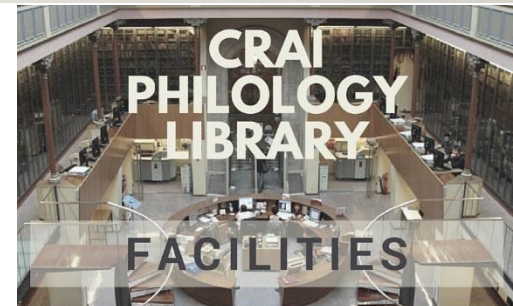
Gran Via de les Corts Catalanes, 585  
08007 Barcelona

[crai.ub.edu/en/about-crai/libraries/philology/](http://crai.ub.edu/en/about-crai/libraries/philology/)

The library is located in the Historic Building of the UB.

The **central** section is located on the first floor of the **Arts Courtyard** (*Pati de Lletres*). From this floor, you can access the Latin and Hispanic Literature sections (*Llatí – Hispàniques*). The Romance Languages section (*Romàniques*) is located on the ground floor, next to the car park.

**Opening hours:** Mondays to Fridays from **8.30am** to **8.30pm**.



WIFI  
UB.EDU  
EDUROAM



LAPTOP  
LOANS



SELF-SERVICE  
PRINT/SCAN/  
COPY



QUIET  
STUDY  
ROOMS



TABLES  
WITH  
POWER  
OUTLETS

### ROMÀNQUES SECTION



GROUP STUDY  
ROOMS



BOOK RETURN  
BOX

## The CRAI UB Library catalog

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

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

### Search options:

.....> **Quick search**

.....> **Advanced search**

.....> **Other searches**, for example by ISBN/ISSN

**Catalog** **Recercador+**

Search the available documents in CRAI libraries

**All options**

**My Account**  
Ancient Books  
CCUC  
Proposal for purchase of books

## Library sections

The section of the library where the document can be found is indicated in the catalog under the **Location** column:

**Author** [Spang, Kurt](#)  
**Title** **Géneros literarios / Kurt Spang**  
**Publication/Production** Madrid : Síntesis, DL 1993  
**Series** [Teoría de la literatura y literatura comparada ; 14](#)  
**Description** 207 p  
**Subject** [Gèneres literaris](#)  
**Bibliography** Bibliografia  
**ISBN** [8477381755](#)  
**Legal Deposit** DL M. 7468-1993

Location	Call No.	Volumen	Barcode	Status	Loan Type <a href="#">Info</a>
<a href="#">Filosofia, Geografia i Història</a>	<a href="#">F 33 Spa</a>		<a href="#">0701175364</a>	AVAILABLE	STANDARD
→ <a href="#">Lletres-Central-5è pis</a>	→ <a href="#">82.0 Spa</a>		<a href="#">0700752942</a>	AVAILABLE	RB RECOM BIB

## CRAI Lletres Library sections

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

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 <b>must be requested from the central library desk</b>	examples: D-34/2/23 F-8/1/10
Lletres- Hispaniques (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

## My account (catalog)

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

This service gives you access to your personal user account within the CRAI catalog. Once you've **signed in**, you can consult the catalog, renew your loans, place requests, make lists and more.

**My Account**

▶ **Login with local identification** (UB Users )


Identifier:

Password:

▶ **Login with CRAI identification** (UB Card)

Your name

Barcode

 Submit



## Loans service

[crai.ub.edu/en/crai-services/loans](http://crai.ub.edu/en/crai-services/loans)

The loans service allows you to borrow items for a limited period of time. You must have a **UB student card** or a similar **ID document** that entitles you to use CRAI services.

### Reference only items

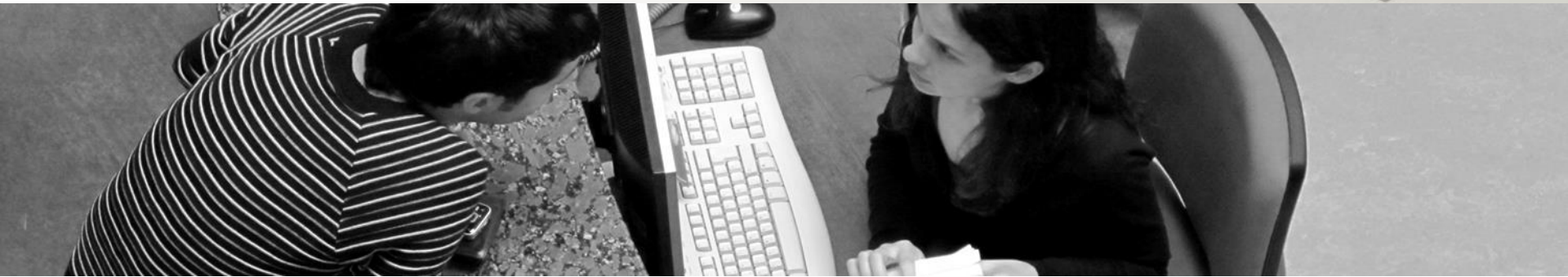
- .....> Journals
- .....> Reference works (encyclopedias, dictionaries, etc.)
- .....> Old and rare books
- .....> Books marked with a red dot on the spine ●



Users	Items	Standard loan period
<ul style="list-style-type: none"> <li>→ UB undergraduate students</li> <li>→ Exchange students (<i>Erasmus, Séneca, etc.</i>)</li> <li>→ UB master's degree and postgraduate students (UB-specific courses)</li> <li>→ IL3 students / students at affiliated centres / students at School of Modern Languages / Alumni UB users</li> </ul>	<b>5</b>	<b>10</b> days
<ul style="list-style-type: none"> <li>→ UB students taking two degrees</li> </ul>	<b>8</b>	<b>10</b> days
<ul style="list-style-type: none"> <li>→ UB postgraduate students (official courses)</li> <li>→ UB administrative and service staff / visiting lecturers and researchers / academic staff at affiliated centres / academic and research staff from Hospital Clínic and Hospital Universitari de Bellvitge</li> </ul>	<b>10</b>	<b>20</b> days
<ul style="list-style-type: none"> <li>→ UB lecturers, researchers and teaching assistants</li> </ul>	<b>20</b>	<b>30</b> days
Audiovisual material: 5 days Restricted loans: 3 days		

Reading list items (*Bibliografia recomanada*): 7 days  
 Special reading list items - weekends (Fri. to Mon.): 3 days





## Loan 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.

## Place a request

You can make up to **8** requests, either online from [My account](#) or at the loans desk.

## Overdue penalties

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

**Normal loan / audiovisual: 1 day** / overdue day

**Restricted loans: 4 days** / overdue day

**Reading list: 4 days** / overdue day

**Special reading list: 6 days** / overdue day

## Reading History

You can activate [My Reading History](#) from your personal account. Once this option is activated you will be able to see your borrowing activity.



## Lending service from other UB CRAI Libraries:

If you need a book or document that is located at a **different UB library**, you can:

- a) **go to the UB library** where the item is held; or
- b) **submit a request** from **My account** (normal loan items) or at the loans desk (for items from *Bibliografia recomanada* reading lists). It will usually take 2-4 days for a requested item to reach your library.

### CRAI libraries

- Fine Arts
- Information Sciences
- Biology
- Bellvitge Health Sciences Campus
- Torribera Food and Nutrition Campus
- Mundet Campus
- Law
- Economics and Business
- Pharmacy
- Philosophy, Geography and History
- Physics and Chemistry
- Geology
- Phylology
- Mathematics
- Medicine
- Pavelló de la República
- Rare Book and Manuscript

## University Loan Consortium (PUC)

The **PUC** offers a **free loan service** that enables users of libraries belonging to the Consortium of University Services of Catalonia (CSUC) to request and borrow books and documents from other CSUC libraries.

### How can I request an item?

- a) In person, at the library where the book is held: **PUC in situ**
- b) Online: [PUC via web](#)

### Where can I return items from the PUC loan service?

- a) To any UB library
- b) To any of the libraries at the institution from which the item was loaned

**UAB**

Universitat Autònoma de Barcelona



Universitat de Lleida



UNIVERSITAT DE VIC  
UNIVERSITAT CENTRAL  
DE CATALUNYA



## Interlibrary loans

[crai.ub.edu/en/crai-services/loans/inter-library-loans](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.

## Other services:

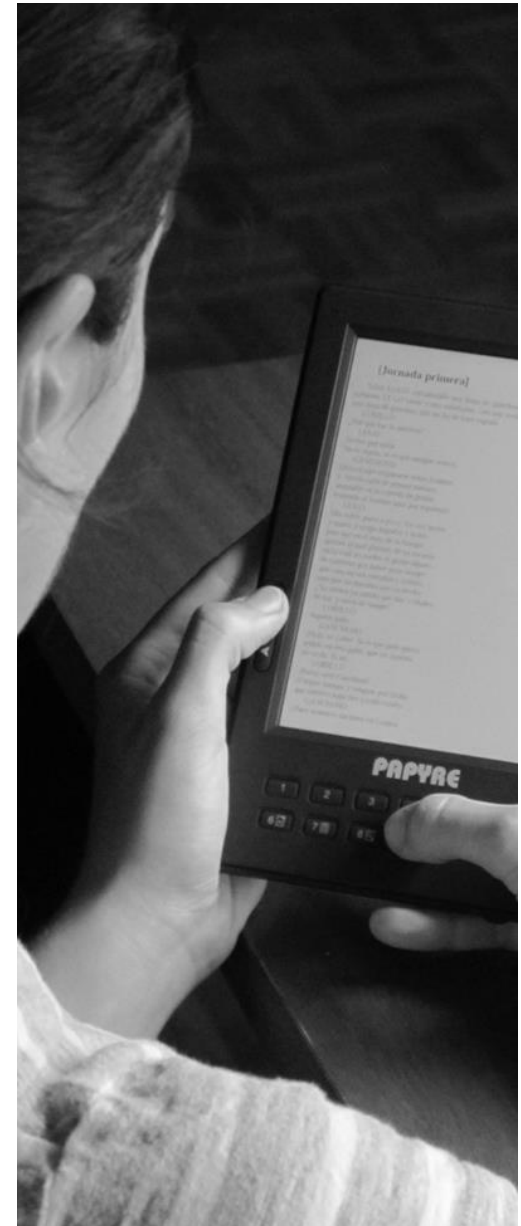
### → Loan of UB equipment

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

- laptops
- e-readers
- study rooms

### → Training

[crai.ub.edu/en/crai-services/user-training](http://crai.ub.edu/en/crai-services/user-training)



## ReCercador+

<http://recercador.ub.edu/>



The *ReCercador+* is a gateway to a range of electronic resources such as bibliographic databases, websites, library catalogs, electronic journals and journal portals.

It can be used to locate **resources relevant to a particular area of study or research**, and also allows multiple resources to be **cross-searched** from a **single interface**.

## Subject guides

[crai.ub.edu/about-crai/libraries/philology/](http://crai.ub.edu/about-crai/libraries/philology/)

These guides are specially curated lists of resources for the different thematic areas across which teaching and research at the UB are divided: dictionaries, databases, bibliographies, books, electronic journals, manuals, etc.

### Delicious subject guides

- [German](#)
- [English](#)
- [Arabic](#)
- [Basque](#)
- [Catalan](#)
- [Classics](#)
- [Slavic Studies](#)
- [French](#)
- [Galician and Portuguese](#)
- [Hebrew Studies](#)
- [Spanish](#)
- [Italian](#)

## Username and passwords

Access to ...	Username ( <i>Identificador</i> )	Password
<b>Library computers</b> <b>WIFI</b> <b>My account (catalog)</b>	<b><i>Identificador local:</i></b> Built from the left part of the UB email address, before the @, and followed by <b>.<i>alumnes</i></b> E.g. <i>jram7@alumnes.ub.edu</i> >> <b><i>jram7.alumnes</i></b>	MónUB password
<b>Virtual Campus</b> <b>UB email</b> <b>Món UB</b> <b>Remote access via SIRE</b>	<b><i>Identificador</i></b> (4 characters, indicated on your inscription receipt)	MónUB password



## Accessing electronic resources

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

Access to all **electronic resources to which the CRAI subscribes** is provided through **SIRE** (*Servei Intermediari d'accés als Recursos Electrònics*)

To activate this access, you must have a UB username (the same one that you use to log in to UB intranets: PDI, PAS or MónUB).

## S@U, User Support Service

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

“S@U” is a virtual reference service with the support of specialized librarians which aims to answer any question or query about the CRAI and its libraries, and how its services work.





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**Bloc de Lletres**

<http://blocdelletres.ub.edu/>



**Facebook**

[www.facebook.com/pages/Biblioteca-de-Lletres-CRAI-UB/28839399985](http://www.facebook.com/pages/Biblioteca-de-Lletres-CRAI-UB/28839399985)



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<http://twitter.com/craiuublletres>



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<https://www.flickr.com/photos/biblletres/>



**Pinterest**

<https://www.pinterest.com/craillletres/>



**Thank you!**