

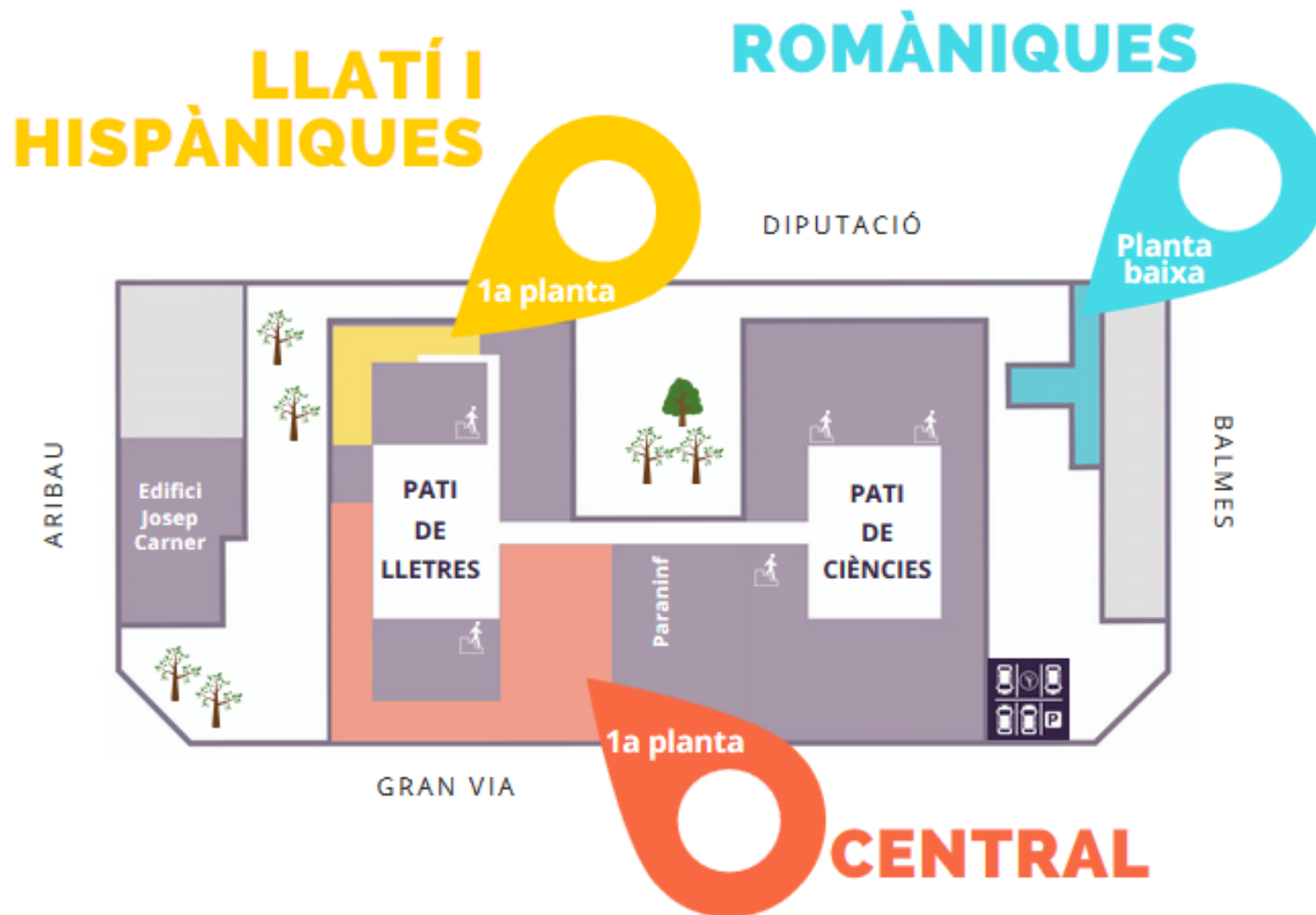


# Get to know the Philology CRAI Library

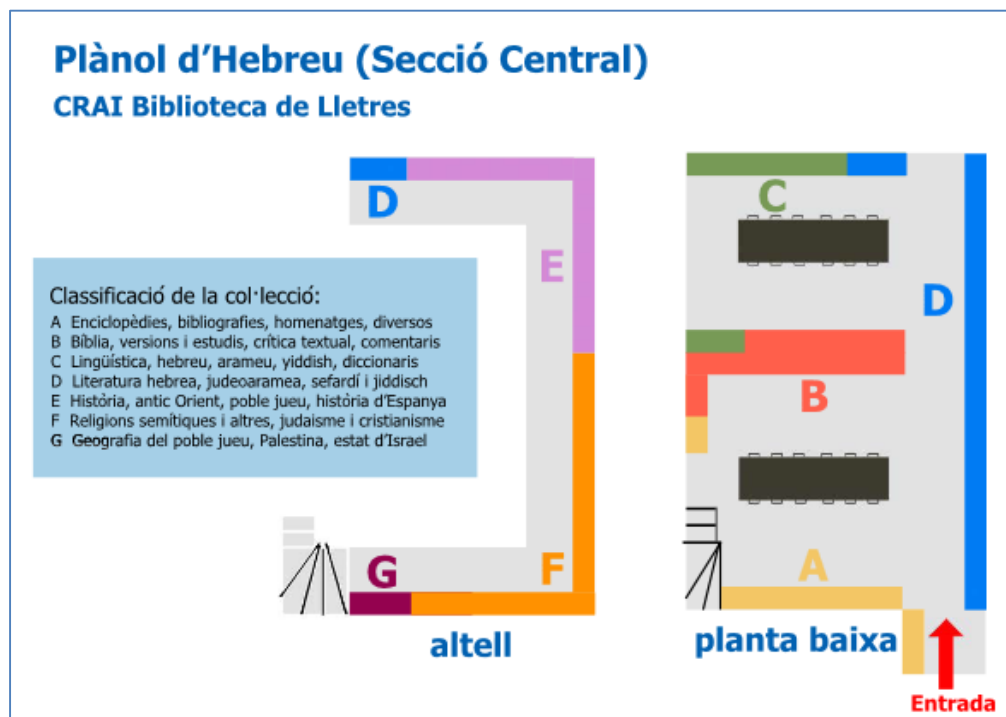
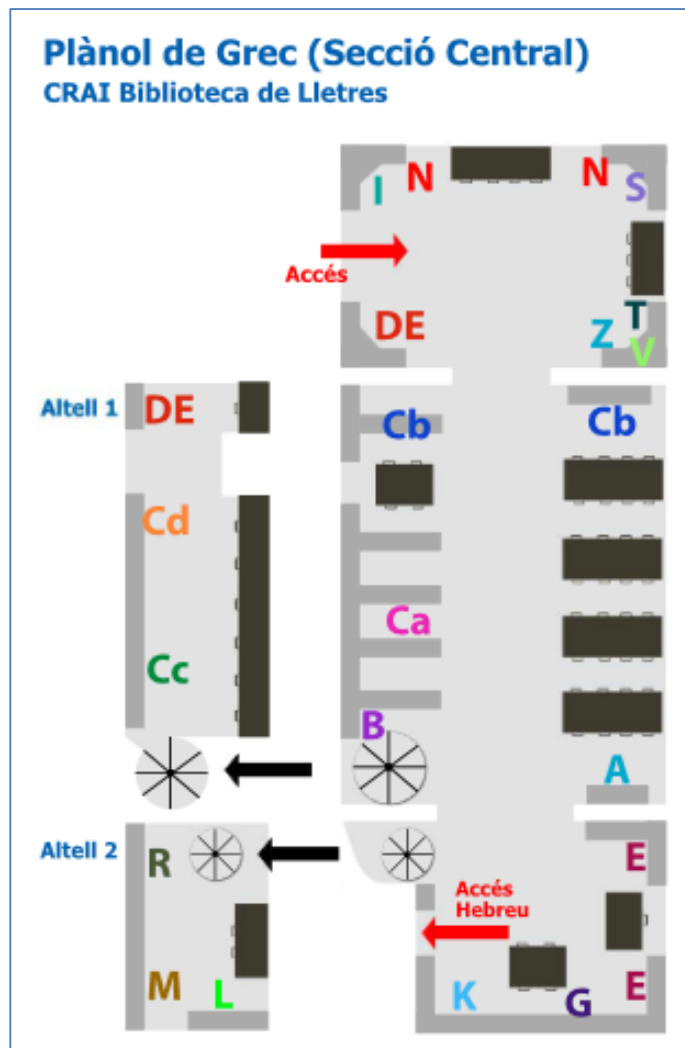
Academic year 2017-18



## Library map

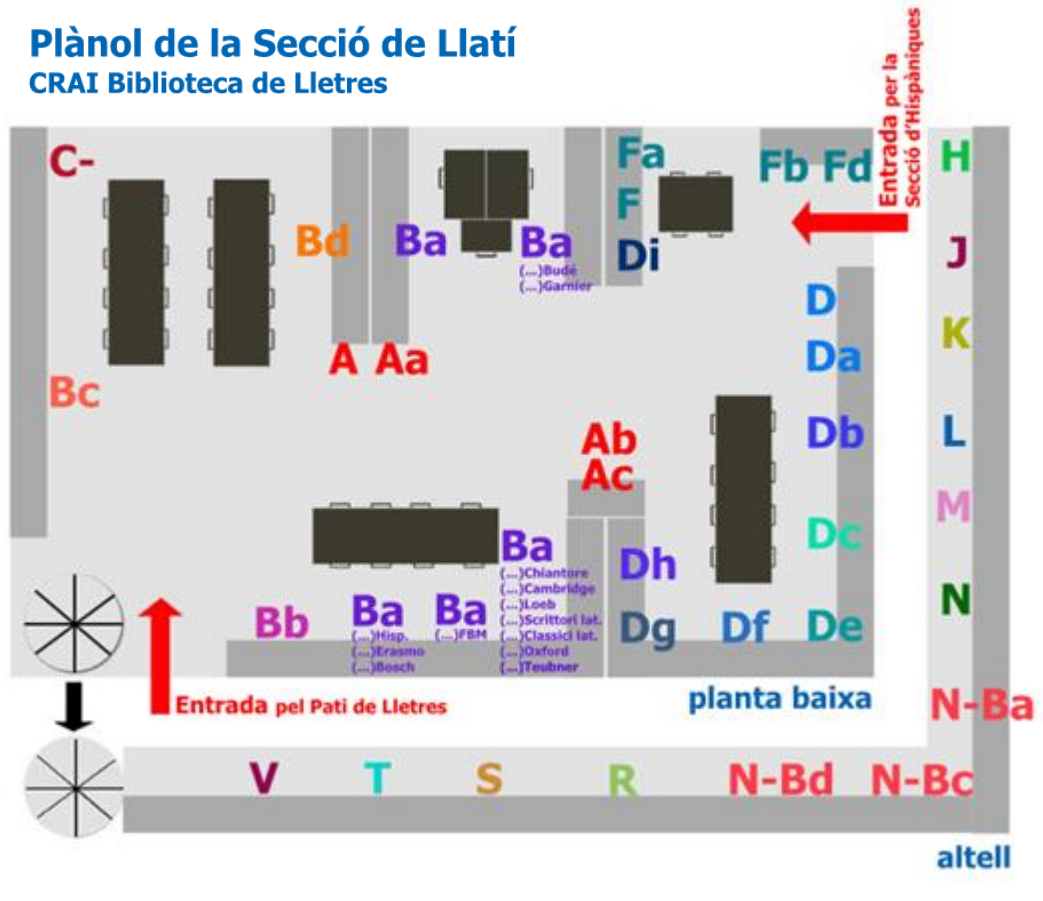


## Layouts of the Greek and Hebrew Sections (Lletres-Central)

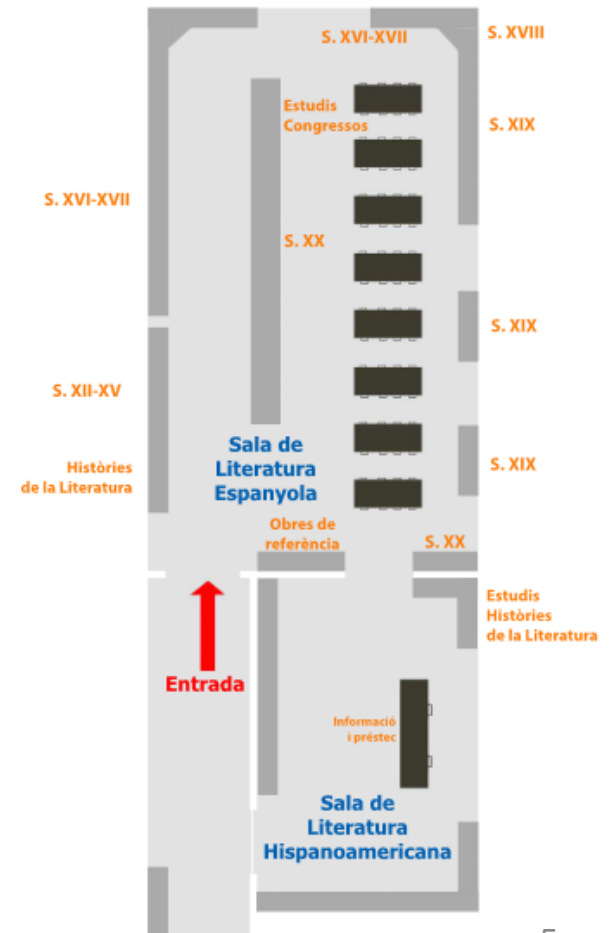


## Layouts of the Latin and Hispanic Studies Sections

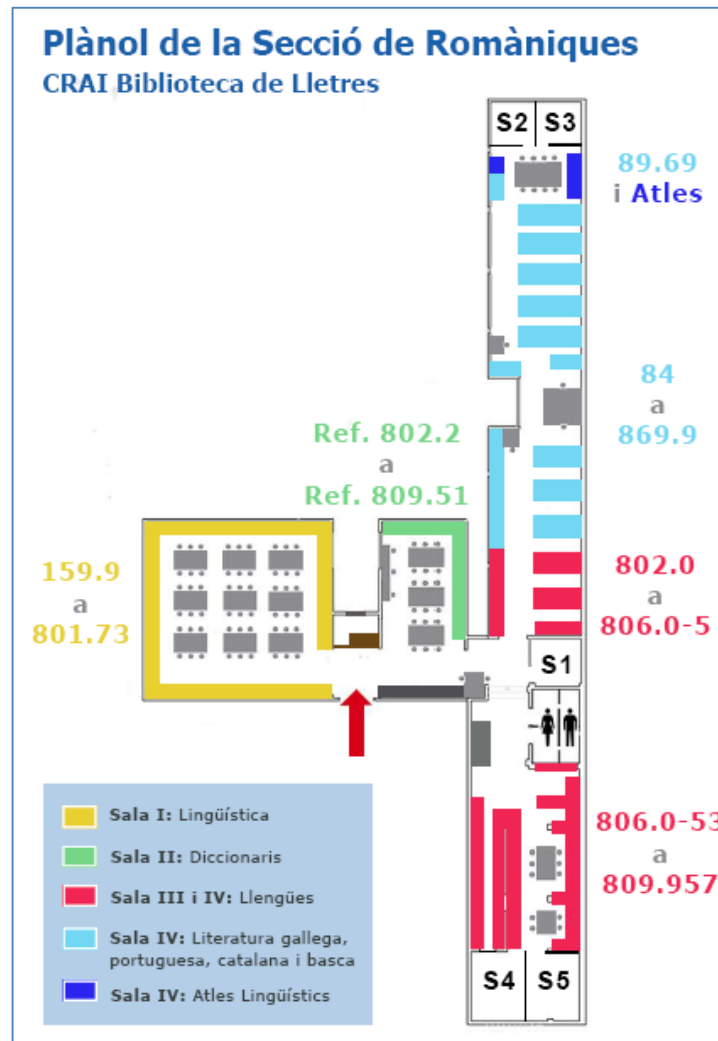
### Plànol de la Secció de Llatí CRAI Biblioteca de Lletres



### Plànol de la Secció d'Hispaniques CRAI Biblioteca de Lletres



## Layout of the *Romàniques* Section



## 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.**



## Start using CRAI

**Coneix el CRAI: molt més del que t'imagines**



Quins codis s'utilitzen per autenticar-se en els serveis i recursos en línia [☞](#)

Com buscar documents (llibres, revistes, DVD, etc.) al Catàleg de les biblioteques del CRAI [☞](#)  
Més informació [☞](#).

Com reservar sales de treball [☞](#)

**i Préstec**

Com reservar documents [☞](#). Més informació [☞](#)


Com renovar préstecs [☞](#)

PUC o préstec consorciat [☞](#)

**i Accés als recursos**

Com accedir als recursos electrònics: revistes, llibres i bases de dades [☞](#)

**i Teniu dubtes?**



S@U  
Servei d'Atenció als Usuaris  
CRAI UB

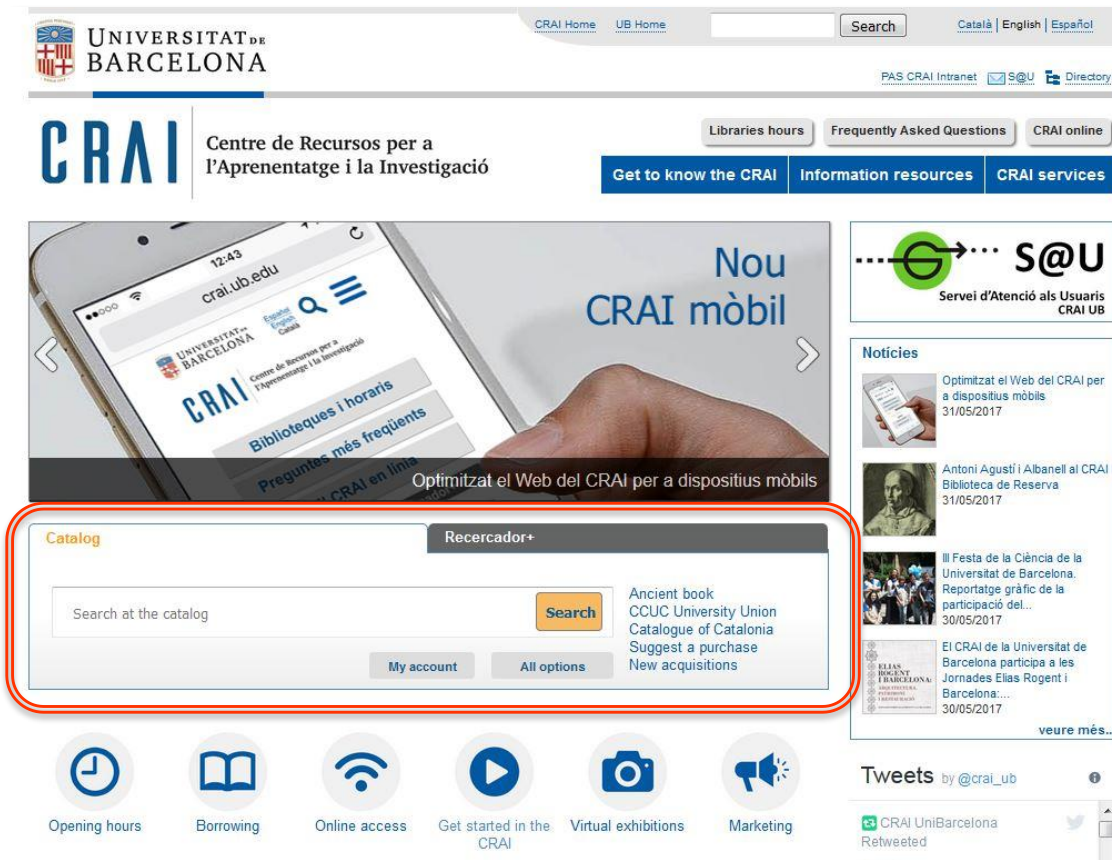
<http://crai.ub.edu/coneix-el-crai/inicia-t-en-el-crai>

## 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.



The screenshot displays the CRAI website interface. At the top, there is a navigation bar with the University of Barcelona logo, CRAI Home, UB Home, a search box, and language options (Català, English, Español). Below this, the CRAI logo and name 'Centre de Recursos per a l'Aprenentatge i la Investigació' are prominently displayed. A secondary navigation bar includes links for 'Libraries hours', 'Frequently Asked Questions', and 'CRAI online'. A main navigation bar features 'Get to know the CRAI', 'Information resources', and 'CRAI services'. The central content area features a large banner for 'Nou CRAI mòbil' (New CRAI mobile) with an image of a smartphone displaying the mobile app interface. Below the banner is a search bar labeled 'Catalog' with a 'Recercador+' button. The search bar contains the text 'Search at the catalog' and a 'Search' button. To the right of the search bar, there are links for 'Ancient book', 'CCUC University Union', 'Catalogue of Catalonia', 'Suggest a purchase', and 'New acquisitions'. Below the search bar, there are buttons for 'My account' and 'All options'. At the bottom of the page, there is a row of icons representing various services: 'Opening hours', 'Borrowing', 'Online access', 'Get started in the CRAI', 'Virtual exhibitions', and 'Marketing'. On the right side of the page, there is a 'Notícies' (News) section with several articles, including 'Optimitzat el Web del CRAI per a dispositius mòbils' and 'El CRAI de la Universitat de Barcelona participa a les Jornades Elias Rogent i Barcelona...'. Below the news section, there is a 'Tweets' section showing a tweet from @crai\_ub.

## Where do I find it?

**Library catalog** Centre de Recursos per a l'Aprenentatge i la Investigació

Home > Information Resources **Català** | Español Start Over | My Account | Help | Ask the Librarian

Request Save to Lists Save Records Marc Display Return to list Search Modify Another Search (Search History)

Title  Entire collection  System Sorted  Search  Limit search to available items

[Persistent link to this record](#) Result page: < Prev Next >

**Author** [Cervantes Saavedra, Miguel de, 1547-1616](#)  
**Title** **El Quixot a Barcelona / M. de Cervantes ; il·lustracions: G. Doré ; [traducció Joan Valls i Royo]**  
**Publication/Production** Barcelona : L'Atzar, 1983  
**Series** [Lectures de l'estudiant ; 22](#)  
**Description** 106 p.: il.; 22 cm  
**Added Author** [Doré, Gustave, 1832-1883, il.](#)  
[Valls i Royo, Joan, 1901- trad.](#)  
**CCUC Identif.** .b14426924  
**ISBN** 8485767284  
**Legal Deposit** DL B. 40157-1983

MENDELEY  
Exportar a RefWorks  
PUC Prèstec consorciat  
COMPARTIR

Location	Call No.	Volumen	Barcode	Status	Loan Type	Note
<a href="#">Lletres-Central-Dipòsits</a>	D-900/5/7		<a href="#">0700524662</a>	AVAILABLE	STANDARD	DEMANAR AL TAULELL

More information about authors

- Cervantes Saavedra, Miguel de, 1547-1616
- Doré, Gustave, 1832-1883
- Valls i Royo, Joan, 1901-

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

Locations	Subjects	Call number
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

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 *
<p><b>University of Barcelona teaching and research staff (PDI):</b></p> <p>Current, retired and emeritus staff of the UB, of affiliated with <i>venia docendi</i>, 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.</p>	40	60
<p><b>Postgraduate students and administrative and service staff (PAS):</b></p> <p>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.</p>	20	30
<p><b>Bachelor's degree, postgraduate and university extension students:</b></p> <p>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.</p>	10	20
<p><b>Health professionals at university hospitals</b> (Hospital Clínic, Hospital de Bellvitge, Hospital de Sant Joan de Déu), <b>UB teaching and research staff (PDI) affiliated to centres with specific collaboration agreements with the UB or that belong to the UB Group</b> (including teaching staff of Institute of Education Sciences with UB contracts and research fellows from the Jaume Almera Institute of Earth Sciences) and <b>researchers at affiliated or associated research institutes</b>, 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</p>	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](#)

### 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 [video](#)

### 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:

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

 Watch the [video](#)

### Where to return items:

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

**UAB**  
Universitat Autònoma de Barcelona



Universitat de Lleida



UNIVERSITAT ROVIRA I VIRGILI



Universitat Oberta  
de Catalunya



UNIVERSITAT DE VIC  
UNIVERSITAT CENTRAL  
DE CATALUNYA



**BC** Biblioteca  
de Catalunya

## 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/](http://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](#)

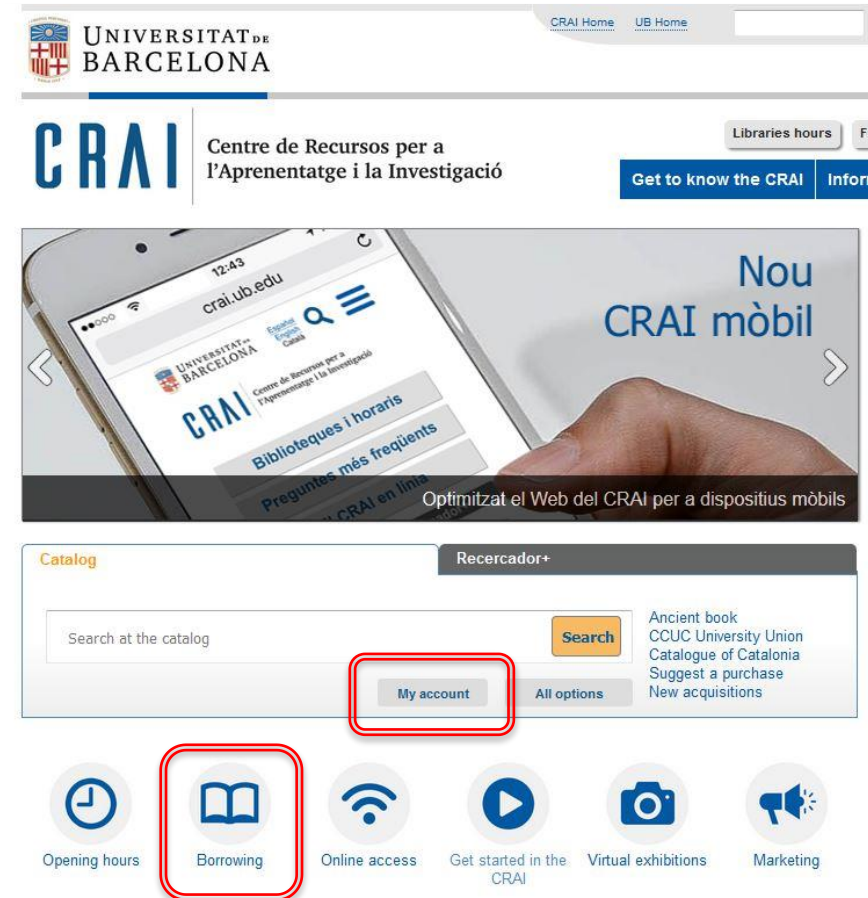
[How to use the study rooms.](#)

### 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

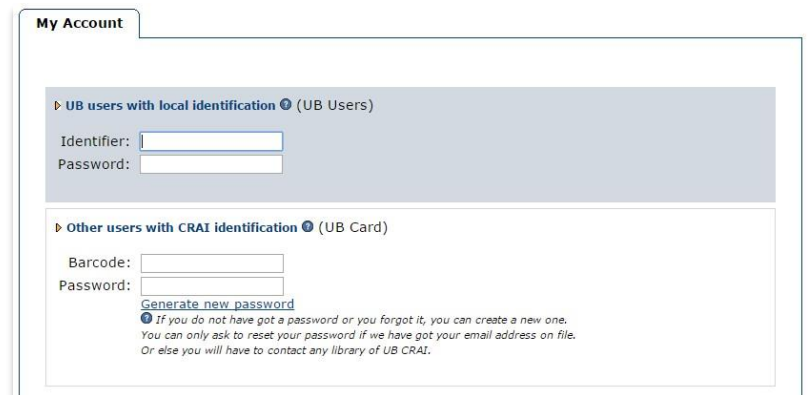
[Regulations](#)

## 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.



The screenshot shows the "My Account" page. It has two main sections:

- UB users with local identification (UB Users)**: This section contains two input fields: "Identifier:" and "Password:".
- Other users with CRAI identification (UB Card)**: This section contains two input fields: "Barcode:" and "Password:". Below these fields is a link labeled "Generate new password".

Below the "Generate new password" link, there is a small note: "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."

## Interlibrary loans



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](#).

### Loans

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

## 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).

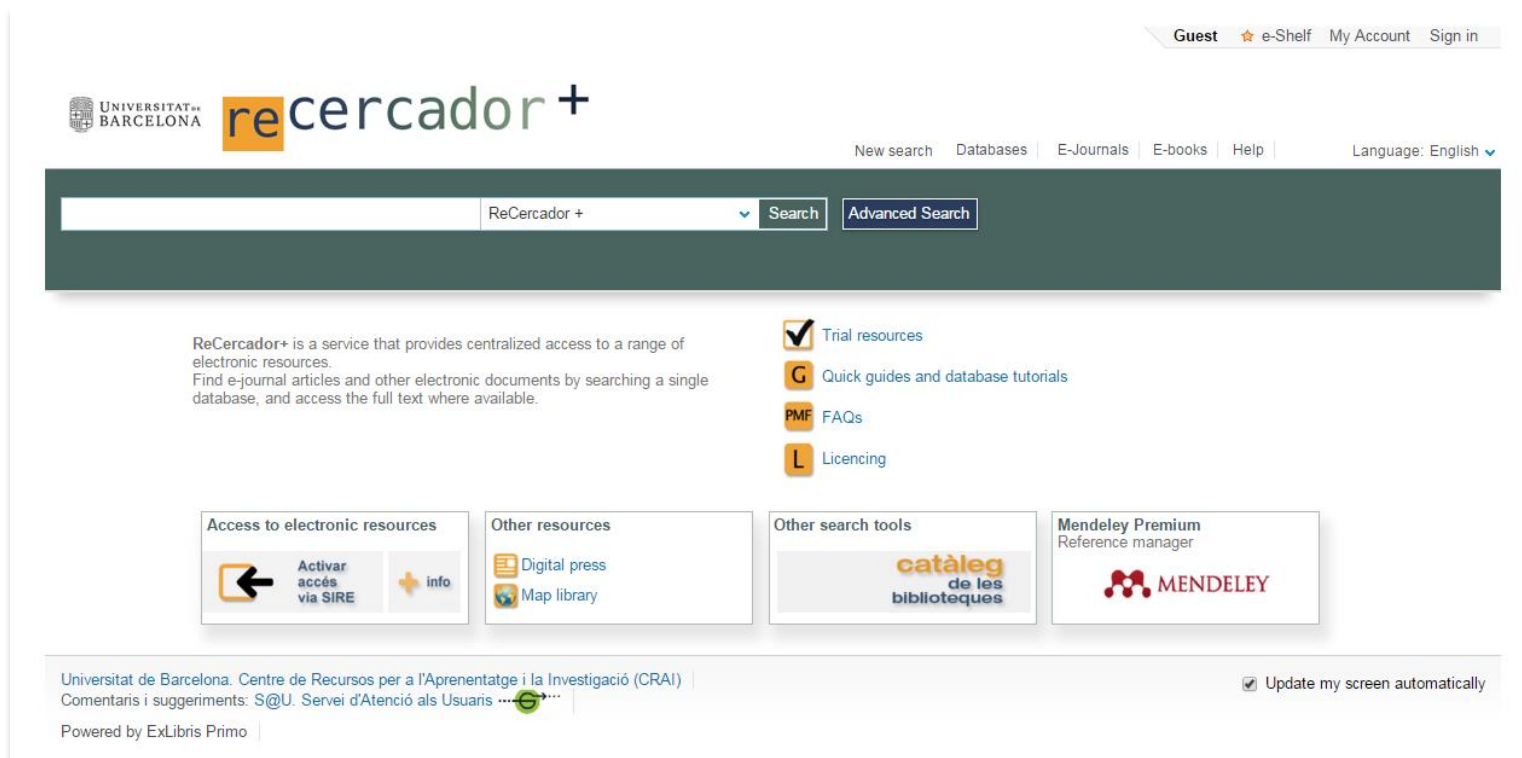
 Watch the [video](#)



## 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.

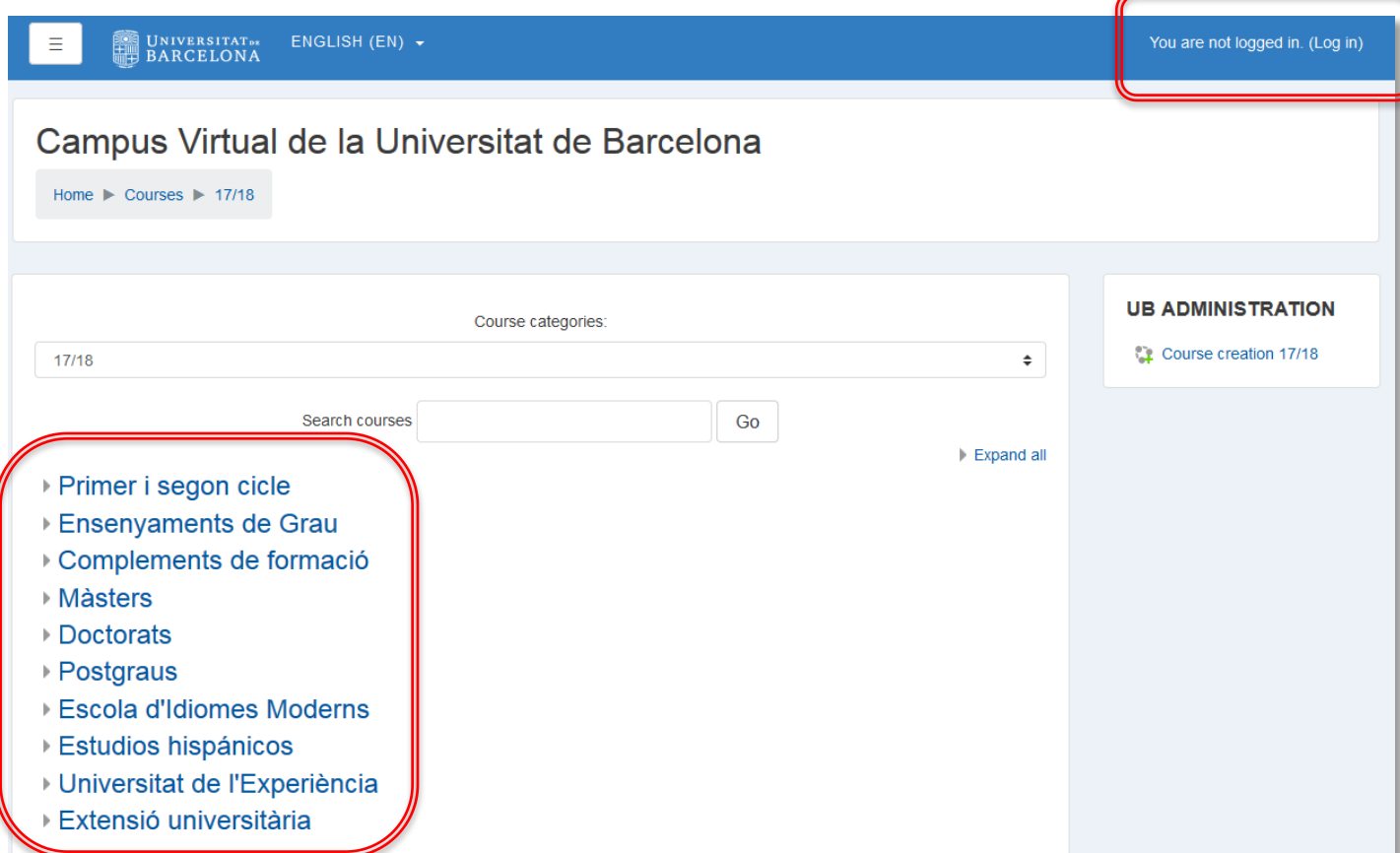
<http://recercador.ub.edu>



The screenshot shows the Recercador+ website interface. At the top right, there are links for 'Guest', 'e-Shelf', 'My Account', and 'Sign in'. The main header features the 'UNIVERSITAT DE BARCELONA' logo and the 're cercador +' title. Below this, there are navigation links for 'New search', 'Databases', 'E-Journals', 'E-books', and 'Help', along with a 'Language: English' dropdown. A search bar is present with a dropdown menu set to 'ReCercador +' and buttons for 'Search' and 'Advanced Search'. The main content area includes a description of the service: '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 description are four checked checkboxes: 'Trial resources', 'Quick guides and database tutorials', 'PMF FAQs', and 'Licencing'. Below this are four boxes: 'Access to electronic resources' with 'Activar accés via SIRE' and 'info' buttons; 'Other resources' with 'Digital press' and 'Map library' links; 'Other search tools' with a 'catàleg de les biblioteques' logo; and 'Mendeley Premium Reference manager' with the Mendeley logo. At the bottom, there is a footer with 'Universitat de Barcelona. Centre de Recursos per a l'Aprenentatge i la Investigació (CRAI)', 'Comentaris i suggeriments: S@U. Servei d'Atenció als Usuaris', a 'Powered by ExLibris Primo' logo, and a 'Update my screen automatically' checkbox.

## Campus virtual

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



ENGLISH (EN) ▾

You are not logged in. (Log in)

### Campus Virtual de la Universitat de Barcelona

Home ▶ Courses ▶ 17/18

Course categories:

17/18

Search courses  Go

▶ Expand all

**UB ADMINISTRATION**

Course creation 17/18

**Subjects**

- ▶ Primer i segon cicle
- ▶ Ensenyaments de Grau
- ▶ Complements de formació
- ▶ Màsters
- ▶ Doctorats
- ▶ Postgraus
- ▶ Escola d'Idiomes Moderns
- ▶ Estudios hispánicos
- ▶ Universitat de l'Experiència
- ▶ Extensió universitària

## Username and passwords

Service	Username	Password
Computer access	<p>From the UB email address</p> <p>For the address: mgarm008@alumnes.ub.edu the username is: <b>mgarm008.alumnes</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Also with: Món UB id.  (4 characters: see your enrolment confirmation)</p> </div>	<p>Món UB password</p>
UB Wi-Fi		
<i>My account</i>		
Catalan university library loan (PUC)		
Virtual Campus		
UB email		
Món UB		
Accessing electronic resources (SIRE)		
Inter-library loans		
Eduroam Wi-Fi		

▶ 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 Web, and personalized courses can be arranged on request.

Independent learning resources are available on the CRAI web.

## 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>

## I si encara teniu dubtes

### 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!



**Has it been useful?**  
**Help us to improve it**  
**[bit.ly/2s05WCQ](https://bit.ly/2s05WCQ)**

