Get to know the Fine Arts CRAI Library
Academic year 2023-24
What will we be talking about?

- The aim of the session
- What is the CRAI UB?
- Get started in the CRAI
- Where we are and when you can come?
- Library map
- Equipment
- The collection: books, journals, etc.
- Searching for information
- Cercabib
- How to borrow books? UB Card
- Loans Service
- Using study rooms loans and and laptop loans
- What do I have on loan? My account
- Library consortium loans (PUC)
- Interlibrary loans
- Access to online resources
- Virtual Campus
- Fine Arts information
- Information resources
- Usernames and passwords
- User support service (SAU)
- User training
- Collections
- Wi-Fi and access to Faculty computers
- Follows us on social networks and in virtual exhibitions
- And if you still have questions...
The aim of the session is:

Knowing the Fine Arts CRAI Library

https://crai.ub.edu/en/about-crai/libraries/fine-arts

Talking about the information resources and services of the CRAI UB

https://crai.ub.edu/en
What is the CRAI UB?

CRAI UB

16 libraries, distributed in 21 places

2 libraries of them are patrimonial collections

CRAI offers:
• Services
• Information resources

and supports:
• Learning
• Teaching
• Research
What is the CRAI UB?

- Loan Service
- Bibliographic information
- User training
- Support for bibliographic citation
- Support for teaching staff
- Support for researchers
Get started in the CRAI
Where are we?

The Fine Arts CRAI Library

- **Address:**
  Baldiri Reixac, 2
  934 034 595
  craibellesarts@ub.edu

- **Opening hours:**
  Monday-Friday from 8.30 a.m. to 8.30 p.m

- **Special opening hours in exam periods and at weekends** (in Catalan)

- **Library service regulations** (in Catalan) (in Spanish)

- **CRAI service charter**
Library map

Fine Arts CRAI Library map
Equipment

- 222 reading points
- 4 workrooms
- 54 plugs

Three lockers to keep electric scooters

- Computer room with 19 computers
- 15 computers
- 1 laptop for loan in the Library
- Wi-Fi and Eduroam zone
- Light table
- Photo playback table
**Equipment. Adobe Creative Cloud**

The Fine Arts CRAI Library provides the online application manager Adobe Creative Cloud (Adobe CC) which lets the access to a range of IT solutions and tools that allow the creation of texts, images and audiovisual content in a comprehensive way.

Users can practice designing a logo for a company or create a collage of photos which reflect the ideas you have in mind. The application also allows you to edit a video or a movie.
The collection (I): books, journals, etc.

The Fine Arts CRAI Library contains research and specialized collections for the following studies: **Fine Arts, Conservation and Restoration** and **Design** (56,000 items).

The overall collection comprises **monographs** (37,000 items), printed **Journals** (525 titles), electronic resources, statistical publications, doctoral theses and audiovisual materials.

Books are organized using the Universal Decimal Classification method and audiovisual material is organized by and own classification. Journals are classified alphabetically.

The Library also houses a series of **special collections**: Oriol Martorell, Jordi Sabater Pi, Josep Artigas, Giralt Miracle, Miquel Porter i Moix and Artist Books.

You can use this [form](#) (in Catalan) to send your proposals for book purchases.
The collection (II): books, journals, etc.

Documents according to their **type of loan**:

- **Normal loan documents and the reference bibliography**: white sheet and **black** letters.

- **Documents of reference bibliography of weekend**: white sheet and **red** letters.

- **Excluded loan documents**: **yellow** sheet and **black** letters.
Searching for information

From the CRAI UB it’s possible looking for different resources, some of them:

**Cercabib**: It’s a catalogue which gets the collections of all CRAI UB libraries and it is also included in the CCUC:

![Cercabib](image)

**Online Repositories**: Dipòsit Digital UB, RCUB, RACO, TDX:

![Repositories](image)

**Databases**: ARAS, JSTOR Arts and Science, Art&Architecture Source:

![Databases](image)

For searching information you use the search parameters:

In all of these resources we can search by **author**, **document title**, **subject**, **publisher**, **publication year**...

And all of them let us “refine” the results that we’ve got in our search.
Cercabib. Two ways to access

Access from the CRAI website
https://crai.ub.edu/en

Or else...
First, you must sign in to obtain the full results and to reserve documents.
You can tweak your results
Where do I find it? (I)
Cercabib: advanced search

Combine search fields and/or refine your search.
How to borrow books? UB card

You only need your **digital card UB**

The University of Barcelona **digital card**, accessed from the **SocUB** (in Catalan) mobile app.
Loans service (1)

https://crai.ub.edu/en/crai-services/loans/loansUB

Document loans allow you to consult CRAI resources off library premises for a specified period of time.

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

**Loan service regulations** (in Catalan)

- Documents that cannot be taken out on loan:
  - Journals and works of reference (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".

- Reference bibliography:
  - Loan for up to 10 days.
  - Reservation through **My Account**, or at the lending desks of the CRAI libraries.
## Loans service (II)
https://crai.ub.edu/en/crai-services/loans/loansUB

<table>
<thead>
<tr>
<th>Users</th>
<th>Items</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>UB teaching staff (active, retired or emeritus)/ guest or visiting teaching staff / teaching staff from affiliated centres with <em>venia docendi</em> / EIM, Hispanic Studies, Language Services and IDP-ICE teaching staff / UB departments or research groups researchers / users with specific needs</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>PhD students / university master’s degree, inter-university master’s degree and UB-specific master’s degree students / administrative and service staff (active or retired)</td>
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<td>30</td>
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<tr>
<td>UB bachelor’s degree students, students from affiliated, inter-university, accreditation, national or international mobility centres / students from the Institute for Lifelong Learning (IL3) taking courses at the University / students on UB-specific postgraduate courses / university extension students / students from the University of Experience / members of Alumni UB authorized by the UB</td>
<td>10</td>
<td>21</td>
</tr>
<tr>
<td>Teaching hospitals staff (Clínic, Bellvitge, Sant Joan de Déu) / non-UB teaching staff of centres with an agreement, the UB Group and the IDP-ICE / staff of research institutes in which the UB participates, is affiliated, linked, with an agreement or of the UB Group / GEO3BCN-CSIC researchers and research fellows</td>
<td>15</td>
<td>21</td>
</tr>
<tr>
<td>Students from centres with agreements or from the UB Group / EIM, Hispanic Studies, Language Services and the IDP-ICE students / teaching and research staff, administrative and service staff, doctoral and master's degree students from the Universitat d'Andorra and the Universitat Jaume I / UB Doctors’ Senate members / primary and secondary school teaching staff / COBDC members / UB charitable and teaching foundations members / users authorized by the UB teaching and research staff or by the CRAI</td>
<td>5</td>
<td>10</td>
</tr>
</tbody>
</table>

**Audiovisual material loan:** 21 days

**Reference bibliography:** 10 days

**Reference bibliography for weekends (from Friday to Monday):** 3 days
Loans service (III)
https://crai.ub.edu/en/crai-services/loans/loansUB

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.

Penalties
If you do not return books in time, you will be barred from using the service, depending on the item and the number of days overdue:
Normal loan and audiovisual material: 1 day
Loan of reference bibliography: 2 days
Loan of weekend reference bibliography: 3 days

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

History
You can see the list of the items you have borrowed during your studies at the UB under the Loans section in My account.
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,

b) ask the loans desk at your library to transfer the item from its home library. You will receive it in 2 to 3 days,

c) order it directly from My Account.
Using study room loans
https://crai.ub.edu/en/crai-services/loans/ub-equipment

This loan service is designed to make it easier to use CRAI library workrooms for individual or group work. You can reserve documents from the Cercabib using the option in My account.

Rules of use of the study rooms (in Catalan)

Laptop loans
https://crai.ub.edu/en/crai-services/loans/ub-equipment

- Laptops run on Windows OS
- Request and return laptops at the loans desk
- The loan agreement form (in Catalan) must be read, signed and filled out correctly.
- Service not available to users currently under a late returns penalty
- Laptop loans available for up to 4 hours
- Laptops cannot be reserved
- Laptops can only be used on Library premises
- Regulations (in Catalan)
What do I have on loan? **My account**

This service allows you to access your CRAI **user registration**.

Once identified, you can view and renew your loans, reserve documents or get lists of bibliographic records, among other services.

*Users UB amb local identifier*  
*Other users amb CRAI identifier*
Library consortium loans (PUC)
https://crai.ub.edu/en/crai-services/loans/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 **CCUC/PUC S** search in Cercabib.

**Where to return items:**

a) To any UB CRAI library.

b) To any of the libraries linked to the institution that holds the item.
PUC online
https://crai.ub.edu/en/crai-services/loans/loans-puc

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 Connect to Cercabib.

2 Search for the document and display the CCUC/PUC option to find out if it is available. Identify yourself to request it and choose where you want 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

<table>
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<tr>
<th>Users</th>
<th>Items</th>
<th>Renewals</th>
<th>Days</th>
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<tbody>
<tr>
<td>Bachelor’s degree students, authorized Alumni UB</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Postgraduate, master’s degree and doctoral students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University teaching and research staff (PDI)</td>
<td>10</td>
<td>6</td>
<td>21</td>
</tr>
<tr>
<td>University administrative and service staff (PAS)</td>
<td></td>
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</tbody>
</table>
Interlibrary loans
https://crai.ub.edu/en/crai-services/loans/inter-library-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.
Access to online resources
https://crai.ub.edu/en/crai-services/resources-online/proxy

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 intranet (PDI, PAS or MónUB).

➢ More information about SIRE (in Catalan)
Access to online resources. Lean Library Access
https://crai.ub.edu/ca/que-ofereix-el-crai/acces-recursos/library-access (in Catalan)

**Lean Library Access** is an extension of the browser that gets the access to the electronic resources subscribed by the CRAI of the Universitat de Barcelona.

Once the extension is installed on the browser bar, it will be activated in green color when identifies a resource subscribed by the CRAI.

While you’re browsing electronic journals, databases and other electronic resources, the extension will detect those CRAI has subscribed, and it shows you an emergent advise (pop-up) and you’ll have direct access to the documents.

Besides, the extension will show you alternatives free access sources for those resources which are not subscribed by the CRAI.
Virtual Campus
https://campusvirtual.ub.edu/?lang=en

It is the work tool with which you access your subjects and visualize the recommended bibliography, teaching materials and activities.
Virtual Campus. Faculty of Fine Arts

https://campusvirtual.ub.edu/course/view.php?id=13723&lang=en
Fine Arts information

http://www.ub.edu/InfoBBAA/
(in Catalan)

Info Belles Arts

News
Exhibitions
Events
Grants
Residences
Conferences, meetings and Workshops
Art markets
Information resources
https://crai.ub.edu/en/information-resources

The University of Barcelona CRAI provides access to a series of information resources intended to meet the varied needs of its users:

Cercabb is the latest University of Barcelona Learning and Research Resources Centre (CRAI) discovery tool. Further information.

- **Reference bibliography (teaching plans of the degree programs)**
- **More search tools**
  - UB Authorities
  - UB Thesaurus (THUE)
  - UB Psychology Portal
- **UB online repositories** (UB Digital Repository; University of Barcelona’s scientific journals [RCUB] and cooperative repositories).
  - **UB bibliographic heritage** (early collections, personal collections and special collections, as well as the UB’s digital bibliographic heritage).

- General and Reference guide on Tagpacker
- Licenses (electronic journals, databases, electronic books) and conditions of use
- Conditions for downloading e-Books
- Electronic resources in test. We need your help to evaluate these electronic resources!
- Remember that to access to UB electronic resources should use the proxy service.
## Usernames and passwords

https://crai.ub.edu/en/crai-services/resources-online/authentication

<table>
<thead>
<tr>
<th>Username</th>
<th>Services</th>
<th>Access</th>
</tr>
</thead>
</table>
| **UB**   | • Virtual Campus  
          | • How to access electronic resources  
          | • Interlibrary loan  
          | • Digital copies | **Students:** Alphanumeric code  
                          Contrasenya  
                          **PAS/PDI:** DNI / Identification no  
                          Password  
                          **Authorized UB Alumni:** Alumni code  
                          Alumni password |
| **Local** | • Virtual Campus  
           | • How to access electronic resources  
           | • Digital copies  
           | • Computers  
           | • Loans  
           | • Interlibrary loan  
           | • PUC or library consortium loans  
           | • Cercabib «My account»  
           | • Wi-Fi UB | **Students:** Left-hand section of UB email address + .alumnes  
                           E.g.: Email: jarc7@alumnes.ub.edu  
                           Username: jarc7.alumnes and UB intranet password  
                           **PAS/PDI:** Left-hand section of UB email address  
                           E.g.: Email: joan.garcia@ub.edu  
                           Username: joan.garcia and UB intranet password  
                           **Authorized UB Alumni:** Left-hand section of UB email address + .a  
                           E.g.: Email: imas@alumni.ub.edu  
                           Username: imas.a and UB intranet password (except access to electronic resources and digital copies) |

Watch [the video](#) (in Catalan)
Sau, User support service
https://crai.ub.edu/en/crai-services/sau

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.

SAU is also the channel for delivering your complaints, suggestions and messages of thanks.
User training
https://crai.ub.edu/en/crai-services/user-training

We offer you training courses in search skills, such as courses on specialized databases or bibliographic managers: Zotero, Mendeley, EndNote.

Also support courses and advice when preparing your final degree thesis, final master's thesis or your doctoral thesis.

Also on all those resources that have to do with the evaluation of scientific production: impact factor, immediacy index, quartiles, etc.

Information about scheduled training courses is available on the CRAI Web, and personalized courses (in Catalan) can be arranged on request.

Self-training resources are also available on the CRAI web.
Collections
https://crai.ub.edu/en/about-crai/libraries

Each CRAI library has this section in this web.

It is a selection of information resources related to the subject areas of teaching and research at the University. You will find databases, books and electronic journals, textbooks, etc.
Wi-Fi and access to Faculty computers

https://crai.ub.edu/en/crai-services/resources-online/wifi-eduroam

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 (in Catalan) your laptop and log on using your local username (in Catalan).

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 (in Catalan).

<table>
<thead>
<tr>
<th>User group</th>
<th>Ending</th>
<th>Email address</th>
<th>Local username</th>
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<tbody>
<tr>
<td>PAS / PDI</td>
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<td><a href="mailto:joan.pere.garcia@ub.edu">joan.pere.garcia@ub.edu</a></td>
<td>joan.pere.garcia</td>
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<td>.alumnes</td>
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<tr>
<td>Alumni UB</td>
<td>.a</td>
<td><a href="mailto:pperez@alumni.ub.edu">pperez@alumni.ub.edu</a></td>
<td>pperez.a</td>
</tr>
</tbody>
</table>
Follow us on social networks!
https://crai.ub.edu/ca/coneix-el-crai/difusio-marqueting/blogs-i-xarxes-socials
(in Catalan)

Twitter
@craibellesarts

Flickr
http://www.flickr.com/photos/craibellesarts

Pinterest
http://pinterest.com/craibellesarts

And virtual exhibitions:
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.

SAU, User support service
Online information service for any questions about CRAI libraries and the full range of resources and services. SAU is staffed by specialized librarians and is available 24 hours a day, seven days a week.

Or call us on
934 034 595
Thank you!

Has it been useful? Help us to improve it
bit.ly/2s05WCQ

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