

# UNIVERSITY LIBRARY

<http://www.ubu.es/biblioteca>

## Welcome to the University Library

A warm welcome from the staff working at Burgos University Library.

We have three libraries where you will be able to find all of the necessary resources and information, so that you can develop your learning, teaching and research activities. The University Library is formed of libraries and library service points in buildings located on two campuses:

- The General Library buildings and two Polytechnic Libraries, situated on the San Amaro Campus and the Río Vena Campus.

We have devised a wide range of services which will enable you to integrate information resources into your scientific activities, and we have invested in the development of electronic collections and on-line services, in order to create a digital library, available 24 hours a day, that may be visited from any Internet access point.

When you enrol at the University, you are provided with:

- An **institutional e-mail account** ([xxxxnnn@alu.ubu.es](mailto:xxxxnnn@alu.ubu.es)). You may also use this account to identify yourself when you connect over a Wifi wireless network with your laptop computer.
- A **digital university identity card**: that you can activate by downloading the [AppUBU](#) in your smartphone. You will be able to use the library services (book loans, Off-Campus remote access, consult 'My user account'...).

## Library Services

### *The library from home, at any time of day...*

**Off-Campus** access enables you, from your home, to consult all the electronic resources held at the Library via any computer connected to the Internet, using your surname and the barcode of your university identity card.

Validación Off-Campus

Off-Campus es el sistema de validación para los usuarios de la Biblioteca Universitaria. Permite acceder a los recursos electrónicos y otros servicios desde ordenadores situados fuera del campus universitario.  
Para validarte introduce tu nombre y el código de barras del carné de la Biblioteca .....

**AVISO: Recuerda, si estás sancionado en cualquiera de nuestras bibliotecas no puedes acceder a este servicio .....**

Introduzca su apellido y nombre  
Nombre:   
Ponga aquí su Identificación  
Código de Barras:   
Enviar  
Problemas en el acceso a Off-Campus

It is also possible via the library Web to consult the electronic resources available from the:

#### **E-bub: digital library**

- Electronic Journals.
- Electronic Books.
- Databases.
- Free Internet resources selected by the Library.
- RIUBU: Institutional Repository at the University of Burgos

### *All documents, in any format...*

Through the **UBUCAT** catalogue, you have access to the entire library collection, as well as remote on-line access to the complete texts of all electronic resources. You can:

- Search the collection (printed and digital books, journals, newspapers, databases...).
- Access **My user account** with your name and the barcode of the university identity card, so as to:
  - See and renew the books that you have taken out on loan.

- Reserve books that are loaned to other users.
- Save searches under 'favourites'.
- Receive email alerts.
- Consult the **Recommended Bibliography** posted by university teachers.

### *The librarian at your service - E-service forms...*

Librarians and library staff are available to help and assist users at all times with:

- **Lending services**: from the loan desks at all study rooms.
- **Multimedia loans**: Laptop computers, video projectors.

Users can request the following library services by filling in an e-service request form:

- **Inter-library loans**: documents that are unavailable at the Library.
- **Purchase of bibliographic materials**: book purchase suggestions.
- **Bibliographic information**: locate information, consult library resources ...
- **User training**: courses adapted to user needs (Library procedures, specialist sources, electronic resources, guided visits, informative talks...).

**Reservation of study rooms**: for group work, audiovisual work...

### *The University Library as a learning environment*

- **Study rooms** with open-access to library collections, reading rooms and newspaper libraries at all libraries and service points.
- **Reference Room**: in the General Library (ground floor).

- **Group study rooms** to prepare assignments and for audiovisual presentations.
- **Individual study rooms** in the General Library for users that are undertaking research projects, doctoral theses...
- **Computer equipment:** Computers, Microfilm readers, Scanners...
- Access to the wireless (Wifi) network from all Library Service Points and from the General Library.

### Opening hours

All Libraries and Library Service Points	
Monday - Friday	09:00 - 20:45 h.
Saturday	closed
General Library	
Monday - Friday	09:00 - 20:45 h.
Saturday	closed (except in exam periods)

*And there is more...*

- You can **make suggestions, share opinions and register complaints.**
- We prepare **guides and tutorials** on library services, electronic resources, information sources... accessible from the Library Website.
- University Library in **Web 2.0** (Facebook, Twitter, Pinterest, GoogleMaps, YouTube ...)
- **Opening hours, Directory**... via our Web site.
- The **Charter of Library Services** sets out the mutual agreement between the Library and its users with the aim of providing quality services. Its purpose is to communicate the mission of the Library and the services it offers, as well as the procedures for user participation.
- **Código UBU** (The name of the exhibition space, situated on the ground floor of the General Library).
- **Zona Off:** space in which students can rest and disconnect.
- Rest areas with drinks and snack dispensers.

### Contact Point:

Learning & Information Services  
 General Library (ground floor).  
 Tel: 947258048  
 E-mail: [bubref@ubu.es](mailto:bubref@ubu.es) / [bubref1@ubu.es](mailto:bubref1@ubu.es)  
 From Monday to Friday  
 09:00 - 20:45 h.



# LIBRARY SERVICE

## GUIDE FOR VISITING STUDENTS

