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Knowledge at your fingertips

An entire service at your disposal

The Library of the University of Navarra places at the disposal of its users a collection of over one million volumes and a considerable number of electronic resources, with ample opening hours and installations endowed with adequate infrastructures for research and study.



These pages offer information of interest to users. More detailed information may be obtained by consulting the Library's Webpage: www.unav.edu/library



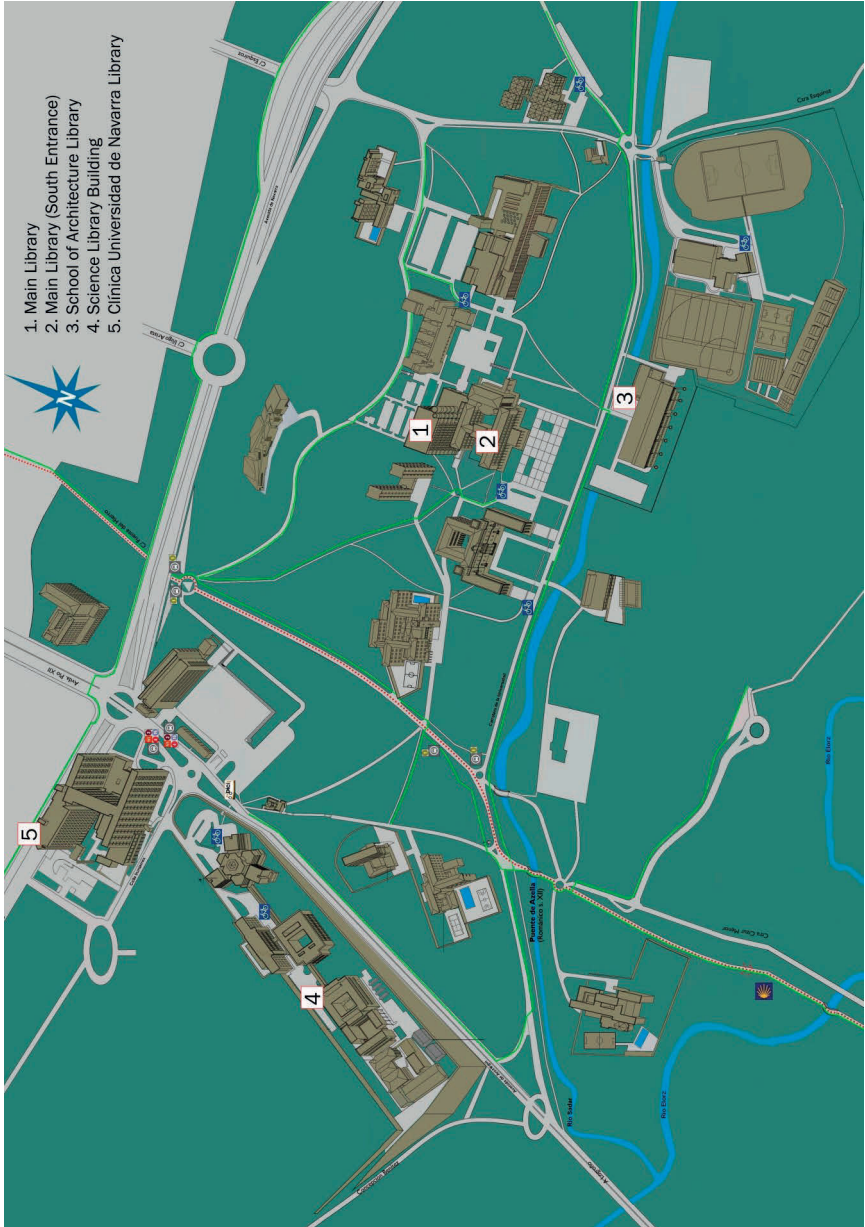
On behalf of all who work in the Library of the University of Navarra, I wish to cordially greet those reading these pages, and to thank you in advance for any suggestions you may make to help us to continue to improve the services we offer.



Víctor Sanz Santacruz
Director of Library Services



1. CAMPUS LIBRARIES



1.1. MAIN LIBRARY

The Main Library is in the midst of remodeling work on the lower level and ground floor (-1 and ground floor) that will involve improvements to the entire building's climate control system and restructuring the services offered.

More information at <http://bit.ly/BiblioUnavEnObras>

The main goals of this project are:

- To make improvements to the facilities for undergraduate students and create more pleasant, multipurpose areas.
- To meet different user needs, including individual study, group work, access to print, digital and audiovisual materials, and areas for relaxing and socializing.
- To clearly separate and differentiate between areas of silence and group work areas.
- To improve the quality of our customer service and also promote the Library's digital customer service channels.
- To address the special needs of the disabled.
- To improve the climate control conditions throughout the building.

The following areas are currently open:

GROUP WORK ROOMS

Floors 1, 2, 4 y 5.

Monday – Saturday: 8 am – 9 pm.

Sunday: 10 am – 2 pm.

RESEARCH ROOM

(postgraduate students and researchers)

Floors 1 - 5.

Monday – Saturday: 8 am – 9 pm.

Sunday: 10 am – 2 pm.

NEWSPAPER / MEDIA ROOM

Ground and 2 floors.

Monday – Friday: 8 am – 9 pm.

Newspapers, documentaries and music.

SPECIAL COLLECTIONS ROOM

Fourth floor (Seminar 4D).

Monday – Friday: 8 am – 3 pm.

Materials dated before 1835.

1.2. MAIN LIBRARY (SOUTH ENTRANCE - UNDERGRADUATE ROOM)



Ground floor.

Monday – Saturday: 8 am – 9 pm. Sunday: 10 am – 2 pm.

This room is principally for undergraduates. It contains the recommended bibliography for all courses, as well as a section of leisure reading material in both Spanish (PLC) and English (ENG).

There are 491 study spaces, PCs, scanners, printers-photocopiers and self-service book lending station.

1.3. ARCHITECTURE LIBRARY

Ground floor.

Monday – Friday: 8:30 am – 8 pm.

Saturday: 10 am – 2 pm.

It holds more than 12,000 volumes including books and specialized journals. There are 45 work spaces for consulting and studying, PCs, scanners and a self-service book lending station.



1.4. SCIENCE LIBRARY



First floor of the Science Library Building.

Monday – Saturday: 8 am – 9 pm. Sunday: 10 am – 2 pm.

It contains the basic bibliography for all academic courses as well as specialized research material for Experimental and Health Science, as well as a section of leisure reading material in both Spanish (PLC) and English (ENG).

There are 504 study spaces, PCs, printers-photocopiers, scanner, self-service book lending station and lockers.

The following rooms are located within this library building:

- **Group Work Rooms:** There are 13 rooms which can be used for meeting or group work projects. These rooms should be booked online in advance.
- **Research Room:** This room is designed for postgraduates and researchers. It has a capacity of 32 work spaces.
- **Computer Room:** There are 32 PCs for individual work or for practical training classes and seminars.

1.5. CLÍNICA UNIVERSIDAD DE NAVARRA LIBRARY

Eighth floor.

Monday – Friday: 9 am – 7 pm.

It has specialized material for medical personnel. The collection includes the books and journals available at the Science Library and numerous online resources.



2. SERVICES

2.1. SEARCH AND INFORMATION ACCESS

UNIKA

Unika is a search engine that allows users to jointly consult electronically formatted and printed documents found in the principal library information resources (CATALOG, SABIO and DADUN), together with other resources (databases, repositories, etc.). It is the “Google” of the library world.

CATALOG

Our entire collection of books and periodicals is kept here, in different formats. Access is available by selecting the tag labeled “Books and more” located on the Library Webpage. Users may consult the existence of materials responding to their search, as well as availability (print or full text) and location. Requests may be made and available material may be reserved.

SABIO

Sabio is the access portal to the Library Services electronic resources. It provides access to the full texts of journals and databases available in electronic versions. It also offers the possibility to search the Library Catalog to check if the printed version is available and to request the item via interlibrary loan.

DADUN

Dadun is an open access institutional repository that collects, preserves and disseminates papers reflecting academic and scientific activity carried out at the University of Navarra. It contains documents, academic talks, doctoral theses, rare books, teaching materials, and journals published by the University, etc.



The image shows a screenshot of the Unika search engine interface. At the top, there is a navigation bar with several menu items: UNIKA (with a checkmark icon), LIBROS Y MÁS >, REVISTAS >, BASES DE DATOS >, LIBROS A SIGNATURAS >, and DADUN >. Below this is a search area with a text input field containing the text "articulos de revista, libros y más". To the right of the input field is a black button labeled "BUSCAR". Further right is a label "Limita por tema:" followed by a dropdown menu currently set to "Multidisciplinar". Below the search area, there are three radio buttons for search criteria: "Palabra clave" (selected), "Título", and "Autor". To the right of these is a checkbox labeled "Sólo Catálogo de la Biblioteca". At the bottom of the search area, there are links: "Unika | Unika (usuarios no unav) | Información sobre Unika".

Search engine on the Library Services website.

2.2. LOANS

Loans are personal and require the presentation of a valid library card. This is done either at the checkout counters in each Library or at the self-service loan stations.

Through “My Library Account”, on the Library Services website, users can check their present situation regarding book loans or books on reserve and also renew items.



Self-service book lending station.

LOANS FOR IN-ROOM USE

In the Main Library (floors 1-5), the books that are taken to the tables must be previously registered at self-service loan stations.

INTERSITE LOANS

This service offers the possibility for books (except basic bibliography and PLC/ENG) and scanned journal articles to be sent from one on-campus library to another (Main library, Science library and Clínica Universidad de Navarra Library). This service is available to lecturers/professors, researchers, postgraduates and general staff members. The request is made through the Library catalog. Items can be picked up from the appropriate issue desk, upon receiving prior email notification.

INTERLIBRARY LOAN

This service is for members of the university who require documents from other off-campus libraries and for external centers or institutions that require documents from the University of Navarra Library. Document receipt is by post or e-mail or delivery service, mostly PDF format.

BORROWING BOOKS FOR HOME USE

Library users have the right to borrow a certain number of books

TYPE OF USER	LOAN ENTITLEMENTS	TYPE OF ITEMS	LOAN PERIODS (DAYS)	RENEWALS
- Undergraduates Up to 3rd year	11	8 books	10	5
			30 (PLC/ENG)	None
		3 audiovisuals	7	1
- Undergraduates From 4th year	18	15 books	20	5
			10 (basic bibliography)	5
			30 (PLC/ENG)	None
		3 audiovisuals	7	1
- Postgraduates - Schools of Ecclesiastical faculty students - Lecturers/ Professors - Researchers - Other Personnel	48	40 books	60	3
			10 (basic bibliography)	3
		3 audiovisuals	7	1
		5 reference items (auto-loan; for in-room use only)	7	None
- Alumni (already graduated) - Users with agreements	23	15 books	7	3
			10 (basic bibliography)	3
		3 audiovisuals	7	1
		5 reference items (for in-room use only)	7	None
- Temporary users (visitors)	20	15 books (for in-room use only)	7	3
		5 reference items (auto-loan)	7	None

2.3. INFORMATION AND CUSTOMER SERVICES

SUBJECT LIBRARIANS

These librarians act as liaisons between the different departments and the Library for issues regarding training, acquisition of literary works, support and reference for bibliographic assessment.



List of subject librarians

USER TRAINING

The Library organizes information training sessions in both official and unofficial programs to lecturers/professors and students. It also offers sessions for individual or group training regarding a specific subject or library services on demand.

As a follow-up to these sessions, users can consult educational material developed by the Library (guides, etc.) through YouTube or Slideshare tools.

TOPICS OR RESOURCES BY SUBJECT AREA

The Library webpage offers a selection of more than 100 subject area resources, with the most frequently used reference materials for different areas of study.

BIBLIOMETRICS UNIT

Bibliometrics Unit is responsible for managing científicacvn (the University of Navarra's scientific and academic information system). It also does research analysis, determines the prospects of research, and advises professors and researchers on accreditation processes and applications for assessment of six-year research periods.

Bibliometrics Unit also provides training on topics such as científicacvn, bibliometric indicators, assessing the quality of publications and career guidance in research.



ACCESIBLE LIBRARY

Library Services works with the Unit for Assistance to People with Special Needs (UAPD) to help people with motor or sensory impairments by providing them with the following special services:

- Access to documents: location and delivery of documents, extended loans, interlibrary loans.
- Training and support: specialized librarian and digitalization.
- Adapted study stations in each Library and specific equipment for people with visual, hearing and motor disabilities. Availability of specific software: Jaws, OpenBook, MICE, CmapTools, Mindono and Hangouts.

THE LIBRARY IN THE SOCIAL NETWORKS



Updated information about recent Library acquisitions, training sessions, exhibitions, etc. *"BibBlog: La Biblioteca informa"*
<http://bibliotecaun.wordpress.com>



Reading blog: *"Leyendo se entiende la gente"*
<http://leseg.wordpress.com>



Updated information about open access: *"Investigación científica en abierto"*
<http://unavdadun.wordpress.com>



Video and tutorials about Library services and tools
<http://www.youtube.com/user/bibliotecaunav>



The Library in pictures
<http://www.flickr.com/photos/unavbiblioteca>



@unavbiblioteca
<https://twitter.com/unavbiblioteca>

2.4. OTHER SERVICES

DOCUMENT COPYING AND PRINTING



The Library has self-service equipment for the reproduction of documents by means of photocopiers, printers, scanner or digitalization.

The user must always follow the current law regarding intellectual property (Real Decreto Legislativo 1/1996, Ley 23/2006 y Ley 21/2014).

LIBRARIES	PHOTOCOPIER PRINTERS*	SCANNERS**
Architecture	Hall and Studio 6	Library
Clínica Universidad de Navarra	Computer Room	Computer Room
Main	2nd and 4th floors	2nd and 4th floors
Main (South Entrance)	Library Room Undergraduate Room	Library lobby
Science	Library lobby Ground floor	Periodicals Area Library lobby

* The cards that are needed for using the aforementioned equipment can be acquired from the print shops located on the campus or from vending machines. (Science Library lobby, Main—South Entrance Library lobby, and Main Library 3rd floor).

** Some scanners can be booked: <http://bit.ly/BiblioEscaner>

MOBILE PHONE VERSION



REFERENCE MANAGEMENT TOOLS

The program Mendeley is available to help students and researchers collate and manage citations and references.



WIFI

The library has a Wi-Fi eduroam mobility service. You can ask for the configuration manuals in each information desks.



EXHIBITIONS

Library Services presents a number of exhibitions each year in the entrance hallway of the Main Library, in which we show our special collections. Online versions of these exhibitions are produced at the same time. There are 35 such virtual exhibitions currently available.



Special Collections exhibition in the entrance hall of the Main Library.

3. FIGURES AND DATA (2017)

Volumes	1.379.788
Books before 1800	30.177
Incunabula	86
Periodicals	19.739
Subscription E-Journals	89.169
E-books	475.485
Databases available for access	250
Library open days during the year	320
Individual study spaces	3.127
Interlibrary loan requests (documents received and sent)	8.591
Volumes loaned	110.351
Investment in acquisitions	2.990.292 €
Downloaded documents	1.261.695*
Searches on online resources	1.023.919**
Number of documents in Dadun	35.560

The figures shown are the totals including the libraries of the campuses of San Sebastián, Barcelona and Madrid.

*This data shows "Documents downloaded from electronic payment or licensed resources during the year."

**This data shows ".Searches or queries in electronic payment or licensed resources during the year."

...er I shall turn out to be thero of my own life, and whether that station will be held by anybody else, these pages will
...ld. It is a way I have of driving off the spleen and regulating the circulation. Whenever I find myself growing gloom
... Friday, at twelve o'clock at night. It was remarked that the clock began to strike, and I began to cry, simultaneously. In
...ing before coffin warehouses, and bringing up the rear of every funeral I meet; and especially whenever my
...o had taken a lively interest in the several months before there was any possibility of our becoming personally acquaint
...pping into the street, and methodically knocking people's hats off—then, if account it high time to get to sea a
...s sword; I quietly take to the ship. There is nothing surprising in this. If they but knew it, almost all men in their
...ther to get rid of the sleepy feeling in their tips. Mother Wolf lay with her big gray nose d
...ular city of the Manhattans, belted round by wharves as Indian isles by coral reefs,—commerce surrounds it w
...le cave where they all lived, "Augrh!" said Father Wolf. "It is time to hunt again." He was g
...ole is washed by waves, and cooled by breezes, which a few hours previous were out of sight. Of land, I look
... among other public buildings in a certain town, which for many reasons it will be prudent to refrain fr
...ooks to Coenues Ship, and from thence, by Whitehall, northward. What do you see?—Posted like silver sentin
...ains the spindles, some staid upon the pier heads, some looking over the bulwarks of ships from chimneys some
...re on tall and plastered, a part of myself, dailed to benches, clunched to desks. How then is this? Art and gre
... village rubbishheaps. But they are afraid of him too, because Tabaquí, more than anyone
...und for a dive. Strange! Nothing will content them but the extremest limit of the land, loitering under the shad
... remained a matter of considerable doubt whether the child would survive to bear any fame at all; in w
...led us through the forest of time, ever changing their way. Even the stage-runs and blades w
...ling in. And there they stand—miles of them—leagues. Inlanders all, they come from lanes and alleys, streets a
...all that being composed withers and other syncreted the presumption to post and the inabstainable and it was
...the compasses of all those ships attract them thither. Once more. Say you are in the country, in some high k
...ways returned, with greater emphasis and with an instinctive knowledge of the strength of her objection, "Let us have
...a pool in the stream. There is magic in it. Let the most absent-minded of men be plunged in his deepest reve
...ere by," as they say in Scotland. I was a posthumous child. My father's eyes had closed upon the light of this world six m
...that region. Should you ever be athirst in the great American desert, try this experiment, if your caravan happ
...thing, strike log in the shack, and people into the Khan. Chinese children scattered to the four corners of the
...ter. But here is an artist. He desires to paint you the dreamiest, shadiest, quietest, most enchanting bit of roman
...little shadowy presence and light with fire and shade and the loveliness of our universe were almost entirely obscured
...ermy. All thanks for this good meal," he said, licking his lips. How beautiful are the n
...ollow trunk, as if a hermit and a crucifix were within; and here sleeps his meadow, and there sleep his cattle; and
...shall have more to relate by and by, was the principal magnate of our family, Miss Trotwood, or Miss Betsey, as my por
...e panicle, being detached from the upper world, during this brief period, and then the barren sur
...which was seldom, had been married to a husband younger than herself, who was very handsome, except in the sense of
...e would most inevitably and indubitably have been killed in no time. There being nobody by however
...ere fixed upon the image stream before him. Go visit the Prairies in June, when for scores on scores of miles
...eet a separation by natural compact. He went to India with his capital, and there, according to a wild legend in our
...erel Were Niagara but a cataract of sand, would you travel your thousand miles to see it? Why did
...egum. Anyhow, from India tidings of his death reached home, within ten years. How they affected my aunt, nobody kn
...the workhouse the fact of a new burden having been imposed upon the parish, "by setting up as a lo
...ng way off, established herself there as a single woman with one servant, and was understood to live secluded, ever aft
...ry useful appendage, a voice, for a much longer space of time than three minutes and a quarter. As C
...his marriage, on the ground that my mother was "a wax doll." She had never seen my mother, but she knew her to be n
...icles consisting of the dead year brackets, and the pale, sallow, before a woman has used feebly



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