LIBRARY

WHERE THE LETTERS COME TO YOU

Universidad de Navarra

2013 / 2014

CONTENT

1. Access to the Library services
2. Campus libraries
   - Main Library
   - Science library
   - Architecture library
   - Ecclesiastical studies library
   - University clinic library
3. Services
   - Search, Access and information management
   - Circulation
   - Information and customer services
   - Other services
4. Opening hours
5. Figures and Data (2012)

Copyright text ©: Library Service | University of Navarra
Copyright images ©: Photographical Archive | University of Navarra

Cover Design: Pablo Cerezo Marín

Legal Deposit: NA 859-2013

All the knowledge at your reach
A whole 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 amount of electronic resources, with ample opening hours and installations endowed with adequate infrastructures for research and study.

In these pages information of interest for users is included, which can be extended by consulting the Library's Web Page, which I invite the reader to consult.

On behalf of the professionals who work in the Library of the University of Navarra, I wish to cordially greet those reading these pages, and I thank you in advance for any suggestions or proposals you should wish to put forth so that we may continue to improve the services we are offering.

Víctor Sanz Santacruz
Library Director

Bust of Álvaro D'Ors (1915-2004)
First Head Librarian at the University of Navarra, located next to the entrance of the Main Library

1. ACCESS TO LIBRARY SERVICES

To use the Library services, users must have a University card. It will be provided in a different location according to the type of user:

- Students (undergraduates and postgraduates): General Offices.
- Lecturers and staff: Human Resources Service.
- Alumni Navarrensis members: Bibliographic Information Desk (Main Library) and Research support desk (Science Library).
- Faculty guests: Head of Department who vouched them.

2. CAMPUS LIBRARIES

2.1. Main Library

It houses the different departments of the Library which are in charge of the management of the bibliographic collection and its technical processing. The following rooms are also located there:

· **Newspaper Room**: in the basement of the Main Library. For users carrying out research with newspapers and periodicals, it contains general information and the official gazettes and periodicals collection (58 seats).

· **Multimedia Room**: on the ground floor of the Main Library. It contains DVDs, VHS videos, cassettes, vinyl records, CD-ROM, microfiche, etc., with appropriate playback facilities (22 seats).

More than 2,300 information reading seats

· **Researchers Room**: it distributes the Humanities and Social Sciences collection on 5 floors that contain more than 440,000 titles on direct access. It offers 9 seminar rooms and 100 lockers (665 seats).

· **Undergraduates Room**: it contains the recommended reading lists of the different subject areas together with the books most frequently used by students. It is located in the Main library (Entrance South)(491 seats).

· **Group Study Room**: for the use of undergraduate students. They are equipped with computer and whiteboard. On the ground floor of the Main Library. Reservations can be made online (4 rooms with a total capacity of 20 seats).

· **Reference Room**: on the ground floor of the Main Library. It contains all the general-content items (dictionaries, encyclopedias, index collections, etc.) (72 seats).

· **Special Collections Room**: it offers items that require special care due to their antiquity or value: printed items previous to 1835, items of notable interest, dedicated items, drawings, engravings, etc. It is located in the 4D seminar (6 seats).

Finally, there is a **Storage** which contains less-used books and periodicals. This collection can be requested online through the catalog and the items can be picked up at the different desks.

2.2. Science library

It is located on the first floor of the Science Library building. It includes the following areas:

· **Study Area**: It is divided in two areas: one for the Recommended Reading list of the different subjects and another one for Research books and periodicals. It has 64 lockers that can be loaned for a week and 48 seats connected to the electrical system (504 seats and 20 more with computers).

· **Group Study Rooms**: 13 rooms with computer and whiteboard, with a total capacity of 84 seats. In order to use them an online booking should be made.

· **Researchers Room**: For the exclusive use of researchers of Experimental Sciences (32 seats and 40 lockers).

· **Computer Room**: It is intended for the online search of scientific information and can be reserved for classes and seminars (32 computers).

· **Storage**: It contains less-used books and periodicals.

· **Library offices.**

2.3 Architecture Library

It is located on the second floor of the School of Architecture. It is divided in two areas: one for undergraduate students with 30 seats and 3 computers, and a room for the exclusive use of researchers, with 22 seats and 2 computers.

Some of the earliest issues of some journals, as well as less frequently used books are classified in the Storage of the Main Library and can be accessed there for consultation purposes.

2.4. Ecclesiastical Studies Library

It is located on the first floor of the School of Ecclesiastical Studies. It has 99 seats and 3 computers.

2.5. University Clinic Library

It is situated on the 8th floor of the University Clinic. It holds the book and periodical collection for the use of medical staff and researchers who also have access to the bibliographic collection of the University Science Library (40 seats).

3. SERVICES

3.1 Search and Information Access

Unika is a search engine that allows one to jointly consult information sources found in the Library (CATALOG, SABIO and DADUN), together with other resources (databases, repositories and catalogs from other libraries), in an electronic format and on paper. It is considered the “Google” of the library.

CATALOG

The whole collection of books and periodicals is kept here. Access is attained by means of the Library Web Page. Users may ascertain the existence of the work being sought, its present state, and may carry out petitions, reservations of loaned copies, etc., as well as renewing the loan on works presently borrowed.

Also one may access many e-books and online documents in their complete versions.

SABIO

Sabio is the access portal to the Library electronic resources. It offers access to the full text of journals and databases offered in electronic version. It also offers the possibility to search the Library Catalog to check if the printed version is available or else to request the item through the interlibrary loan.

DADUN

Dadun is the Open Access Institutional Repository that collects, preserves and disseminates papers reflecting academic and scientific activity at the University of Navarra. It contains documents, academic talks, essays, thesis, teaching materials, rare books, journals and papers edited by the University etc.

3.2. Circulation

Borrowing and returning items

Loans are personal and are made on the presentation of a valid Library card. It is done either on the information desks of each Library room or there are RFID auto-loan machines in the Architecture, Undergraduates room (Main Library) and in the Science Library. In the Ecclesiastical Studies Library there is a computer to check the borrowed items. In the Researchers Room (Main Library), books that are taken to the personal desks must be checked in the auto-loan machines on each floor. Through "My Library Account", users can check and renew loaned items. All the libraries are equipped with auto-loan machines.

Type of user	Loan entitlements	Type of items	Loan periods	Renewals
Undergraduates	11	8 books	7 (21 PLC / ENG)*	3
		3 audiovisuals	7	1
Postgraduates Ecclesiastical faculty students Lecturers Researchers Staff	48	40 books	60	3
		3 audiovisuals	7	1
		5 reference items (auto-loan; for use in the room only)	7	None
Alumni members (already graduated) Users with agreements	23	15 books	7	3
		3 audiovisuals	7	1
		5 reference ítems (auto-loan; for use in the room only)	7	None
Temporary users (Guests)	20	15 books (for use in the room only)	7	3
		5 reference ítems (auto-loan)	7	None

*The Library has a collection of books in a section called "Read at Home" (shelf-mark PLC), which covers a wide range of genres. There is also a similar section in English in the Architecture and Science Library at the ENG shelf-mark,

Intersite loans

This service offers the possibility for books and scanned journal articles to be sent from the Main Library to the Science-University Clinic libraries and vice versa. This service is available for lecturers, researchers, postgraduates and staff. The request is made through the Library catalogue. Items are collected from the appropriate issue desk, on receiving email notification. Contact: *pib@unav.es*

Interlibrary loan

This service is for members of the university who require documents from other libraries; and for external centers or institutions which require documents from the University of Navarra. Document receipt is by post, e-mail and delivery service, mostly by e-mail in PDF format, with an average delivery time of between 24 and 72 hours.

It is located on the first floor of the Main Library and also in the Science Library. Contact: *pib@unav.es*

3.3. Information and customer services

Subject-specific librarians

There are a group of librarians specialized in different subject areas with the aim of operating as links between departments and the Library in matters relating to formation, the acquisition of works, bibliographical assistance and support in the acquisition of accreditation on the part of ANECA:

Area | Department	Librarian	E-mail address
Architecture	Marga García	mgbajo@unav.es
	María Alecha	alecha@unav.es
Art History	Isabel Iribertegui	isairi@unav.es
Canon law	Amparo Cózar	acozar@unav.es
Center for Olympic Studies	Salomé Eslava	meochoa@unav.es
CIMA	María Marquínez	mmarquinez@unav.es
Communication	Pello Zapirain	pzapirain@unav.es
Economics	Emma Navarro	enavarro@unav.es
Education	Rocío Serrano	rserranov@unav.es
Geography	Teresa Grandal	tgrandal@unav.es
History	Mónica d'Entremont	mdentremont@unav.es
Institute for Studies on the Family	Rocío Serrano	rserranov@unav.es
Law	David Aznar	daznar@unav.es
Medicine	Salomé Eslava	meochoa@unav.es
Museum of Contemporary Art	Mª José Guembe	mjguembe@unav.es
Nursing	Lucía Zubasti	lzubasti@unav.es
Pharmacy	Arantxa Itúrbide	ariturbide@unav.es
Philology	Ana Rodríguez	arodriguez@unav.es
Philosophy	Amparo Cózar	acozar@unav.es
Science	Ana Nieva	anlopez@unav.es
Theology	Amparo Cózar	acozar@unav.es
University Clinic	Fabiola de Goñi	fdegoni@unav.es

User training

The Library organises information literacy sessions to lecturers and students. It also offers on demand sessions where users can complete an online application form to request a specific training session. The Library can prepare individual or group information literacy sessions about a specific subject, about online products or related to special needs.

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

Recommended Resources by Subject Area

The Library webpage offers a selection of more than 70 Subject Area Resources, with the most frequently used reference material.

The “Research Support Guide” contains the necessary information for the teaching and research activity of lecturers and postgraduates. This guide is linked to the “Accreditation and Research Support Guide” in order to help with those processes.

NEWSLETTER

The Library publishes a Weekly Gazette aimed at lecturers, postgraduates, and researchers. It includes the new bibliographic acquisitions incorporated to the Library in the week previous to the publication of the gazette, as well as resources and services that had been published on Bib-Blog, the library blog. (In Spanish).

Books and magazines recently acquired are displayed for a week in the Main Library Recent Acquisitions room and in the display shelves aimed with that purpose in the Architecture and Science libraries, before they are shelved.

BLOGS

The Library has different blogs to share information with its users (In Spanish):

Bib Blog: Recent acquisitions and other relevant information.
http://bibliotecaun.wordpress.com/

Leyendo se entiende la gente: To encourage reading.
http://leseg.wordpress.com/

Investigación científica en abierto: DADUN and Open Access use.
http://unavdadun.wordpress.com/

THE LIBRARY IN THE SOCIAL NETWORKS

https://delicious.com/unavbiblioteca	http://www.flickr.com/photos/45048505@N06
http://www.youtube.com/user/bibliotecaunav	https://twitter.com/unavbiblioteca

3.4. Other services

Reprographics and printers

The Library has a service for the reproduction of the items deposited in the University, with teaching and research purposes, either through photocopiers, printers, scanner or digitalization.

Photocopier | Printers*

Science Libraries	– Library hall – Periodicals area
Main Library	– Researchers room – 1st, 2nd, 3rd and 4th floors – Undergraduates room hall – Newspaper room

* The machines are property of OCÉ reprographics. The cards that are needed for its use can be purchased in the print shop located in different buildings or in vending machines.

Scanners

Architecture Library	– Students Area – Researchers Room
Science Library	– Periodicals Area
Main Library**	– Researchers room – 1st floor – Ground floor – Newspaper room (manual scanner)

** Scanners can be booked through an online form.

RefWorks

On-line tool that allows you to import, organize, export and share bibliographical references which later on may be used to write articles and scientific works in the adequate bibliographical format.

Suggestion Box

In the Library web page there is a section open to users permitting them to submit suggestions to the Library Service by means of a form. All the proposals will be duly examined and responded to in the shortest possible time; a summary of the suggestions made by users will be published.

Version for mobile Phones

The mobile phone version of the Library Web allows quick access to many of the Library's services:

- **Contact** Service data.
- **Opening Hours** and **location** of the different libraries.
- Reservation of the **Group Study Rooms.**
- **UniKa**: the Library's search engine.
- **Catalog**: to locate a book, to carry out petitions and reservations.
- **My Library account**: to make reservations, to check and renew borrowed books.
- **Refworks**: mobile version of the bibliographical citation management programme.
- **News:** link to Bib·blog: the library informs.

Expositions

With the aim of providing a more widespread knowledge of the Library's collection, the section of the Ancient Collection prepares a virtual exposition three times a year in the Library's Web Page, and another tangible exposition in the hall of the Main Library. Currently there are more than 25 virtual expositions compiled.

4. Opening hours

CENTRAL LIBRARIES			
	September to June	July and August	
Science	Mon-Sat: 8.00 - 21.00 Sun: 10.00 - 14.00	Mon-Sat: 8.00 - 15.00	
	September to June	July	August
Main Library Researchers Room	Mon-Sat: 8.00 - 21.00 Sun: 10.00 - 14.00	Mon-Fri: 8.00 - 21.00 Sat: 8.00 - 14.00	Mon-Sat: 8.00 - 21.00 Sun: 10.00 - 14.00
	September to June	July and August	
Main Library Undergraduates Room	Mon-Sat: 8.00 - 21.00 Sun: 10.00 - 14.00	Closed	

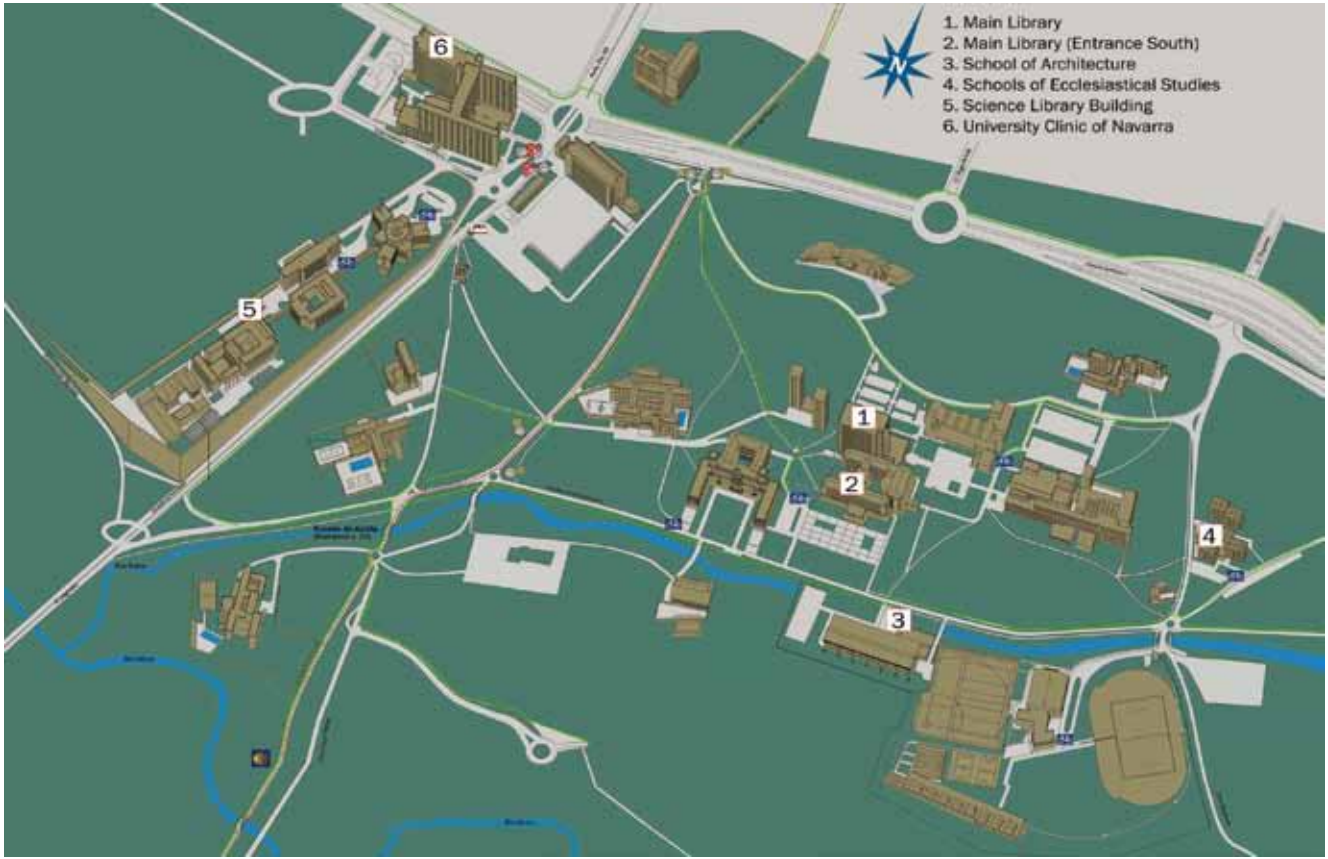
SPECIAL OR SCHOOL LIBRARIES		
	September to June	July and August
Architecture	Mon-Fri: 8.30 - 20.00 Sat: 10.00 - 14.00	Mon-Fri: 8.00 - 15.00
Ecclesiastical studies	Mon-Fri: 8.30 - 20.00 Sat: 8.30 - 14.00	Mon-Fri: 8.00 - 15.00
Multimedia Room	Mon-Fri: 8.00 - 21.00	Mon-Fri: 8.00 - 15.00
Newspaper room	Mon-Sat: 8.00 - 19.00	Mon-Fri: 8.00 - 15.00
Reference Room	Mon-Fri: 8.00 - 21.00 Sat: 8.00 -14.00	Mon-Fri: 8.00 - 21.00 Sat: 8.00 - 14.00
Special collections Room	Mon-Fri: 8.00 - 15.00	Mon-Fri: 8.00 - 15.00
Group Study Room	Mon-Fri: 8.00 - 21.00 Sat: 8.00 -14.00	Mon-Sat: 8.00 - 21.00 Sat: 8.00 -14.00
University Clinic Library	Mon-Fri: 9.00 - 19.00	Mon-Fri: 9.00 - 19.00

During exam periods, Library opening hours are extended until 8 p.m. on Sundays. Additionally, some rooms are provided for individual study; their opening hours and capacity are published in the web.

5. FIGURES AND DATA (2012)

Volumes	1,225,399
Books before to 1800	26,468
Incunabula	85
Periodicals	19,211
Subscription E-Journals	64,197
E-books	180,332
Databases accessed	444
Library open days	333
Individual study places	3,125
Inter-library Loan requests	12,274
Items Loaned	139,607
Attendance at training courses	2,977
Investment in resources acquisition	€ 2,992,994
Dowloaded documents	1,004,100
Searches on the online resources	1,381,438
Number of documents in Dadun	22,254

The figures shown are the totals including the libraries of the Campuses of San Sebastián (ISSA and Tecnun), Barcelona and Madrid (IESE).


1. Main Library
2. Main Library (Entrance South)
3. School of Architecture
4. Schools of Ecclesiastical Studies
5. Science Library Building
6. University Clinic of Navarra
1
2
3
4
5
6

Library Service. University of Navarra
APd. 177 C.P. 31080 Pamplona (Spain)
biblioteca@unav.es
www.unav.es/biblioteca/library
Tlf. 948 425 600
Fax 948 178 269

Universidad de Navarra