

LIBRARY  
2016-2017



Universidad  
de Navarra

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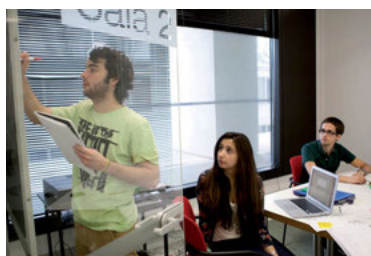
# *Knowledge at your fingertips*

## *An entire service at your disposal*

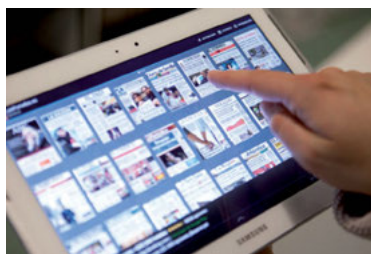
The Library of the University of Navarra places at the disposal of its users a collection of over one million volumes and a considerable number of electronic resources, with ample opening hours and installations endowed with adequate infrastructures for research and study.



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



### RESEARCH ROOM

Floors 1 - 5.

Monday – Saturday: 8 am – 9 pm.

Sunday: 10 am – 2 pm.

Room for postgraduate students and researchers.



### NEWSPAPER / MEDIA ROOM

Ground floor.

Monday – Friday: 8 am – 9 pm.

Newspapers, documentaries and music.



### STUDY ROOM

Floor –1.

Monday – Friday: 8 am – 9 pm.

Saturday: 8 am – 2 pm.



### GROUP WORK ROOMS

Ground floor.

Monday – Friday: 8 am – 9 pm.

Saturday: 8 am – 2 pm.

Four rooms that can be reserved online.



### REFERENCE ROOM

Ground floor.

Monday – Friday: 8 am – 9 pm.

Saturday: 8 am – 2 pm.

Dictionaries, encyclopedias, etc.



### SPECIAL COLLECTIONS ROOM

Fourth floor (Seminar 4D).

Monday – Friday: 8:30 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, PCs, scanners, printers-photocopy machines, and self-service book lending machines.

## 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 chemistry, pharmacy, biology, nursing, medicine, etc., 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:

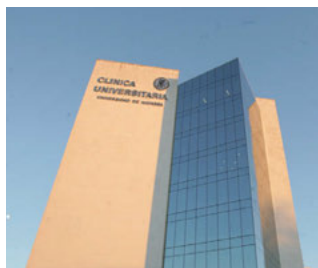
- **Group Work Rooms:** There are 13 rooms which can be used for meeting or group work projects. These rooms should be booked online in advance.
- **Research Room:** This room is designed for postgraduates and researchers. It has a capacity of 32 work spaces.
- **Computer Room:** There are 32 PCs for 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 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 the following items: UNIKA (with a dropdown arrow), LIBROS Y MÁS (with a right arrow), REVISTAS (with a right arrow), BASES DE DATOS (with a right arrow), LIBROS A SIGNATURAS (with a right arrow), and DADUN (with a right arrow). Below the navigation bar is a search area with a text input field containing "artículos de revista, libros y más", a "BUSCAR" button, and a "Limita por tema:" dropdown menu set to "Multidisciplinar". Below the search area are three radio buttons: "Palabra clave" (selected), "Título", and "Autor". To the right of these radio buttons is a checkbox labeled "Sólo Catálogo de la Biblioteca". At the bottom of the search area, there is a link: "Unika | Unika (usuarios no unav) | Información sobre Unika".

Search engine on the Library Services website.

## 2.2. LOANS

### BORROWING BOOKS FOR HOME USE

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 *	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 *	3
		3 audiovisuals	7	1
		5 reference items (auto-loan; for in-room use only)	7	None
Alumni members (already graduated) Users with agreements	23	15 books	7	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

\*The items on the recommended bibliography for different subjects held by the Undergraduate Room of the Main Library and the Science Library can be borrowed for a maximum of 10 days.



Library users are entitled to borrow a certain number of books (see table on left page).

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 stations.

Through “My Library Account”, on the Library 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 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.

## 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

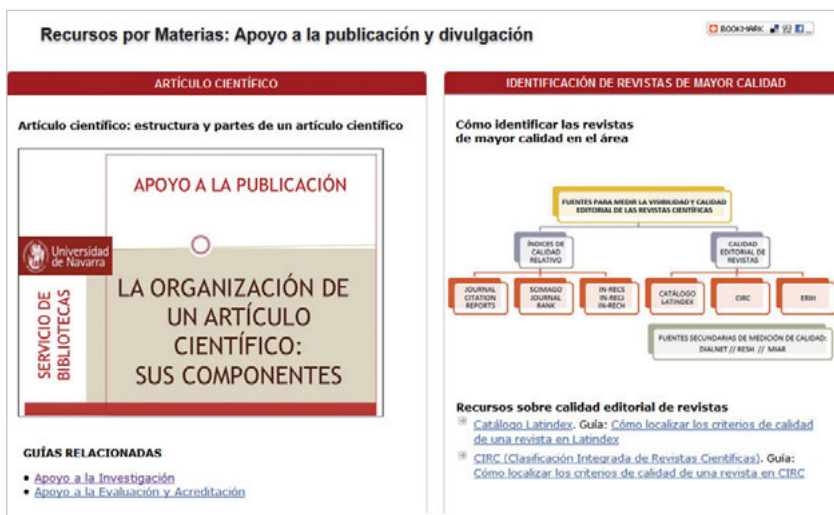
### USER TRAINING

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.



The screenshot shows a webpage titled "Recursos por Materias: Apoyo a la publicación y divulgación". It is divided into two main sections:

- ARTÍCULO CIENTÍFICO:** This section is titled "Artículo científico: estructura y partes de un artículo científico". It features a central graphic with the text "APOYO A LA PUBLICACIÓN" and "LA ORGANIZACIÓN DE UN ARTÍCULO CIENTÍFICO: SUS COMPONENTES". The graphic also includes the logo of the "Servicio de Bibliotecas" and the "Universidad de Navarra". Below the graphic, there is a list of "GUÍAS RELACIONADAS" (Related Guides):
  - Apoyo a la Investigación
  - Apoyo a la Evaluación y Acreditación
- IDENTIFICACIÓN DE REVISTAS DE MAYOR CALIDAD:** This section is titled "Cómo identificar las revistas de mayor calidad en el área". It contains a flowchart titled "FUENTES PARA MEDIR LA VISIBILIDAD Y CALIDAD EDITORIAL DE LAS REVISTAS CIENTÍFICAS". The flowchart branches into two main categories:
  - INDICER DE CALIDAD RELATIVO:** This category includes "JOURNAL CITATION REPORTS", "SCOPUS JOURNAL RANK", and "J-REEL (J-REEL) J-RECH".
  - CALIDAD EDITORIAL DE REVISTAS:** This category includes "CATÁLOGO LATINDEX", "CIRC", and "ERH".Below the flowchart, there is a box for "FUENTES SECUNDARIAS DE MEDICIÓN DE CALIDAD: QUALNET (J-REEL) / MMR".

At the bottom of the second section, there are "Recursos sobre calidad editorial de revistas" (Resources on journal editorial quality):

- [Catálogo Latindex](#), Guía: [Cómo localizar los criterios de calidad de una revista en Latindex](#)
- [CIRC \(Clasificación Integrada de Revistas Científicas\)](#), Guía: [Cómo localizar los criterios de calidad de una revista en CIRC](#)

Screenshot from the Subject Guide for Academic Publication.

## THE BIBLIOMETRICS SERVICE

The Bibliometrics Service 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.

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

## THE LIBRARY IN THE SOCIAL NETWORKS



*BibBlog: La Biblioteca informa*  
<http://bibliotecaun.wordpress.com/>

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*Leyendo se entiende la gente*  
<http://bibliotecaun.wordpress.com/>

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*Investigación científica en abierto*  
<http://unavdadun.wordpress.com/>

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YouTube  
<http://www.youtube.com/user/bibliotecaunav>

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Flickr  
<http://www.flickr.com/photos/unavbiblioteca>

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Delicious  
<https://delicious.com/unavbiblioteca>

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

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Most recent books acquired by Library Services (RSS)  
[http://innopac.unav.es/feeds\\*spi~S1/](http://innopac.unav.es/feeds*spi~S1/)

## 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.

LIBRARIES	PHOTOCOPIER PRINTERS*	SCANNERS**
Architecture	Copy shop	Library
Clínica Universidad de Navarra	Computer Room (Library)	Computer Room (Library)
Main	2nd, 3rd and 4th floors Floor -1	1st, 2nd, 3rd and 4th floors Newspaper / Media Room
Main (South Entrance)	Library lobby Undergraduate Room	Library lobby
Science	Library lobby Ground floor	Periodicals Area

\* 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.

\*\* Some scanners can be booked by filling out an online form.

## MOBILE PHONE VERSION



## REFERENCE MANAGEMENT TOOL

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

It can be used to import, organize, export and share references, and to include citations and bibliography in standard format when writing academic articles.



## EXHIBITIONS

Library Services presents a number of exhibitions each year in the entrance hallway of the Main Library. Online versions of these exhibitions are produced at the same time. There are 30 such virtual exhibitions currently available.

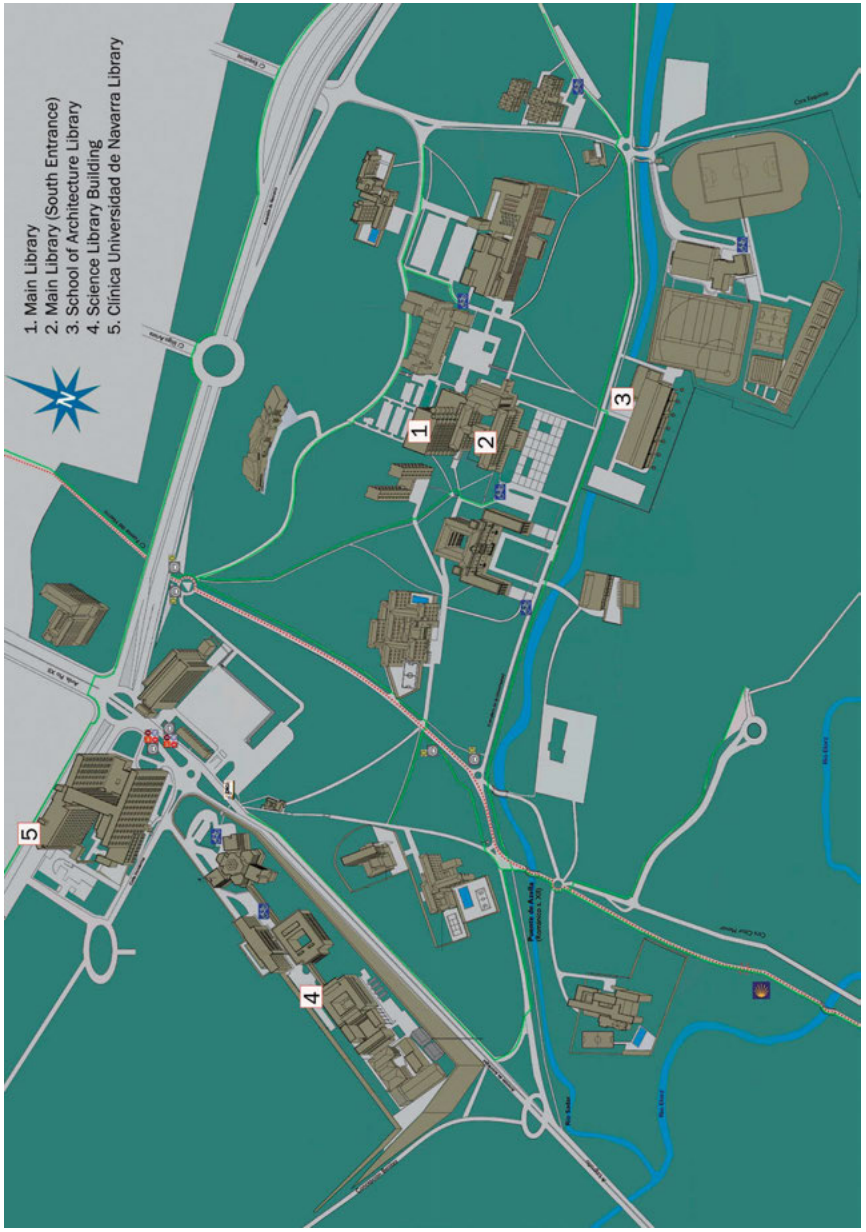


Special Collections exhibition in the entrance hall of the Main Library.

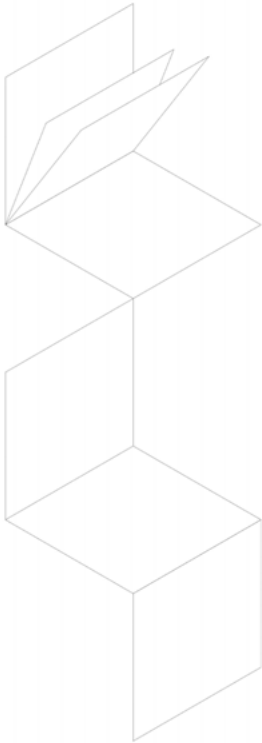
### 3. FIGURES AND DATA (2015)

Volumes	1,343,148
Books before 1800	28,556
Incunabula	85
Periodicals	19,063
Subscription E-Journals	98,774
E-books	376,924
Databases available for access	236
Library open days during the year	333
Individual study spaces	3,127
Interlibrary loan requests (documents received and sent)	14,191
Volumes loaned	123,397
Attendance at training courses	3,470
Investment in acquisitions	2,840,022 €
Downloaded documents	6,985,215
Searches on online resources	4,653,704
Number of documents in Dadun	31,521

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



- 1. Main Library
- 2. Main Library (South Entrance)
- 3. School of Architecture Library
- 4. Science Library Building
- 5. Clínica Universidad de Navarra Library



LIBRARY SERVICES - Universidad de Navarra  
Campus Universitario 31009 Pamplona (Spain)  
[biblioteca@unav.es](mailto:biblioteca@unav.es)  
[www.unav.edu/library/](http://www.unav.edu/library/)  
Tlfn. 948 425 600 ext. 802065



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