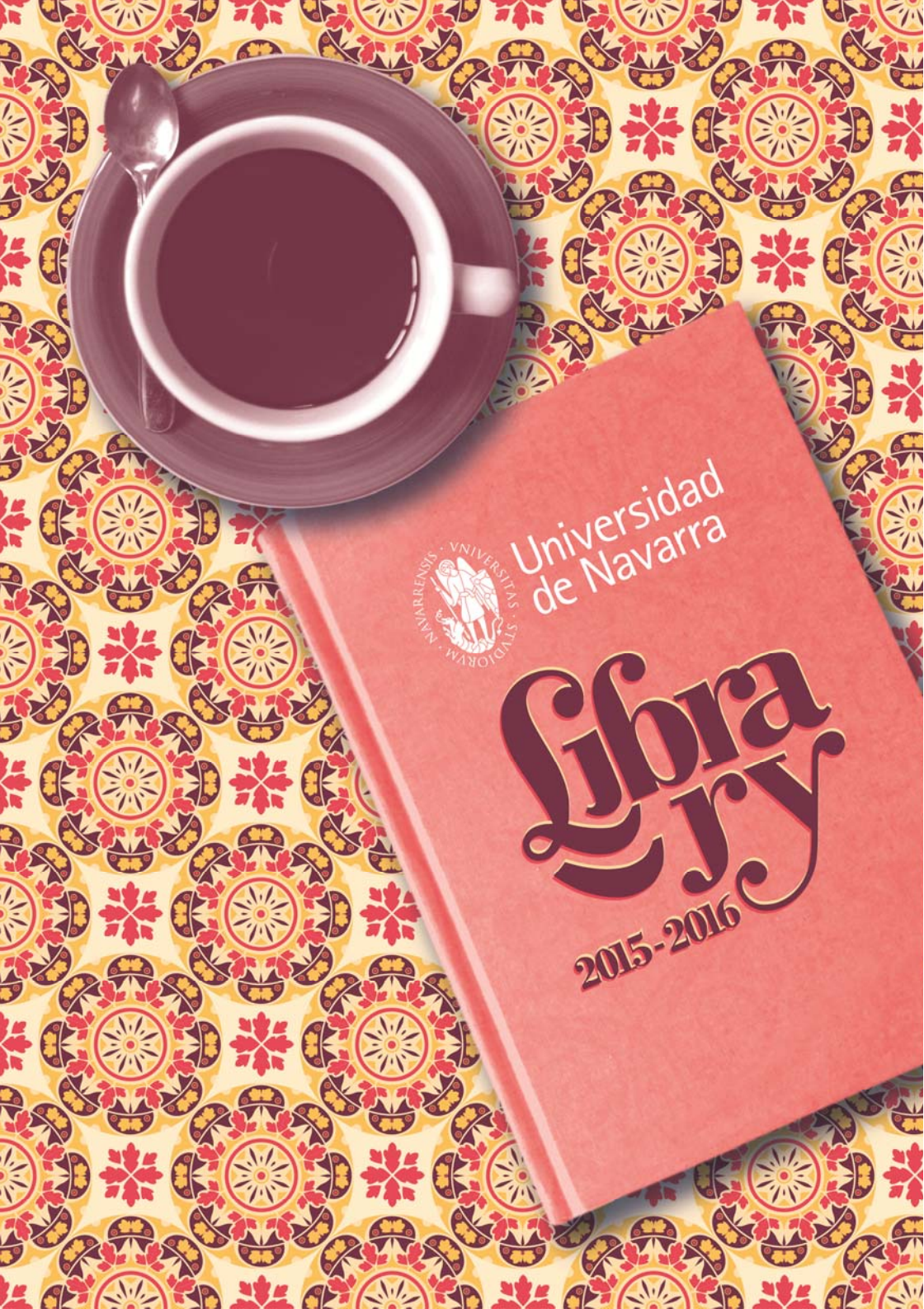

Universidad de Navarra
Library
2015-2016

CONTENT

1. CAMPUS LIBRARIES
   - MAIN LIBRARY
   - MAIN LIBRARY (SOUTH ENTRANCE - UNDERGRADUATE ROOM)
   - ARCHITECTURE LIBRARY
   - ECCLESIASTICAL STUDIES LIBRARY
   - SCIENCE LIBRARY
   - CLÍNICA UNIVERSIDAD DE NAVARRA LIBRARY
2. SERVICES
   - SEARCH AND INFORMATION ACCESS
   - LOANS
   - INFORMATION AND CUSTOMER SERVICES
   - OTHER SERVICES
3. FIGURES AND DATA (2014)

Copyright text ©: Library Services | University of Navarra
Copyright images ©: Photographic Archive | University of Navarra

Cover Design: Mateo Rodríguez Arias
Legal Deposit: NA 1399-2015

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

RESEARCH ROOM

Floors 1 - 5.

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

Room for postgraduate students and researchers.

MEDIA ROOM

Ground floor.

Monday – Friday: 8 am – 9 pm.

Documentaries, music and microforms.

NEWSPAPER ROOM

Floor –1.

Monday – Friday: 8 am – 7 pm.

Newspapers and periodicals.

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, enciclopedias, etc.

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, 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. Ecclesiastical Studies Library

First floor.

Monday – Friday: 8:30 am – 8 pm.
Saturday: 8.30 am – 2 pm.

It has 103 seats, 3 PCs and a self-service book lending station.

1.5. 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.

1.6. 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.

Search engine on the Library Services website.

2.2. Loans

Borrowing books for home use

Library users have the right to borrow a number of books (check the table below).

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 Services website, users can check their present situation regarding book loans or books on reserve and also renew items.

Type of user	Loan entitlements	Type of items	Loan periods (days)	Renewals
Undergraduates	11	8 books	10	5
			30 (PLC/ENG)	None
		3 audiovisuals	7	1
Postgraduates Schools of Ecclesiastical faculty students Lecturers/ Professors Researchers Other Personnel	49	40 books	60	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.

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 University Clinic 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

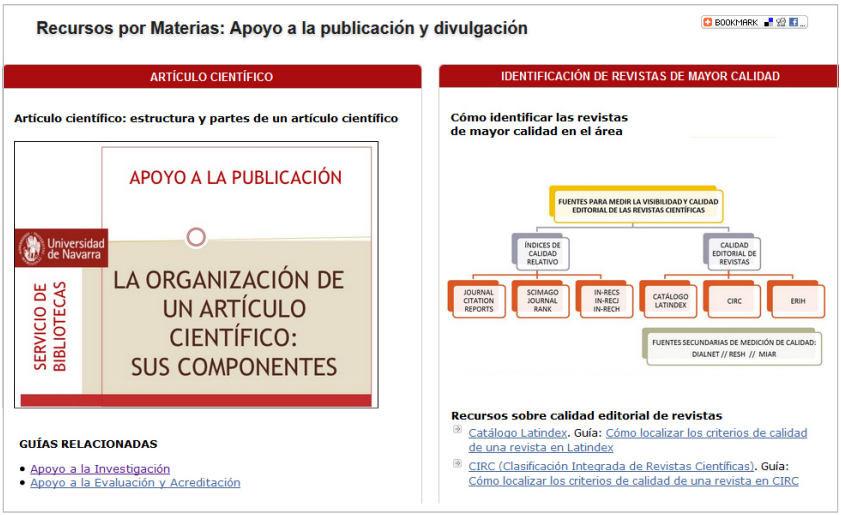
USER TRAINING

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.



Screenshot from the Support 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/

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

Investigación científica en abierto
http://unavdadun.wordpress.com/

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

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

Delicious
https://delicious.com/unavbiblioteca

Twitter
https://twitter.com/unavbiblioteca

Most recent books acquired by Library Services (RSS)
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	Ground floor	Ground floor
Clínica Universidad de Navarra	Computer Room	Computer Room
Ecclesiastical Studies	Reception	Reception
Main	2nd, 3rd and 4th floors Library lobby (South Entrance) Floor –1	1st, 2nd, 3rd and 4th floors Library lobby (South Entrance) Newspaper Room
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 tools

Two programs (RefWorks y Mendeley) are available to help students and researchers collate and manage citations and references.

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

RefWorks

MENDELEY

Exhibitions

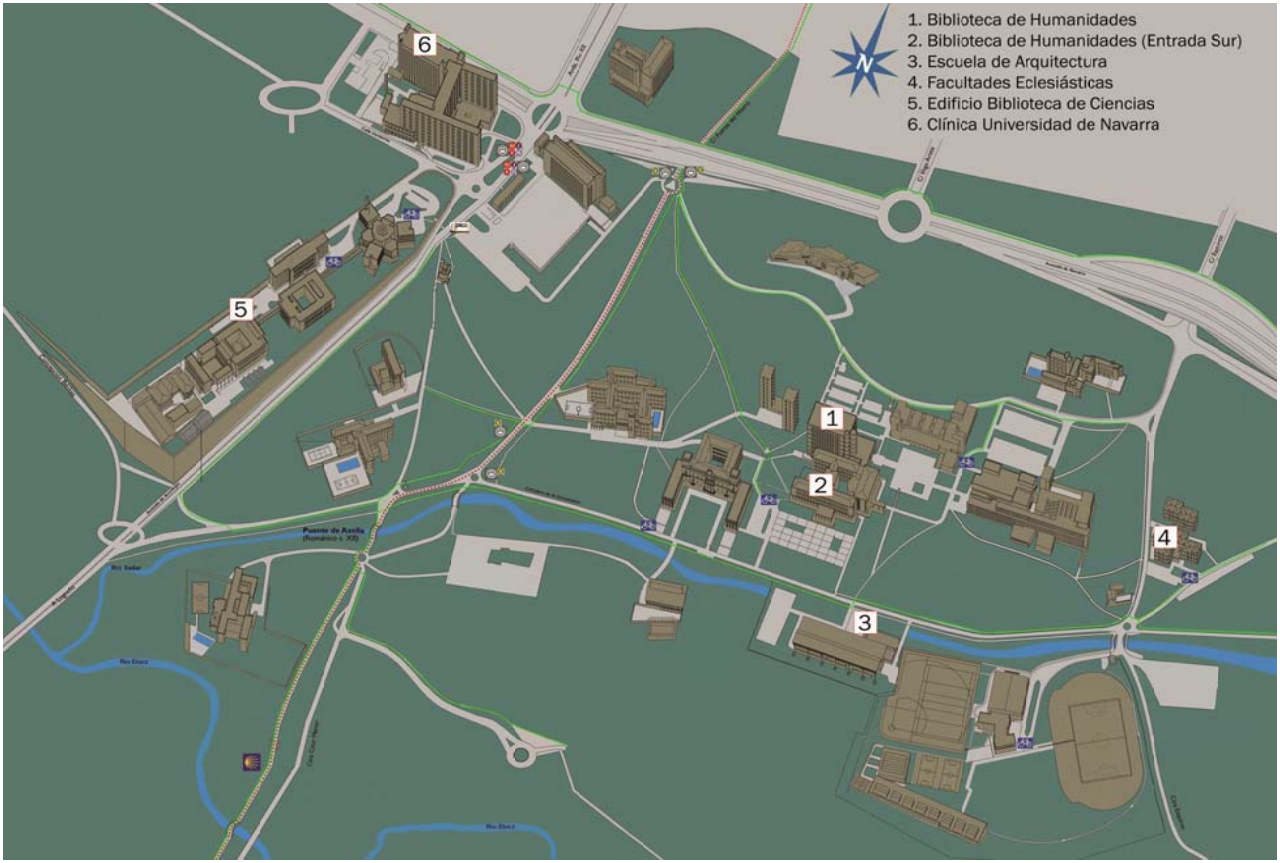
Library Services presents a number of exhibitions each year in the entrance hallway of the Main Library. Online versions of these exhibitions are produced at the same time. There are 30 such virtual exhibitions currently available.

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

3. FIGURES AND DATA (2014)

Volumes	1.298.041
Books before 1800	27.037
Incunabula	85
Periodicals	18.777
Subscription E-Journals	76.435
E-books	381.548
Databases available for access	303
Library open days during the year	334
Individual study spaces	3.107
Interlibrary loan requests (documents received and sent)	14.119
Volumes loaned	129.402
Attendance at training courses	3.912
Investment in acquisitions	2.917.092 €
Downloaded documents	7.707.025
Searches on online resources	4.909.727
Number of documents in Dadun	29.760

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


1. Biblioteca de Humanidades
2. Biblioteca de Humanidades (Entrada Sur)
3. Escuela de Arquitectura
4. Facultades Eclesiásticas
5. Edificio Biblioteca de Ciencias
6. Clínica Universidad de Navarra
N
1
2
3
4
5
6

Servicio de Bibliotecas
Universidad de Navarra
Campus Universitario
31009 Pamplona
biblioteca@unav.es
www.unav.edu/biblioteca/
Tfno. 948 425 600 ext. 802065