

LIBRARY

2023 / 2024



Universidad
de Navarra

SERVICIO DE
BIBLIOTECAS

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KNOWLEDGE AT YOUR FINGERTIPS, **AN ENTIRE SERVICE AT YOUR DISPOSAL**

Welcome to the Library of the University of Navarra. In this brochure you will find the basic information that will help you access and enjoy the three fundamental elements of our Service:

The **people** who work in the Library, who are there to help users with any requirement related to academic information, from its location to its ethical use.

The **facilities** for study and research, which can be reserved in advance to ensure availability, and the different environments that facilitate collaborative work. In addition, we offer the necessary technological infrastructure for all types of academic activity, and long opening hours, which are extended during exam periods.

The printed and electronic **collection** of millions of documents from all disciplines of knowledge, which is constantly being revised and updated.

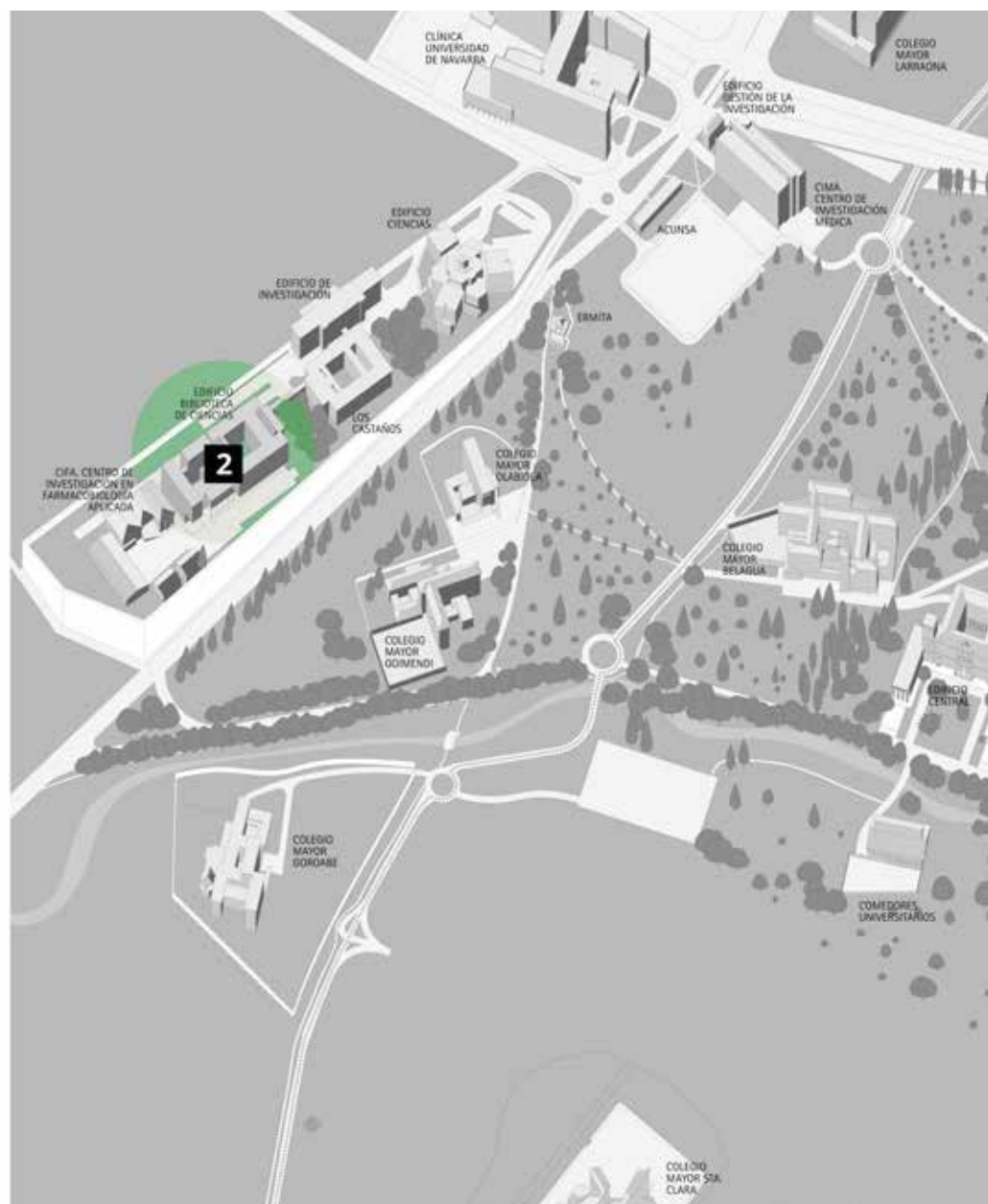
As director of the Service and on behalf of all my colleagues, I invite you to visit the Library in person or at: [en www.unav.edu/biblioteca](http://en.www.unav.edu/biblioteca).

Isabel Iribarren
Director of Library Services



Campus Pamplona

FACILITIES

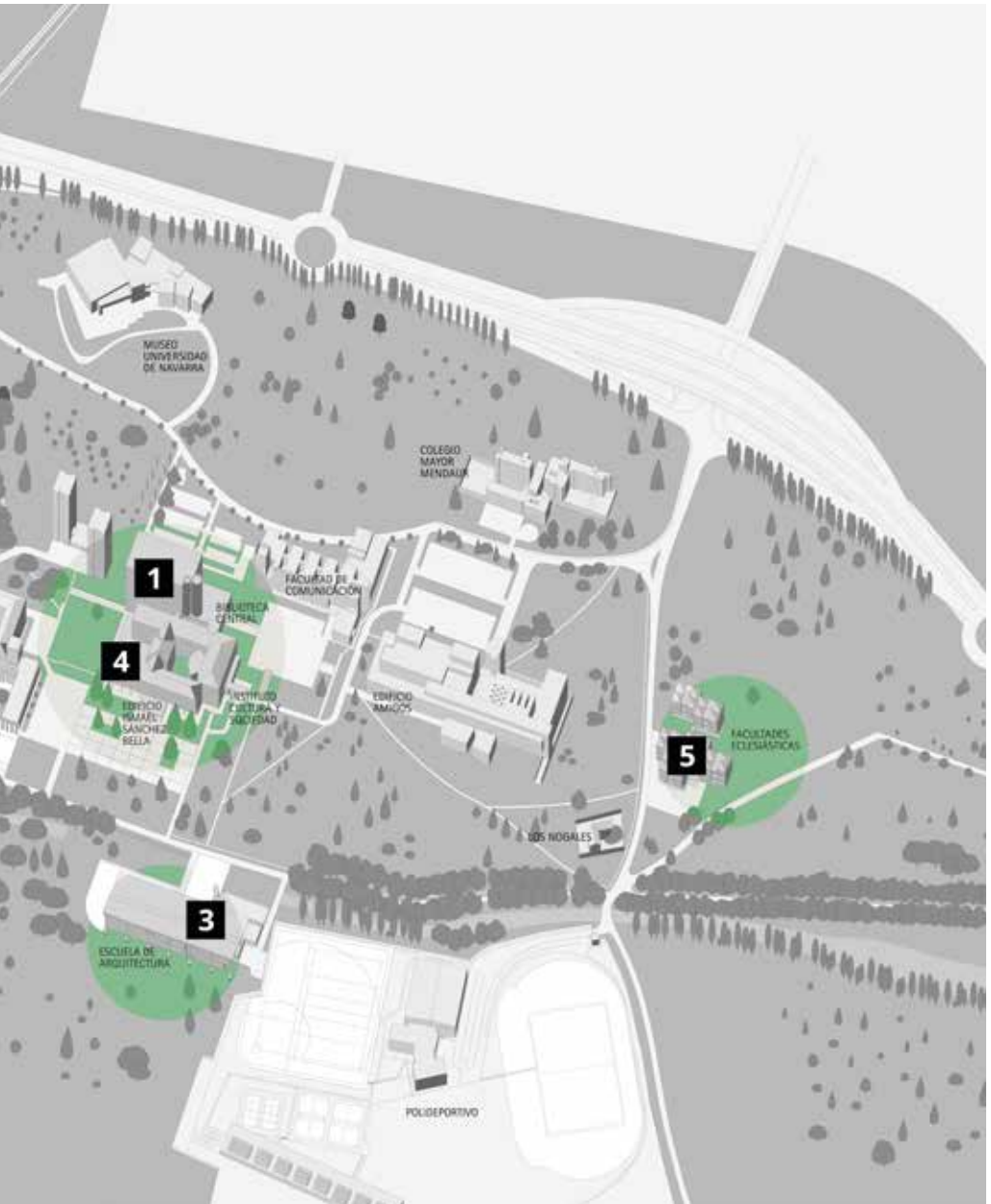


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Main Library
Sciences Library

3
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Service Point (Architecture School)
Study Room (Ismael Sánchez Bella)
Ecclesiastical Studies Library





MAIN LIBRARY

Main rooms:

- Multipurpose Room
- Study Room
- Research Rooms
- Group Work Rooms
- Multimedia Room
- Videoconference Room
- Special Collections Room

Opening hours

Monday - Saturday: 8 a. m. - 9 p. m.
Sunday: 10 a. m. - 2 p. m.

It offers facilities for different users: areas for individual work or study and for group work.

It holds the printed resources for Humanities and Social Sciences and Law, as well as audiovisual materials, newspapers and special materials.

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

SCIENCE LIBRARY

Opening hours

Monday - Saturday: 8 a. m. - 9 p. m.

Sunday: 10 a. m. - 2 p. m.

Main rooms:

- Study Rooms
- Group Work Rooms
- Multimedia Room
- Research Rooms

At the first floor, Science Library contains the Experimental and Health Sciences collections, the recommended bibliography for all academic courses and a section of leisure reading material in both Spanish (PLC) and English (ENG). And it offers areas for individual work or study and for group work.



+ SPACES

Study Room Ismael Sánchez Bella Building

Room with 212 individual study desks (they can be reserved in advance) whose hours are extended during exams.

Service Point (School of Architecture)

Located on the ground floor of the School where students can obtain the recommended bibliography for their courses. This is attended by library staff for some hours each day.

Ecclesiastical Library

There are 96 study desks and a physical collection of 3,700 copies, as well as a self-service machine for loans. There are also 2 computers for free use.



SPACES AND EQUIPMENT

To facilitate the use of the different spaces and equipment, some of them can be reserved in advance from Library web.

It is necessary to register your arrival at the reserved place (check-in), and also your departure (check-out) if you leave before the end of the reserved time.

STUDY DESKS

The Science and Main Libraries and the Study room of the Ismael Sánchez Bella Building have bookable desks for study. All of them are marked.

GROUP WORK ROOMS

21 rooms distributed between the Science and Main libraries.

MULTIMEDIA ROOMS

56 computers distributed in two classrooms, located both in the Science Library and in the Main Library. They also have a screen, whiteboard, projector and webcam.

DOCUMENT COPYING AND PRINTING

In the Science and Main Libraries there are self-service equipment that allows you to photocopy, print and scan (you can pre-book the scanners at the Main Library).



SEARCH INFORMATION COLLECTIONS

Unika is the University of Navarra Library search tool that allows:

- locate the Library's print and electronic collection
- access the full texts of a large number of electronic documents
- to know the availability and location of the physical copies of the Library



In addition to the recommended and research bibliography, the Library has an important variety of materials in its collection:

Electronic: with the full text of more than 490,000 electronic books.

Newspapers: including regional and national press as well as subscriptions to international newspapers.

Audiovisual: with documentaries and music in various formats.

Special Collection: with printed items from the 15th to the 19th centuries, including 86 incunabula.



Printed books



+1,4 million

Electronic books



+466,000

Printed journals



+15,000

Electronic journals



+100,000

Databases



145

Online scientific articles



+123 million

LOANS

The home loan service can be used by students, professors, researchers and staff of the University of Navarra, as well as invited visitors, Alumni and members of institutions with which an agreement has been signed.

The **on-campus loan service** allows books and audiovisuals to be sent from one on-campus library to another. The request is made through the Library catalog. Except basic bibliography and Madrid Library collection, among other materials.

The **digitized documents service** allows you to request digitized copies of articles and book chapters from the printed collection for research purposes. It is intended for professors and researchers, as well as MA/ MSc and PhD students.

Members of the university who require documents from other off-campus libraries can use the **Interlibrary Loan service**.





USER TRAINING

The Library organizes information training sessions on databases, information searches, reference management applications and other resources and services.

As a follow-up to these sessions, users can consult educational material developed by the Library (guides, etc.) on the Library webpage.

Subject librarians offer sessions for individual or group training on demand. These librarians liaise between the different departments and the Library for issues such as acquisition of books and journals, as well as providing bibliographic consultancy and training.

«The Library provides advice on accreditation processes and applications for assessment of six-year research periods, publication processes and open access.»



RESEARCHER SUPPORT

The Library has a Bibliometrics Unit that is responsible for managing scientific and academic information systems (the University of Navarra's scientific and academic information system). It also does research analysis, helps to assess research prospects, and advises professors and researchers on accreditation processes and applications for assessment of six-year research periods.

The Bibliometrics Unit also provides training on topics such as scientific indicators, bibliometric indicators, quality indices and research career guidance.

The Library is responsible for Dadun, an open access institutional repository that collects, preserves and disseminates papers reflecting the academic and scientific activity carried out at the University of Navarra (documents, PhD dissertations, Degree and Master's theses, etc.).

**The research support services
are the Bibliometric Unit,
Subject librarians and Dadun.**

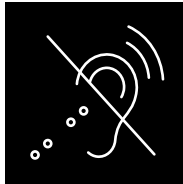


ACCESSIBLE LIBRARY

The Library works with the Unit for Assistance to People with Special Needs (UAPD) providing the following special services:

- **Access to documents:** location and delivery of documents, extended loans, interlibrary loans.
- **Training and support,** specialized librarians and digitalization.
- **Library and specific equipment** for people with visual, hearing and motor disabilities. Availability of specific software: Jaws, OpenBook, MICE, CmapTools, Mindomo, Zoomtext and Hangouts.
- The Science and Main Libraries offer guided tours using the NaviLens system. This method uses markers that allow visually impaired people to access the enabled spaces independently.

More information and help may be obtained at the counters of the different libraries.



EXHIBITIONS

The Library organizes a number of exhibitions each year in the entrance lobby of the Main Library, in which we show exhibits from our special collections. There are 40 virtual exhibitions currently available on the Library webpage.



READING FOR PLEASURE

It has a collection of leisure reading material in both Spanish and English (including graphic novel), every month it displays a thematic selection of novels, and it publishes the blog *Leyendo se entiende la gente* (leseg.unav.edu).

LIBRARY IN FIGURES

2022

Volumes	1,423,032
Books published before 1800	31,766
Incunabula	86
Periodicals	15,975
Subscription E-Journals	100,727
E-books	466,223
Databases available for access	145
Days open during the year	335
Individual study spaces	3,152
Interlibrary loan requests (documents received and sent)	6,956
Volumes loaned	96,484
Downloaded documents	666,167*
Searches on online resources	1,025,210**
Number of documents in Dadun	52,241
Investment in acquisitions	2,557,816

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

*This figure represents «Documents downloaded from electronic resources (by payment or license) during the year».

**This figure represents «Searches or queries in electronic resources (by payment or license) during the year».





LOANS AND RENEWALS

User type	Items	Days	Renewals
Undergraduates Alumni Users with agreements Visitors*	30	20	5
Professors Researchers PHD students Master students Lic. Eclesiásticas Staff	100	60	5

* Visitors of less than 15 days: the maximum loan period will be adapted to the number of days of their stay.

Materials with special loans (for all users):

Material type	Days	Renewals
Recommended bibliography	10	5
Leisure reading (PLC / ENG)	30	1
Audiovisuals	10	2

ESSENTIAL RESOURCES



SEARCH ENGINE



Unika, Library search tool.

LIBRARY CARD



Identify to access and consult your loans, applications, fines, renewals...

SPACES AND EQUIPMENT BOOKING



Application for booking Group work rooms, study desks and scanners.

OPENING HOURS



Check the opening hours of the different libraries during the year.

SUBJECT LIBRARIANS



Contact your subject librarian to ask any questions or request training.

LIBRARY GUIDES



Contents on services and resources for students, researchers and teachers.



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