



WEL-  
COME  
DAY

# Getting to Know the Library

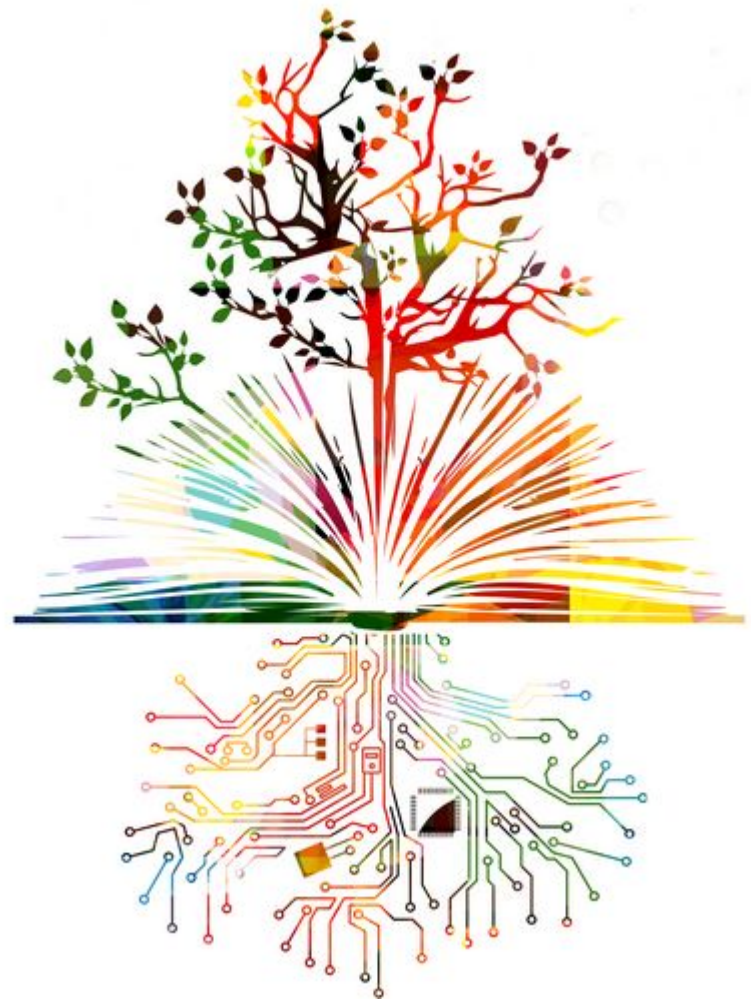
## < The Library

- The Library website
- Libraries, facilities and equipment
- Library collections

## < How to Use the Library

- Student ID & UC3M TUI Card
- My Account: loan, requests and interlibrary loan
- Services
- Search tools

## < Students Support



## 1 Library in 5 buildings



**You are user of all of them!**

[Opening hours](#)

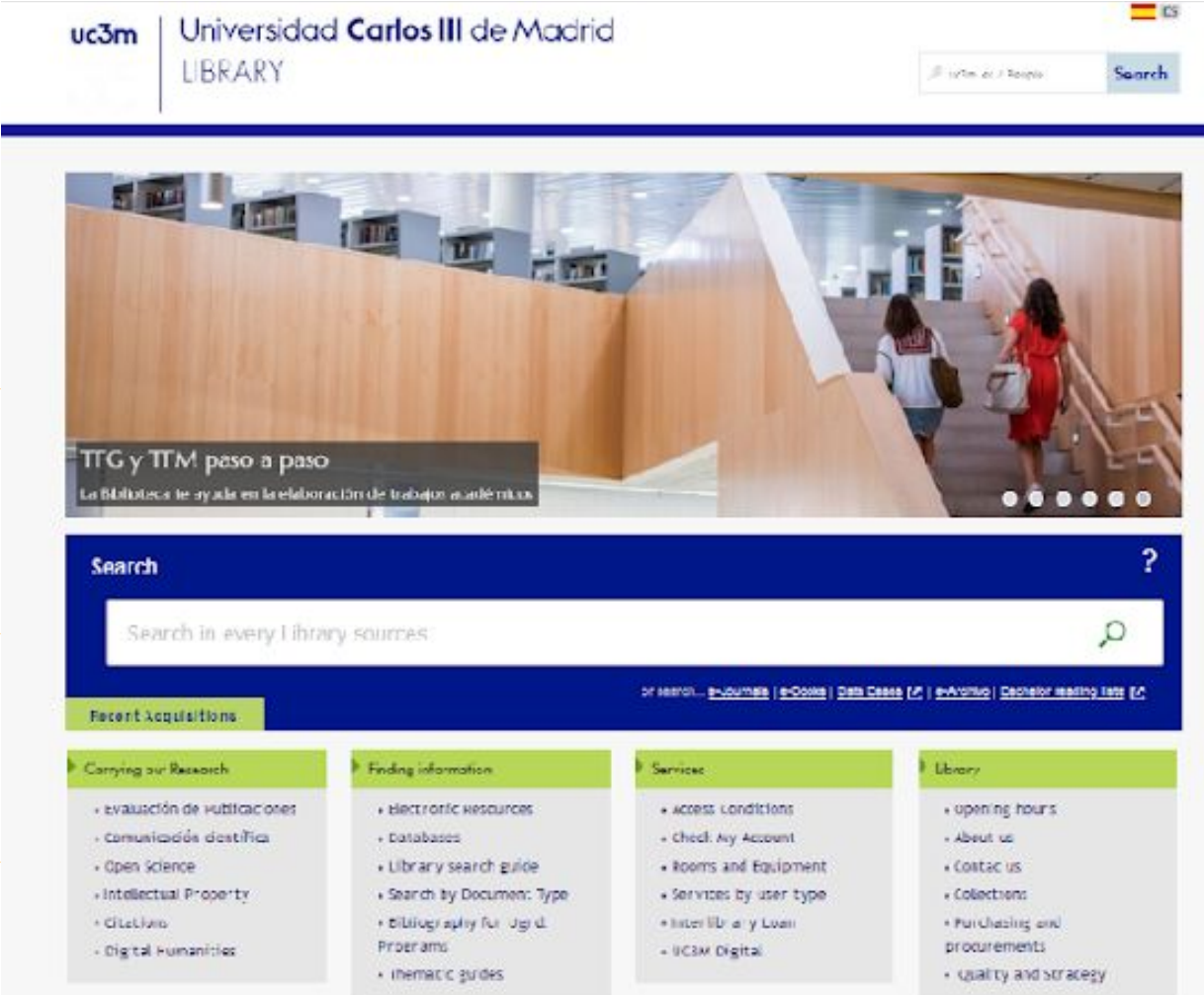
## Library Website

[biblioteca.uc3m.es](http://biblioteca.uc3m.es)

News

Search

Services and  
general  
information



The screenshot shows the UC3M Library Website. At the top, the header includes the UC3M logo, the text "Universidad Carlos III de Madrid LIBRARY", a language selector (ES), and a search bar. Below the header is a large banner image of a modern library interior with wooden walls and a staircase. A text overlay on the banner reads "TIG y TTM paso a paso" and "La Biblioteca te ayuda en la elaboración de trabajos académicos". Below the banner is a search bar with the text "Search in every Library sources". Below the search bar is a navigation menu with four main categories: "Carrying out Research", "Finding information", "Services", and "Library". Each category has a list of sub-links.

**uc3m** | Universidad Carlos III de Madrid  
LIBRARY

ES

Search

TIG y TTM paso a paso  
La Biblioteca te ayuda en la elaboración de trabajos académicos

Search

Search in every Library sources

or search... [e-Journals](#) | [e-Books](#) | [Data Cases](#) | [e-Archive](#) | [Bachelor reading lists](#)

**Recent Acquisitions**

**Carrying out Research**

- Evaluación de publicaciones
- Comunicaciones científicas
- Open Science
- Intellectual Property
- Citations
- Digital Humanities

**Finding information**

- Electronic resources
- Databases
- Library search guide
- Search by Document Type
- Bibliography for UG and Programs
- Thematic guides

**Services**

- Access Conditions
- Check My Account
- Rooms and Equipment
- Services by user type
- Interlibrary Loan
- UC3M Digital

**Library**

- opening hours
- About us
- Contact us
- Collections
- Purchasing and procurements
- quality and strategy

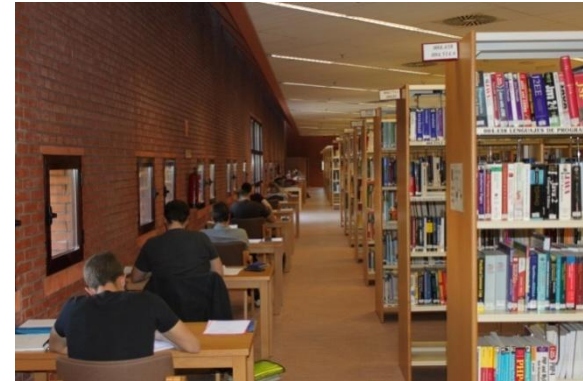
## &lt; Rooms

- for **studying & individual** work
- to **work in groups** [remember to **book them!**]
- to **work with computers**

Audiovisual rooms

Videoconference rooms

- < Laptops
- < Language resources centres
- < WiFi (eduroam)
- < More info in [Library Website](#)



Check the [access conditions](#)  
[and the working hours](#)



Carrying out Research	Finding information	Services	Library
<ul style="list-style-type: none"><li>• Evaluación de Publicaciones</li><li>• Comunicación científica</li><li>• Open Science</li><li>• Intellectual Property</li><li>• Citations</li><li>• Digital Humanities</li></ul>	<ul style="list-style-type: none"><li>• Electronic Resources</li><li>• Databases</li><li>• Library search guide</li><li>• Search by Document Type</li><li>• Bibliography for Ugrd. Programs</li><li>• Thematic guides</li></ul>	<ul style="list-style-type: none"><li>• <b>Access Conditions</b></li><li>• Check My Account</li><li>• <b>Rooms and Equipment</b></li><li>• Services by user type</li><li>• Interlibrary Loan</li><li>• UC3M Digital</li></ul>	<ul style="list-style-type: none"><li>• Opening hours</li><li>• About us</li><li>• Contac us</li><li>• Collections</li><li>• Purchasing and procurements</li><li>• Quality and Strategy</li></ul>



## < Print and audiovisual collections

- **Handbooks:** course readings and text books [[Bachelor Reading Lists](#)]
- **Specialized collections:** research books
- **Journals** (not borrowable): most of them are also available online
- **Language collection:** dictionaries, grammars, graded readings, films and many others materials related to language learning.
- **Audiovisuals**

## < Electronic collections

And many other resources as well!

- **Books**
- **Scholarly journals**
- **Databases** on Law, Economics and Finance, International Studies, Engineering, Film and Media Studies, and many other subjects
- **Newspapers, reports, proceedings...**

In most cases you will need to use a VPN (virtual private network) or rather log in with your UC3M credentials.

Created by the Library to help you find information in both **print** and **electronic resources**. Find guides about the disciplines taught at the University and also useful tips on **how to write an academic assignment**.

### GUÍAS TEMÁTICAS UC3M

Derecho	Economía
Empresa	Geografía
Ingeniería	Lengua y literatura
Periodismo y c. audiovisual	Sociología y CC políticas
Turismo	Unión Europea

### TRABAJOS ACADÉMICOS

- Trabajo de Fin de Grado
- Trabajo de Fin de Máster
- Tesis
- Citas

### OTRAS GUÍAS

Aprende a usar tu biblioteca	REA Recursos Educativos en Abierto
Idiomas	Medio ambiente

### Bases de datos por materias

También puedes acceder por materias a las **Bases de Datos**.

Publicaciones

Access these guides on the website or this link:  
[http://uc3m.libguides.com/guias\\_tematicas](http://uc3m.libguides.com/guias_tematicas)

Use the translator on the top

Carrying out Research	Finding information	Services	Library
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[TFG step by step.](#) A Libguide to help students write their Bachelor Thesis.

[MFP step by step.](#) A Libguide to help students write their Master Final Project.



[Thesis step by step.](#) A Libguide to help students write their Thesis.

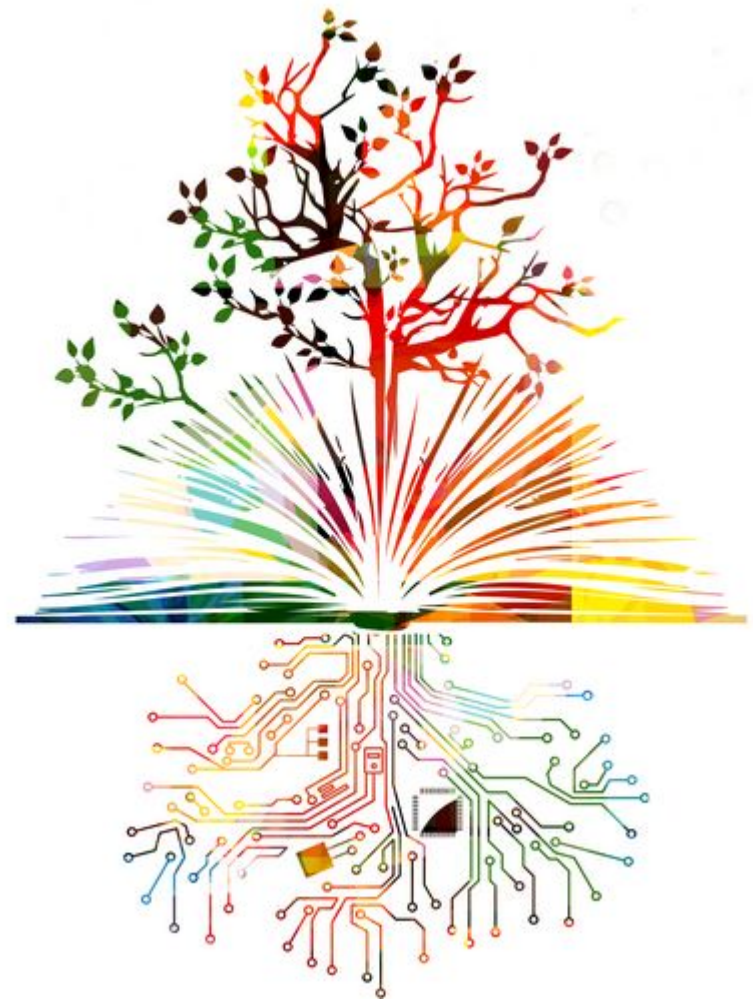
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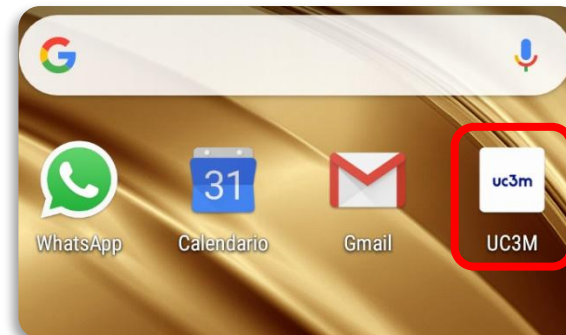
### UC3M TUI Smart Card & UC3M App

- Used to identify members of the University Community
- Integrated in **UC3M App**



### Student ID

- Used to access UC3M email address, Google Apps, Aula Global and **Library services and resources**
- Your account must be activated



## < User account: Access from the Library website



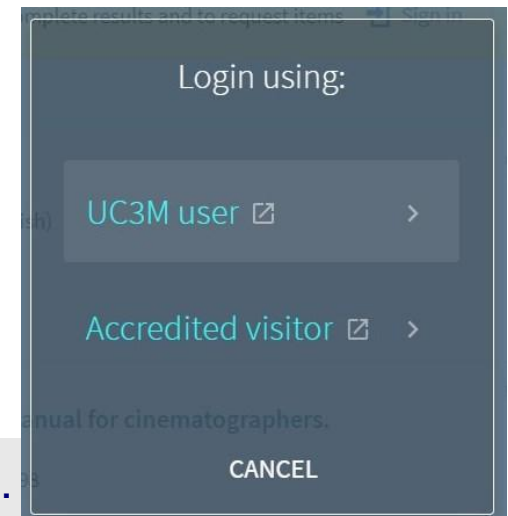
From this section you can:

- **Access to your account** and check it
- Renew your loans
- Reserve and Request documents to other Libraries
- Request document purchases

And also...

- Reservation of rooms to work in groups (only for students)

Remember to log in using your UC3M credentials.



## Loan Service

You must identify yourself by showing:

- Your **University card (TUI) / Mobile UC3M App**
- Or any other identity document like:
  - **Passport**
  - **ID card**

[All about loan](#)  
[\(English caption\)](#)



In this video we show you how to search for a book in the searcher and how to renew a loan or place a hold on it.

## Loan regulations

### Loan rules for **Undergraduate** Students

- ❑ **Handbooks (Manuales - S)**  
5 items / 7 days
  - ❑ **Specialized (D)**  
2 items / 7 days
  - ❑ **Leisure** (literature and travel guides)  
3 items / 15 days
  - ❑ **Audiovisuals (CD, DVD)**  
3 items / 7 days
  - ❑ **Other materials (CD-ROM)**  
5 items / 7 days
- 

### Loan rules for **Graduate** Students

- ❑ **Handbooks** (Manuales - S)  
5 items / 7 days
- ❑ **Specialized (D)**  
15 items / 30 days
- ❑ **Rare Books** (FR, AR...)  
5 items / 7 days
- ❑ **Leisure** (literature and travel guides)  
3 items / 15 days
- ❑ **Audiovisuals (CD, DVD)**  
3 items / 7 days
- ❑ **Other materials (CD-ROM)**  
5 items / 7 days

## Loan regulations

### REMEMBER THERE ARE PENALTIES FOR LATE RETURNING

As a general rule, 1 day delay implies one day off from Library services per document per day of delay, plus the current day.

Some special cases may apply.

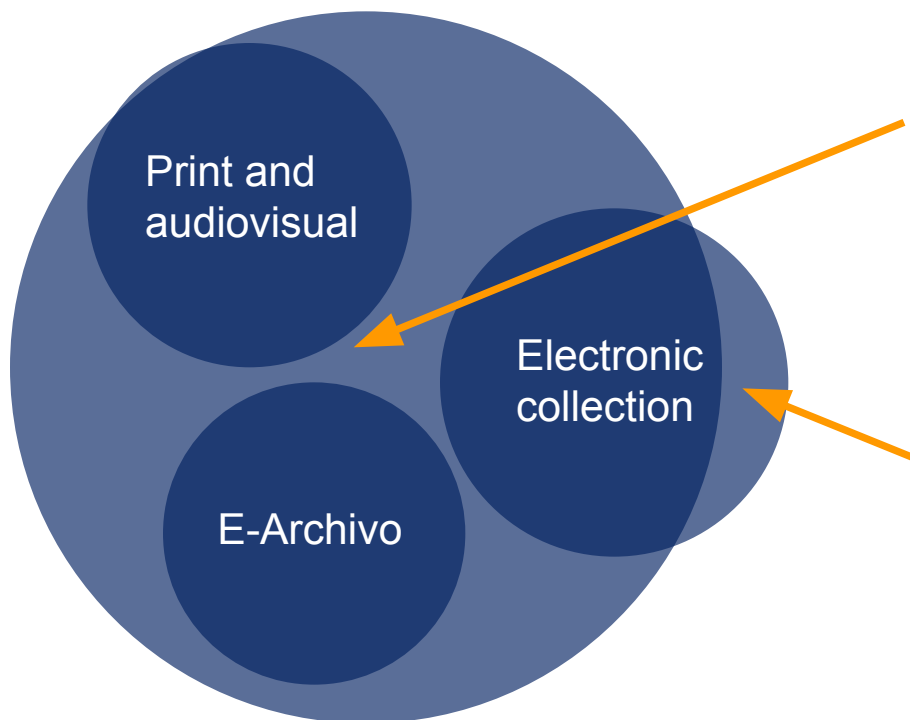
**OUR RECOMMENDATION:  
BE AWARE OF THE LOAN DUE DATES  
BY CHECKING YOUR USER STATUS  
AND RENEWING ANYTHING YOU NEED**

[More about loan rules](#)



## &lt; The searcher

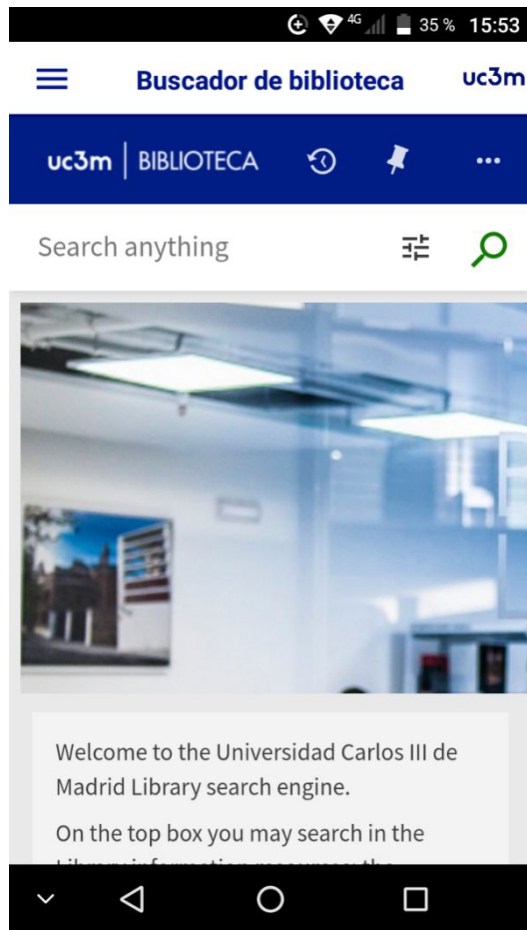
It is very easy: you only need to use the **Search** tab and type the words you are interested in



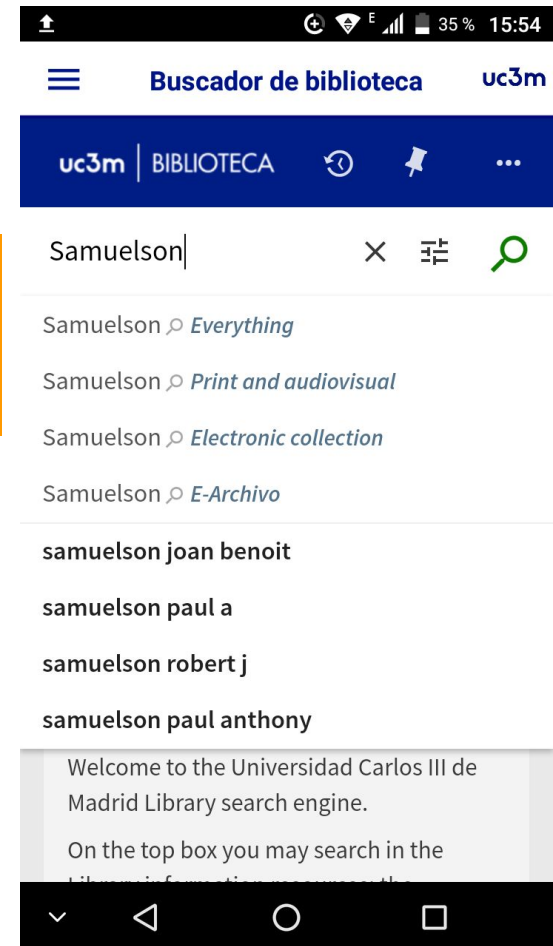
Search in **one step** within **almost** all the library resources.

Please note some electronic resources are **not searchable** through this tool (legal resources and datasheet databases, for instance).

## < Mobile access to the searcher



Search library  
collections through  
TUI UC3M App



## &lt; The searcher

The screenshot shows a search results page for the query 'samuelson'. The interface includes a search bar, filters for 'Electronic collection' and 'Articles and more', and a list of results. Four numbered callouts highlight key features: 1. The search bar containing the query 'samuelson'. 2. The filter dropdowns for 'Electronic collection' and 'Articles and more'. 3. The 'Full text available' link for the first result. 4. The 'Resource type' filter on the right sidebar, which shows options like 'Articles (49,241)', 'Audio Visual (2)', 'Book Chapters (403)', 'Books (565)', 'Conference Proce... (1,042)', 'Economics (15,686)', 'Medicine (3,460)', and 'Chemistry (2,847)'.

1 Type your search

2 Second level search by collection and kind of document

3 Access your search results

4 Refine your search using the filters

**4 steps:**

- 1.Type your search
- 2.Second level search by collection and kind of document
- 3.Access results
- 4.Refine your search

## &lt; The searcher: working with the results

**BOOK**  
**Sin noticias de Gurb**  
Eduardo Mendoza (1943- )  
16ª ed. Barcelona : Seix Barral , 1993 ISBN 8432206407

**Type of document**  
**Bibliographic data**

Available at UC3M Bib.Campus Colmenarejo Planta Baja. Area Literatura (C/D N MEN SIN ) and other locations >  
Book reviews (1) >

**Availability/Access**

**Actions**

Send to

E-MAIL PERMALINK REFWORKS CITATION EASYBIB ENDNOTE

EXPORT RIS PRINT EXPORT BIBTEX

Get It

Sign-in for more options Sign in

**REQUEST OPTIONS:**

Bib. Campus Colmenarejo > Planta Baja. Area Literatura > C/D N MEN SIN  
(1 copy, 1 available, 0 requests)

**Write the call number to find it in the shelves**

## < Online Services: making a reservation


REQUEST OPTIONS: [Request](#)

Bib. CC.Sociales y Jurídicas Planta 1ª. Ceacs BL 311 .K55 1970  
[Hide Details](#)

(1 copy, 0 available, 0 requests)

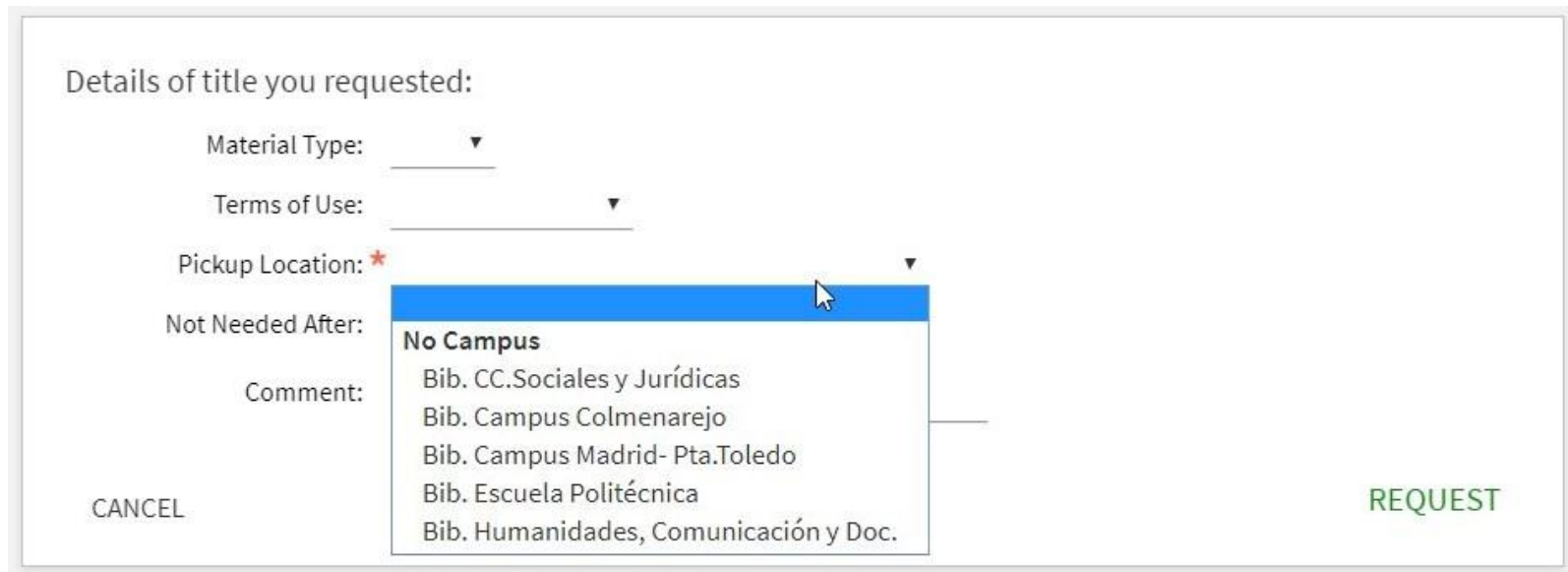
1 - 1 of 1 Records

BARCODE	TYPE	POLICY	DESCRIPTION	STATUS	
103217	Book	Prestamo verano		<a href="#">On loan</a>	08/01/2018 21:00:59 CET



- You can make a reservation when all the copies of an item are already borrowed: this is as easy as putting yourself down in a queue so that we will let you know when it is available.
- This option will be available only when viewing the complete record of a document, so do not forget to click on “GET IT”.

## < Online Services: requesting documents from other UC3M libraries



The screenshot shows a web form titled "Details of title you requested:". It contains several fields: "Material Type:" with a dropdown arrow, "Terms of Use:" with a dropdown arrow, "Pickup Location:" with a red asterisk and a dropdown arrow, and "Not Needed After:". Below these is a "Comment:" field. A dropdown menu is open for "Pickup Location:", showing a list of options: "No Campus" (highlighted in blue), "Bib. CC.Sociales y Jurídicas", "Bib. Campus Colmenarejo", "Bib. Campus Madrid- Pta.Toledo", "Bib. Escuela Politécnica", and "Bib. Humanidades, Comunicación y Doc.". At the bottom left is a "CANCEL" button and at the bottom right is a "REQUEST" button in green text.

The Library is a single service, so you can use the collections from all the libraries. If the item you need is available in any other UC3M Library, request it using this form available on any item record on the searcher. Just choose your campus library and pick it up there (usually within 24 hours).

Remember this service is only for documents in the UC3M libraries (if you need documents not available in any UC3M library, you will need to use the Inter Library Loan).

## < Online Services: renewals



- You can **renew up to 11 weeks** any document you borrow except some few materials.
- This is possible **unless**:
  - **Somebody has already placed a hold** on the item you are interested in.
  - **You are fined for late returning.**

**In this case the system will warn you.**

You can renew your loans clicking on the “My account” menu on the website or through the catalog.

Additional options to find a documents missing in our Library?

### Interlibrary Loan

This service connects UC3M with institutions across the world aiming to provide you items on loan or reproductions of documents.

Sign up and start submitting requests!



### Purchasing

Ask the Library to purchase either items we do not own or more copies for your course readings.

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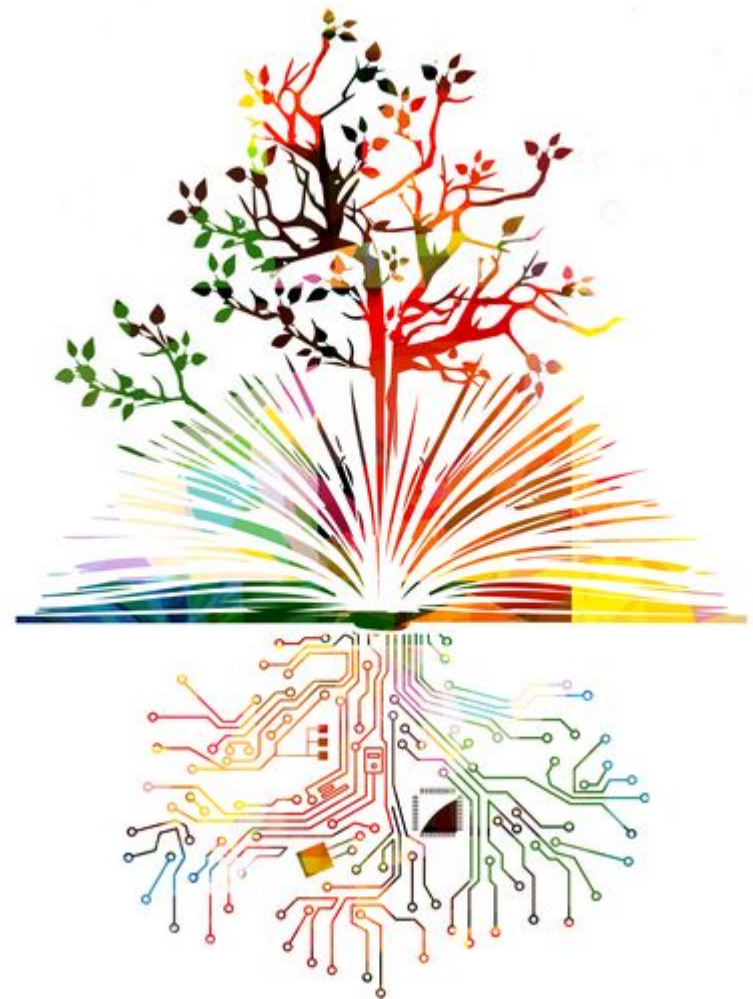
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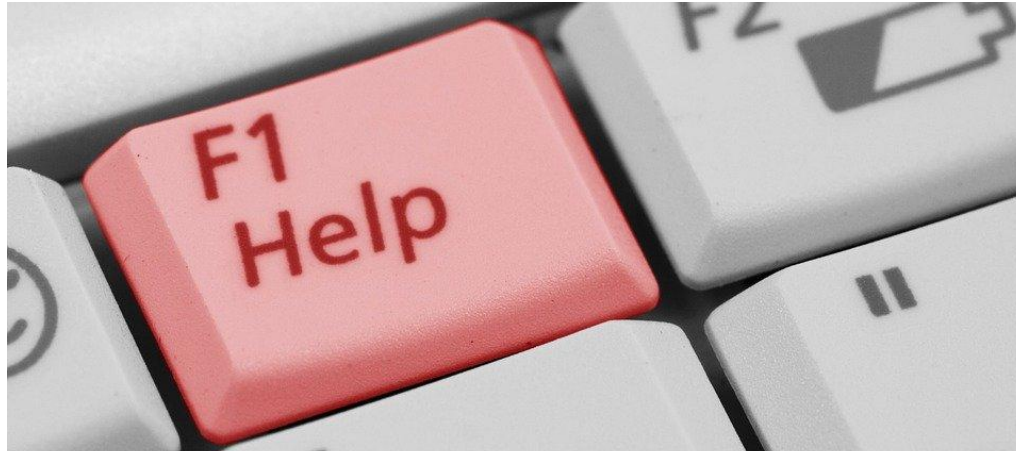
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- < Ask for help in any resource
- < Ask for Library training  
(see Library Webpage)
- < See our [calendar](#)
- < [Contact us](#)

#### Training

- > Bachelor Thesis
- > Master Thesis
- > Guides and tutorials
- > Calendar of training activities
- > Training requests to your library



### Virtual Classroom 24/7

Virtual Classroom is a service that allows UC3M students to use at home those applications licensed by the university as though they were working in a regular computer classroom.

### Study and work from anywhere

Computer tools provided by UC3M for students to follow classes, meet online, virtual blackboard, etc. at home.

# Thanks!

[biblioteca.uc3m.es](http://biblioteca.uc3m.es)

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