

HOW TO FIND ...

... a book

Search in Crunia, take note of the call number and go to the shelves to pick it up; you can also browse directly through the shelves, which have signs indicating their contents.

- A call number is a label with a combination of letters and numbers. It is stuck on the spines of books/items and indicates their position in the library's shelves.

... a journal

Search in Crunia or browse the electronic journals section of the University Library website: udc.es/en/biblioteca/recursos_informacion/revistas_electronicas.

... journal articles

Search in Crunia or consult databases such as Web of Science or Scopus; you can also consult the electronic journal platforms of publishers such as Elsevier, Springer Nature or Wiley.

... maps, CDs, DVDs

Search in Crunia, take note of the call number and go to the public service desk. Once there, we will provide you with those materials.

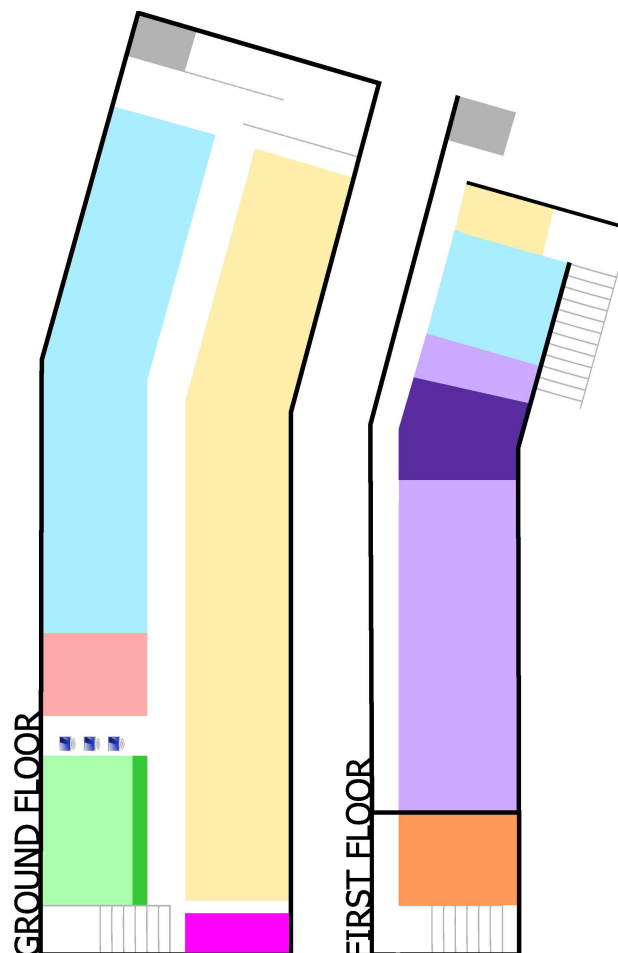
... recommended bibliography

Select the 'Recommended bibliography' option in Crunia and use different search filters (degree, subject); you can also consult the same section in our website.

OTHER RELEVANT SERVICES

- Study spaces at the UDC
udc.es/en/estudiantes/aulas_estudo
- WiFi: connect your device to eduroam
cat.eduroam.org

LIBRARY MAP



- CLOSED STACKS
- PUBLIC SERVICE DESK
- REFERENCE BOOKS/POPULAR SCIENCE BOOKS
- BOOKS
- OFFICE
- JOURNALS
- GROUP WORK TABLES
- READING SEATS
- EXHIBITION SPACE
- COMPUTERS



BASIC LIBRARY GUIDE

Biblioteca da Facultade de Ciencias
Campus da Zapateira, s/n
15071 A Coruña

881 012 059

ciencias.bib@udc.es

udc.es/biblioteca.ciencias



You will find different resources in the library: books, journals, maps, Bachelor theses, CDs, DVDs, etc. You will also be able to access online all the electronic resources subscribed to by the University of A Coruña (UDC).

The library provides you with the necessary information to do both your assignments and your practice tasks, and also to complete your notes.

OPENING HOURS

Term time: 08:30 – 21:30 (Monday to Friday)

Opening hours may vary during Christmas, Easter and summer vacation periods. We'll keep you updated on any change in opening hours, through information signs in the library and through our social media channels.

USING THE LIBRARY

The library has two floors:

- Ground floor: here you can find the public service desk, where you can borrow and return books or ask for any sort of information to the library staff. Besides, there are computers to search our physical and digital collections in Crunia crunia.udc.gal and also to consult electronic resources. You may also find temporary exhibitions organised by the library.
- First floor: here is the periodicals area, where journals and popular science magazines are kept.

Bookshelves are located on both floors. They are numbered and have signs indicating their contents. You can search in Crunia in order to find the location of the book/item you need.

READING SEATS

The library has 28 study tables, most of them with integrated lighting and sockets; in total, the library has 160 reading seats.

BORROWING LIBRARY BOOKS

In order to borrow books from the library, you must show your University Smart Card (TUI) udc.es/en/tui to the library staff at the public service desk; your national ID card is also acceptable.

The number of books/items that may be borrowed, as well as the loan periods, vary depending on the type of user; **undergraduates** can borrow up to 10 books/items for 10 days at a time.

If you are interested in a book/item, whether it is on loan or not, you can request it. You can place a **reservation** in two different ways:

- At the public service desk.
- Online, in Crunia, signing in to your library account with your UDC credentials.

When requested books/items are ready to be collected, you will be notified by email.

Please note that reservations are only held for 48 hours; they can be collected at the public service desk.

Renewals can be made in the same way as requests. In addition, they can also be made by phone: 881 012 059.

If your borrowed books/items have been requested by another user, they cannot be renewed beyond its current due date. Then, you must return them.

INTERCENTER LOAN

You can request, collect and return books/items from other UDC libraries to this one. In fact, you can do that at any campus, that is, at any UDC library.

PENALTIES

Users who fail to return books on time will be penalised. From the moment of the return, they will not be allowed to use the loan service for as many working days as the number of overdue documents and days of delay accumulated. For example, if you have 4 books and you are 5 days late in returning them, you will not be allowed to use the loan service during 20 working days.

LIBRARY NOTICES

Please check regularly your UDC email for: notices on the status of requests, courtesy notices that let you know when books are due to be returned, overdue loans notices, etc.

LIBRARY USERS TRAINING

The library runs a number of training courses throughout the year. These are focused on the information resources, tools, spaces and services that the University Library makes available to students, academic and research staff.

You can find updated information on these training activities on both our website and our social media channels.