

COMMUNICATION LIBRARY AND GENERAL NEWSPAPER ARCHIVES GENERAL GUIDE

May 2009 edition



The Communication Library and General Newspaper Archives has as its main function the support of the whole university community's teaching and research work, especially the **Faculty of Communication Sciences**, the **Department of Journalism and Media Studies**, the **Department of Audiovisual Communication and Advertising** (Departament de Comunicació Audiovisual i de Publicitat -CAP) and the **Institute of Communication** (Institut de la Comunicació -INCOM).

The CEDOC is the Communication Documents Centre attached to the Library.

The building, located in the Civic Square of the UAB Campus, has a floor area of 10,500 square metres distributed over seven floors. It currently has 582 reading points, 13 consulting cabins, 12 group work rooms, 1 work room and 1 study room.

Addresses and telephone numbers

Communication Library and General Newspaper Archives

- Edifici N - Campus de la UAB - 08193 Bellaterra (Cerdanyola del Vallès, Barcelona)
- 93 581 40 04 (Lending) / 93 581 40 10 (Management)
- 93 581 12 27
- <http://www.uab.cat/bib>
- bib.comunicacio@uab.cat (main) / prestec.comunicacio@uab.cat (loan)
- During term time open to the public from 8:30 a.m. to 9:00 p.m. Lending from 8:30 a.m. to 8:30 p.m.

Access and consultation

There is free access via floors 0 and 4. The collection is free to access except for certain materials of restricted access or those in the Library's depository. Consult the [layout of the Library](#).

Sections

Books

Books are to be found on 3rd floor: a collection of about 96,149 monographs on open access, ordered according to the Universal Decimal Classification (UDC). The main materials are: communication, journalism, advertising, radio and television, cinema, documentation and photography. Also noteworthy are the extensive collection of reference works and the librarianship collection. This same floor also houses the leaflet collection, the local UAB monograph collection and the research works.

Newspapers and magazines

The free access newspapers and journals are to be found on floors 2 and 4 of the library:

Floor 2	Floor 4
<ul style="list-style-type: none">• Foreign press• Regional Spanish newspapers• Journals specialising in communication and documentation• Press on CD-ROM	<ul style="list-style-type: none">• Barcelona and Madrid newspapers• District and local press• Spanish general information and dissemination magazines• Digital newspapers and press databases• Indexes, yearbooks and supplements• Local collection of UAB journals• Press on microfilm

Altogether, there are 8,017 general information press collections available and 2,915 communication and documentation journals.

Microforms

The microform collection plus a room for consulting these can be found on the 4th floor.
Reference room opening hours during term time: from 9.30 a.m. to 2.00 p.m. and from 3.30 p.m. to 8.30 p.m.

Sound, audiovisual, graphical and I.T. material

The Media Library has a collection of 21,546 audiovisual documents in multiple formats (videos, CDs, DVDs, cassettes, etc.). Free access material can be consulted on the 2nd floor, where the appropriate playing apparatus can also be found.

The Media Library's 20 computer terminals can be used to consult local CD-ROMs, the UAB network databases, the digital video and audio server, DVDs and CDs.

Reserve

The UAB reserve collection consists of an old document collection on general topics printed between the 16th and 20th centuries.

CEDOC. Communication documents centre

The CEDOC, on the 1st floor, is a collection of Spanish political documents.

Opening hours during term time: from 10:00 a.m. to 2:00 p.m. and from 3:30 p.m. to 5:30 p.m.

Services

The **services** the UAB Libraries offer to their users are described in the Service Charter.

Document acquisition

This service has the job of controlling and managing acquisitions for the document collection.

If you are members of the university community associated with the Faculty of Communication Sciences, you can suggest new acquisitions of bibliographical material by using the proposal forms to be found at the Information and Lending Counters or by using the electronic version, which you will find in the section "Request forms" on the website.

Consult the latest **bibliographical additions** at <http://www.bib.uab.es/novedades/>

Access to the UAB Libraries collection of digital resources at: <http://www.uab.cat/bib/trobador>.

UAB users access these resources from home through the VPN Service (Servei de Xarxes Privades Virtuales).

Consulting and lending

To search for material in our collection you can consult the **UAB Catalogue**, accessible using the computer terminals on every floor or from every other Library on the campus, and on the internet at the following URL: <http://www.uab.cat/bib/cataleg>

- **Consulting rooms.** On the 2nd, 3rd and 4th floors you will find consulting rooms with the appropriate equipment and 13 cabins on the 2nd and 3rd floors. On Floor -1 there are various work rooms (12 rooms for group work, 1 work room and a study room). Consult the [Rules for using the booths and work rooms](#).
- **Lending.** 1st and 2nd cycle students can borrow up to 6 documents, those of the 3rd cycle up to 12 documents, and lecturers up to 35 documents.

Penalties for delay in returning documents shall be applied in accordance with the Library Service [Lending rules](#).

Instruction for users

At the beginning of the academic year, the Library organises a course entitled "Come and get to know your library" for 1st year students, aimed at presenting the Library, showing the document collection for the different sections and providing information about its functioning and the services on offer. You can find more information at <http://www.bib.uab.cat/comunica/forvin.htm>.

The Library also organises courses about databases and Refworks, the bibliographic citation manager, and in addition offers the possibility of requesting specific courses and guided visits. Further information is available at <http://www.bib.uab.cat/comunica/forbdd.php>.

Information

At the Information Counters on the 2nd, 3rd and 4th floors, the Library staff will be able to assist you in your document searches and attend to any enquiries you might have.

Obtaining documents

If you need documents from outside of the UAB Libraries Service, these can be obtained using the [Documents Obtaining Service](#).

Reproduction and printing of documents

On the 2nd, 3rd and 4th floors there are self-service photocopiers, and on the 4th floor can be found the OCE Reprographic Service, which has the following **opening hours during term time**: from 12.30 a.m. to 2.00 p.m. You can also print from any of the Library's computer terminals and collect your printouts at the self-service photocopiers on 2nd, 3rd and 4th floors.

Lending of laptops

The Library lends laptops to be used inside the Library for a 4 hour period (renewable once for two hours more).

Wireless network

From floors -1, 2, 3 and 4 of the Library you can gain access to the internet and to the UAB network from your laptop computer. On [Coverage distribution](#) page you can find the areas where the signal quality is best. For further information consult our [FAQs–Wi-Fi network](#).

Suggestions and complaint

On the UAB's "Digeu" web page (<http://www.uab.cat/uab-digueu/>) you can make suggestions and/or complaints about the Library's services, resources and features.

For further information you can consult the [Libraries Service Rules](#).