

# Communication Library and General Newspaper Archives



The Communication Library and General Newspaper Archives' main objective is to support the whole university community's teaching and research work, in particular the [Faculty of Communication Studies](#), the [Department of Journalism and Communications Studies](#), the [Department of Audiovisual Communication and Advertising](#), the [Department of Advertising, Public Relations and Audiovisual Communication](#), the [Department of Media, Communication and Culture](#) 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 surface area of 10,500 square metres spread over seven floors. It currently has 582 reading stations, 13 consulting booths, 6 booths adapted for physically or sensory impairment, 12 group workrooms, 1 free-access workroom, 1 study room and 1 return drop box.

The Library houses 92,146 books, 12,587 theses and dissertations, 38,983 graphic and audiovisual documents and 10,214 collections of communication journals and magazines.

## 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 (Loans) / 93 581 40 10 (Management)

 93 581 12 27

 [Library website](#)

 [blogs.uab.cat/comunicacio](https://blogs.uab.cat/comunicacio)

 [twitter.com/bchgUAB](https://twitter.com/bchgUAB)

 [www.facebook.com/bchgUAB](https://www.facebook.com/bchgUAB)

 [Pregunt@](mailto:Pregunt@): Libraries Information Service UAB

 During term time opening hours are from 8:30 a.m. to 9:00 p.m. Lending from 8:30 a.m. to 8:30 p.m. To know the hours during Christmas and Easter holidays, July and August see the [Hours](#) section on the Library website.

## 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 deposit. Check the [library map](#).

## Sections

### Books

Books are to be found on the 3rd floor. Most of them are free to access and are placed according to the Universal Decimal Classification (UDC). The main subjects are: communication, journalism, advertising, radio and television, cinema, documentation and photography. Also noteworthy is the extensive collection of reference works and the librarianship collection. This same floor also houses the leaflet collection and the local UAB monograph collection.

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

### 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

Free access material of this sort can be found and consulted on the 2nd floor.

Most of the computers of the library can be used to access the UAB network databases, DVD and CD.

### 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 contemporary political documents.

Opening hours during term time: from 10:00 a.m. to 2:00 p.m.

For further information consult the CEDOC guide: [ddd.uab.cat/record/39025](http://ddd.uab.cat/record/39025).

## Services

The services on offer at UAB Libraries are described in the [Service Charter](#). Additionally, in the document [La Biblioteca al servei de la docència i la recerca](#) (The library at the service of teaching and research) you will find some services to support the tasks of our teaching and research staff.

### Document acquisition

This service aims to control and manage 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 "Forms" on the website.

Check the latest bibliographical additions at [blogs.uab.cat/comunicacio/adquisicions/](http://blogs.uab.cat/comunicacio/adquisicions/)

### 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. It's also [available on your mobile phone](#).

Access to the UAB Libraries collection of digital resources through [Trobador+](#). UAB users access these resources from off campus through the [ARE Service](#).

**Work rooms.** On Floor -1 there are various workrooms (12 rooms for group work, 1 workroom and a study room). Consult the [Rules for using the booths and work rooms](#).

**Lending.** Bachelor students can borrow up to 8 documents, postgraduate students up to 16 documents and lecturers up to 35 documents.

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

**Consortium Loan Service** (PUC). Free service that allows to users from a [library member of the Commission of Academic Libraries of Catalonia \(CBUC\)](#) order and borrow documents from other CBUC libraries. Users of this service can order documents via web, through the [CCUC \(Collective Catalogue of the Universities of Catalonia\)](#) or in person at the library holding the document (in situ loan).

### Instructions 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. All 1st year students take the course as part of the subject *History of communication*.

The Library also organises courses about databases, Trobador+, the metasearcher and Mendeley, a reference manager.

The course schedule of the Library Service is available at: [www.uab.cat/biblioteques/cursos](http://www.uab.cat/biblioteques/cursos).

### Information

You can send us your queries at [Pregunt@](mailto:Pregunt@): [Libraries Information Service UAB](mailto:Pregunt@) or at the information counters in each floor. Check the [blog](#) and keep yourself updated. You will find further information on our [guides](#).

### Obtaining documents

If you need documents from outside of the UAB Libraries Service, and not covered by the Consortium Loan Service (PUC), these can be obtained using the [Documents Obtaining Service](#).

### Reproduction, printing and scanning of documents

On the 2nd, 3rd and 4th floors there are self-service photocopiers that can also print documents from any of the Library's computer terminals. On the 4th floor you can also scan documents. Consult the guide [Communication Library, print, copy and scan](#).

### Lending of laptops

The Library lends laptops to be used inside the Library for a 4 hour period (renewable once for two hours more). For further information please check: [Use regulations for laptops](#).

### 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](#). The Library offers, on the ground floor, a loan service of network cables allowing you to connect your laptop to the Internet through the UAB network as an alternative to the wireless one when this falls or is saturated.

### Suggestions and complaint

At the [Electronic Site of the UAB](#) you can expose your suggestions and complains about services and resources of the Library; also, you can do it personally in written form at the UAB Registry.

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

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[www.uab.cat/bib/](http://www.uab.cat/bib/)

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LES BIBLIOTEQUES - UAB  
[www.uab.cat/bib/pregunta](http://www.uab.cat/bib/pregunta)