Information Management: Compendium of Best Practices
UAB Libraries

Science and Technology  Social Sciences  European Documentation Center

Communication Library and General Newspaper Archives  Humanities  Medical Library

Sabadell  Veterinary  Map Library

http://www.uab.cat/libraries
Web site for the Library Service
1. Consult the resources available
2. Use the spaces to work and study
3. Borrow the documents you need
4. Solve your doubts
5. Manage your authorship
6. Manage your bibliography
7. Sign up for the courses provided
8. Make your research visible: publish in open access
9. Avoid plagiarism and protect your own work
10. Be up-to-date
1. Consult the resources available

- More than 1 million documents: books, DVDs, CDs, maps...
- More than 72,000 periodical titles
  - More than 24,000 in digital format
- More than 25,000 eBooks
- More than 750 databases

In person, online and at home:

ARE
Access to the Digital Library

ARE service allows you to connect from off campus UAB to the digital library using any device with Internet connection. To use this service you must be a member of the university and you must observe the terms of use.
Search tools to access resources...

- Catalog of UAB Libraries
- University Union Catalogue of Catalonia
- Trobador+: access portal to all the available electronic resources in the UAB Library Service
2. Use the spaces to work and study

- 76 group work rooms
- 56 individual booths
- 458 PCs (free access)
- 56 laptops to loan
- Wi-Fi connection
- 74 audiovisual points
- Equipment to aid people with disabilities
- Self-service machines for photocopying, printing and scanning
- Other facilities: blackboards and flip charts to make presentations, calculators, laptop chargers...
3. Borrow the documents you need

Loans of UAB documents
You may borrow up to 16 documents and renew them up to 6 times, if no other user has requested them.

Consortial Loan of the documents from the libraries of the Catalan Universities and the Biblioteca de Catalunya (PUC)
You may borrow up to 8 documents for 20 days.

Inter-library Loans
Of documents that are not in the UAB libraries or are not available with the Consortium Loan Service.
4. Solve your doubts

**Pregunt@**
Online service to make enquiries about the UAB library services and resources

**Intellectual Property and Open Acces Website**

**Research Assessment and Accreditation Support (SAAR) Website**

**And our guides and resources**
5. Manage your authorship

Create your ORCID

• ORCID is a unique 16 digit-number identifier.
• Ability to reach across all disciplines, research sectors and national boundaries.
• Global application system that allows you to link to your other identifiers (such as Scopus or ResearcherID).
• Researchers can register for ORCID individually and it is free of charge: https://orcid.org/register

More information:

• ORCID guide in three steps: ddd.uab.cat/record/116812
• Recommandations for the signature and the affiliation of authors from the UAB Research Management Area: www.recerca.uab.es/journalmetrics/recomanacions.php
6. Manage your bibliography

Create a Mendeley account:

Mendeley is an academic software (Win, Mac & Linux) to organize, share, read, annotate and cite scientific articles ... A bibliography manager to help you

...and a social network for researchers to manage online articles, discover trends and statistics in investigation and connect with other researchers.
An ally for open science...

Mendeley

- Help connect researchers
- Saves documents efficiently
- Organize information individually and in groups
- 100 million documents received 100 million visits
- Space for collaborative research groups

... and a bibliography manager
7. Sign up for the courses provided

The UAB libraries organize courses and training sessions about the tools and services provided.

The courses are free.

Personalized courses or personal advising sessions can be arranged according to your necessities.
8. Make your research visible: publish in open access

Advantages

• More visibility for authors and for institutions.
• Favors the impact of research results.
• Guarantees the preservation and conservation.

How to publish?

• Publishing in open access journals
• Disseminating research in institutional repositories:
  • Dipòsit Digital de Documents de la UAB (DDD)
  • TDX
  • OpenDoar: directory of open access repositories
9. Avoid plagiarism and protect your own work

Any academic or scientific work has to follow basic ethical principles where the guideline is the respect to the intellectual property: **Cite correctly the sources used and use open access contents**

Whenever we make academic works and present ideas from other authors as our own, we infringe upon the rights of the authors of these ideas: **Avoid plagiarism**

Manage your rights as an author and use the **Creative Common licenses**
10. Be up-to-date

- Check the **news** of the Library Service web site: [www.uab.cat/libraries](http://www.uab.cat/libraries), follow us through RSS.
- Subscribe to the **personalized services** of databases, e-journals...
- Create **citation alerts** at Google Scholar, Scopus, WoS, Dialnet...
- Check the **themed blogs**
- Check the **social networks**
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