

LIBRARY SERVICES USER HANDBOOK

Academic year 2024-25





universidad
SANJORGE
GRUPO SANVALERO

CONTENT

1. USERS	3
2. OPENING HOURS	3
3. LOCATION	3
4. ORGANISATION OF THE LIBRARY	3
5. SERVICES	5
5.1. Loans.....	5
5.2. Bibliographic and Reference Information	5
5.3. Training for users	5
5.4. Digital Library	5
5.5. Test library (<i>docimoteca</i>)	6
6. EDS	6
7. CATALOGUE	7
7.1. Results and locations	8
7.2. Renew and reserve	9
7.3. Log out	12

1. USERS

The users of the Library Service include the entire Community of San Jorge University, divided into the following groups:

- Students (degree, master's degree and own degrees).
- PhD students.
- Former students.
- Teaching and Research staff (PDI).
- External researcher.
- Technical and Management staff (PTG).

Also, individuals who do not belong to the university community may also access the Library Service facilities and the Loan Service with the authorisation of the University and provided that the use is for teaching or research purposes.

2. OPENING HOURS

General Library (Campus Villanueva de Gállego): Monday to Friday from 9am to 8.30pm. Once the academic period and non-teaching days have ended, the schedule will be from Monday to Friday from 8am to 3pm

* The loan service will cease 10 minutes before closing.

3. LOCATION

General Library

Student Hub. First Floor

Campus Universitario de Villanueva de Gallego

Autov. A-23 Zaragoza-Huesca, km. 299

50830 Villanueva de Gállego, Zaragoza (Spain)

4. ORGANISATION OF THE LIBRARY

Within the Library you can find the following sections:

- Newspapers: the most current issues of newspapers to consult in the library. Back issues will be on file. To access them, ask the library staff.
- Audiovisual material: divided according to their genre: films, documentaries, music, etc.
- Literature: ordered by theme (novel, poetry, theatre, comics etc.)
- Board games- ordered by title.
- Projects: master's and final degree projects.

- Nippon foundation: Specialist books related to Japan. "*The 100 books to understand Contemporary Japan*" collection, donated by *The Nippon Foundation*.
- Legacy of Aurora Bernárdez: Specialised books on Hispanic American Language and Literature from the 19th -20th Century, among others.
- Reference books: Dictionaries, encyclopaedias ... etc. for consultation in the room
- Bibliography: section composed of manuals, etc. which are sorted by areas of knowledge and following the criteria of the UDC (Universal Decimal Classification). The UDC is a numerical system in which each figure corresponds to an area of knowledge:
 0. General
 1. Philosophy. Psychology
 2. Religion. Theology
 3. Social sciences. Statistics. Politics
 4. Vacant
 5. Mathematics. Natural Sciences
 6. Applied sciences. Medicine. Technology
 7. The arts. Games. Entertainment. Sports
 8. Languages. Linguistics. Literature
 9. Geography. Biographies. History

The user will find informative posters on the shelves indicating the location of the different areas.

In order to find what you are looking for all the books have an ID label, which consists of the corresponding UDC number, the first three letters of the author's first surname in capital letters and the first three letters of the title in lowercase (articles and prepositions are not taken into account). e.g.

659 TEL est

5. SERVICES

5.1. Loans

The loan service is the facility through which the San Jorge University Library makes its material available to its users, for a limited time, inside and/or outside the scope of the Library. Types of loans:

- In-library use: use of library material within the library space and under supervision.
- Regular loan: use of the Library's material outside of the Library space and for a limited time (to see the loan periods and the number of loaned materials; see the **Internal Operating Rules for Library Services (NI-006)**).
- Interlibrary loan: the loan of original documents or copies from other libraries belonging to the Network of Spanish University Libraries (REBIUN) (see characteristics in the **Internal Operating Rules for Library Services (NI-006)**).

5.2. Bibliographic and Reference Information

The library staff is always available to assist users in bibliographic inquiries and help them in their searches.

5.3. Training for users

Whenever required, library staff will provide training sessions on how the library and its services work, more specific training on the resources and advanced training sessions for searching for and retrieving information.

5.4. Digital Library

This service is available to all users through the library website. The Digital Library consists of the following sections:

- Get to know us:
 - Location and contact.
 - Management and organisation.
- Services:
 - Loans, renewals, reserves and docimoteca (test library)
 - Interlibrary loans.
 - Information and user assistance.
 - Registration for graduates.

- Catalogue and resources: access link to the Library Service catalogue and specific manuals (section 6 of this document specifies how it works):
 - EDS
 - Database
 - e-magazines
 - e-books
 - Digital press
 - Website resources
- Resources
 - Resources for research
 - How to publish
 - Open Access publications
 - Data management
- Incoming
- Entertainment in the library
 - Literature
 - Comics
 - Games
 - Activities in the library.

5.5. Test library (Docimoteca)

This section contains the questionnaires used for evaluation, intervention or treatment in different areas of Psychology.


Given their ethical nature (see article 19 - Code of Ethics of the Psychologist) they will only be available to teachers and students of the Psychology degree.

For either consultation or loan, a signed copy of the **Authorisation for Consultation and Loan of Psychological Questionnaires (FI-457)** must be presented. To see the deadlines and the number of materials on loan, see the **Internal Rules for the Library Service (NI-006)**.

6. EDS

EBSCO Discovery Service (EDS) provides access to the entire library collection through the most relevant and accurate search results of subscription and open access electronic resources. It can be accessed via the Digital Library.


Búsqueda: **Discovery para Universidad San Jorge de Zaragoza**

Palabra clave 

[Opciones de búsqueda](#) | [Búsqueda básica](#) | [Búsqueda avanzada](#) | [Historial de búsqueda](#)

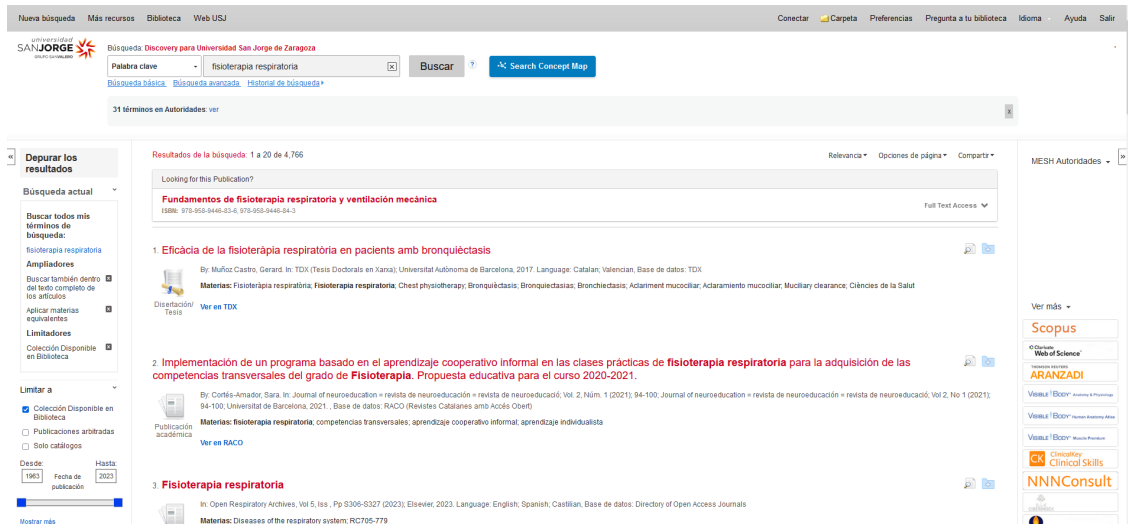
Parte superior de la página

[EBSCO Connect](#) | [Cláusula de confidencialidad](#) | [Pruebas A/B](#) | [Términos de uso](#) | [Copyright](#) | [Política de cookies](#) | [Póngase en contacto con nosotros](#)

 administrado por EBSCOhost

© 2021 EBSCO Industries, Inc. Todos los derechos reservados.

When you search, a list of all the localised documents will be shown:



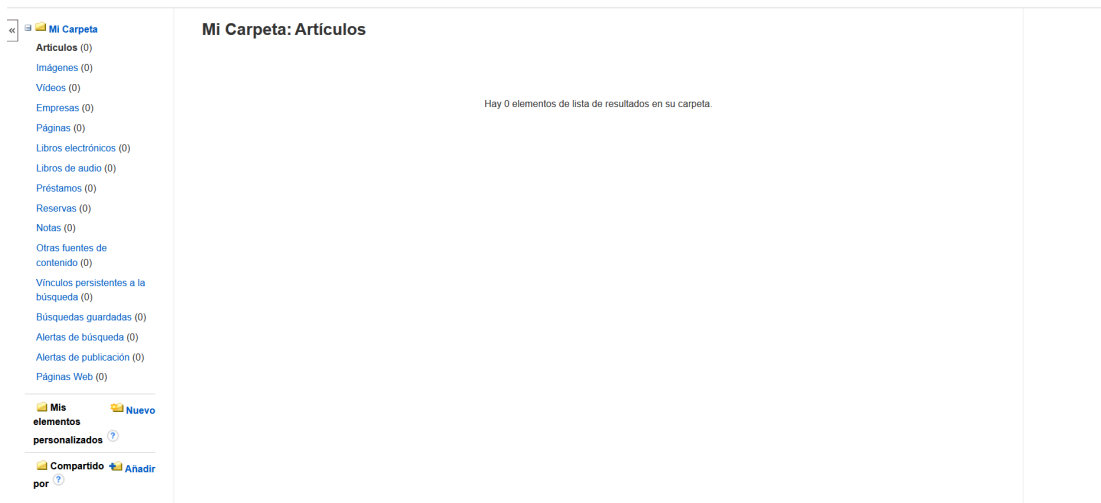
The screenshot shows the search results page for 'fisioterapia respiratoria'. The search bar at the top contains the text 'fisioterapia respiratoria' and the search button is labeled 'Buscar'. Below the search bar, there are three search results listed:

- Fundamentos de fisioterapia respiratoria y ventilación mecánica**
ISBN: 978-950-8460-53-0, 978-950-8460-54-7
Full Text Access
- Eficacia de la fisioterapia respiratoria en pacientes amb bronquiectasis**
By: Muñoz Castro, Gerard In. TDX (Tesis Doctoral en Xarxa). Universitat Autònoma de Barcelona, 2017. Language: Catalan; Valencian. Base de datos: TDX
Materias: Fisioteràpia respiratòria; Fisioteràpia respiratòria. Chest physiotherapy; Bronquiectasis; Bronchiectasis; Adamentament mucociliar; Adamentament mucociliar; Muciliary clearance; Ciències de la Salut
Dissertación/ Tesis [Ver en TDX](#)
- Implementación de un programa basado en el aprendizaje cooperativo informal en las clases prácticas de fisioterapia respiratoria para la adquisición de las competencias transversales del grado de Fisioterapia. Propuesta educativa para el curso 2020-2021.**
By: Cortés-Amador, Sara In. Journal of neuroeducation = revista de neuroeducación = revista de neuroeducación; Vol. 2, Núm. 1 (2021); 94-100; Journal of neuroeducation = revista de neuroeducación = revista de neuroeducación; Vol. 2, No 1 (2021); 94-100; Universitat de Barcelona; 2021. Base de datos: RACO (Revistas Catalanes amb Accés Obert)
Materias: Fisioteràpia respiratòria; competencies transversals; aprendizaje cooperativo informal; aprendizaje individualista
Publicación académica [Ver en RACO](#)
- Fisioterapia respiratoria**
In: Open Respiratory Archives, Vol 5, Iss. , Pp 5306-5327 (2023); Elsevier, 2023. Language: English; Spanish; Castilian. Base de datos: Directory of Open Access Journals
Materias: Diseases of the respiratory system; RCT05-779

On the left side, there are filters for 'Depurar los resultados' and 'Búsqueda actual'. On the right side, there are links to 'MESH Autoridades' and 'Ver más' with logos for Scopus, Web of Science, ARANZADI, and NNNConsult.

Filters and limiters can be used to refine searches to obtain a more accurate result.

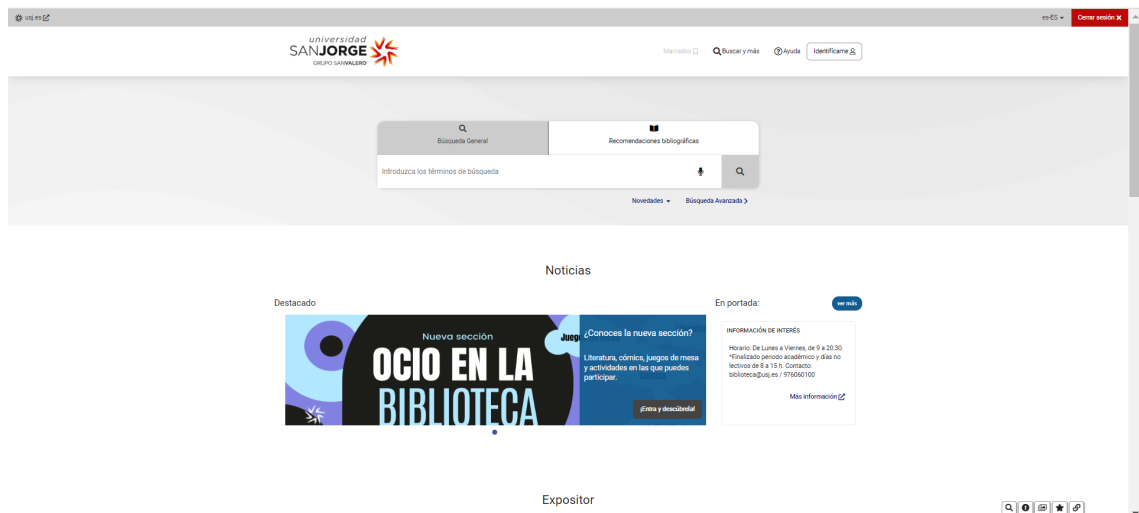
Once the user has connected, with their university login, they can access their personal folder in which search data, direct access to selected registers etc can be saved.



For further information on how the EDS works throughout the year, the Library will provide training sessions.

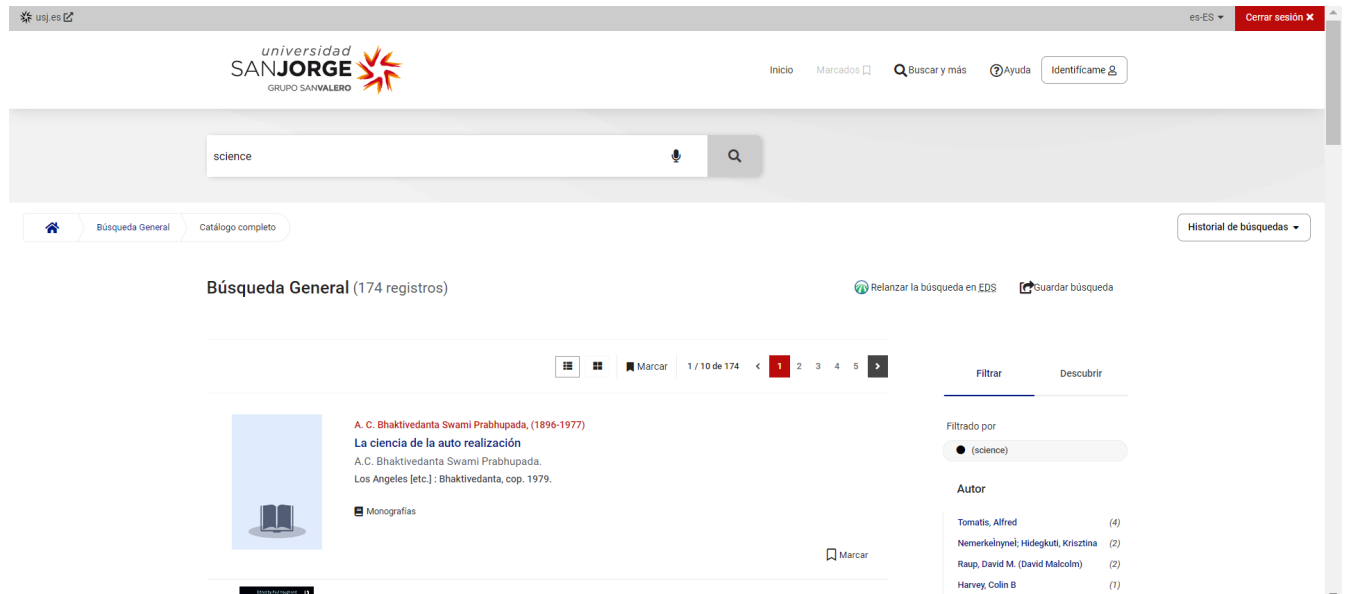
7. CATALOGUE

Users can access the catalogue via the Digital library or the following link <http://biblioteca.usj.es> - catalogue and resources – catalogue.



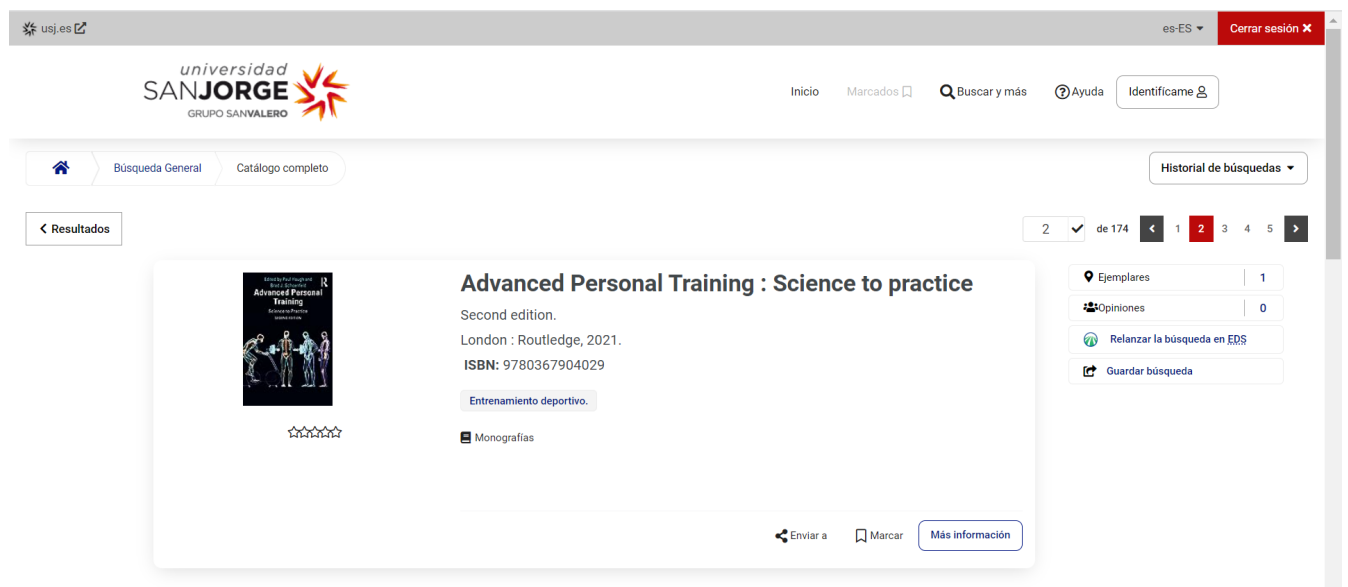
7.1 Results and locations

A list of all located documents will appear when the search is complete.



The screenshot shows the library's search interface. At the top, there's a search bar with the word "science" entered. Below the search bar, it indicates "Búsqueda General (174 registros)". The results are displayed in a grid format. The first result is a monograph titled "La ciencia de la auto realización" by A. C. Bhaktivedanta Swami Prabhupada, published in Los Angeles in 1979. To the right of the results, there are filters for "Filtrar" and "Descubrir", and a list of authors with their respective counts: Tomatis, Alfred (4), Nemerkeinyel; Hidegkuti, Krisztina (2), Raup, David M. (David Malcolm) (2), and Harvey, Colin B. (1).

To fully view any of these documents, click on the title link and the complete file will be displayed.



The screenshot shows a detailed view of a search result. The title is "Advanced Personal Training : Science to practice". It is the second edition, published in London by Routledge in 2021, with ISBN: 9780367904029. The category is "Entrenamiento deportivo." and it is classified as a "Monografía". On the right side, there are statistics: "Ejemplares" (1) and "Opiniones" (0). There are also buttons for "Relanzar la búsqueda en EDS" and "Guardar búsqueda". At the bottom, there are options to "Enviar a", "Marcar", and "Más información".

Check the availability and location in the "Copies" tab. Make note of the call number to locate the copy on the shelf.

Ejemplares 1 Más información Opiniones 0 Quizás le interese:

➔ Reservar

Ver disponibles (1)

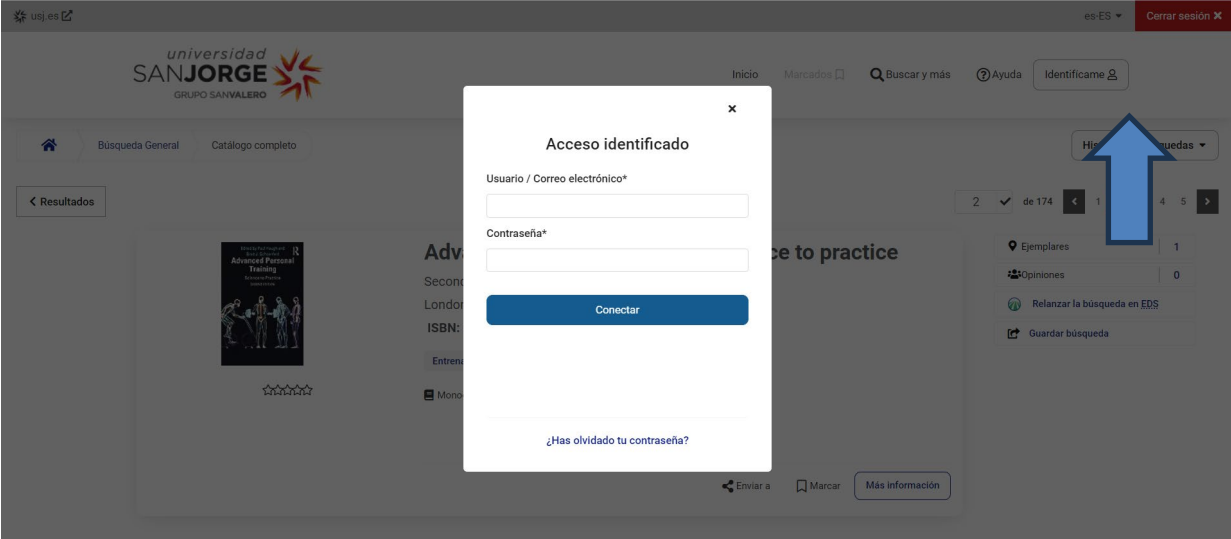
Universidad San Jorge 📍

➔ Campus Villanueva de Gállego ^ 📍

Localización / Signatura	Tipo de ejemplar	Soporte	Disponibilidad
Biblioteca General Novedad 796.015 HOU adv	Monografía	Monografías	Disponible

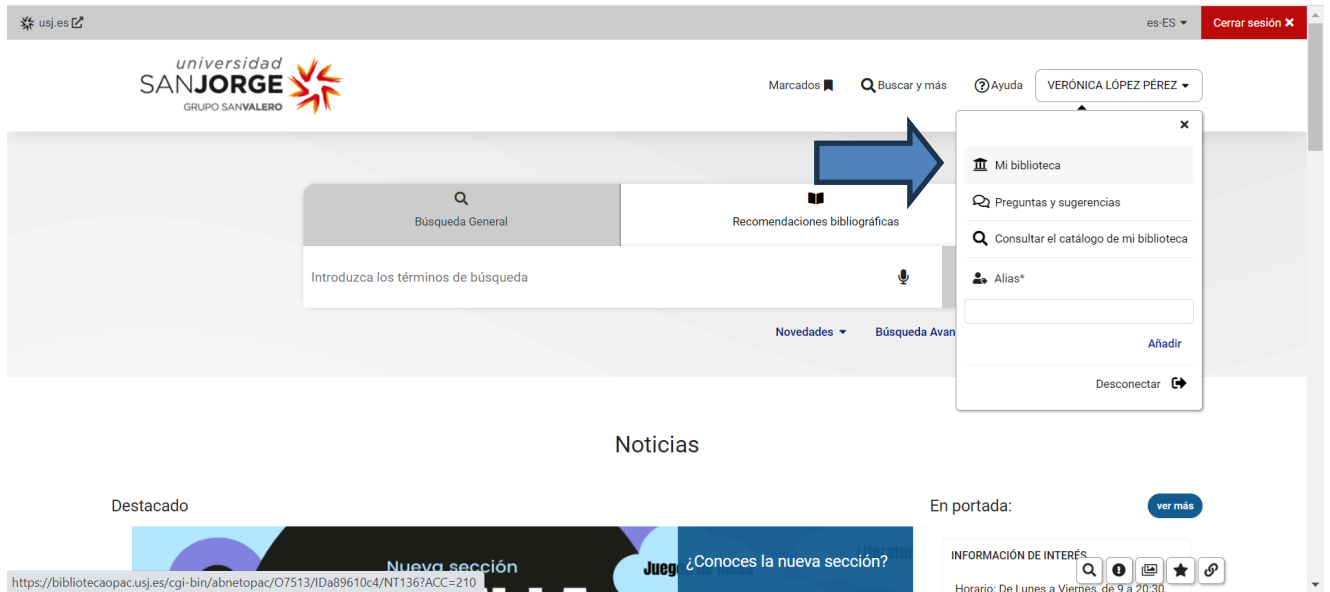
7.2 Renew and reserve

If you access the catalogue as an **identified user** you can change your password, make suggestions and comments, find out the status of your loans and their return dates, renew and reserve borrowed copies.



The screenshot shows the library's user interface. A central modal window titled "Acceso identificado" is open, prompting for "Usuario / Correo electrónico*" and "Contraseña*" with a "Conectar" button. In the top right corner, a blue arrow points to the "Historial de reservas" dropdown menu, which is part of the user's account navigation options.

Click on "*My library*" to find your personal details and the different options:



7.2.1 Renew your loans

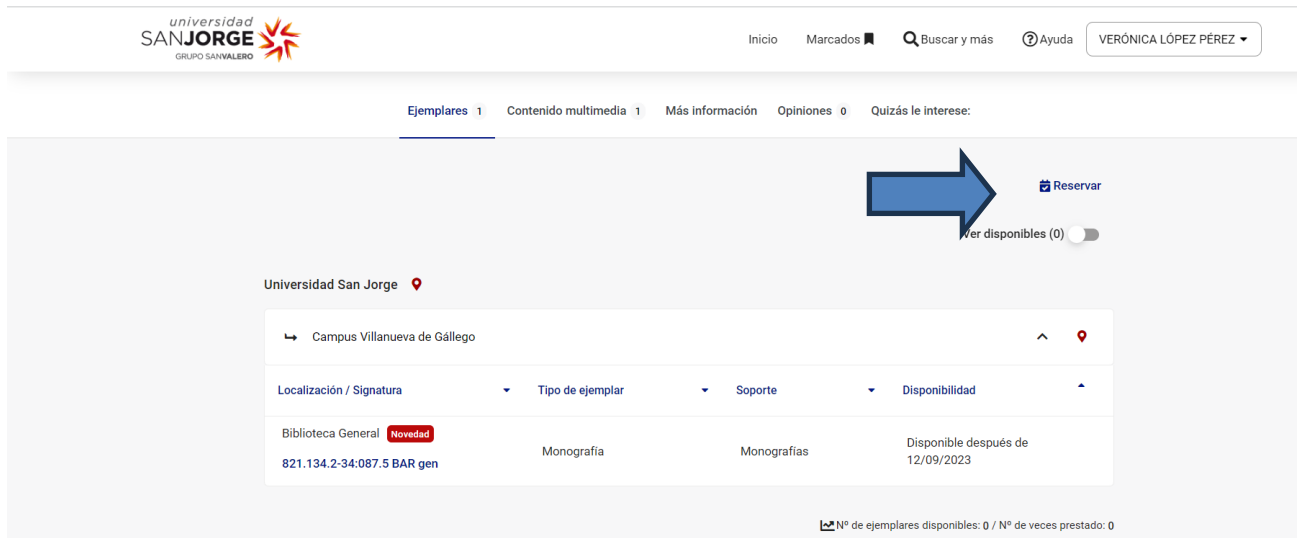
In the "Loans" section, check the box that appears next to the Return date box and then click on the "Renew" button. The new date when you must return the loan will be displayed automatically.

If you have previously renewed the material, if you have exceeded the return period or if the book is reserved by another user you can renew the material again.

7.2.2 Reserve borrowed material

In the "Availability" field, if "available" appears, you will not be able to renew the material as it is in the library facilities.

In order to be able to reserve material, the "Availability" field must specify that the document is available after a certain date, that is, it is borrowed until that date. To reserve the material, click on the "Reserve" button.



universidad
SANJORGE
GRUPO SANVALERO

Inicio Marcados Buscar y más Ayuda VERÓNICA LÓPEZ PÉREZ ▾

Ejemplares 1 Contenido multimedia 1 Más información Opiniones 0 Quizás le interese:

Reservar

Ver disponibles (0)

Universidad San Jorge

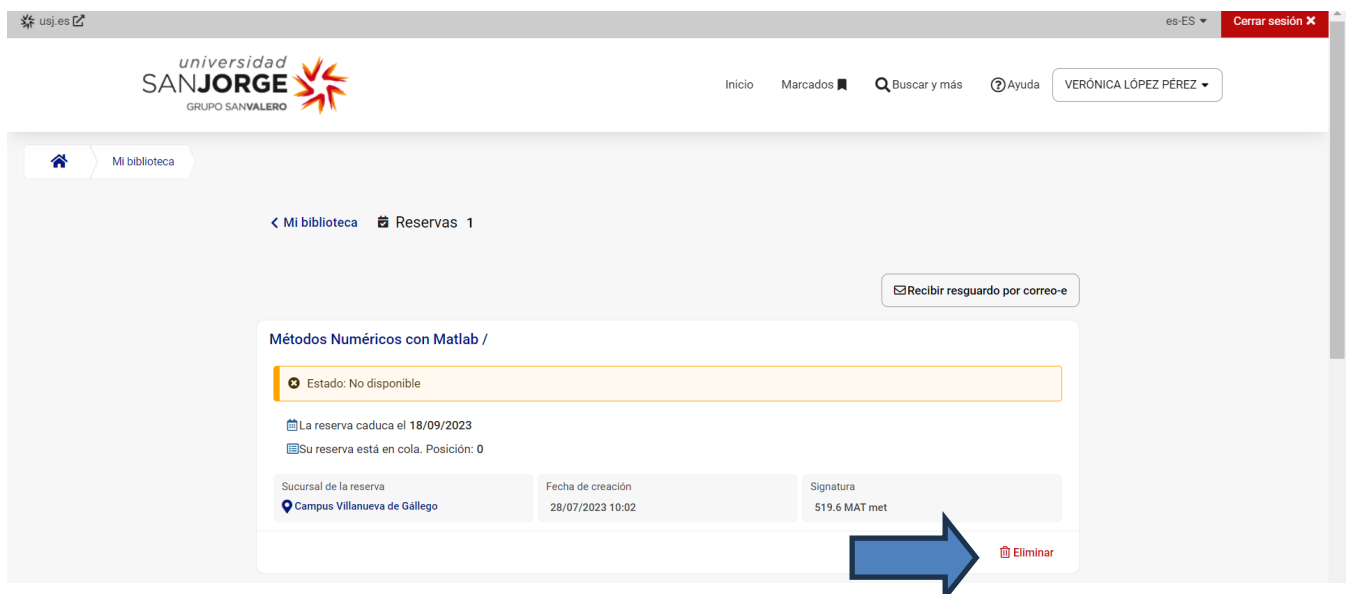
← Campus Villanueva de Gállego

Localización / Signatura	Tipo de ejemplar	Soporte	Disponibilidad
Biblioteca General Novedad 821.134.2-34:087.5 BAR gen	Monografía	Monografías	Disponible después de 12/09/2023

Nº de ejemplares disponibles: 0 / Nº de veces prestado: 0

Next, mark the "Request" box and click on the **Reservar ejemplar(s)** button.

The system also offers the possibility of viewing your active reserves in "My library". If you want to delete a reserve, click Delete.



usj.es es-ES Cerrar sesión

universidad
SANJORGE
GRUPO SANVALERO

Inicio Marcados Buscar y más Ayuda VERÓNICA LÓPEZ PÉREZ ▾

Mi biblioteca

< Mi biblioteca Reservas 1

Recibir resguardo por correo-e

Métodos Numéricos con Matlab /

Estado: No disponible

La reserva caduca el 18/09/2023

Su reserva está en cola. Posición: 0

Sucursal de la reserva	Fecha de creación	Signatura
Campus Villanueva de Gállego	28/07/2023 10:02	519.6 MAT met

Eliminar

7.3 Log out

To close your session, click on the box marked "Log out" in which the initial or initials of your name appear followed by your surname(s).

