

LIBRARY SERVICES USER HANDBOOK

Academic year 2017-18



CONTENIDOS

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
6. CATALOGUE	6
6.1. Search fields.....	7
6.2. Results and locations.....	7
6.3. Renewals and reserves.....	8
6.4. Log out	11

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. The 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 etc.) and by language of origin (English, German, Spanish, etc.).
- 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*.
- 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 UCD (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 UCD 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 Library of the San Jorge University 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 are 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.

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 opening hours.
 - Contact.
 - Management and organisation.
- Services:
 - Loans.
 - Renewals and reserves.
 - Interlibrary loans.
 - Information and user assistance.
 - User training.
 - FAQs.
- Research:

- Management.
- Citing bibliographies.
- Manuals of interest.
- Google Scholar.
- Catalogue and resources: access link to the Library Service catalogue and specific manuals (section 6 of this document specifies how it works):
 - Database.
 - e-magazines.
 - e-books.
 - Digital press.
 - Website resources.
- Registration for graduates.
- Latest news.

6. CATALOGUE

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



The screenshot shows the library website interface. At the top, there is a navigation bar with links for 'Desconectar', 'Ayuda', and 'Marcados'. The date 'Hoy es: 22/03/2017' and the user status 'Usuario anónimo' are displayed. The main header features the 'universidad SANJORGE GRUPO SANVALERO' logo and a search bar. Below the search bar, there are sections for 'Opiniones de los lectores' (with links for 'Más valorados (9)' and 'Más comentados (8)'), 'Listado de títulos' (with links for 'Más prestados' and 'Más visualizados'), and 'Nube de etiquetas' (with a search bar and a list of tags including 'aragón', 'creación', 'injuve', 'cuadernos de la enfermera', 'el ala oeste de la casa blanca', 'el cine', 'el señor de los anillos', and 'endish'). On the right side, there is a 'Red de bibliotecas absysNET' section with a list of actions: 'Consultar los fondos de la red de bibliotecas', 'Solicitar préstamos o reservas', 'Hacer sugerencias', and 'Consultar sus préstamos'. Below this, there is an 'En portada' section with contact information and a 'Horario' section. At the bottom right, there are sections for 'Bibliografías recomendadas' (with a link for 'Ver todas'), 'PROYECTOS FINALES', 'TESIS DOCTORALES', 'Enlaces de interés' (with a link for 'Bases de datos'), and 'Hemeroteca digital'.

6.1. Search fields

Access the field "Search:" and enter the search term or terms. For more specific searches (Advanced search) access the option "Consult the complete catalogue".

Buscar:

en: 



[Consultar el catálogo completo](#)

Opiniones de los lectores:

[Más valorados \(0\)](#)

[Más comentados \(0\)](#)

Nube de etiquetas:

Etiqueta:

6.2. Results and locations


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

<input type="checkbox"/> Abril, Gonzalo. Teoría general de la información. Datos, relatos y ritos / Gonzalo Abril. (2005) Editorial: Madrid : Cátedra, 2005. ISBN: 8437614953	
<input type="checkbox"/> Benito, Ángel. Fundamentos de teoría general de la información / Ángel Benito. (1981) Editorial: Madrid : Pirámide, 1981. ISBN: 8436801830	
<input type="checkbox"/> Rey Morató, Javier del. Democracia y posmodernidad : teoría general de la información y comunicación política / Javier del Rey Morató. (1996) Editorial: Madrid : Editorial Complutense, 1996. ISBN: 8489365490	
<input type="checkbox"/> Valbuena de la Fuente, Felicísimo. Teoría general de la información / Felicísimo Valbuena de la Fuente. (1997) Editorial: Madrid : Noesis, 1997. ISBN: 8487462413	

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

»

DOCUMENTO
EJEMPLARES (3)
COMENTARIOS
ETIQUETAS



Autor: Abril, Gonzalo.
 Título: **Teoría general** de la información. Datos, relatos y ritos / Gonzalo Abril.
 Editorial: Madrid : Cátedra, 2005.
 Notas: Monografía.
 ISBN: 8437614953
 Materias: Publicidad y propaganda. Información comercial.

Visualización Etiquetas ▼

»

Registro Resultados [Volver a Buscar](#)

Registro 1 de 14

To view the following located items, use the below icons.



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

DOCUMENTO
EJEMPLARES (3)
COMENTARIOS
ETIQUETAS

Nº de ejemplares disponibles: 3 / Nº de veces prestado: 0

Biblioteca: Universidad San Jorge
Sucursal: Campus Villanueva de Gállego [+]

Localización	Tipo de ejemplar	Signatura	Disponibilidad	Soporte
Biblioteca General	Consulta en sala	659 - ABR - teo - Ej. 1	Disponible	Monografías
Biblioteca General	Monografía	659 - ABR - teo - Ej. 3	Disponible	Monografías
Biblioteca General	Monografía	659 - ABR - teo - Ej. 2	Disponible	Monografías

6.3. Renewals and reserves

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 dates of return, renew them and reserve borrowed copies

Hoy es: 06/09/2012 | Usuario anónimo

Carnet / Correo electrónico contraseña

Red de bibliotecas **absysNET**

Este es el sistema de información de la red de bibliotecas. Desde aquí puede:

- o Consultar los fondos de la red de bibliotecas.
- o Solicitar préstamos o reservas.
- o Hacer sugerencias.
- o Consultar sus préstamos.

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

Desconectar | Ayuda Français English

universidad
SANJORGE
GRUPO SANVALERO 

Hoy es: 06/09/2012 | [Cerrar sesión Fernando](#)

[Mi biblioteca](#) | [Comentarios](#)

Alias

Red de bibliotecas **absysNET**

Este es el sistema de información de la red de bibliotecas. Desde aquí puede:

- o Consultar los fondos de la red de bibliotecas.
- o Solicitar préstamos o reservas.
- o Hacer sugerencias.
- o Consultar sus préstamos.



Buscar:

en:

[Consultar el catálogo completo](#)

Opiniones de los lectores:

Más valorados (0)

Más comentados (0)

Nube de etiquetas:

Etiqueta:

Bibliografías recomendadas 

CINE FRANCES

6.3.1. 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.

6.3.2. 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.

Búsqueda General

Buscando en Catálogo completo

Búsqueda facetada ▶ Bienvenidos al norte

Resultados Registro 1 de 1

DOCUMENTO **EJEMPLARES** COMENTARIOS ETIQUETAS

Nº de ejemplares disponibles: 0 / Nº de veces prestado: 1

Biblioteca: Universidad San Jorge
:: Sucursal: Campus Villanueva de Gállego [+]

Localización	Tipo de ejemplar	Signatura	S. suple.	Id. vol.	Disponibilidad	Soporte
Biblioteca General	Material audiovisual	(084.122) BIE			Disponible después de 09/09/2013	Videograbaciones DVD-Video

Next, mark the "Request" box and click on the "Accept" button.

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

Reservas				
Biblioteca	Sucursal	Título	Estado	Orden
Universidad San Jorge	Campus Villanueva de Gállego	English for presentations /	Disponible después de 02/05/2017 23:59	1

[Eliminar](#)

6.4. 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).