

MAIN LIBRARY SERVICES

- **BORROWING & RENEWING:** The library allows each student to take out 4 items for 7 days. Items can be renewed 7 days more at the Information Desk, or through the library website the day or one day before the borrowing period is over.

There are items that can not be borrowed: reference books, books with a red spot, journals, news papers and old books.

- **RESERVATIONS:** If an item is checked out by someone, it is possible to request it. When it has been returned, the library will keep it at the information desk for one week.

- **BORROWING LEARNING MATERIALS:** The library supplies students with learning materials for study purposes.

Laptops, lecterns, earphones and mp3 and other learning material may be borrowed to use inside the library. It is also possible to take laptops home for 15 days, and USB memory drives for one day.

- **INTERLIBRARY LOANS:** Books that are not in stock at the library may be requested to another UCLM campus library, or another university. The place to make the request is at the Document Supply Office

- **ONLINE CATALOGUE:** The online catalogue contains information about the entire collection, the location and the availability of each item.

- **LIBRARY WEBSITE (www.biblioteca.uclm.es):** It provides information about UCLM libraries, schedule, collections and library services. It allows access to electronic resources (e-books, e-journals, databases) and links to websites of interest.

- **REPRODUCTION SERVICES:** There is a self-service photocopy machine and 2 scanners available in the library situated in the entrance hall.

STUDY GROUP AREA

On the lower floor, away from the quiet area, the library provides a place for students to gather to study. It has been equipped with 24 computers with access to internet, and 34 reading desks for work in groups.

Inside this area, you can find the new **Reading Corner** which offers a rotating collection of entertainment. It includes: magazines about sports, travels, cinema, fashion, decoration, cookery etc.; current newspapers; bestsellers; literary fiction, library's picks and current interesting books.



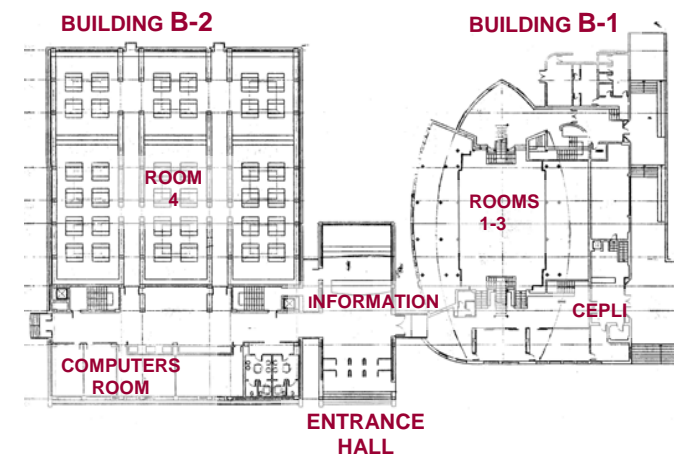
CASTILLA-LA MANCHA UNIVERSITY CUENCA UNIVERSITY LIBRARY

Avda. de los Alfares, s/n
Telf. 902 204 100
Fax: 902 204 130
e-mail: biblioteca.cu@uclm.es
URL: www.biblioteca.uclm.es



CUENCA UNIVERSITY LIBRARY

RESOURCES & FACILITIES GUIDE



OPENING HOURS

Regular Schedule:

Monday-Friday: 9:00 - 21:00 h.

Saturday: 9:30 - 14:30 h.

(From 21/11/2009)

Special Schedule: Exams periods

Monday-Friday: 9:00 - 23:00 h.

Saturday: 9:30 - 20:00 h.

Sunday: 10:00 - 14:00 h.

READER REGISTRATION

To use the library services it is necessary to have the library reader card.

To register as a reader, 1 photo and a photocopy of appropriate identification is required.

Erasmus students must have previously registered at any faculty/school of the university to obtain the library card.

FACILITIES

4.260 m²

763 reading desks

50 internet stations

WiFi-Enabled Locations

COLLECTIONS

821.000 books

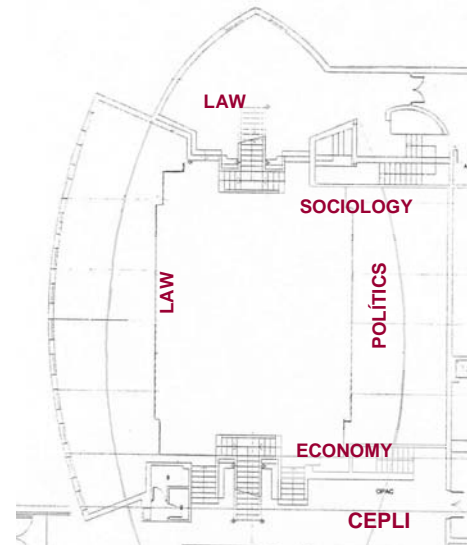
2.138 journal and magazines

57.000 CD-ROM, DVD, videos, maps, etc.

Electronic resources (e-books, e-journals, data bases...)

The library collection includes items covering all disciplines in a wide range of formats. Most of the current books and journals are available on open shelves and they are also located in several reading rooms and storage rooms.

BUILDING B-1



READING ROOM B-1 :

-ROOM 1 (First floor): contains books of Sociology, Politics, Economy and Law.

-ROOM 2 (Second floor): this section contains art and artist books, architecture books and a stage and audiovisual arts collection.

JOURNAL READING ROOM: Situated on the lower floor, this room holds the scientific journals subscribed to by the library related to the study programmes offered by the university colleges.

CEPLI: The *Study Centre of Children Literature and Reading Promotion* has the most important and interesting children's literature collection in Spain. This research centre opens from 9:00 to 15:00 and 16:00 to 19:00 h, from Monday to Friday.

BUILDING B-2

READING ROOM B-2:

-ROOM 4: Covers the rest of subjects: local collection, religion, computers, philosophy, psychology, social work, education, linguistics, literature, geography, history, health sciences, engineering and science collection.

STUDY GROUP ROOM: Situated on the lower floor provides access to the Reference Book Collection

COMPUTER ROOM: This room is equipped with computers with free access to internet. To use these computers student identification is necessary.

ITEMS IN STORAGE: Other books of infrequent use and non-book material collections are available and kept in the storage room, and only can be used upon request at the information desk.

ROOM 4

