



LIBRARY

2022/2023

«Knowledge at your fingertips.
An entire service at your disposal»



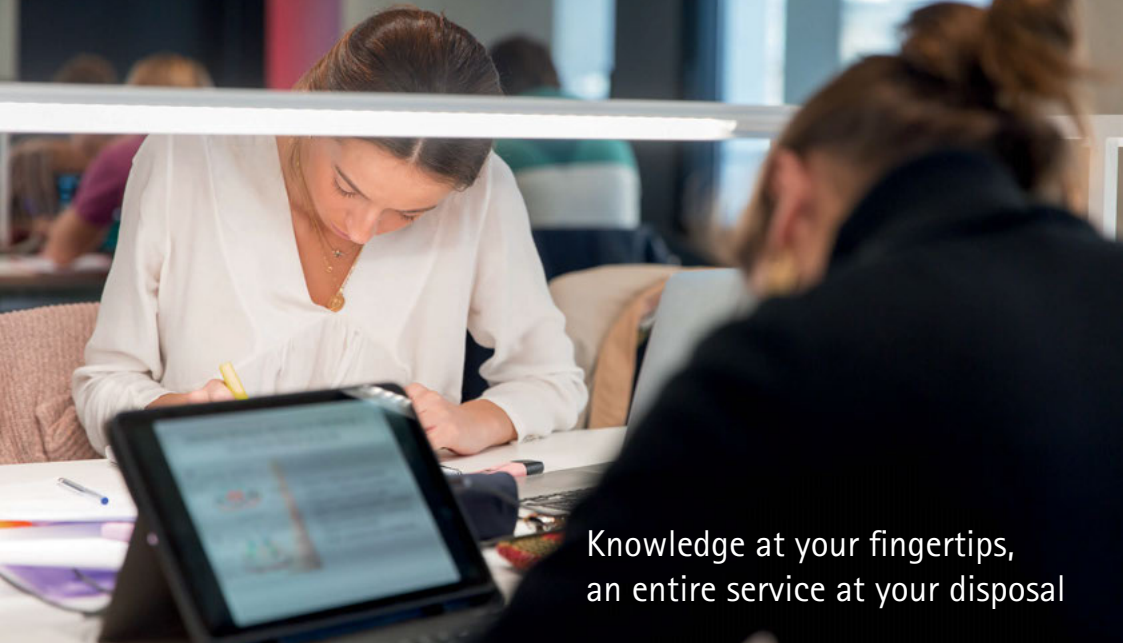
Universidad
de Navarra

Contents

- Main Library
- Science Library
- Architecture Library
- Booking and printing
- Search and information Access
- Collections
- Loans
- User training
- Research support
- Accessible Library
- Exhibitions
- Reading for pleasure
- Figures (2021)

Copyright text ©: Library Services | University of Navarra
Copyright images ©: Photographic Archive | University of Navarra

Cover Design: Humberto Alfonso Salas Gutiérrez (4th High School Program in Theology)
Legal Deposit: DL NA 1498-2016



Knowledge at your fingertips,
an entire service at your disposal

Welcome to the Library of the University of Navarra. In this brochure you will find the basic information that will help you access and enjoy the three fundamental elements of our Service:

The **people** who work in the Library, who are there to help users with any requirement related to academic information, from its location to its ethical use.

The **facilities** for study and research, which can be reserved in advance to ensure availability, and the different environments that facilitate collaborative work. In addition, we offer the necessary technological infrastructure for all types of academic activity, and long opening hours, which are extended during exam periods.

The printed and electronic **collection** of millions of documents from all disciplines of knowledge, which is constantly being revised and updated.

As director of the Service and on behalf of all my colleagues, I invite you to visit the Library in person or at www.unav.edu/biblioteca.

Isabel Iribarren Maestro
Director of Library Services





Main Library

Monday - Saturday: 8 am - 9 pm.
Sunday: 10 am - 2 pm.

Main rooms:

- Research rooms
- Multipurpose room
- Study room
- Group work rooms
- Multimedia room
- Videoconference room
- Special collections room

It offers facilities for different users: areas for individual work or study and for group work.

It holds the printed resources for Humanities and Social Sciences and Law, as well as audiovisual materials, newspapers and special materials.

It contains the recommended bibliography for all courses, as well as a section of leisure reading material in both Spanish (PLC) and English (ENG).

Science Library

**Monday - Saturday: 8 am - 9 pm.
Sunday: 10 am - 2 pm.**

Main rooms:

- Research room
- Study rooms
- Group work rooms
- Computer room

The first floor of the Science Library contains the Experimental and Health Sciences collections. And it offers areas for individual work or study and for group work.

This library has the recommended bibliography for all academic courses and a section of leisure reading material in both Spanish (PLC) and English (ENG).



School of Architecture

The Library has a service point where students can obtain the recommended bibliography for their courses, and where the books requested can be collected. This is attended by library staff for some hours each day.

Booking and printing

To facilitate the use of the different spaces and equipment, some of them can be reserved in advance from <https://unav.libcal.com/r>

It is necessary to register your arrival at the reserved place (check-in), and also your departure (check-out) if you leave before the end of the reserved time.

Study desks

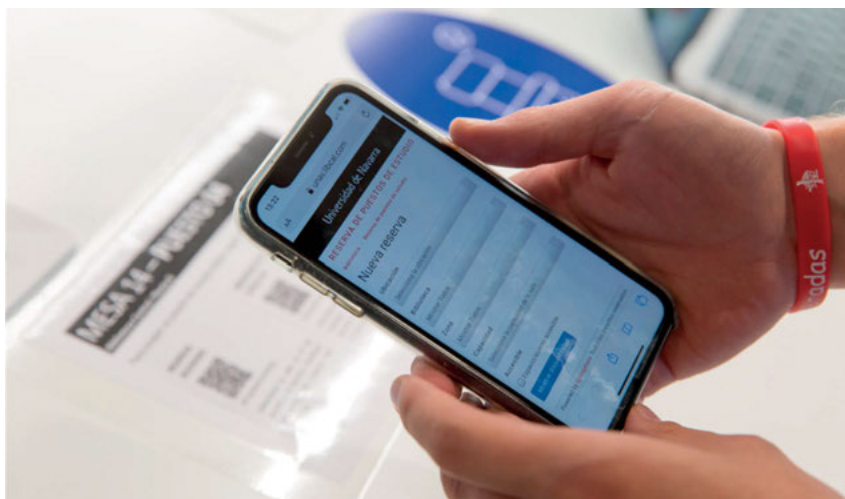
The Science and Central Libraries have bookable desks for study, as well as freely available areas. All of them are clearly indicated.

Group work rooms

A total of 20 rooms in the Science and Central Libraries.

Document copying and printing

In the Central and Science Libraries there is self-service equipment that allows you to photocopy, print and scan (you can pre-book the scanners at the Central Library).



Search facilities and information Access



Unika


Unika is a search engine that allows users to consult electronically formatted and printed documents found in the principal library information resources (Catalog, Sabio and Dadun) in a single search operation, together with other resources (databases, repositories, etc.).

Catalog

This enables users to find resources throughout our collection: books, journals, audiovisuals, etc. It also allows users to call up publications and reserve them.

Sabio

Sabio is the access portal to the Library's electronic resources: databases, e-journals and books. It provides access to the databases and to the full texts of e-journals.

 The Library will operate with a new search facilities and information platform that will be used by the end of the academic year.



**1,4
million**

**printed
books**

15,000

**printed
journals**

119

databases

497,000

**electronic
books**

72,000

**electronic
journals**

**330
million**

**online scientific
articles**

Collections

In addition to the recommended and research bibliography, the Library has an important variety of materials in its collection:

- **Electronic:** with the full text of more than 490,000 electronic books.
- **Newspapers:** including regional and national press as well as subscriptions to international newspapers.
- **Audiovisual:** with documentaries and music in various formats .
- **Special collection:** with printed items from the 15th to the 19th centuries, including 86 incunabula.



Loans

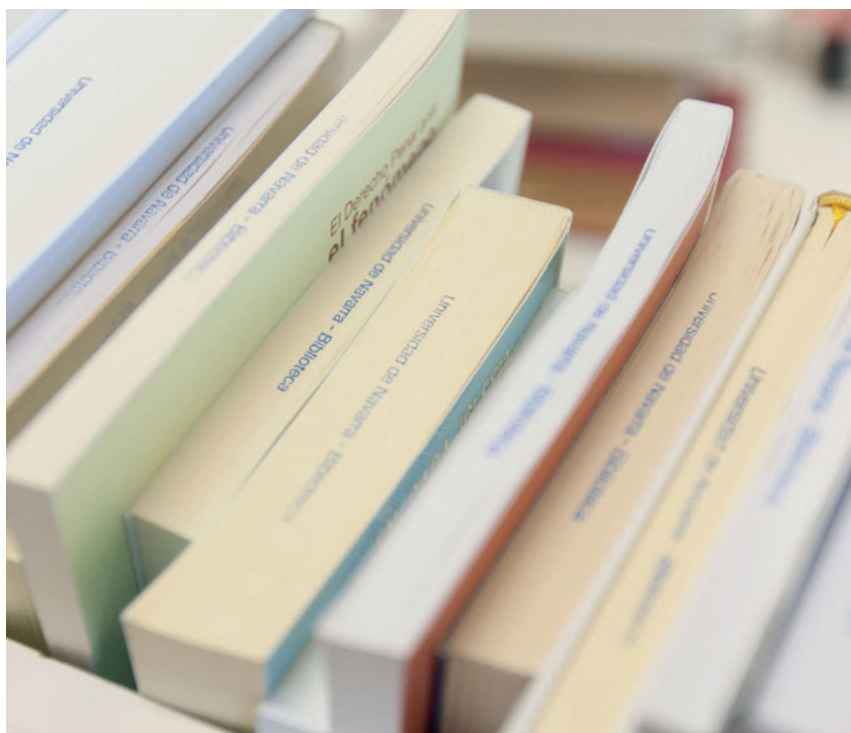
Members of the University have the right to borrow a certain number of books. See the regulations below.

User	Items	Days	Renewals
Undergraduates. (Up to 3rd year)	10 books	10	5
		30 (PLC/ENG)	1
	10 audiovisuals	10	2
Undergraduates. (From 4th year)	20 books	20	5
		10 (basic bibliography)	5
		30 (PLC/ENG)	1
	10 audiovisuals	10	2
Postgraduates Students of Schools of Ecclesiastical Studies Lecturers/ Professors Researchers Staff	60 books	60	5
		10 (basic bibliography)	5
		30 (PLC/ENG)	1
	10 audiovisuals	10	2
Alumni Users with agreements Visitors	10 books	10	5
		30 (PLC/ENG)	1
	10 audiovisuals	10	2

The **on-campus loan service** allows books (except basic bibliography) to be sent from one on-campus library to another. The request is made through the Library catalog. This service is available to lecturers/professors, researchers, postgraduates and general staff members.

The **digitized documents service** allows you to request digitized copies of articles and book chapters from the printed collection for research purposes. It is intended for professors and researchers, as well as MA/MSc and PhD students.

Members of the university who require documents from other off-campus libraries can use the **Interlibrary Loan service**.





The research support services
are the Bibliometric Unit,
Subject librarians and Dadun.

User training

The Library organizes information training sessions on databases, information searches, reference management applications and other resources and services.

As a follow-up to these sessions, users can consult educational material developed by the Library (guides, etc.) on the Library webpage.

Subject librarians offer sessions for individual or group training on demand. These librarians liaise between the different departments and the Library for issues such as acquisition of books and journals, as well as providing bibliographic consultancy and training.

Researcher support

The Library has a **Bibliometrics Unit** that is responsible for managing científicacvn (the University of Navarra's scientific and academic information system). It also does research analysis, helps to assess research prospects, and advises professors and researchers on accreditation processes and applications for assessment of six-year research periods.

The Bibliometrics Unit also provides training on topics such as científicacvn, bibliometric indicators, quality indices and research career guidance.

The Library is responsible for **Dadun**, an open access institutional repository that collects, preserves and disseminates papers reflecting the academic and scientific activity carried out at the University of Navarra (documents, PhD dissertations, Degree and Master's theses, etc.).

“ The Library provides advice on accreditation processes and applications for assessment of six-year research periods, publication processes and open access. ”

Accessible library

The Library works with the Unit for Assistance to People with Special Needs (UAPD) providing the following special services:

- Access to documents: location and delivery of documents, extended loans, interlibrary loans.
- Training and support: specialized librarians and digitalization.
- Library and specific equipment for people with visual, hearing and motor disabilities. Availability of specific software: Jaws, OpenBook, MICE, CmapTools, Mindomo, Zoomtext and Hangouts.

More information and help may be obtained at the counters of the different libraries.





Exhibitions

The Library organizes a number of exhibitions each year in the entrance hallway of the Main Library, in which we show exhibits from our special collections.

There are 38 virtual exhibitions currently available on the Library webpage.

Reading for pleasure

It has a collection of leisure reading material in both Spanish and English (including graphic novel), every month it displays a thematic selection of novels, and it publishes the blog *Leyendo se entiende la gente* leseg.unav.edu.



Figures (2021)

Volumes	1,488,444
Books published before 1800	32,477
Incunabula	86
Periodicals	15,731
Subscription E-Journals	72,183
E-books	497,277
Databases available for access	119
Days open during the year	335
Individual study spaces	3,152
Interlibrary loan requests (documents received and sent)	7,304
Volumes loaned	102,350
Investment in acquisitions	2,643,076
Downloaded documents	6,466,724*
Searches on online resources	1,518,155**
Number of documents in Dadun	47,202

The figures shown are the totals including the libraries on the campuses in San Sebastián, Barcelona and Madrid.

*This figure represents "Documents downloaded from electronic resources (by payment or license) during the year."

**This figure represents "Searches or queries in electronic resources (by payment or license) during the year."



Servicio de Bibliotecas. Universidad de Navarra.
Campus Universitario. 31009 Pamplona. Spain.
biblioteca@unav.es
www.unav.edu/library/
Tfno. 948 425 600 ext. 802065
WhatsApp: +34 690 141 591