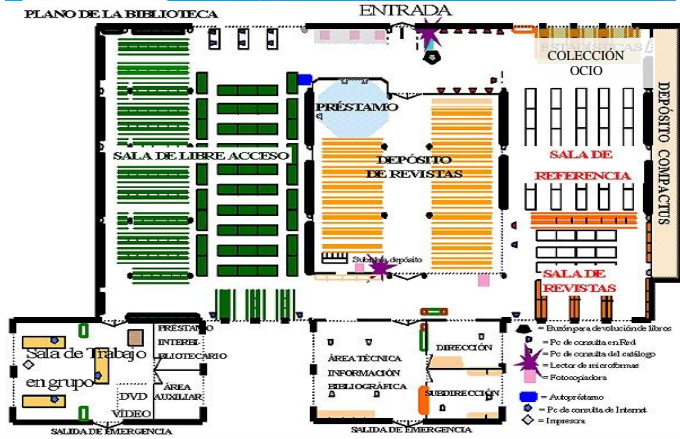## Library map

PLANO DE LA BIBLIOTECA

Reading rooms and places

The Library has 384 reading places distributed as follows:
- Open Access Reading Room: 196 places; 14 computers to access the Internet.
- Reference Room: 112 places; 10 computers just intended for searching the catalogue.
- Journal Reading Room: 60 places to consult recent issues of journals.
- 2 Group Study Rooms: each sitting up to 8 people.

Collections and codes

The library's collection is comprised of monographs, serials, statistics, DVDs and more in a variety of formats.
- Books: 189.525
- Journal titles: 2.586. Current 247
- Special materials (CDs, DVDs…): 3.589

Every item has a catalogue code (signatura) that is used to identify and locate it within the library
Take for example: **D 316.334.3 BOT**
- The first letters indicate the collection (In this case **D** stands for "Depósito" Stacks)
- The numbers represent the subject (**316.334.3** Political sociology),
- The last letters refer to the author (BOT: Bottomore, T.B.) or to the title in collective books

Where to find the collections

The holdings are divided into two main collections:
- **Free Access Collection**: More than 50.000 books. Basic bibliography, handbooks and manuals (L), Reference books (R), films and documentaries (V), Journals (PP, last issues of selected journals).
- **Book Stacks Collection**: Old and special collections (A), (ME), obsolete monographs (N, D, DP), statistics (E), working papers (W), have to be requested at the help desk.

Loans, renewals and reserving

Loan conditions:
Reference books (encyclopaedias, etc.), journals, unpublished theses, books published before 1950 or items of special value cannot be taken out on loan.
Fines:
One day for each day overdue.
Library Hours: from 9 a 20:45 h.

Deadlines and number of titles:
- Students: 8 titles (15 days). 2 DVDs (1 week)
- Double degree students: 12 titles (15 days). 4 DVDs (1 week)
- Researchers and Administrative Personnel: 12 titles 4 DVDs (1 month)
- Teachers: 25 titles (2 months)

Renewals and reserving.
Reservations and renewals can be made in the on-line catalogue by using your **PIN**.

Other UCM Libraries

The Complutense Library is the biggest university library in Spain with 27 libraries, 11.000 reading places, 3.088.000 titles, 1,000 computers, and a staff of 385 people at your service.

UCM BIBLIOTECA COMPLUTENSE

COMPLUTENSE UNIVERSITY OF MADRID
Library

http://biblioteca.ucm.es/cps

guide

Politics and Sociology Sciences

LIBRARY HOURS:
School days: 9 to 21
Special timetables apply during exam periods, Christmas, Easter and in summer, to be announced in advance.

Address:

Campus de Somosaguas s/n
28223 Madrid

Teléphone:

- Library Information: 913942967
- Loans: 913942964
- Inter-library loans: 913942762
- Technical procedure: 913942967
- Librarian: 913942869
- Sub-librarian: 913942968

E-mail:: buc_cps@ucm.es

Transport:

E.M.T. BUSES

Line A: Moncloa – Campus de Somosaguas

Line H: Aluche – Campus de Somosaguas

TRANSPORT CONSORTIUM CAM **(Llorente Company) 561A y 563** Aluche-Pozuelo (stop in the Húmera-Pozuelo road)

METRO LIGERO (LINEA 2)
Aravaca-Colonia Jardín Station
Train stop Campus de Somosaguas

More information and forms available at the help desks and on our website: : http://biblioteca.ucm.es/cps

September 2016

How to use the library

All members of our university can use the library services (Teachers, researchers, students and administrative personnel). Alumni and other members of the **Asociación de Antiguos Alumnos y Amigos de la UCM** have also access to some of our services.

People from outside the university have also access to the reading rooms (restrictions may be in force during examination periods). Visitors who wish to use other services or borrow books must be recognised by a professor or by the Library Director.

UCM users must have a valid **UCM card**, which is personal and non-transferable. For some services a **PIN** number is required.

Get to know your library

The library organizes **guided tours** and introductory sessions to all its services.

Registration and further information can be found at the help desks and buc_cps@ucm.es

Training courses

The library organizes free training courses on the use of its resources:
- General
- Advanced
- Taylor-made courses on demand

More information and registration forms can be found at the help desks and at our **website**

Use the library from home

- Consult a librarian via Chat Service

- Request general or specialized information about a topic or about how to use the electronic resources (databases…) via **forms.**

- Find out about our **collections** and **information resources**

- Browse the free web resources selected by the library: **Delicious**

- Keep informed and participate in our **blog Biblio-Polis**, and social networks **Facebook, Twitter**.

- **Self-training :** by using the information resources of the library and our **guides and tutorials**

Some services require **PIN**

You can Access the library across mobile. Download APPs UCmovil at **http://www.ucm.es/apps**

Our website enables you to:

- **Access our online collection** (over 220,000 books, 32,000 journal titles, UCM theses, databases...).

- **Renew and reserve loan books**.

--**Request purchases**

Study support

Our website enables you to:
- Find out about availability of your **course bibliographies**.
- Search the **Subject Guides** to get all the information about a topic
- **Study programmes**
- **Suject guides of information resources**
- **Guides and resources to plan your Academic work (TFG and TFM)**

The bibliographic information service will help you:

- Gathering bibliographies and finding out documents
- Managing references and citing them accurately in your academic papers

The Complutense Library will arrange **special opening hours at some libraries** during examination periods and holidays.

Research support

The Library can help you:

- Depositing the results of your research in the open access institutional archive UCM **E-Prints Complutense**
- To know your **copy rights**
- **Evaluating your research activity**

Inter-library loans

The **inter-library loan service** give access to documents that are not part of our holdings. This service is intended to teachers, researches and master students. Requests made by grade students should be accepted by a teacher or the Library Director.

Using the computers

At the reading rooms:
10 computers intended for searching the library catalogue
14 computers to access freely the Internet

60 Laptops on loan for 11 hours period (library opening hours).
From Monday to Friday 9:00-20:00 hs

WIFI Internet access through the UCM and EDUROAM network

Photocopying

At the entrance area:
2 scanner for digitisation
A photocopier is available for public use.
We remind users that maintenance of this machine is the responsibility of the subcontractor.

Services for the disabled

We are making every effort to ensure that our premises are adapted to the needs of disabled persons. **Assistive technology** are available for users. More info at **buc-discapacidad@buc.ucm.es**

Tell us what you think

Purchase requests. Please let us know which titles we should acquire to complement our catalogue, or which titles need more copies.

Complaints or suggestions. You may complain or make suggestions in person, or by e-mail. We will contact you as soon as possible.

Contact the librarian

We will answer your queries about finding information, carrying out searches, using electronic documents and databases:

In person: At the help desks.
By telephone: 913942964 (school days from 9 to 21).
Chat service Morning from 10 to 14 hrs. –Afternoon from 16 to 20 hrs. **More information and forms at:**
http://biblioteca.ucm.es/ayuda