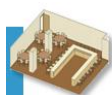




Library map



Reading rooms and places

We have **225** reading places distributed in the following way:

- Free access: **142** places.
- Hemeroteca, Mediateca: **29** places.
- Working groups rooms: **30** places.
- Researchers room: **24** places



Collections and codes

More than 12.000 documents define our collections: books, serials, journals, working papers, standards, thesis, reports, CDs, DVDs, slides, booklets... Our electronic collection includes books, journals and many databases.

If you need to find where exactly a document is, only click on the locator.

Fondos	Más detalles
UBICACIÓN	SIGNATURA
Bca. Óptica y Optom.- L. Acceso	LA617.75MON

The catalogue code indicates where the title can be found. For example:

LA 617.75 MON

- The first letters indicate the collection (in this case **LA** = free access),
- the numbers show the subject (**617.75** = Optometry),
- and the last letters represent the author (**MON** = Montes, R.).



Where to find the collections

Books: the most recent and in-demand titles can be found on the open access room (codes R, LA). Earlier titles are in the book stack, please request these at the circulation desk (code D, F, T).

Journals: principally on electronic access. Documents in paper (code PP) are in the book stack and you should be request at the circulation desk. The last issues can be found on the Hemeroteca.

Slides, CDs and other materials: (codes Q, O): out of open Access, can be requested at the circulation desk.

DVDs: (code V1): there are teaching, researching, outreaching documents, also motion pictures. You can find the last items in free access, but there are more titles that can be requested on the circulation desk. **Leisure collection:** novels on the free access room.



Other UCM Libraries



The Complutense Library is the biggest university library in Spain, with 30 faculty libraries, 11.200 reading places, 3.000.000 titles, 1.200 computers, and most importantly: a staff of 540 people at your service.



COMPLUTENSE UNIVERSITY OF MADRID Library

<http://biblioteca.ucm.es/opt/>



guide

Optics and Optometry



OPENING HOURS

School days: Monday-Friday, 9 a 21 h. (closing announced 15 min. in advance).

Special timetables on Christmas, Easter and summer days that will be announced in advance.

Address:

C/ Arcos de Jalón, 118
28037 Madrid

Telephone number:

- Library information: 913946870
- Lending service: 913946870
- Interlibrarian loans: 913946870
- Technical procedures: 913946870
- Library director: 913946896

Fax (Faculty): 913946885

E-mail: buc_opt@ucm.es



TRANSPORTS:

METRO

- **Line 7:** San Blas.
- **Line 2:** Avda. Guadalajara

BUSES (E.M.T.)

- **L.4:** Ciudad Lineal-Vicálvaro
- **L.48:** Manuel Becerra-Canillejas
- **L.153:** Las Rosas-Mar de cristal

More information available at the help desk, our website and blog *Optoblog*



Contact the librarian

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

In person: at the help desk.

By telephone: 913946870 (school days, 9-21 h.)

Internet: chat and our **e-mail:** buc_opt@ucm.es

More information and forms at:

- <http://biblioteca.ucm.es/> or in: <http://biblioteca.ucm.es/opt>



How to use the library

All members of our university may use all our services and borrow documents by means of a valid library card or student card, which is personal and non-transferable. For access to our online collection off campus a **PIN** (personal identification number) is required.

Members of the Alumni Association and Friends of the UCM have access to some of our services such as home loan.

Our materials can be used by everybody in the reading room (restrictions may be in force during examination periods). Visitors who wish to use other services or borrow books must be introduced by a professor or by the Library Director.

Improper use of materials or inappropriate behavior towards our staff or other users constitutes gross misconduct and will be dealt with by academic or legal authorities (Library Rules).



Get to know your library

The Library organizes occasional guided tours by prior arrangement.

Library offers open house at the same time of the Welcome session and open house for new students in the Faculty of Optics and Optometry.

Along the school year there are several activities and the Library offers once again guided tours by prior arrangement.



Loans, renewals and reserving

Loan conditions:

Reference books (encyclopaedias ...), journals, unpublished theses, and works of special value cannot be taken out on loan.

Fines: one day for each day overdue and for document.

Lending service: Monday-Friday, from 9 to 21 h.

Deadlines and number of titles:

- Students: 8 titles (15 days).
- Researchers and administrative personnel: 12 (30 days)
- Teachers: 25 (2 months)

Renewals and reserving:

Reservations and renewals of loan books till 3 times in the catalogue may be made using "MI CUENTA".



Use the library from home



Our website enables you through "MI cuenta" to:

- Renew and reserve loan books.
- Consult your personal loan record (not forget activate).
- Request documents in advance (only libraries with this service).
- Access to our online collection (more than 35.000 books, 25.000 journals, theses, databases...).
- Access to recommended bibliographies.
- Consult a librarian.
- Use guides.

To register you will need your personal data and create your PIN.



Training courses

The Library organizes free courses on the use of its online resources every four-month period, by prior arrangement in the help desk, by our mail buc_opt@ucm.es or the website <http://biblioteca.ucm.es/opt>

Courses:

- Library of Optics and Optometry: organization, resources, services.
- Introduction to use of information resources for research in optics and optometry
- Bibliography: databases and bibliographic managements.

Our website offers guides for using our resources.



Research support

You can use our online service to find out availability of your **course bibliographies**.

You can study or work in groups in our 6 **working group rooms** with whiteboards, PCs and, one of them, with projector to rehearse your presentations.

The Complutense Library will arrange **special opening hours at some libraries** during examinations periods (Saturdays, Sundays, at night)



Using the computers

25 PCs are available for all members of our university (6 for public use) to access the Internet, search our online collections, use computer programs on Windows software.

There are also 14 laptop, 1 projector, 2 printer, 2 scanners and 2 E-readers.

The library offers WI-FI Internet Access through the UCM and EDUROAM network. It's available for our laptops and your own laptop, as well as tablets, iPads, smartphones or iPhones. (More information available at the helpdesk).



Photocopying

2 scanners are available to digitalization.

The library has not got reprography service, but a self-service photocopier-scanner into the Faculty is available for public use.

We remind users that maintenance of this machine is not responsibility of the Library.



Research support

The Bibliography service can help you find referenced books and documents. Stay up to date by subscribing to the e-mail summary and new additions service.



Inter-library loans

This service can help teachers, researchers and students (only for final Project) find and obtain documents from other national and international libraries which are not in our collections.

You can request any document online in our website.

More information contact with phone number 913746870 or mail to bucpipt@ucm.es



Electronic publishing

If you would like to publish your research online we can help you through our electronic publishing service (E-Prints), where you can find working papers, research and academic papers, articles, conference papers...



Services for the disabled

We are making every effort to ensure that our promises are adapted to the needs of disabled persons. JAWS and MAGIC software is available for sight-impaired users.

More info at e-mail: buc-discapacidad@ucm.es



Tell us what you think

Purchases requests: Please let us know which titles we may acquire to complete our collection or which titles need more copies.

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