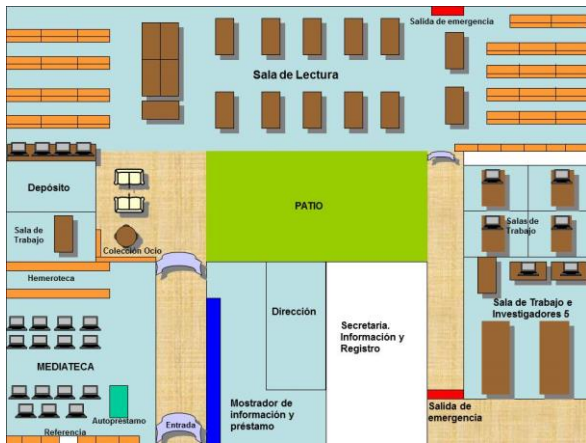




## Library map



## Reading rooms and places

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

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



## Collections and codes

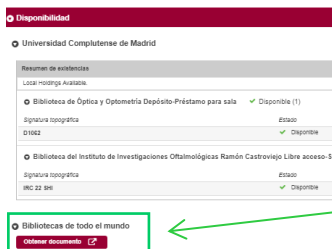
More than 12.500 documents define our collections: books, serials, journals, working papers, standards, thesis, reports, CDs, DVDs, slides, booklets... Our electronic collection includes books, journals and many databases.

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.).

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



### LOCALIZACIÓN



## 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:** (code Y) 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.

<https://biblioteca.ucm.es/>



## Library COMPLUTENSE OF MADRID UNIVERSITY

<https://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.

### Dirección:

C/Arcos de Jalón, 118  
28037 Madrid

### Teléfonos:

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

**Fax (Faculty):** 913946885

**E-mail:** [buc\\_opt@ucm.es](mailto:buc_opt@ucm.es)



### TRANSPORTS:

#### BUSES E.M.T.

- **Línea 4:** Ciudad Lineal-Vicálvaro
- **Línea 48:** Manuel Becerra-Canillejas
- **Línea 153:** Las Rosas-Mar de Cristal

#### METRO

- **Línea 7:** San Blas
- **Línea 2:** Avd. Guadalajara

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



## 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](mailto: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 (teachers, researchers, students and staff) 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 an institutional mail (@ucm.es) is required.

Members of the Alumni Association 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.

**Deadlines and number of loans:**

- Students: max. 14 documents, till 15 days.

- Master students: max. 22 documents, till 30 days

- Researchers and teachers: max. 40 documents, till 60 days.

\* Some collections may have special loan conditions.

\*\*Los libros prestados se pueden devolver en cualquier biblioteca de la UCM

**Fines:** Suspensión del servicio de préstamo al retrasarse la devolución.

**Renewals:**

Renewals of borrowed books may be made in any moment, till 6 times, from the web catalogue using "Mi Cuenta" (my account).

**Reserving:**

Reservation service allows reserving documents on loan to another reader and may be made from the catalog (MI CUENTA). Now, you can reserve any document in any UCM library and loan it in your library. More information of this service in your information service.



## Use the library from home



From "Mi cuenta" you can:

- Renew and reserve loan books.
- Save your searches.
- Create favorite list.
- Access to our online collection.
- Export records to bibliographic citation tools as Refworks, EndNote, etc.

To register you will need your university e-mail @ucm.es.



## 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](mailto: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 study or work in our 6 working group rooms, with whiteboards, PCs and, one of them, with projector to rehearse your presentations.

In our library web you can find information and tutorials about writing and presenting TFG y TFM, how to use several databases and electronic resources.

The Complutense Library will arrange special opening hours in María Zambrano library, opening weekends, holidays and during examinations periods.



## Using the computers

25 PCs are available for all members of our university (4 for public use) to access the Internet, search our online collections, use computer programs on Windows software.

There are also 16 laptop, 1 projector, 1 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.

Don't forget there's a Spanish Intellectual Property Law.



## 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. En el **servicio de información bibliográfica** encontrarás apoyo para la recopilación de bibliografías y localización de documentos.

Subscríbete al **servicio de alerta de sumarios y novedades** para estar bien informado vía correo electrónico.



## 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](mailto: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...

<https://biblioteca.ucm.es/eprintscomplutense>



## 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 in some libraries.

More info at e-mail: [buc-discapacidad@ucm.es](mailto:buc-discapacidad@ucm.es)



## Tell us what you think

**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.