Contact the librarian

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

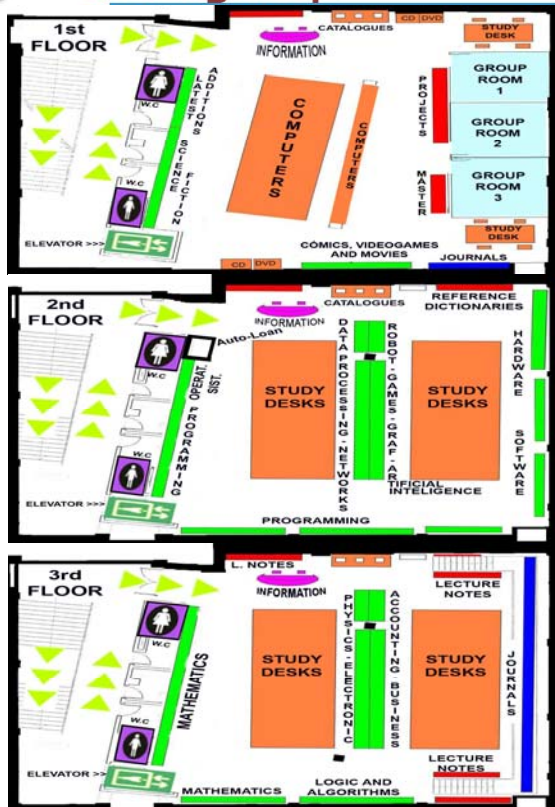**In person:** At the help desks.
By telephone: 913947523 (school days from 09:00 to 21:00).
More information and forms at:
- http://biblioteca.ucm.es/fdi/ayuda

Library map

1st FLOOR
CATALOGUES / CD DVD / INFORMATION / STUDY DESK / ADDITIONS / SCIENCE FICTION / COMPUTERS / PROJECTS / GROUP ROOM 1 / GROUP ROOM 2 / MASTER / GROUP ROOM 3 / STUDY DESK / ELEVATOR >>> / CÓMICS, VIDEOGAMES AND MOVIES / JOURNALS / CD DVD

2nd FLOOR
CATALOGUES / INFORMATION / Auto-Loan / REFERENCE DICTIONARIES / DATA PROCESSING - NETWORKS / ROBOT-GAMES-GRAF-AR-TIFICIAL INTELIGENCE / HARDWARE / STUDY DESKS / STUDY DESKS / SOFTWARE / OPERAT. SIST. / PROGRAMMING / ELEVATOR >>> / PROGRAMMING

3rd FLOOR
L. NOTES / INFORMATION / LECTURE NOTES / PHYSICS - ELECTRONIC / ACCOUNTING - BUSINESS / STUDY DESKS / STUDY DESKS / JOURNALS / MATHEMATICS / LECTURE NOTES / ELEVATOR >> / MATHEMATICS / LOGIC AND ALGORITHMS

Reading rooms and places

Reading rooms and places
We have **261** reading places distributed as follows:
1st FLOOR: Loans
- media room: **44** computer desks
- 3 rooms for work groups: **21** places
- reading: **16** places
2nd FLOOR
- reading: **92** places
3rd FLOOR
- reading: **88** places

Collections and codes

- Open access monographs (catalogue code **M**): **13.243** items.
- Journals (**P**): **305** titles.
- Lecture notes (**LN**): **2,604** items.
- Special materials (**CD**, **DV**, **DQ**, **VI**, **CDP**): **5,233** items.
- Unique collections kept in display cabinets (**V, VQ, VS, VD**): **2,974** items.
- Books in the deposit collection (**D**): **5,611** items.
- Reference (**R**): **307** items.
- Brochures (**F**): **815** items.
- Librarians' resource materials (**BT**):**129** items. Theses (**T**): **151** items.Bachelor degeeWorks: **80** it.
- Coursework (**TC**): **562** items.
- Master projects (**MA**): **216** items.
- Science Fiction (**N**): **1291** items.

- Movies (**O**): **899** items.
- Computer games (**J**): **187** items.
- Comics (**C**) : **38** items
- E-readers & e-Tablet (**LE**): **9 & 3** items.
- Laptops (**PO**): **23** items.
- Desktops (**PCBCA**): **5** items.
- Video proyectors: **3** items.
- Electronic books: more than 25.000

The catalogue code indicates where the title can be found.
For example, **M 004.65 KOR**
- The first letters indicate the collection (in this case M stands for open access monographs)
- the numbers show the subject (**004.65**: Databases)
- and the last letters represent the author (**KOR**: Korth, Henry F.).

Other UCM Libraries

The Complutense Library is the biggest university library in Spain, with 30 faculty libraries, 11,200 reading places, 3,000,000 of titles, 1,000 computers, and most importantly a staff of 401 people at your service.

UCM BIBLIOTECA COMPLUTENSE

COMPLUTENSE UNIVERSITY OF MADRID
Library

http://biblioteca.ucm.es/fdi

guide Computer Science

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

September 2015

How to use the library

Who. All members of our university community may use all our services, take out books on loan and access our online collections off campus. Members of the UCM 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 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 Director of the Library by means of a valid **library card**, which is personal and non-transferable. For some services a PIN number is required.

Improper use of materials or inappropriate behaviour 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** and by prior arrangement to further awareness of its services.

Training courses

The library organizes **free courses** on the use of its online resources.
More information regarding membership, etc. can be found at the help desks and at buc_eis@buc.ucm.es

Courses:
- Use of catalogues, databases and online journals.
- Advanced use of information resources for research in information technology and related sciences.
Our website offers guides for using our resources.

Where to find the collections

Books: the most recent and in-demand titles can be found in the open access rooms (codes M on the 2nd and 3rd floors and LN on the 3rd floor). Earlier titles are in the deposit (code D) or display cabinets (code V). Please request these at the loan counter. There is also an open access science fiction collection (code N on the 1st floor).

Journals (code P): the latest numbers are available on the journal display shelves on the 1st floor. Earlier copies can be found on restricted access shelves and should be requested at the loan counter.

CD-ROM, DVD and other materials: (codes CD, CDP, DQ, DV, J, LE, F, PCBCA, PM, PO, VI, and T) can be requested at the 1st floor counter.

- For other materials please consult: http://biblioteca.ucm.es/fdi

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.

Services for the disabled

We are making every effort to ensure that our premises are adapted to the needs of disabled persons. **JAWS** and **MAGIC** software is available for sight-impaired users. More info at buc-discapacidad@buc.ucm.es

Use the library from home

Our website enables you to:
- Renew and reserve loan books.
- Access our online collection (books, journals, theses, databases ...).
- Consult a librarian.
- Use guides.
- To keep informed and participate via our blogs.
- And much more ...
Some services require PIN.

Research support

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

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

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.

Library Hours: From 9.00 to 21:00.

Deadlines and number of titles:

- Students: 8 titles (15 days).
- Researchers and administrative personnel: 20 (1 month).
- Teachers: 35 (2 months)
- Students Double Degree: 20 (15 days)
Renewals and reserving.
Reservations and renewals of books in the catalogue may be made using your PIN.

Using the computers

Our computers are available for public use to access the Internet and search our online collections. **23** laptops are also available, as well as **9** e-readers and **3** tablets. The library offers Wifi Internet access through the UCM network.
Library Hours: from 9:00 to 21.00

Photocopying

A photocopier is available for public use on the second floor. We remind users that maintenance of this machine is the responsibility of the subcontractor.

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

We can obtain documents from other national and international libraries which are not in our collections.

Electronic publishing

If you would like to publish your research online we can help you through our **electronic publishing service**.
Working with the UCM Publications Service, we will arrange to publish your theses, journal articles, pre-prints and books: ISBN management ...
(buc-edición@buc.ucm.es)