

INTRODUCTION TO LIBRARY SERVICES



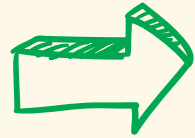
Training session

You will know...

- Access credentials at UAM and libraries services. Connection to the UAM Network.
- UAM Library: organization, tiemtables and policies.
- BiblioAgenda: training and events.
- BUN!: search engine.
- Economics Library: information, services, collections...

Credentials Access

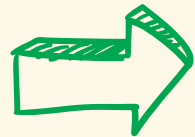
Credentials identify us as a member of the UAM university community to access administrative procedures, services, platforms and resources of the libraries



UAM User Name Account (ID UAM)

"**firstname.surname@estudiante.uam.es**"

[+ info](#)



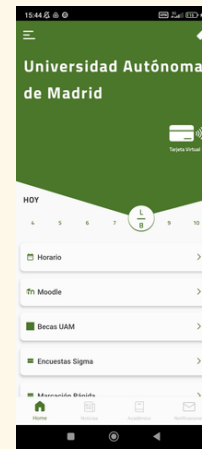
Students Card



IOS app

Android app

[+ info](#)

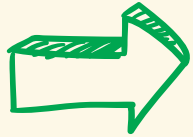


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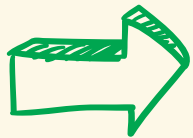


ID number Library

Connection to the UAM Network



Educational Roaming via WIFI, is a initiative between organizations. The objective is to ensure that all users of affiliated organizations can connect to the network using valid credentials in their own organization. [+ info](#)



Remote access via VPN/MFA

This service is restricted to members of the UAM University using corporate credentials (UAM-ID and password)

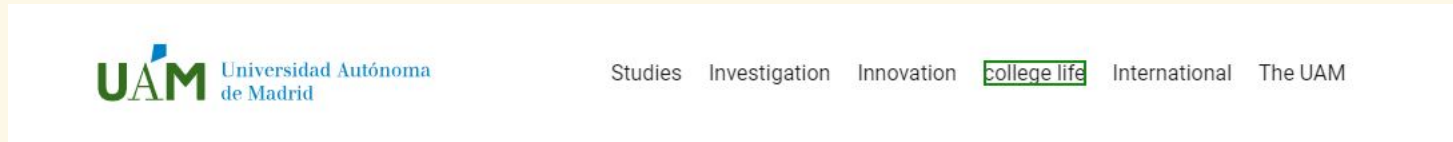
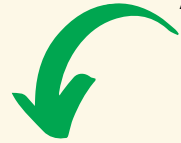
You can access to services and resources that are not accessible from the Internet, such as management systems, internal departmental services or library service resources. [+ info](#)



UAM Library: organization, timetables and policies.

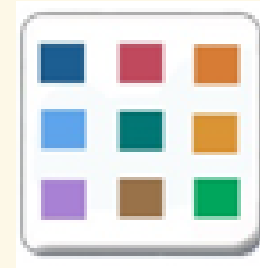
Access from the UAM website

<https://www.uam.es/uam/en/inicio>



UAM Library System

- Library Services Unit
- 8 faculty or school service libraries
- 5 specialized documentation centers



- Sciences
- Law
- Economics
- Education
- Humanities
- Medicine
- Politecnic
- Psicology

Policies

library timetables



- After Hours Study room
- Located in the Science Library.
- Extended opening hours throughout the school year and exams' period.(weekends, holiday)

¡¡Síguenos en redes !!

Biblioteca BiblioAgenda



Tool for managing
library resources and
services.

Cita

Solicita una cita para que podamos atenderte de manera personalizada

[Cita con la biblioteca](#)

View All Staff

- Biblioteca de Ciencias UAM
- Biblioteca de Derecho UAM
- Biblioteca de Económicas UAM
- Biblioteca de Educación UAM
- Biblioteca de Humanidades UAM
- Biblioteca de Medicina UAM
- Biblioteca de Psicología UAM
- Biblioteca Politécnica UAM
- Servicios Centrales Biblioteca

Eventos de las bibliotecas UAM

Consulta el calendario de eventos de una biblioteca en particular

[Elegir centro](#)

All Calendars

- Agenda de la Biblioteca de Ciencias UAM
- Agenda de la Biblioteca de Derecho UAM
- Agenda de la Biblioteca de Económicas UAM
- Agenda de la Biblioteca de Educación UAM
- Agenda de la Biblioteca de Humanidades UAM
- Agenda de la Biblioteca de Medicina UAM
- Agenda de la Biblioteca de Psicología UAM
- Agenda de la Biblioteca Politécnica UAM
- Agenda de Servicios Centrales de UAM_Biblioteca

Reserva una sala

Reserva con antelación una de nuestras salas disponibles. Algunas bibliotecas mantienen estos espacios cerrados al no poder garantizar la ventilación.

[Reserva una sala](#)

- Biblioteca de Ciencias UAM
- Biblioteca de Derecho UAM
- Biblioteca de Económicas UAM
- Biblioteca de Educación UAM
- Biblioteca de Humanidades UAM
- Biblioteca de Medicina UAM
- Biblioteca de Psicología UAM
- Biblioteca Politécnica UAM

Support and Help



request a personalized
appointment with your librarian

Calendar



Check the calendar of events,
activities and training courses of a
library.

Book a room



Book an individual or group
room in your library

Notice!

Remember that you must have UAM-ID credentials to request a service.

UAM Library: Loan Policies

As a library user, you have access to loan of materials offered by the Libraries. The service is order to a regulation that you must respect.

+ info

LOAN TYPES

- A DAY
- 8 DAYS
- 15 DAYS

ITEMS NUMBER

- BACHELOR
15 ITEMS
- DOUBLE BACHELOR
20 ITEMS

RENEWS

- 5 AUTOMATIC RENEWS
- ITEMS CANNOT RESERVED
- NO BIBLIOGRAPHIC ITEMS AND TESTS

RESERVES

MAXIMUM 15 ITEMS
PER USER

The loan and return of items is done by our library self loan stations for this purpose...

!!Attention!!



- You must to be identified with your UAM credentials



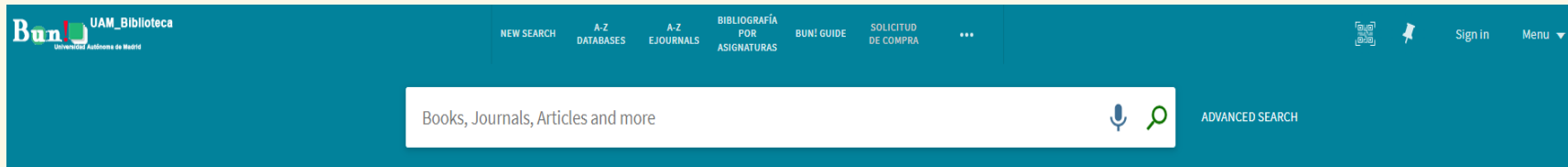
- You will receive through your UAM email or SMS alerts about your activity in the library.

Do you need audiovisual equipment?
+ info

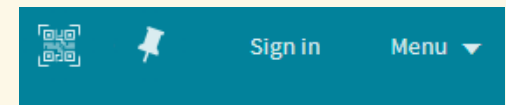
BUN!:Bibliographic search

[BUN ! Guide](#)

This is the search engine for the bibliographic resources offered by the library. It launches its search on the printed or electronic collection. The materials are books, journals, articles, book chapters, conference proceedings...

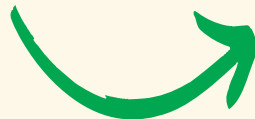
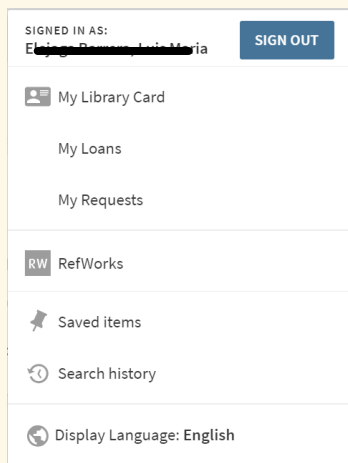
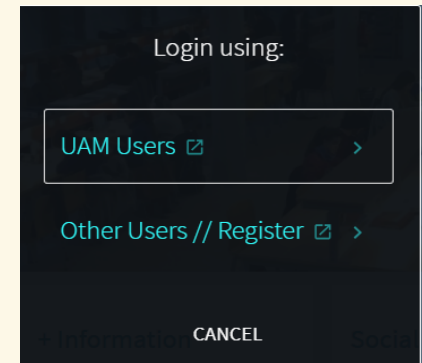


1 Sign in: important action as we will be able to access and keep information about our activity in your profile



2. UAM Credentials and Password

Apellidos, Nombre@uam.es



3. My Library

We introduce our institutional e-mail account and access to different personal services:

- Loans and reservations we have made
- Search historial of last queries in BUN!
- Saved items



Bun!: Bibliographic search

Bun! has two search options: simple and advanced.



ADVANCED SEARCH

Simple search

We can introduce a search term, a word or several words, a phrase, a name... it will search for matches from a global perspective.

X / Global search ▾ / All ▾ 

We can adjust our query using the filters on the left



1



MULTIPLE VERSIONS

Macroeconomics.

Dornbusch, Rudiger.-- Fischer, Stanley.-- Startz, Richard

4 versions of this record exist. See all versions >

2



BOOK

Macroeconomics.

D'Souza, Errol

Second edition., Noida : Pearson India , 2006

Online access >

3



MULTIPLE VERSIONS

Macroeconomics

Recurso electrónico

Matthias . Doepke.-- Andreas Lehnert.-- Andrew Sellgren

3 versions of this record exist. See all versions >

4



MULTIPLE VERSIONS

Macroeconomics

Stephen D. Williamson

2 versions of this record exist. See all versions >

5



MULTIPLE VERSIONS

Macroeconomics

John . Lindauer



- You can save your query.
- Personalise your results and help us provide you better result matches disciplines. Please select up to 5 disciplines.

Bun!
Buscador Unica

Bun! Bibliographic search

By default the search engine launches a global search over all bibliographic collections and resources.



1

You can choose whether you want to search in a single collection.

2

You can choose on which type of documents you want to launch the search.

Advanced Search

It allows us to combine different parameters that we are interested



Bun! Bibliographic search

Options choice

Search Filters

Item date

Language

Any field

Title

Author/creator

Subject

Publisher

Any year

specific date

Last year

Last 2 years

Last 5 years

Any language

English

Spanish

French

German

Depending on the collection we are looking for, Bun ! offers one drop-down menu or another.

Regarding on printed collection we can select the library where to the search items

All Libraries

Cartoteca

Ciencias

Derecho

Económicas

Results according to the parameters selected

1 MULTIPLE VERSIONS
Macroeconomics
Stephen **Williamson**
2 versions of this record exist. See all versions >

2 MULTIPLE VERSIONS
Macroeconomics
Stephen D. **Williamson**
2 versions of this record exist. See all versions >

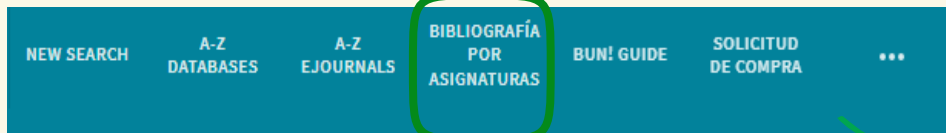
3 BOOK
Lessons on Foreign Aid and Economic Development : : Micro and Macro Perspectives /
Nabamita Dutta editor,... Claudia R **Williamson** editor.
1st ed. 2019. , Cham : Springer International Publishing : Imprint: Palgrave Macmillan , 2019
Online access >

4 BOOK
The economics of contracts : : theory and applications /
Eric Brousseau... Jean-Michel Glachant
Cambridge New York :Cambridge University Press , 2002
Online access >

Bun!
Buscador Unico

Bun! Search engine

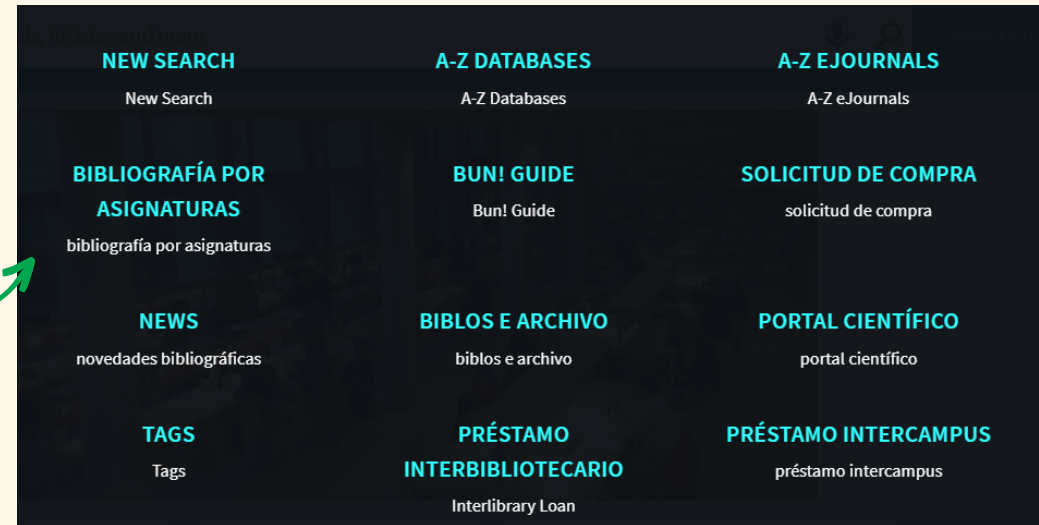
From the main page of Bun! you can access a menu with different options. One of them is **Recommended Bibliography by Subjects**

A search form titled 'Búsqueda de documentos de la bibliografía recomendada por titulaciones'. It has a dropdown menu labeled 'Selecciona la titulación en la que quieres buscar:' with the option 'Elige una titulación:'. Below the dropdown are two buttons: 'Buscar bibliografía' and 'Limpiar datos'. A green arrow points from the highlighted menu option in the previous screenshot to this form.

Choose your Degree

The same search form as before, but the dropdown menu now shows 'Grado/a en Economía y Finanzas/Bachelor in Economics and Finance'. Below it, there is another dropdown menu labeled 'Elige la asignatura de la que deseas buscar la bibliografía recomendada:' with the option 'Elige una asignatura:'. The 'Buscar bibliografía' and 'Limpiar datos' buttons are still present. A green arrow points from the 'Choose your Degree' text to this form.

Choose your Subject

The same search form, now with 'Economía del Sector Público (18265)' selected in the subject dropdown menu. The 'Buscar bibliografía' and 'Limpiar datos' buttons are at the bottom. A green arrow points from the 'Choose your Subject' text to this form.A search criteria form titled 'SEARCH CRITERIA'. It has a 'Search for:' section with radio buttons for 'Global search' (selected), 'Print collection', 'Electronic collection', and 'label'. There is a 'Search Scope:' dropdown set to 'All'. Below this is a 'Search Filters' section with a dropdown menu showing 'is (exact)' and the value '18265'. To the right of this is a 'Material Type' section with dropdown menus for 'All items', 'Language', 'Any language', 'Publication Date', and 'Any year'. At the bottom, there is a section for 'AND' with dropdowns for 'Any field' and 'contains', followed by a text input field 'Enter a search term'. There are buttons for '+ ADD A NEW LINE' and 'CLEAR'. At the very bottom, there is a summary of the search criteria: 'is (exact) 18265 AND Any field contains' followed by a 'SEARCH' button. A green arrow points from the 'BIBLOS E ARCHIVO' option in the main menu to this form.

Bun! Search engine

Loans and Requests of items



1. Search in Bun!

marketing 5.0 | technology for humanity X Global search All ADVANCED SEARCH

2. Results list.

1  **BOOK**
Marketing 5.0: technology for humanity
Kotler, Philip ; Kartajaya, Hermawan ; Setiawan, Iwan
Place of publication not identified: Wiley , 2021
“ Rediscover the fundamentals of marketing from the best in the business In Marketing 5.0, the celebrated promoter...”
[Online access](#) 

2  **BOOK**
Marketing 5.0 : technology for humanity /
Philip Kotler author.-- Hermawan Kartajaya 1947- author.-- Iwan Setiawan author.
Hoboken, New Jersey : John Wiley & Sons, Incorporated , 2021
Available at UAM. Económicas Libre acceso / Sala Novedades1 (E/C2.KOT.mar) >
[Online access](#) 

3. Click on the title of the record:

Online access: we access to the online platform to download the book

Available at: It tells us in which library the book is available and its location.

1 - 1 of 1

Full text available at: [Safari - O'Reilly for Higher Education](#) 

Authentication notes:

Get It

REQUEST OPTIONS: [Purchase request](#)

Económicas Libre acceso / Sala Novedades1 E/C2.KOT.mar
[Hide Details](#)
(1 copy, 1 available, 0 requests)

1 - 1 of 1 Records

BARCODE	TYPE	POLICY	DESCRIPTION	STATUS
5411867076	Libro	Prestamo verano 2024		Item in place

If there are few copies, you can request a purchase from the library.

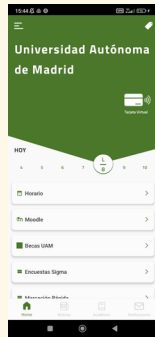
Bun! Search engine

Loans and Requests of items

4. We can borrow the book from library self loan stations available in the main hall.



UAM APP



ID number Library



Attention! Loan renewals are automatic (5 times in total) as long as there are no reservations by another user of the book.

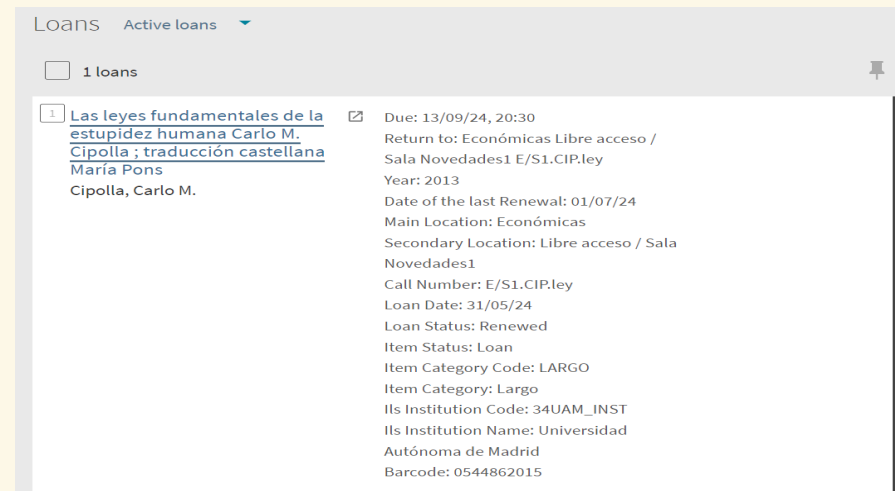
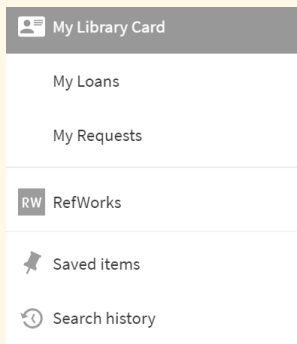
Loans procedure
Week (8 dsys) + 5 renewals= 40 days
Long (15 days)+ 5 renewals= 75 days

From our profile on BUN! you can access the loans, requests or check the return date of the books.

1



2



Bun! Search engine

Personal profile: Loans and Requests of items.

financial accounting X Global search All

BOOK
Financial accounting
Robert Libby.-- Patricia A Libby.-- Frank Hodge
9th ed., New York [etc.]: McGraw Hill Education, 2016
Available at UAM: Económicas Libre acceso / Sala Manuales (E/657/LIB/fin) >

Get It

REQUEST OPTIONS: **Purchase request**

Económicas Libre acceso / Sala Manuales E/657/LIB/fin
Hide Details

(4 copies, 3 available, 0 requests)

1 - 4 of 4 Records

BARCODE	TYPE	POLICY	DESCRIPTION	STATUS
5411366120	Recomendada	Prestamo verano 2024		On loan until 13/09/2024 20:30:00 CEST

Tiene 3 días para recoger la reserva una vez que se le notifique la disponibilidad:

Ubicación para recoger: * Económicas

Comentario:

CANCELAR SOLICITUD

Localización

Reserva / solicitud de compra realizada Su número de orden es 1

Actualizar lista de servicios

My Library Card

My Loans

My Requests

RefWorks

Saved items

Search history

- The record indicates whether our item is borrowed.
- You can **request a reservation** and choose in which library we will pick it up.
- 3 days to take it when it becomes available.
- **Purchase request:** You will be able to request a purchase. Your library will consider your application for approval.

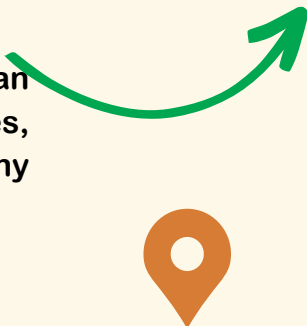
From your BUN! profile you can check your books requests or cancel them.



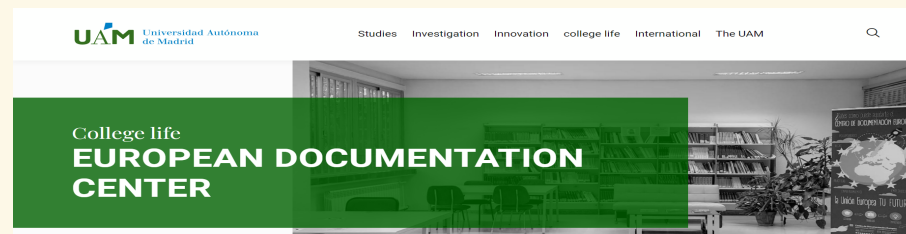
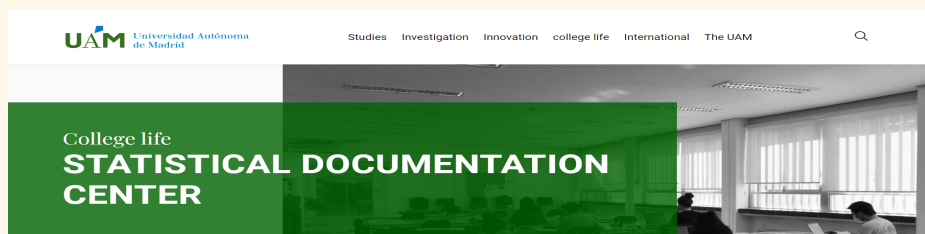
Economics Library: general information

The Economics Library is located in the main hall of the Faculty of Economics.

From the UAM Library website you can check different resources, spaces, services to resolve any queries you may have.



The Economics library is organised in different collections and two documentation centres.



Timetable

From 9:00 to 20:30 (academic period)
From 9:00 to 14:00 (summer)



More information

Economics Library: spaces and equipments



- Library lockers
(Keys are borrowed at the library. Daily and weekly loans)



- Self loan machines
- Self return mailbox
- Laptop loans
- No bibliographic materials
(calculators, phone charges, mice)



- information and help
- desk (Pod)



User service spaces

+Info



Individual work rooms and study areas



Study room with main reference handbooks that you need



Study room with main book news and (first floor)
Journals library (second floor)



- Individual work rooms can be borrow for a period of 2 hours

Attention!! library ID number is necessary in order to book them

Economics Library: spaces and equipments



**Multimedia
classroom**

The multimedia classroom is for teaching and individual use. It is located in the reference handbooks room.

The adapted site is aimed at visually disability people.



**Working room
in European
Documentation
Centre**



- 128 seats with portable tables for up to 6 users,
- Portable whiteboards (markers and erasers on the counter on request),
- terminals with Internet access and an area with armchairs to relax.



**Leisure and
study spaces**



We have outdoors spaces throughout the library and armchairs in the reference handbooks room where you can study or relax.

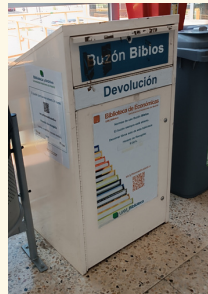
Economics Library: spaces and equipments



Book news and recommended readings



External self return mailbox



Location

- Hall of the Faculty (main entrance).
- North entrance to the Faculty.

You can use them whether the library is open or closed.

Remember !! the return will be operative in the sytem next day.

ATTENTION!

Some of these spaces require you to make a book.



Economics Library: collections

Printed Collection

Reference
Handbooks

- They are recommended by your Lecturers.
- All of them are available and classified by **Universal Decimal Classification**

New
Books

- Specialised books published from 2015 onwards, topic collections (Entrepreneurship, Languages, Asia Collection, Books in Chinese), leisure collections (Literature, Tourist Guides, cinema and Economics), the last 5 years of journals and reference works.
- All of them are available and classified by **Journal of Economic Literature (J.E.L.) Classification**

restricted
access

- Specialised items published before 2015, journals before last 5 years, Statistical Documentation Centre and European Documentation Centre items, research papers, working papers, audiovisual collection, old items
- Restricted access, on request over the counter.

Self-loan

- Special materials such as laptops, calculators, mobile phone chargers, USB drives, markers, mouses, etc
- All of them are available

Electronic Collection

It is composed of
**Databases, e-journals
and e-books**

Remember...

Weekly Loan: Handbooks, Dictionaries, Laptops, Recommended Bibliographic by subjects

Long Loan: Rest of items

Room or daily Loan: Non-bibliographic materials, old items, journals and research papers

Economics Library: services and activities

The Economics Library guides you in
your training in the future



Careers advice

Bibliographic news

Guides and tutorials

Trainings

Recommended bibliographic
items

Cultural activities



Do you need help ?
Make an appointment at library

Library Guides

- * Remote access/WIFI
- * Self loan machines
- * UAM ID at library
- * Economics Library:collections
- * Frequently Asked Questions
- * Loans
- * A-Z list (databases)

If you have any questions do not hesitate to write us



send us a



673 122 214

**THANKS A LOT FOR YOUR
ATTENTION**

formacion.biblioteca.economicas@uam.es