



# UNDERGRADUATE STUDENTS

(USER GUIDE)

## WHAT IS THE LIBRARY?

The Library's mission is to provide services and offer high quality information resources to meet the needs of its users. In this way it collaborates in the processes of knowledge management and dissemination, thus contributing to the complete education of individuals and the achievement of the University's goals.

## WHAT DOES THE LIBRARY OFFER?

### INFORMATION SEARCH

Find the information you need quickly and efficiently. We provide you with a wide range of information resources available through ATHENEA.

### REFERENCE MATERIALS

We have a wide collection of documents in different formats that you can consult both in the reading rooms and through the Digital Library.

### COMPUTERS USE

You can use your own laptop or borrow one from the library if you do not have one. There are also a number of computers available in the Media Library and in the Computer Rooms.

### GROUP WORK ROOMS

If you need to work in groups, we provide you with rooms where you can do so in the best conditions. You can easily reserve them through our website.

### LOAN SERVICE

Most of our documents are available for loan and you can even request documents from other libraries (inter-library loan, CBUA). Save time using the auto-check out machines.

### TRAINING

Do you want to make the most of the information you find? The library organizes training sessions to help you achieve this. You can also find guides, tutorials and help on our website.

### RECOMMENDED BIBLIOGRAPHY

We offer you all the manuals and monographs recommended by your professors for their courses.

### OPENING HOURS

We are open Monday to Friday throughout the year. During exam periods the library extends its hours and opens on weekends.

### PERIODICALS LIBRARY

The Library has a wide collection of periodical publications and scientific journals, most of them in electronic format so you can consult them from home.

## WHAT IS ATHENEA?

Athenea is our catalogue, a database accessible from anywhere and at any time. It has the location and access information of all the documents and resources selected by the library. You can also manage your loans, returns and reservations through ATHENEA.

<http://athenea.upo.es/>

### PRACTICAL INFORMATION

- Location: Building 25, Juan Bautista Muñoz
- Opening hours: Monday to Friday from 8:30am to 9pm (extended opening hours during exam periods)
- Website:  
<http://www.upo.es/biblioteca>

### THE LIBRARY IN FIGURES

- Area: 10,163 m<sup>2</sup>
- Reading stations: 874
- Almost 350,000 manuals and monographs
- More than 24,000 journals
- 163 Free access computers
- 6 group study rooms (3 of them are double rooms)

### COMING SOON...

- The Library redevelopment works are almost completed. We expect to have it functioning sometime during this academic year.

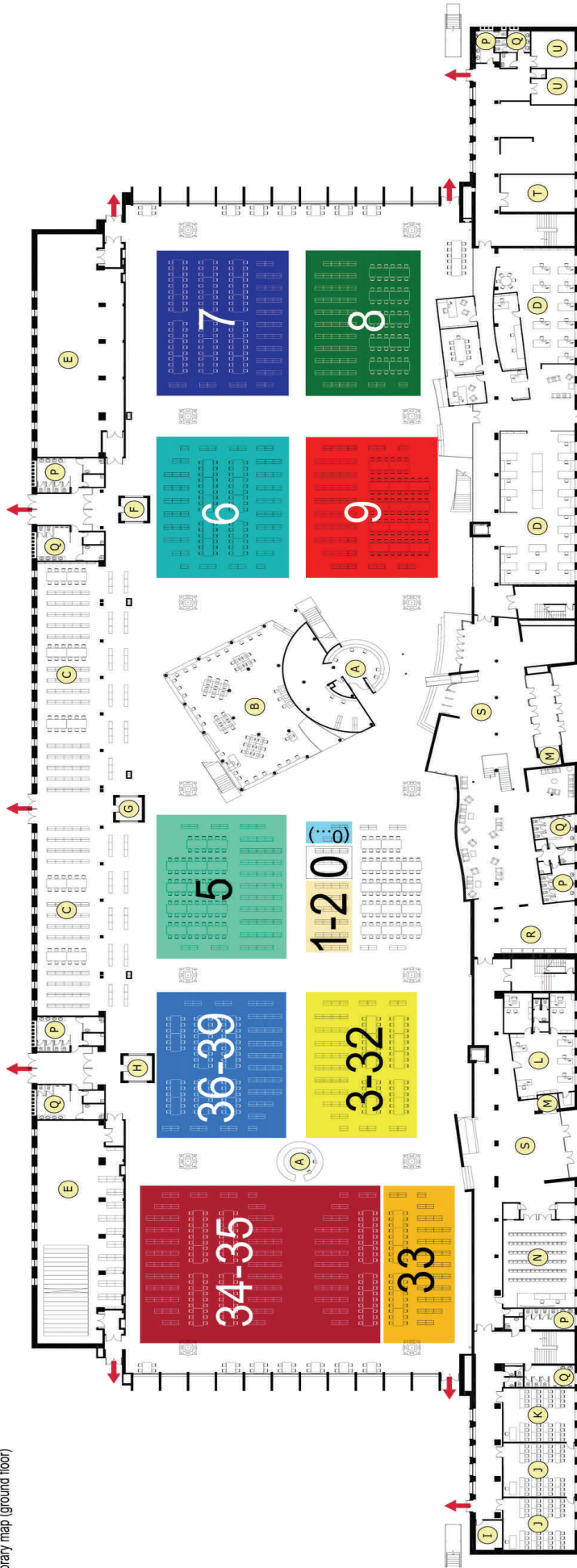
### INFORMATION

- If you need any information about the library (opening hours, services, information resources, etc.) you can ask the library staff at the **information desks**, call us at **95 434 9255 / 95 497 8111** or email us at [infobib@upo.es](mailto:infobib@upo.es)

### WE ARE MEMBERS OF:



Library map (ground floor)



- (A) INFORMATION DESK
- (B) MEDIA LIBRARY
- (C) PERIODICALS LIBRARY
- (D) LIBRARY SERVICES
- (E) BOOK STORE
- (F) PHOTOCOPYING 1
- (G) PHOTOCOPYING 2
- (H) PHOTOCOPYING 3
- (I) PHOTOCOPYING 4
- (J) COMPUTERS ROOM

- (K) LEARNING ROOM
- (L) MULTIMEDIA LAB
- (M) SECURITY
- (N) CONFERENCE ROOM
- (P) FEMALE TOILETS
- (Q) MALE TOILETS
- (R) VENDING MACHINES
- (S) HALL
- (T) USERS LEARNING ROOM
- (U) BOOK STORE

EMERGENCY EXIT

- (0...) REFERENCE WORKS
- 0 GENERALITIES, LIBRARY AND INFORMATION SCIENCE, INFORMATICS
- 1-2 PHILOSOPHY, PSYCHOLOGY ETHICS, RELIGION
- 3-32 SOCIAL SCIENCES METHODOLOGY, DEMOGRAPHY, SOCIOLOGY AND POLITICS
- 33 ECONOMICS
- 34-35 LAW AND PUBLIC ADMINISTRATION
- 36-39 SOCIAL SERVICES & EDUCATION
- 5 MATHEMATICS AND NATURAL SCIENCES
- 6 APPLIED SCIENCES (MEDICINE, BUSINESS, ENGINEERING, ETC)
- 7 ARTS AND SPORTS
- 8 FILOLOGY, LITERATURE AND LINGUISTICS
- 9 HISTORY, GEOGRAPHY AND BIOGAFY