

## THE LIBRARY FOR LEARNING SERVICE CHARTER

### THE UOC VIRTUAL LIBRARY

The UOC Library is a virtual library that offers all the services of a university library via the internet and IT.

You can access the Library from the UOC portal or the Virtual Campus, although entering via the Virtual Campus guarantees access to all the resources and services.



<http://biblioteca.uoc.edu>

Online **STUDENTS**  
Resources/Services  
Researchers  
FACULTY **24x365**

### MISSION

The Library for Learning's mission is to accompany faculty (lecturers, counsellors, tutors) and students throughout their teaching and learning activities at the University. It aims to provide all they might need from the Library, offering an efficient and quality service, so as to increase the value and excellence of the teaching and learning carried out at the Universitat Oberta de Catalunya (Open University of Catalonia, UOC).

### DEVELOPMENT OF THE STUDENTS SUBJECT SUPPORT AREAS: CLASSROOM MATERIALS AND INFORMATION SOURCES \*

#### | A |

Management of subjects' recommended bibliography.

Creation of a recommended bibliography for a new subject.

**F6 / Incident entry > Library > Acquisitions > Recommended bibliography**

Updating of a recommended bibliography for a subject.

**F6 / Incident entry > Library > Acquisitions > Recommended bibliography**

#### | B |

Acquisition of a book and/or other documents, resources and/or tools.

**F6/ Incident entry > Library > Acquisitions**

**Request from the Library Replies service**

#### | C |

Bibliographic searches on specific areas for subject teaching and/or learning support.

**Home > Dossiers**

**Request from the Library Replies service**

#### | D |

Digitisation of hardcopy support material for use in the classrooms, following request for copyright processing.

**F6 / Incident entry > Library > Classroom resources**

#### | E |

Production of guides on sources of information by study area.

**Available in: Classrooms > Subject > Classroom configuration**

#### | F |

News round-ups by study area

Consult the services available at:

**Home > Services > News services**

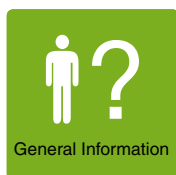
and/or **Classroom > Subject > Materials and sources > The Library in the classroom**

**Request new round-ups from the Library Replies service.**

(\* ) These services are only available to university faculty



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INFORMATION SOURCES AND SERVICES  
The Library Replies

General Information

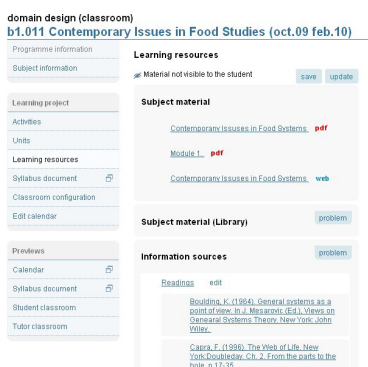


DOCUMENT PUBLISHING

the Oberta in Open access

<http://openaccess.uoc.edu>

THE LIBRARY PROVIDES DOCUMENTARY SUPPORT FOR THE UOC'S STUDENTS AND FACULTY ACTIVITIES IN THE FORM OF RESOURCES, SERVICES AND INNOVATION



CLASSROOM CONFIGURATION – FACULTY TEAM – MATERIALS AND SOURCES

### SUGGESTIONS AND COMPLAINTS

Please send us your suggestions and complaints to *the Library Replies service*.

### CONTACT

If you have any queries, please contact us via *the Library Replies service* or email: [ibiblioteca@uoc.edu](mailto:ibiblioteca@uoc.edu)

(\*) These services are only available to university faculty.

### ACCESS TO HARDCOPY AND ELECTRONIC RESOURCES AT THE UOC AND OTHER ORGANISATIONS

**| A |**  
Consultation of the hardcopy document and book catalogue. **Home > Catalogue**

**| B |**  
Consultation of electronic resources (databases, journals, e-books, encyclopaedias). **Home > Electronic resources**

**| C |**  
UOC Library hardcopy document and book loans, reservations and renewals. **Home > Services > Loan**  
**Home > Catalogue**

**| D |**  
Hardcopy document and book loans from other universities.

**Home > Services > Document securing > Interlibrary loan**

**| E |**  
Supply of articles, conference proceedings, and other publications not available from the UOC Library. **Home > Services > Document supply service > Article supply**

**| F |**  
E-book reader loans. **Home > E-books > Order an e-book reader**

**| G |**  
Acquisition of books and documents. (\*) **Request from the Library Replies service**

### INFORMATION SKILLS

**| A |**  
Specific training sessions for faculty and students to acquire skills on finding quality and specialised information in their study areas, and on how to organise and manage this information. **Request from the Library Replies service**

**| B |**  
Courses and workshops to develop information skills. **Request from the Library Replies service**

**| C |**  
Access to self-taught material for the development of information skills. **Home > Services > Training**

**| D |**  
Production of support material for document management. (\*) **Request from the Library Replies service**

### VISIBILITY OF THE COLLECTION ACQUIRED AND GENERATED BY THE UNIVERSITY AS PART OF ITS TEACHING AND LEARNING ACTIVITIES

**| A |**  
New additions to the UOC catalogue by study area. **Home > News > What's new**  
**Home > Catalogue > What's new**

**| B |**  
New additions by specialist publisher. **Home > News > What's new**  
**Home > Catalogue > What's new**

**| C |**  
Publication of teaching and academic work in the UOC's O2 institutional repository: open-access platform, dissemi-

nation and visibility of the teaching activities at the University (articles, papers, speeches, presentations, final degree projects, final master's degree projects, final research projects, exams, exercises with answers, etc.) **Home > O2 institutional repository > Publish**

**| D |**  
Advice on open-access publishing. **Request from the Library Replies service.**