

LIBRARY AND DOCUMENTATION

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USE OF THE ESIC LIBRARY



- **Who can use the library services?**

The library is open to all students enrolled in courses at ESIC, as well as to all students in their last year at school, students from other universities, students preparing for state examinations and language students.

- **Can I still use the library if I have completed my studies at ESIC?**

All alumni of ESIC are entitled to continue using the library

- **What are the requirements in order to use the library?**

Demonstrate that you meet one of the requirements above (for example, that you are enrolled in a course at ESIC), fill in a form (available in the library) with your personal details and register your fingerprint which will identify you and give you access to the library. We do not issue library cards.

TIMETABLES

- **What are the normal opening times for the library?**

The library is open from Monday to Friday from 9 am to 9 pm, and on Saturdays from 10 am to 2 pm. The library is closed on Sundays.

- **At what times of year are the opening hours extended, coinciding with exam periods?**

The exact calendar depends on the examination dates, but occurs in January/February, May/June and September. The library is open for 22 hours per day, including Sundays and holidays.



HELP WITH USING THE LIBRARY

We organise a series of free sessions to help users with the available resources and services and how the library works. Library users can request a session or sign up to one that has already been scheduled.

SUGGESTIONS AND COMPLAINTS

- **How can I communicate my suggestions questions or complaints regarding the library?**

There is a link to a suggestions mailbox on the webpage :

<http://www.esic.edu/institucion/biblioteca/>, in the section **Contact the Library**.

Forms, which can be used by any member of the university, are available in the library itself for the same purpose

NEWSPAPERS

- **Which daily newspapers are available in the library?**

The library receives the current edition of the following newspapers every day: ABC, El Mundo, El País and Expansión. There is no charge for consulting these newspapers.



PHOTOCOPIERS AND PRINTERS

- **Is there a photocopying and printing service in the library?**

There is no photocopying or printing service in the library. This service is available to ESIC students in the school's main building.

- **What are the restrictions on copying documents?**

You may only photocopy documents which are NOT subject to copyright or that proportion of a document permitted under current legislation.

- **Is there any other system for reproducing documents in the library?**

No

ROOMS FOR GROUP WORK

- **How many rooms are available for group work?**

There are 14 rooms available for group work: small ones for a maximum of 4 people and larger ones for a maximum of 8.

- **How can I book a room for group work?**

Rooms should be booked 24 hours in advance, by telephone (91 452 4144) or by asking in the library. Rooms can be used for up to 2 hours, between 9 am and 9 pm.

INTERNET

- **Do the computers in the library have an internet connection and other computer programmes ?**

There are computers in the library that allow you to connect to the internet for the purposes of finding information; they do not have other computer programmes. Computer programmes (Office, etc) are available to ESIC students in the computer rooms of the main building.





- **Can I connect my laptop?**

Connections to the mains are available for electronic devices throughout the library.

FINDING WHAT I WANT

- **How can I find a book, film, etc.?**

By consulting the library catalogue on the following web page:

<http://absys.esic.edu/abnetopac/abnetcl.exe/O7020/ID1f660c3b?ACC=101>

- **Where are the books kept in the library?**

The books are kept under lock and key. You can request books that you have found in the catalogue at the counter in the Lending section.

- **How many books can I take out on loan and for how long?**



Undergraduate students can take out up to two books for one week. For Postgraduate students the maximum number of books per week is three. In both cases this loan can be renewed for a further week if the books have not been reserved by other students.

- **Can all the documents in the library be taken out on loan?**

No. There are restrictions on certain documents: dissertation, final undergraduate projects, magazines and other documents that for whatever reason the library considers should be excluded from this service.

- **Where are the computers that can be used to consult the library catalogue?**

There are two places in the library where you can access the library catalogue, one on the ground floor and one on the first floor. You can also access the catalogue via any computer connected to the internet.

- **Where can I consult databases, electronic magazines and other electronic resources in the library?**

The library has subscriptions to electronic resources which can be consulted from any computer. To download information or documents you must identify yourself using a password. You can request this in the library in person or by sending an email to: biblio.mad@esic.edu

There is also a mobile app to allow you to consult the catalogue from your smartphone.



- **Who can help me if I don't know how to use data bases, electronic magazines and other electronic resources in the library?**

Training courses are arranged in the library to help users learn how to get the best possible use out of the online resources.

- **How can I access the online resources of the library?**

Via the Catalogue and Electronic Resources button on the Library webpage:

<http://www.esic.edu/institucion/biblioteca/>.

Access to e-books:



Academic digital text platform in Spanish and other languages, especially English. e-Book provides full texts from books, articles, scientific research and doctoral thesis in all the academic disciplines.

[Tutorial](#)

Ebsco Discovery Service (EDS):



By means of a unified index of the information resources of an institution, EBSCO Discovery Service (EDS) provides users an easy and powerful way of accessing all the contents with one single search interface.

Emerald Insight:



Emerald Management 95:

- Access to references and full text from articles published in top-level academic journals reviewed by professionals and specialising in marketing, companies, business, advertising, etc.

Emerald Emerging Markets Case Studies:

- Access to cases drafted and reviewed by professionals who work in countries with growing economies and focused on decision-making, business management, emerging markets, etc.

Digital Media Guide:



The most complete media guide updated daily. Includes 7,374 media. Communication groups, publishing, exclusivists and media in Spain. Media contact details, supplements, editions, characteristics, contracting conditions, information content and audience profile, OJD control, management staff, marketing and advertising.

- **Are all the documents which appear in the data bases in the library?**

No, in some cases the data bases give the reference, but not access to the document. If you are interested in the document the library can obtain it for you.

