



## Contact the librarian

We will gladly answer your queries regarding finding bibliographic resources, carrying out searches, using electronic documents and databases:

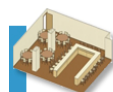
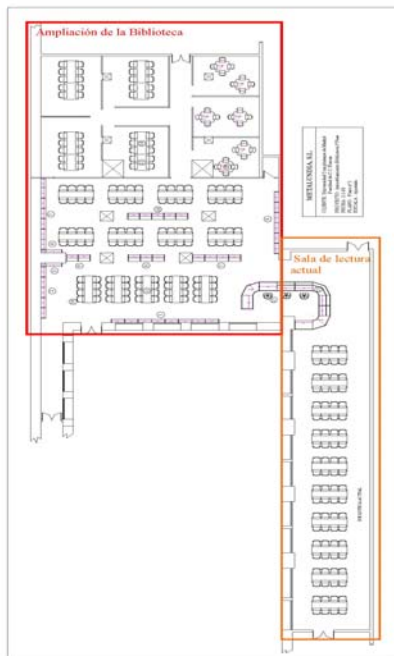
**In person queries:** At out circulation desk.

**By telephone:** 913944644 (school days from 08.30 to 20.30).

**More information and forms at:** [www.ucm.es/bucm/fis](http://www.ucm.es/bucm/fis)



## Library map



## Reading rooms and places

### Reading rooms and other research locations

We have 112 desks distributed as follows:

GROUND FLOOR: Loans

- reading: 92 reading desks

1<sup>ST</sup> FLOOR:

- media room: 11 computer workstations

- scholarly journals, reference and reading room: 10 reading desks

- 3 rooms for work groups: 18 meeting desks (temporarily out of service)



## Collections and codes

- Free access to monographs (catalogue code **F**): 9.034 items.
- Journals (**H**): 1191 titles.
- Reference books (**R**): 588 items.
- Rarely used (**J**): 2486 items.
- Special collections (**E**) (**CD**, **DVD**, **DQ**, **VI**, **CDP**, **Science Fiction**, **Movies**): 290 items.
- Rare and old items collection (**A**): 5.033 items.
- Theses and dissertations (**T**): 2.602 items.

Additionally there are another 15000 items located at departmental libraries.

The catalogue code indicates where the title can be found.

For example, **F537.8PUR**

- One or more letters on the right margin of the code indicate the collection to which the item belongs

(e.g. in this case **F** stands for open access

monographs)

- the numbers show the subject

(e.g. **537.8**: indicates "Computational Databases")

- Letters on the left margin represent the author

(**PUR**: Purcell, Edward M.).



## Other UCM Libraries



The Complutense Library is the biggest university library in Spain, with 30 faculty libraries, 9,700 reading places, 3,000,000 titles, 1,000 computers, and most importantly a staff of 517 people at your service.

UCM BIBLIOTECA COMPLUTENSE



COMPLUTENSE UNIVERSITY OF MADRID

## Library

[www.ucm.es/bucm/fis](http://www.ucm.es/bucm/fis)

guide

## Physics



### LIBRARY HOURS:

**School days:** 08.30 to 20.30.

Special variable timetables apply during exam periods, Christmas, Easter and in summer recess periods, to be announced in advance.

### Address:

Facultad de Ciencias Físicas  
Ciudad Universitaria  
28040 Madrid

### Tel:

- Library Information: 913944644
- Loans: 913944651
- Inter-library loans: 913944644
- Administrative offices: 913944644
- Second library manager: 913944763
- Library Director: 913944470

**Fax:** 91-3947524

E-mail: [buc\\_fis@buc.ucm.es](mailto:buc_fis@buc.ucm.es)

### Transportation

UNDERGROUND

- **Route 6:** Ciudad Universitaria.

BUSES E.M.T.

- **Route F:** Cuatro Caminos - Filosofía B. (continue until end of route).

- **Route G:** Moncloa - Filosofía B.

- **Route I:** Somosaguas – Campus de Moncloa

- **Route U**

- **Route 82 y 132**

More information and forms available at the help desks and on our website: [www.ucm.es/bucm/fis](http://www.ucm.es/bucm/fis)



## How to use the library

**Who.** All members of our university community may have access to all of our services, including borrowing books and accessing 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 all patrons in reading rooms (restrictions may apply during examination periods). Visitors who wish to use services including borrowing books must be recognised by a professor to obtain from the Director of the Library 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 offers **library tours** regularly scheduled and by prior appointment.



## Training courses

The library organizes **free and customized workshops** on the use of its online resources. Further information regarding eligibility of attendance, etc. can be found at the help desks and at [buc\\_fis@buc.ucm.es](mailto:buc_fis@buc.ucm.es)

Courses:

- Use of catalogues, databases and online journals.
- Advanced use of information resources for research in information technology and related sciences.

Online support:

Find guides for using our resources on our website.



## Where to find the collections

**Books:** the most recent and in-demand titles can be found in the open access rooms (on the ground floor). Earlier titles are located 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 1<sup>st</sup> floor).

**Journals** (code P): the latest numbers are available on the journal display shelves on the 3<sup>rd</sup> and 1<sup>st</sup> floors. Earlier copies can be found on restricted access shelves and should be requested at the loan counter.

**CD-ROM, DVD y other materials:** (codes CD, DV, DQ, VI, CDP, T, TC and F) can be requested on the 1<sup>st</sup> floor counter.

For other materials, please check out our website: [www.ucm.es/bucm/fis](http://www.ucm.es/bucm/fis)



## Tell us what you think

**Purchase requests.** Please make your suggestions for the acquisition of new titles to enrich our collections.

**Complaints or suggestions.** You may report issues and 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. Software packages such as **JAWS** and **MAGIC** are available for sight-impaired patrons. More info at [buc-discapacidad@buc.ucm.es](mailto: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 checked out on loan.

**Penalties:**

Two-day loss of privileges for each day overdue.

**Library Hours:** From 8.30 to 20.30.

**Deadlines and number of titles:**

- Students: 12 titles (15 days).
- Researchers and UCM administrative staff: 20 (1 month).
- UCM faculty: 35 (2 months)

**Renewals and reserving.**

Reservations and renewals of books in the catalogue may be made using your PIN. (renewals of books in Spanish are excluded)



## Using the computers

Our computers are available for public use to Internet access and search our online collections. The library offers **Wifi Internet access** through the UCM network. Library Hours: from 8.30 to 21.00



## Photocopying

Photocopy machines are available for public use. We remind patrons that maintenance of this machine is the responsibility of the subcontractor.



## Research support

Staff at our Information Desks will 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 not currently available in our collections.



## Electronic publishing

If you would like to publish your research online, we can help you through our **electronic publishing service**. As part of a joint service 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](mailto:buc-edición@buc.ucm.es))