



CONTACT THE LIBRARIAN

We help you solve your doubts about how to find information, make searches, use electronic documents and databases:

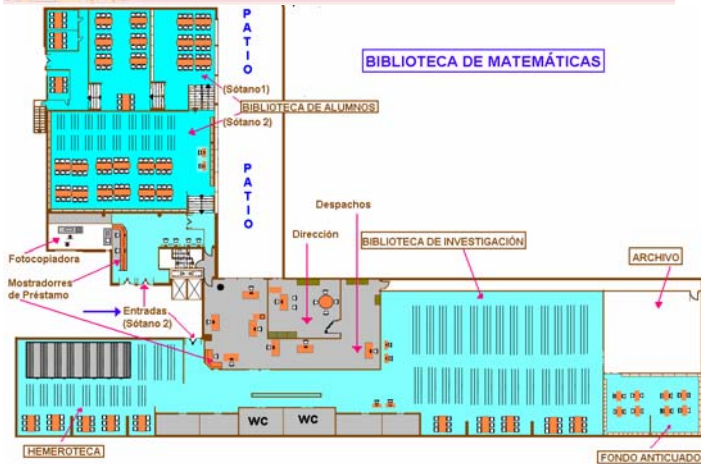
Personally: at the information desks.

By phone: 913944653 and 913944447 (school days from 8:30 to 20:30 h.)

Further information and forms: www.ucm.es/bucm/mat



PLAN OF THE LIBRARY



READING ROOMS AND SEATS

There are **328** reading seats:

BIBLIOTECA ALUMNOS (Students' library): **260**

BIBLIOTECA INVESTIGACIÓN (Research library): **52**

HEMEROTECA (Journals library): **16**



FUNDS AND CLASSMARKS

- Books (sig. AL, IN y FA): 64.488
- Periodical publications (PP): 626
- CD-Rom: 859
- Videos: 93
- Microforms: 86

The classmark is a code that helps to locate a document in the library.
Example:

AL512.64BUR

- First letters indicate the collection (in this case **AL**, Biblioteca de Alumnos),
- the numbers of the subject (**512.64**: Linear algebra),
- and the last letters, the autor **BUR** (Burgos Román, Juan de)



OTHER UCM LIBRARIES



Biblioteca Complutense is the biggest university library in Spain: 30 libraries, 10.000 reading seats, 3.000.000 works, 1.200 pc's, and the most important 560 people at your service.



Library

UNIVERSIDAD COMPLUTENSE DE MADRID

Mathematics

www.ucm.es/bucm/mat



OPENING HOURS

School days: from 8:30 to 20:30 h.

Easter, Christmas and Summer: 8:30 to 14

Special opening hours during examinations period.

Address:

Plaza de Ciencias, nº 3
Ciudad Universitaria
28040 Madrid

Telephone numbers:

- Journals library: 913944447
- Library: 913944653

Fax: 913944675

e-mail: buc_mat@buc.ucm.es

Transports:

SUBWAY (METRO)

- **Line 6:** Ciudad Universitaria.

BUS (E.M.T.)

- **Line G:** Moncloa
- **Line F:** Cuatro Caminos
- **Line U:** Campus de Moncloa
- **Line I:** Somosaguas – Campus de Moncloa
- **Line 132:** Moncloa – La Paz
- **Line 82:** Moncloa – Peña Grande

Further information and forms at help desk and in the web: www.ucm.es/bucm/mat



HOW TO USE THE LIBRARY

Who. Members of the university can use all our services, ask for loans and get into our electronic funds. Members of public universities of Madrid, of Ancient Student Associations and Friends of the UCM have access to some of our services such as loans.

Any people can consult our funds in the reading room (during examinations times some restrictions may apply). For using other services or for making loans you have to be introduced by a professor or by the Director of the Library. For that, it is complimentary to have the library card, which is personal and, for some services, you need the PIN (Personal Identification Number).

Improper use of funds or inadequate treat to our staff or to the rest of the users are considered as a grave infraction.



KNOW YOUR LIBRARY

The Library organizes **guided visits** addressed to help you better know our Library, every Friday at 12 and at 16 h.; you need to ask for it in the loan desk.

Group visits also exist, teachers or other interested people need to ask for them.

We also organize, at the beginning of the academic period, the **Welcome Week to the Library**, with daily visits (at 12h and at 16 h.).



TRAINING

The Library organizes **free courses** on how to use our electronic resources, every week both in the morning and in the afternoon. For registrations and further information visit the public information desks or buc_mat@buc.ucm.es.

Course:
-Introduction to the Library and to the Cisne catalogue. Visit to our webpage (Tuesday and Thursday at 12 and at 16 h.).

In our web you will find guidelines to learn how to use our resources.



FUNDS CLASSIFICATION

Books:
- Students Library (CDU classmark—free access) ---> AI
- Research Library (CDU classmark-free access) ---> IN
- Ancient Funds (Currens classmark) ---> FA
- Collections: CD, CI, CM, CP, EN LB. LC, LI, LE, LM, LP, LS, MA, PI, PA, SY
(Currens classmark—free access).

Journals (PP classmark): Currens classmark-free access.

Videos, CDs and other materials: (CDU classmark, must previously ask for them at the loan desk).

For other materials, see <http://www.ucm.es/bucm/mat>



SUGGESTIONS AND CLAIMS

Suggestions for new acquisitions. You can make suggestions about books we could add to our funds or for which we should have more issues.

Claims or other suggestions. You can personally make any suggestion or complain, or send it by e-mail. We will contact you as soon as possible.



SERVICES TO HANDICAPPED PEOPLE

We are making a great effort in order to adapt our instalations to meet the needs of handicapped people. E-mail: buc-discapacidad@buc.ucm.es.



THE LIBRARY AT HOME



Using our web you can:
- Reserve and renew loans.
- Access to our electronic catalogue.
- Consult the librarian.
- Use guides.
- And much more...
For some services you will need your card and PIN.



SUPPORT TO YOUR STUDIES

Using the web you can get access to information about the availability of your **subjects booklists**.

The Biblioteca Complutense opens some of its libraries during examinations period (Matemáticas among them) including Saturdays, Sundays and nights.



LOANS, RENEWALS AND RESERVATIONS

Loan conditions:
Reference Works (encyclopedias...), unpublished thesis, works before 1959 and some of high value are excluded.

Fines:
Two days without loan for each day of delay.

Opening hours: from 8:30 to 20 h.

Loan Periods and number of Books limitations:
Students: 8 books 7 days.
Researchers: 12 books 15 days.
Teachers: 25 books 2 months.

Renewals and reservations. You can reserve and renew your loans. For doing so, you need your card and your PIN.



USING PC'S

We have free use PCs for using Internet and to check our electronic data bases and funds.
Opening hours: 10:00 to 20:00 h.

CONNECTION TO THE UCM NETWORK FOR USER'S LAPTOPS.



PHOTOCOPY SERVICE

There are two photocopier machines at your disposal.



SUPPORT TO RESEARCHERS

The bibliographic information service helps the researchers to look for bibliographic information and to locate documents.

Book our alert service to keep informed by e-mail.



INTER-LIBRARY LOANS

We may borrow books / documents from other library in Spain and abroad.



ELECTRONIC EDITION

If you wish to publish an electronic version of your research, we offer you our **electronic edition service**.

In collaboration with the Publications Service of the UCM we help you publishing your thesis, articles, pre-prints and books: ISBN... (buc-edicion@buc.ucm.es)